

Dear PowerPro user,

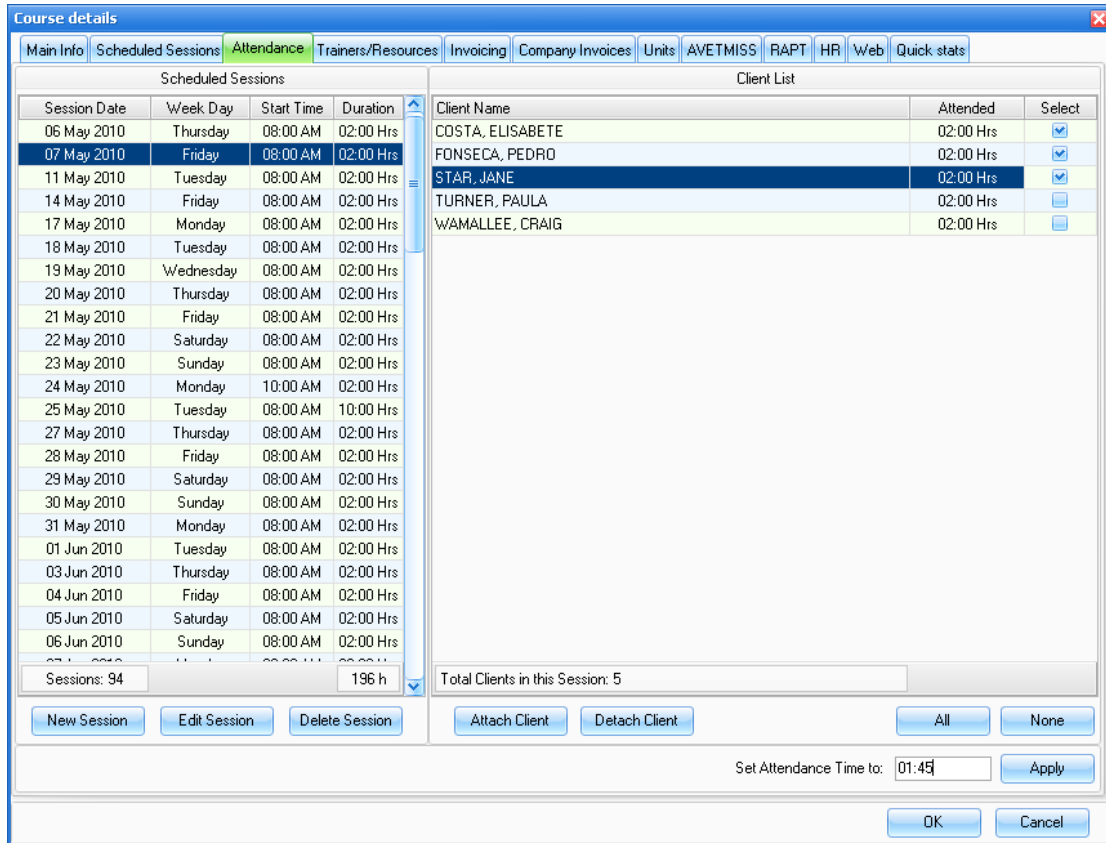
The May 2010 update of Power Pro RTO is now available for download. We encourage all Clients installing this update as it brings several improvements to the software. Please read this document thoroughly as the update contains several new features and some of the existing features have been modified.

The update comprises the following items:

1. Attendance Records
2. Attach Documents/Files to Enrolments
3. Filter Courses by State
4. Maximum Seats (Enrolments) per Course
5. Training Plans
6. Session Notes
7. Construction Induction (White card - Victoria)
8. Modify/Delete "AQTF Documents printed"
9. Invoicing
10. Built-in Reports
11. MS Word Reports
12. Other improvements and fixes

1 - ATTENDANCE RECORDS

Client Attendance is recorded against Course sessions. You need to create Sessions to be able to record session attendance. Attendance can be entered via the Course window (see image below)



Attendance can also be entered via the Course pop up menu of the Enrolments, please see image below:

Enrolments and Results

Active Archive ID/Nat Code/Title: Version:

Course ID	National Code	Qualification Level	Course Title
C000204	PLS ADJUST	Certificate I	** IMPORTED - PLEA
C000205	PLS ADJUST	Certificate I	** IMPORTED - PLEA
C000191	SIR30207	Certificate III	Retail
C000154	ELECTR05	Diploma	
C000147	ELECTR05	A Course	
C000137	UEE50207	Diploma	
C000192	SCHED	Workshop/Shor	

Buttons: New Enrolment, Edit Enrolment, Delete Enrol., Client

Status	Client Name	Company/Organisation
✓	COSTA, ELISABETE	VIDATEK
✓	FONSECA, PEDRO	VIDATEK
✓	STAR, JANE	VIDATEK
✓	TURNER, PAULA	VIDATEK
✓	WAMALLEE, CRAIG	VIDATEK

