



## Course Aim

The Aim of the course is to provide the attendees with knowledge of how data in the SLC files can be

- 1.) Used to create an Attendance Report for return to the SLC.
- 2.) Posted through to QLx

## Pre-requisites

Attendees for the relevant part of the training must have an Understanding of the role of the SLC and for 2.) a general understanding of QLx.

## Suggested Attendees

- 1.) This part of the course is intended for those who deal with submitting the Attendance report to the SLC.
- 2.) This part is intended for members of Finance who deal with the processing of payments from the SLC.

## Course Content

The course will be split into two parts

### 1.) Attendance Processing

- **Import**  
Attendees will be shown how to import SLC Schedule files.
- **Attendance Maintenance**  
Mapping SLC Attendance Types to QLS Stage Codes.
- **Processing**  
Attendees will learn how to match students in the SLC file with students on QLS, reprocess the file, update Attendance Types by bulk & individually and create an Attendance Report for return to the SLC.

### 2.) Finance Processing

- **Import**  
Attendees will learn how to import SLC payment files.
- **Processing**  
Attendees will learn how to match students in the SLC file with students on QLS, how to post SLC payment details into QLx, view statistics and produce reports on SLC/Student debt.

### Course Objectives

- 1.) to be able to create an SLC Attendance Report
- 2.) to be able to post SLC Payment Details into QLx.

### Methodology

The theoretical aspects discussed in the SLC training sessions will be reinforced by "hands on" practice provided by the Consultant.

### Duration

1 day  
From 10.00 a.m. - 16.30 p.m.

### Location

Distinction's Swansea Training Centre or customer site

### Cost

POA - dependant on location.

# Distinction

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