Dear PowerPro users,

The January 2010 update of Power Pro RTO is available for download. We encourage all Clients installing this update as it brings several improvements to the software.

Here is what's in the January 2010 update:

Courses

- **New "Qualification" (check box) field -** set this field when the Course is a full-blown AQTF Qualification. Unset it for single unit Courses such as "First Aid". This field should also be unset when delivering skill set based Courses. Setting this field will include the Course in the Quality Indicators Qualification file. A Quick Help button near the new field links to a document explaining how to use it.
- **Course Resources** - Ability to assign a list of Resources/Costs to each Course (such as Trainer fees, room hire, etc) A total cost for the Course is displayed on the bottom of the Resource list
- **Course Trainers** - Ability to link Trainers to the Course, not to Individual Units of the Course as previously
- **Course cloning includes Course Trainers and Course Resources** - propagating them to the new Course
- **Course cloning provides the option to include Course Sessions** - propagating them to the new Course.
- **Ability to bulk clone Sessions from the Course window -** from the Course window (Scheduled Sessions tab), highlight the desired Session and use the Clone Session button. A group of options such as Number of Clones, Space by, Start and End times is available.
- **New "P.D. Units" (Professional Development units) field** - This is an integer value linked to the Course and granted to the Client upon course completion. We will create a report to list all P.D. Units for a Client during a specific time frame.

Clients/Students

- **New (optional) "Title" field (Mr, Ms, Mrs, Dr)**
- **No limit on photo size -** the photos can be loaded as they come out of the digital camera (as long as it's a JPEG format). The image is shrunk automatically to an ideal size
- **Fixed issue with blank telephone/mobile/fax numbers**
- **Export Client details -** ability to multi-select Courses after criteria selection (such as NOT completed a Course) instead of a single Course. The same applies for when exporting using Company criteria, you can now select multiple Companies.

Client Companies

- **New Address and Contact fields for Location:**
    - Address
    - Suburb/Town
    - Postcode
    - State
    - Country
    - Contact Name
    - Phone
    - Email
    - Fax

- **New Contact fields for Department and Division:**
    - Contact Name
    - Phone
    - Email
    - Fax

Enrolments

- **Ability to Mail Merge letters -** such as Course confirmation, Cancellation, etc. This has the option of creating a Contact Log entry for each Enrolment selected. An example of a letter template is available for download from: http://www.powerprorto.com.au/tms/samples/conf_letter.doc

  To do a Mail Merge, right click on the Course (in Enrolments and Results) and choose “Mail Merge…”

This link describes the list of available fields to use in Mail Merge letters: http://powerprorto.com.au/faq/index.php?action=artikel&cat=6&id=12&artlang=en

Please use Tools/Config>Application Options>Templates to configure the location of your Letter templates.

- **Bulk contact log -** create multiple Contact Log entries in one hit
- **Contact Log text field** - is now much longer, used to be limited to 500 characters. Now you can paste email contents to log communication with the Clients/Students.
- **Client address fields and DOB in Export/Import spreadsheet -** when exporting enrolments to a spreadsheet you can has optionally export (or just create the columns in the spreadsheet) DOB and Address details so that those details can be provided to the lecturer and/or captured by the lecturer in class.
- **Ability to filter Courses by Client name -** a new dropdown with Client names is available in the Enrolments window to limit the Course list to those Courses in which that specific Client is enrolled.

Trainers

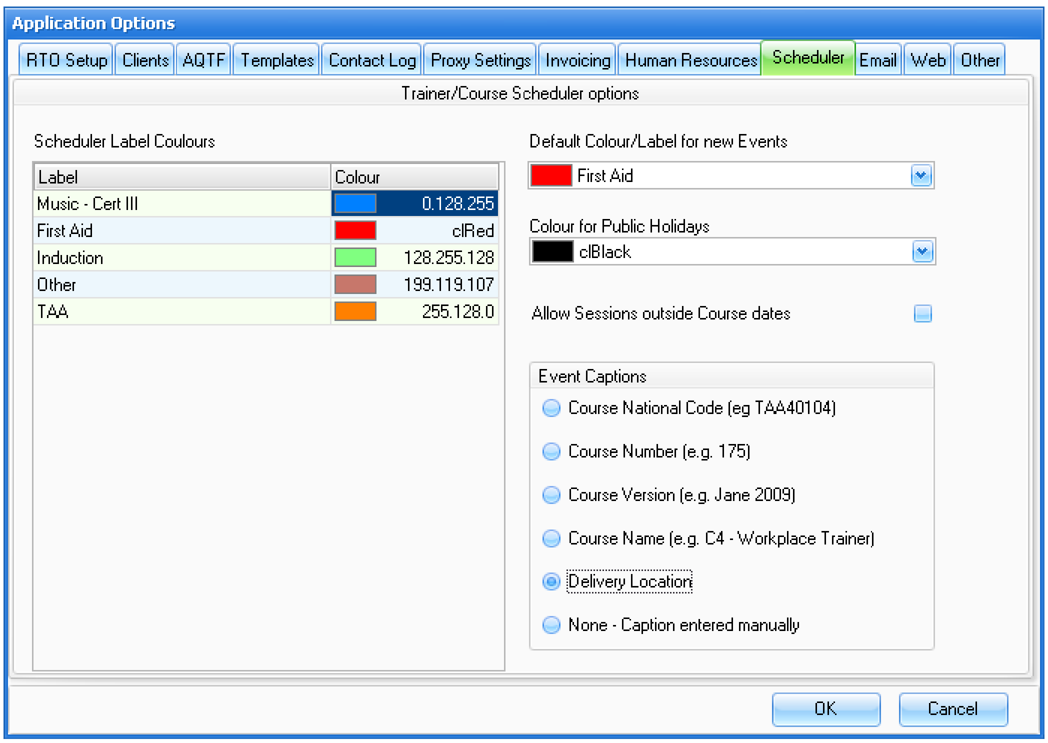
- **New "Web User Name" field -** to be used with the Web-Trainer plug-in to be released in Jan/Feb 2010 (currently being tested)