- Print Course Sessions
- Print Roll...
- Attendance by Session...**
- Attendance Matrix...
- Qualification Check...
- Print completion document...
- Print Unit Based SOA...
- Print Unit based ROA...
- Print Client Card...
- Transfer enrolments...
- Export/Email Spreadsheet...
- Import from Spreadsheet...
- Email Clients...
- Mail Merge Clients...
- Print Grid
- Archive course

Which opens up a similar user interface:

Course Attendance Records

Course ID: C000191 Course Name: SIR30207 - Certificate III in Retail Version: ALBANY - 2010

Session List				Client List		
Session Date	Week Day	Start Time	Duration	Client Name	Attended	Select
06 May 2010	Thursday	08:00 AM	02:00	COSTA, ELISABETE	02:00	<input type="checkbox"/>
07 May 2010	Friday	08:00 AM	02:00	FONSECA, PEDRO	02:00	<input type="checkbox"/>
11 May 2010	Tuesday	08:00 AM	02:00	STAR, JANE	02:00	<input type="checkbox"/>
14 May 2010	Friday	08:00 AM	02:00	TURNER, PAULA	02:00	<input type="checkbox"/>
17 May 2010	Monday	08:00 AM	02:00	WAMALLEE, CRAIG	02:00	<input type="checkbox"/>
18 May 2010	Tuesday	08:00 AM	02:00			
19 May 2010	Wednesday	08:00 AM	02:00			
20 May 2010	Thursday	08:00 AM	02:00			
21 May 2010	Friday	08:00 AM	02:00			
22 May 2010	Saturday	08:00 AM	02:00			
23 May 2010	Sunday	08:00 AM	02:00			
24 May 2010	Monday	10:00 AM	02:00			
25 May 2010	Tuesday	08:00 AM	10:00			
27 May 2010	Thursday	08:00 AM	02:00			
28 May 2010	Friday	08:00 AM	02:00			
29 May 2010	Saturday	08:00 AM	02:00			
30 May 2010	Sunday	08:00 AM	02:00			
31 May 2010	Monday	08:00 AM	02:00			
01 Jun 2010	Tuesday	08:00 AM	02:00			
03 Jun 2010	Thursday	08:00 AM	02:00			
04 Jun 2010	Friday	08:00 AM	02:00			
05 Jun 2010	Saturday	08:00 AM	02:00			
06 Jun 2010	Sunday	08:00 AM	02:00			
07 Jun 2010	Monday	08:00 AM	02:00			
08 Jun 2010	Tuesday	08:00 AM	02:00			
09 Jun 2010	Wednesday	08:00 AM	02:00			
Sessions: 94			196 h	Total Clients in this Session: 5		

Buttons: Attach Client, Detach Client, All, None, Set Attendance Time to: 02:00 Apply, Close

The Attendance to Date is displayed against the Client Enrolment:

Enrolments against this Course

Bulk Course data Outcomes & Dates Attendance AVETMISS (WA) RAPT Invoices Contact Log Documents

Completed	Enrolment Date	20/06/2010	Enrolment Status	<input checked="" type="radio"/> Confirmed
	Withdrawal Date		<input type="radio"/> Pending	
21/06/2010	TRS Commence Date		<input type="radio"/> Cancelled	
	TRS Expected End Date		Productivity Placement Program	<input type="checkbox"/>
	Last Contact		Refresher	<input type="checkbox"/>
	Next Contact		Attendance to Date	71.88 %
	Referral Pathways			
	Notes	Enrolled by RTOADM		

A more detailed record of the Client Attendance is shown under the "Attendance" tab:

Course data Outcomes & Dates Attendance AVETMISS (WA) RAPT Invoices Contact Log Documents

Session Date	Week Day	Start time	Finish Time	Duration	Attended	Percentage
25 May 2010	Tuesday	08:00 AM	18:00 AM	10:00	00:00	0.00 %
27 May 2010	Thursday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
28 May 2010	Friday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
31 May 2010	Monday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
01 Jun 2010	Tuesday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
03 Jun 2010	Thursday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
04 Jun 2010	Friday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
07 Jun 2010	Monday	08:00 AM	10:00 AM	02:00	00:00	0.00 %
08 Jun 2010	Tuesday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
09 Jun 2010	Wednesday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
10 Jun 2010	Thursday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
11 Jun 2010	Friday	08:00 AM	10:00 AM	02:00	02:00	100.00 %

Attendance to Date 74.19 %

The "Client Attendance Report" allows extraction of detailed attendance records for specific Clients. This report can be found under Reports>Client Reports>Attendance Records:

Client Attendance Report

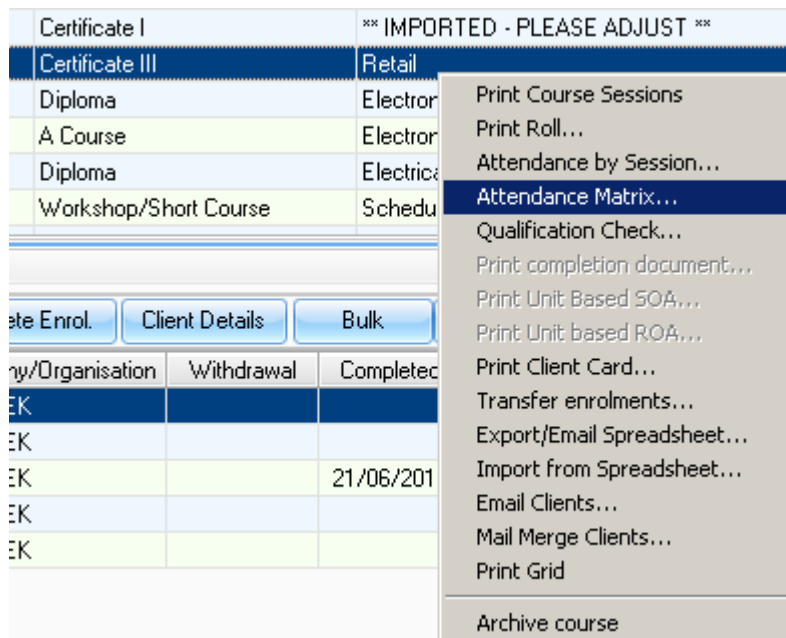
Maroada Training Co

Course: SR30207 Retail
 Course ID: C000191 Version/Group: ALBANY - 2010
 Attendance as of: 20 Jun 2010 at 8:00 AM

Client Name: COSTA, ELISABETE
 Client Code: 78888911 Secondary ID: Client DOB: 25 Nov 1970

Session Date	Week Day	Start Time	Finish Time	Duration	Attended	Percentage
06 May 2010	Thurs day	08:00 AM	10:00 AM	02:00	02:00	100.00 %
07 May 2010	Friday	08:00 AM	10:00 AM	02:00	02:00	100.00 %
11 May 2010	Tues day	08:00 AM	10:00 AM	02:00	02:00	100.00 %
14 May 2010	Friday	08:00 AM	10:00 AM	02:00	02:00	100.00 %

“Attendance Matrix” is another view of the Attendance records. This is also available from the Course pop up menu of the Enrolments, please see image below:



This brings up the Attendance Matrix view:

Client Code	Client Name	To Date	Thu 6 May 08:00-10:00	Fri 7 May 08:00-10:00	Tue 11 May 08:00-10:00	Fri 14 May 08:00-10:00	Mon 17 May 08:00-10:00	Tue 18 May 08:00-10:00	Wed 19 May 08:00-10:00	Thu 20 May 08:00-10:00	Fri 21 May 08:00-10:00	Mon 24 May 10:00-12:00	Tue 25 May 08:00-10:00
78888911	COSTA, ELISABETE	100.00 %	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	10:00
00889999	FONSECA, PEDRO	96.88 %	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	10:00
00000010	STAR, JAINE	96.77 %	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	10:00
00001216	TURNER, PAULA	74.19 %	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	00:00
00001219	WAMALLEE, CRAIG	100.00 %	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	10:00

Attendance rates (to date) are colour coded as follows:

- 100% = Green
- Between 90% and 99.99% = Light Green
- Between 80% and 89.99% = Orange
- Under 80% = Red

You can double-click on an individual cell of the Attendance Matrix to edit the Client attendance for that particular session.

2 - ATTACH DOCUMENTS/FILES TO ENROLMENTS

You are now able to attach any file to individual Enrolments. You could store a copy of a Statement of Attainment from another provider for a Credit Transfer, samples of student work, signed attendance sheets, photo ID, etc.

The Documents/files are accessible from both the Enrolments and Client windows. The next picture shows the view from the Enrolments window:

Enrolments against this Course

Course data Outcomes & Dates Attendance AVETMISS (WA) RAPT Invoices Contact Log Documents

Attach Docs Edit details View Document Delete Doc.

File Name	Document Description	Course ID	Course Name	User	Date
DriversLic.JPG	Drivers License	C000191	C3 - Retail	RTOADM	21 Jun 2010
IMG_1020.JPG	SDA as sighted (Credit Transfer of 2 units)	C000191	C3 - Retail	RTOADM	21 Jun 2010
Sample Work.pdf	Sample Work	C000191	C3 - Retail	RTOADM	21 Jun 2010

And a similar view from the Clients window:

Clients

Client List

_Code Match Name Pattern Secondary ID Company/Organisation

889999 <UNSPECIFIED> Apply filter Show all Refresh Close

Code	Surname	Given Names	Secondary ID	Company/Organisation	Division	Department	Location
00889999	FONSECA	PEDRO	PAMPF	VIDATEK			GERALDTON

New client Edit client Delete client AQTF Check...

Main info Postal Address AVETMISS/RAPT Courses Outcomes achieved AQTF Docs printed Human Resources Invoices/Payments Contact Log Documents

Attach Doc(s) Edit details View Document Delete Doc.