Invoicing

- **Export to MyOB -** Use Tools/Config>Export MyOB to launch the data file export. Please read the Quick Help document for details.
- **Invoice Lines with $0.00 value -** do not show “0” for Qty, GST and Amount. Invoice prints used to show $0.00, now those fields show blank
- **Receipt has been improved to show Invoice Lines** - (as per invoice). It will list up to twenty Lines. An example of this template is available for download from: http://www.powerprorto.com.au/tms/samples/receipt_with_items.doc

Scheduler

- **Session dates are limited by Course dates -** When creating/updating a session on a date that is not within the Course Start/End dates, the system will automatically adjust the Course Dates to fit the session. This behaviour is optional - can be enabled/disabled under Tools/Config>Application Options>Scheduler
- **Course Version and Start/End dates are shown** in the dropdown list when editing a Session. This makes it easier to identify your Courses when editing a Course Session
- **Ability to view all Sessions (not grouped by Trainer) -** this shows all sessions together (in the scheduler) instead of one row per Trainer.
- **Session/Event caption** (as shown in Scheduler cell) can be set to **delivery location**. In conjunction with Course coded labels (see image below) it can provide the user with more information. For example, a Red cell reading “Room 5” in the scheduler would mean a First Aid Course in Room 5.



AVETMISS

- **Ability to not report specific Units within a course -** This means there’s no need to split a course just because some units are not funded. By default, all Course units are exported to both AVETMISS

and RAPT, if you want to prevent a Course Unit from being reported to AVETMISS, please do as follows:
  - Open Accredited Courses
  - Select Course then click on "Edit Course Units"
  - Double-Click on the Course Unit (bottom-right data grid)
  - De-select the desired option under "AVETMISS/RAPT Control"
- **When generating the Course name** in NAT00030, the system now concatenates (joins together) the Qualification level with the Course name. An example is better than a thousand words:

  "Certificate III in Hospitality" Instead of “Hospitality”

- **Scheduled Hours** - When generating the data (NAT…) files, you can now select whether to report the default scheduled hours for each unit or to report the scheduled hours of the Unit in as specified in each particular Course. This can be handy if the same unit is to be reported with different hours in different states/territories.
- **Prefixed Fee Exemption/Concession Type description** with the corresponding Code (e.g "Z - No Concession", "J - Job Network Card")

RAPT

- **Ability to bulk adjust Start and End dates for 105 results -** (Not yet Commenced)
- **Ability to bulk adjust End date for 5/55 results -** (In training with/without evidence)
- **Ability to not report specific Units within a course -** This means there’s no need to split a course just because some units are not funded. By default, all Course units are exported to both AVETMISS and RAPT, if you want to prevent a Course Unit from being reported to RAPT, please do as follows:
  - Open Accredited Courses
  - Select Course then click on "Edit Course Units"
  - De-select the desired option under "AVETMISS/RAPT Control"
- **Scheduled Hours** - When generating the data files, you can now select whether to report the default scheduled hours for each unit or to report the scheduled hours of the Unit in as specified in each particular Course.
- **Prefixed Fee Exemption/Concession Type description** with the corresponding Code (e.g "Z - No Concession", "J - Job Network Card")

Statements of Attainment

- **Ability to select whether or not to include Credit Transfers in SOAs** (partial completion and full completion). By default Completion SOAs include Credit Transfer results whereas partial completion SOAs do not. Use Tools/Config>Application Options>AQTF to configure these options.

- **Outcome field available for print** (e.g. Competent, RPL, etc) alongside each Unit (use URES1, URES2 … as Merge fields)

Quality Indicator reports

- **Process/Check Data function** to populate Qualification Completions prior to reporting
- **Qualification file looks up both Active and Inactive Qualifications** when searching matching the Course National Code against a Qualification Code
- **Qualification file only includes Courses marked as "Qualification" -** new field at Course level. Other Courses (accredited but not Qualifications) will have their individual Units reported but not as a Qualification

Other changes

- **F.A.Q. web site:** http://www.powerprorto.com.au/faq/ used for Questions/Answers related to Power Pro RTO. Please post any question related to Power Pro RTO if we are unavailable to support you immediately over the phone. There is a link to it under Help>Frequently Asked Questions
- **Specify who can manage Qual Rules: RTOADM or All Users** (Tools/Config>Application Options>Other)
- **Specify who can archive/restore Courses: RTOADM or All Users** (Tools/Config> Application Options>Other)
- **"Printable Forms" drop down** in Tools>Printable Forms. This lists all files in a pre-configured folder for quick access (e.g. Enrolment Forms). Use Tools/Config>Application Options>Templates>Printable Forms to specify the Forms folder.

Installing this update:

1. Ask all users to logoff from PowerPro

2. From a PowerPro workstation, download and run the following (only needs to be done once):

   http://www.powerprorto.com.au/tms/1001/server.exe

3. From each PowerPro workstation, download and run the following:

   http://www.powerprorto.com.au/tms/1001/workstation.exe

What's next?

In our development schedule, the following are the priority features:

- **Web Trainer plug-in -** plug-in to be released in the short term (Jan/Feb 2010)
- **Traineeships framework -** Structure to establish and track traineeship programs and training plans
- **Attendance per session -** record attendance in Power Pro RTO
- **User level permissions -** enable/prevent users to carry out specific tasks in Power Pro RTO

Best regards,
Pedro Fonseca