File Name	Document Description	Course ID	Course Name	User	Date
IMG_1020.JPG	SDA as sighted (Credit Transfer of 2 units)	C000191	C3 - Retail	RTOADM	21 Jun 2010
Sample Work.pdf	Sample Work	C000191	C3 - Retail	RTOADM	21 Jun 2010
DriversLic.JPG	Drivers License	C000191	C3 - Retail	RTOADM	21 Jun 2010

Use the buttons on the toolbar (“Attach Docs”, “Edit Details” and “Delete Doc”) to manipulate the Documents/files. Double-clicking on the Document list will open up the selected document.

Note: The Documents/files will be stored inside the database therefore your backup files will grow significantly, please keep an eye on your backup process and ensure there is enough disk space on the backup drive/partition to accommodate with the growth.

3 - FILTER COURSES BY STATE

We have introduced a Course filter by State in the Enrolments, Accredited and Non-Accredited windows. This will only show Courses delivered on the selected State/Territory and remains as default until changed.

Enrolments and Results					
Course list					
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Archive	ID/Nat Code/Title:	Version:	Client: <All Clients>	State: WA
Course ID	National Code	Qualification Level	Course Title	<All States>	Group/Version
C000204	PLS ADJUST	Certificate I	** IMPORTED - PLEASE ADJUST **	ACT	ORIGINAL
C000205	PLS ADJUST	Certificate I	** IMPORTED - PLEASE ADJUST **	NSW	ORIGINAL
C000191	SIR30207	Certificate III	Retail	NT	ALBANY -
C000154	ELECTR05	Diploma	Electronics	QLD	APRIL NI
C000147	ELECTR05	A Course	Electronics	SA	COMPLE
C000137	UEE50207	Diploma	Electrical and Instrumentation	TAS	2010 LE
				VIC	
				WA	

4 - MAXIMUM SEATS (ENROLMENTS) PER COURSE

A new “Maximum Seats” Course field allows an easy view of how many seats are left for each Course. This field is set in the Course window:

Course details	
Course - Main Information	
Course ID	C000191
Qualification/Level	Certificate III
National Code	SIR30207
Name	Retail
Group/Version	ALBANY - 2010
Start Date	06/05/2010
End Date	31/12/2010
Completion Document	AQF Qualification
Training Org.	VIDATEK - TRAINING CO
Delivered at	Geraldton Campus
Full Qualification	<input checked="" type="checkbox"/>
Maximum Seats	4

The Enrolments window displays the number of available seats left in each particular Course:

Course Title	Group/Version	Start Date	End Date	Seats left	Status
*** IMPORTED - PLEASE ADJUST ***	ORIGINAL COURSE ID: 73	01 Oct 2010	31 Dec 2010	7	Active
*** IMPORTED - PLEASE ADJUST ***	ORIGINAL COURSE ID: 192	01 Jul 2010	08 Mar 2011	3	Active
Retail	ALBANY - 2010	06 May 2010	31 Dec 2010	-1	Active
Electronics	APRIL NIGHT	12 Apr 2010	04 May 2010	0	Active
Electronics	COMPLEX RULE	03 Mar 2010	25 Mar 2010	2	Active

Enrolment Date	Enrolment Status
20/06/2010	Confirmed
	Pending
	Cancelled

Overbooked Courses show this field in red as above.

Note: this function counts "Pending" Enrolments but ignores any "Cancelled" Enrolments

5 - TRAINING PLANS

A new "Training Plans" window is available from the "Home" menu. This function is particularly useful for Traineeships/Apprenticeships:

Status	Client Name	Unit Code	Unit Title	Theory Start	Theory End	Practical Start	Practical End	Set
✓	COSTA, ELISABETE	SIRXCCS003A	Coordinate interaction with customers	03 May 2010	21 Jun 2010	30 Jun 2010	31 Jul 2010	✓
✓	FONSECA, PEDRO	SIRXINV002A	Maintain and order stock	03 May 2010	21 Jun 2010	30 Jun 2010	31 Jul 2010	✓
✓	STAR, JANE	SIRXMER002A	Coordinate merchandise presentation	03 May 2010	21 Jun 2010	30 Jun 2010	31 Jul 2010	✓
✓	TURNER, PAULA	SIRXMER005A	Create a display	03 May 2010	07 Jun 2010	01 Jun 2010	31 Jul 2010	✓
✓	WAMALLEE, CRAIG	SIRXMPR001A	Profile a retail market	03 May 2010	07 Jun 2010	01 Jun 2010	31 Jul 2010	✓
		SIRXOHS002A	Maintain store safety	03 May 2010	07 Jun 2010	01 Jun 2010	31 Jul 2010	
		SIRXRSK002A	Maintain store security	03 May 2010	07 Jun 2010	01 Jun 2010	31 Jul 2010	

Training Plan - Time line

The Gantt chart displays the following sessions:

- SIRXCCS003A Theo:** 03 May 2010 - 21 Jun 2010
- SIRXCCS003A Prac:** 30 Jun 2010 - 31 Jul 2010
- SIRXINV002A Theo:** 03 May 2010 - 21 Jun 2010
- SIRXINV002A Prac:** 30 Jun 2010 - 31 Jul 2010
- SIRXMER002A Theo:** 03 May 2010 - 21 Jun 2010
- SIRXMER002A Prac:** 30 Jun 2010 - 31 Jul 2010
- SIRXMER005A Theo:** 03 May 2010 - 07 Jun 2010
- SIRXMER005A Prac:** 01 Jun 2010 - 31 Jul 2010
- SIRXMPR001A Theo:** 03 May 2010 - 07 Jun 2010
- SIRXMPR001A Prac:** 01 Jun 2010 - 31 Jul 2010
- SIRXOHS002A Theo:** 03 May 2010 - 07 Jun 2010
- SIRXOHS002A Prac:** 01 Jun 2010 - 31 Jul 2010
- SIRXRSK002A Theo:** 03 May 2010 - 07 Jun 2010
- SIRXRSK002A Prac:** 01 Jun 2010 - 31 Jul 2010

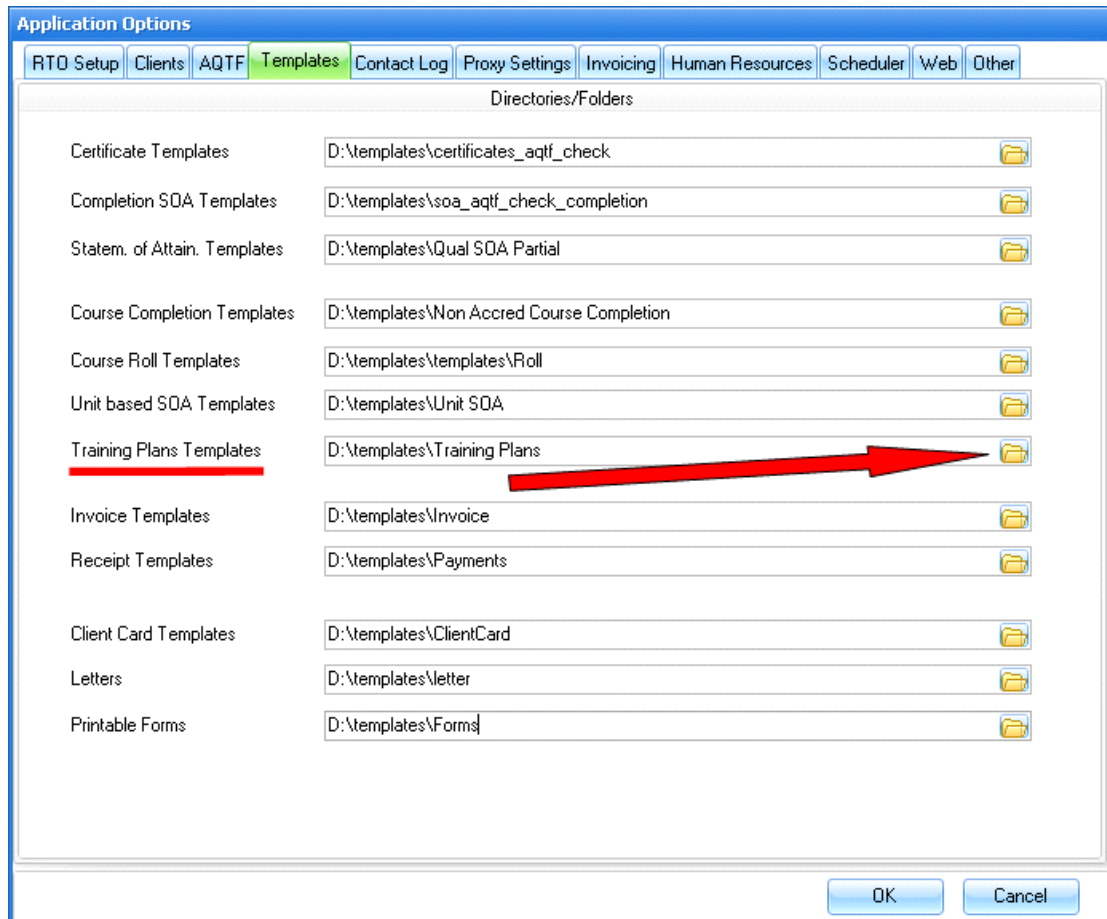
Adjusting the “Theory Start”, “Theory End”, “Practical Start” and “Practical End” affects the Time line chart. You can adjust multiple units at once (useful when clustered) by ticking them (“Set” field) on the top grid, adjusting the required fields and clicking on the “Set” button.

Alternatively, you can click on the data grid or on the Timeline chart to change the dates for a particular Unit:

The Print button allows merging the training data including Course details, Client details, Employer details and Enrolment/Training details into a new MS Word document template called “Training Plans”:

An example of a Training Plan with the merge fields is available for download from our web site. Please do as follows:

1. Create a Folder called "Training Plans" in your templates folder structure
2. Download <http://www.powerprorto.com.au/tms/1005/SampleTrainingPlan.zip> into the new folder (created in step 1)
3. Change the Templates setting for "Training Plans Templates" (Application Options) to point to the new folder (created in step 1):



Note: Training Plans is not available in the Lite version.

6 - SESSION NOTES

When configuring your sessions you can record a notes field (up to 255 chars) that can be passed on to the “Trainer Schedule” report. This can be used to integrate a short message to the lecturer such as “Focus on Client Skills and hand in Assignment 1” for example:

CHARLES DARWIN - 24/06/2010

Trainer: CHARLES DARWIN

Course: C000191 Certificate III - Retail Edit Course

Use	Unit/Mod. Code	Unit/Module Name
<input checked="" type="checkbox"/>	SIRXCCS003A	Coordinate interaction with customers
<input type="checkbox"/>	SIRXFIN001A	Balance point-of-sale terminal
<input type="checkbox"/>	SIRXINV002A	Maintain and order stock
<input checked="" type="checkbox"/>	SIRXMER002A	Coordinate merchandise presentation
<input type="checkbox"/>	SIRXMER005A	Create a display
<input type="checkbox"/>	SIRXMGT002A	Maintain employee relations
<input type="checkbox"/>	SIRXMPR001A	Profile a retail market
<input type="checkbox"/>	SIRXQHS002A	Maintain store safety

Location: Albany Campus New Location

Caption: Albany Campus Label: Retail

Course Dates: 06/05/2010 31/12/2010

Session Date: 24/06/2010

Start/End Time: 08:00 AM 10:00 AM

Notes/Message to Trainer:

- Focus on Client Skills
- Role play exercise
- Hand in Assignment 1

Attendance OK Cancel

When launching the “Trainer Schedule” report (Reports>Trainer>Trainer Schedule), choose the option to show “Session Notes/Message to Trainer”:

Trainer Schedule - Report parameters

Time Window

Sessions between and

Trainers to Report on

DARWIN, CHARLES

Options

Show: Unit Codes and Titles
 Session Notes/Message to Trainer

Finally, the report will show the Notes/Message as entered:

Trainer Scheduled Sessions Report Marcada Training Co

Trainer Name: CHARLES DARWIN Sessions between: 21 Jun 2010 and 27 Jun 2010

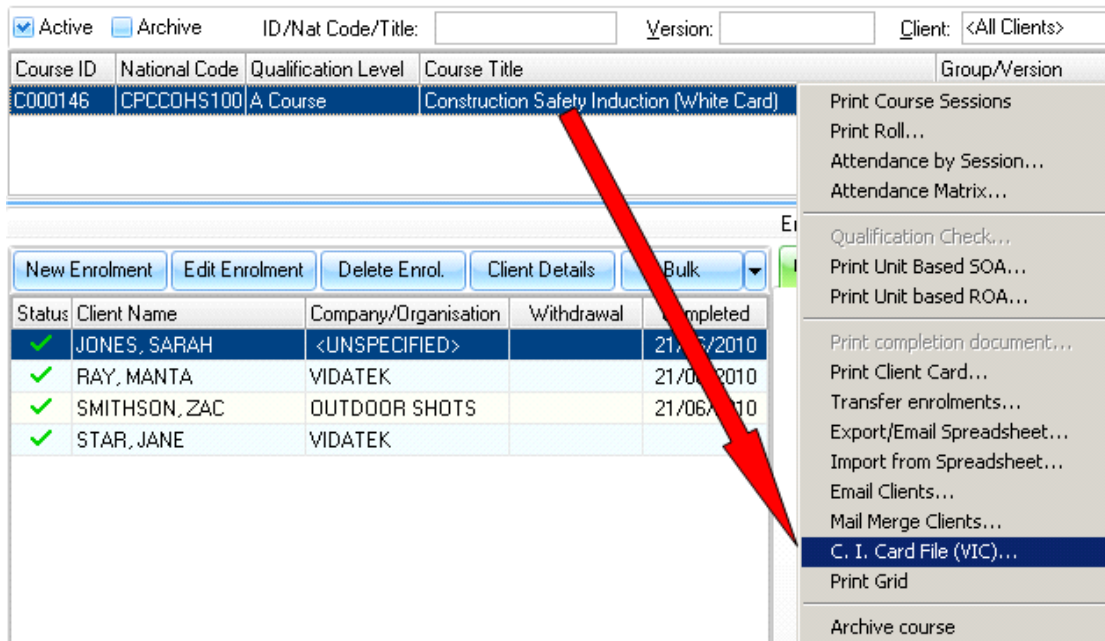
Date	Week Day	Start	End	Hours	Location	Course	Notes/Message to Trainer
21 Jun 2010	Monday	08:00	10:00	02:00	Albany Campus	C000191 C3 Retail (ALBANY - 2010)	
22 Jun 2010	Tuesday	08:00	10:00	02:00	Albany Campus	C000191 C3 Retail (ALBANY - 2010)	
23 Jun 2010	Wednesday	08:00	10:00	02:00	Albany Campus	C000191 C3 Retail (ALBANY - 2010)	
24 Jun 2010	Thursday	08:00	10:00	02:00	Albany Campus	C000191 C3 Retail (ALBANY - 2010)	
25 Jun 2010	Friday	08:00	10:00	02:00	Albany Campus	C000191 C3 Retail (ALBANY - 2010)	- Focus on Client Skills - Role play exercise - Hand in Assignment 1
26 Jun 2010	Saturday	08:00	10:00	02:00	Albany Campus	C000191 C3 Retail (ALBANY - 2010)	

Total Sessions for this Trainer: 6 Total Hours for this Trainer: 11:00

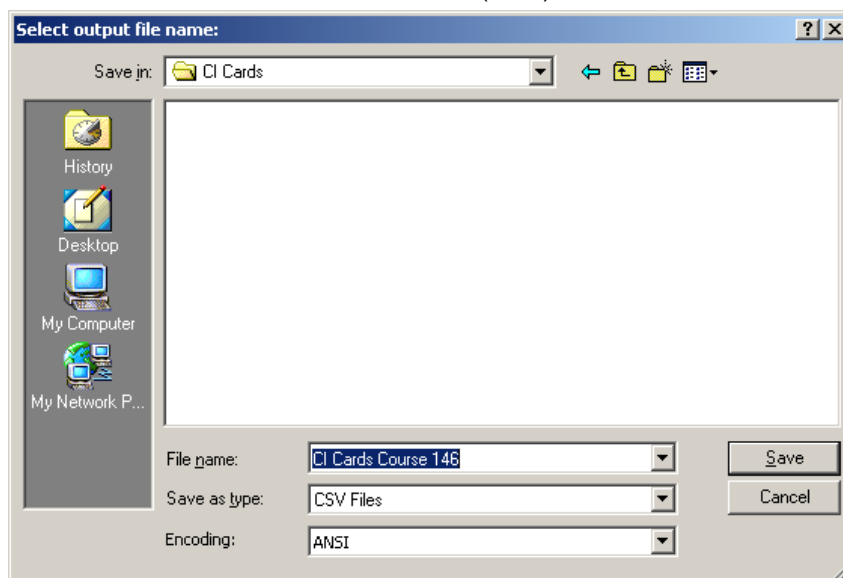
7 - CONSTRUCTION INDUCTION (WHITE CARD - VICTORIA)

Work Safe Victoria requires uploading of a specific data file with the details of the relevant qualification issued, client details, etc. This is a pre-defined format specified by Worksafe Victoria in a document named "Construction Induction File Upload - File Spec v1.0.doc".

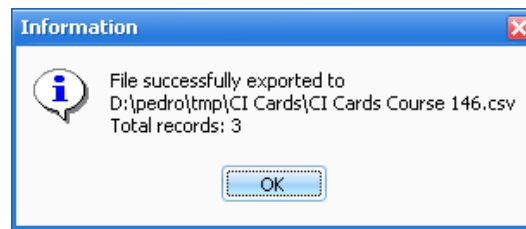
To generate the data file, right click on the Course under Enrolments and results and click on "C.I. Card File (VIC)" (Victoria Courses only, Courses delivered in other states/territories will not list this menu item):



Then to select the location where the data file (CSV) is to be stored:



A summary message is displayed:



Note: Only Clients that have been issued with a Statement of Attainment will be exported to the data file.

8 - MODIFY/DELETE "AQTF DOCUMENTS PRINTED"

It is now possible to change print date of Certificates and Statements of Attainment in the log recorded against each Client:

Clients

Client List

Code	Match Name Pattern	Secondary ID	Company/Organisation		Division	Department	Location
889999			<UNSPECIFIED>				
00889999	FONSECA	PEDRO	PAMPF	VIDATEK			GERALDTON

Buttons: New client, Edit client, Delete client, AQTF Check...

Tabs: Main info, Postal Address, AVETMISS/RAPT, Courses, Outcomes achieved, **AQTF Docs printed**, Human Resources, Invoices/Payments, Contact Log, Documents

Buttons: Edit Record, Delete Record

Document	Qualification/Course	National Code	Course	Printed On	Printed By	Document No	Status/Comment
Qualification	Certificate III in Certificate III in Retail	SIR30207	C000060	03 Mar 2010	RTOADM	CTF 60/889999	ISSUED
Completion SOA	Certificate III in Certificate III in Retail	SIR30207	C000060	03 Feb 2010	RTOADM	SOA 60/889999	ISSUED
Qualification	Certificate III in Certificate III in Retail	SIR30207	C000060	03 Feb 2010	RTOADM	CTF 60/889999	ISSUED
Stat. Attainment	Certificate IV in Training a					9999	ISSUED
Stat. Attainment	Certificate IV in Training a					9999	ISSUED
Stat. Attainment	Certificate IV in Training a					9999	ISSUED
Stat. Attainment	Certificate IV in Training a					9999	ISSUED
Stat. Attainment	Certificate IV in Training a					9999	ISSUED
Stat. Attainment	Certificate IV in Training a					9999	ISSUED
Stat. Attainment	Certificate IV in Training a					9999	ISSUED
Stat. Attainment	Certificate IV in Training a					9999	ISSUED
Stat. Attainment	Certificate IV in Training a					9999	ISSUED

AQTF Document Printed: Edit Record

Date Issued: 03/03/2010 12:37

Status/Comment: ISSUED

Buttons: OK, Cancel

You can also delete these records by using the "Delete Record" button. This option is only enabled for RTOADM, other users will not be able to delete these records.

9 - INVOICING

Changes introduced to the Invoicing subsystem:

- Allow overpayments
- Allow negative payments
- Invoices with a Date older than current date can only be modified by RTOADM
- Export to MyOB: replaced Line/Feed characters from Invoice notes by ';', this was causing problems when importing Sales into MyOB

10 - BUILT-IN REPORTS

Changes to the reports:

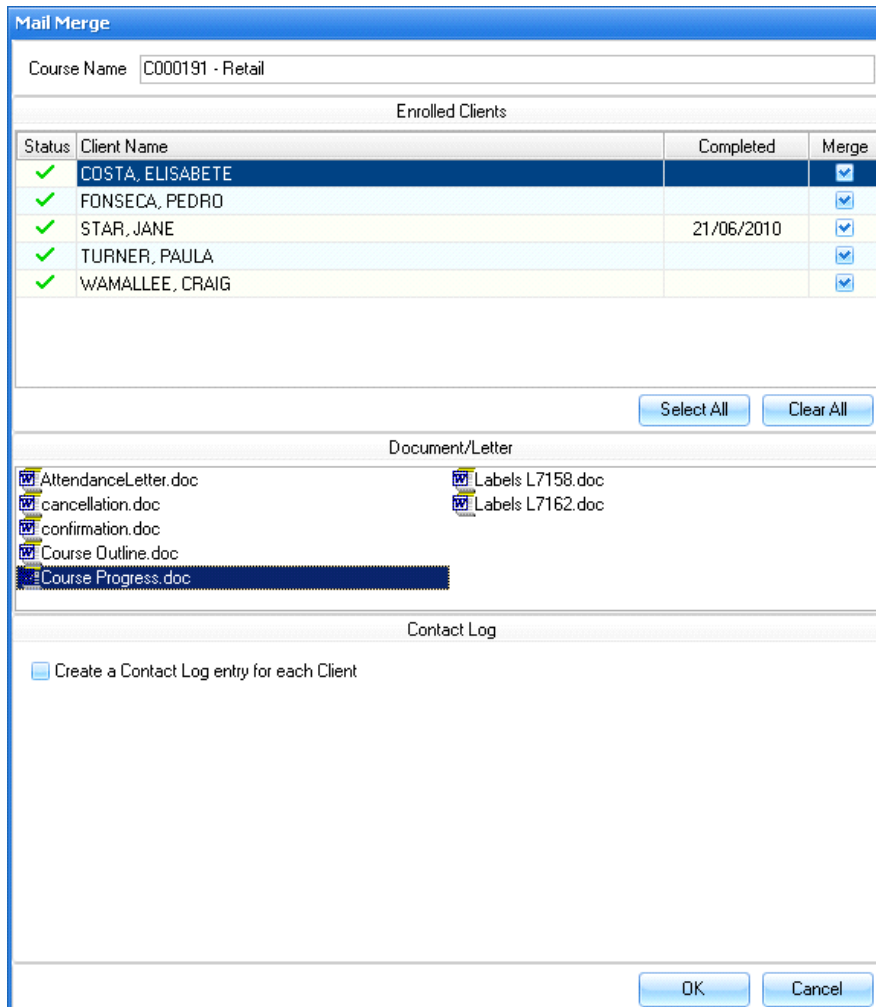
- New "Enrolment Funding" report (under Reports>Statistics Reports)
- "Contact Log" report: Ability to enter the Report Title (E.G. "White Card list")
- "Contact Log" report: Displays Client Date Of Birth
- "Invoice List" report: Displays Total GST charged
- "Client Outcomes" report: Displays Document No (Qualification or SOA) if issued
 - Will show Trainers names and notes (under development)

11 - MS WORD REPORTS

Changes to the MS Word based reports:

- Documents no longer need to have the merge Macro, this makes it much easier to integrate new templates.
- Office 2007 documents (docx format) can be used too, no longer restricted to the older (doc) format.
- Mail Merge (Letters): Surname, given names, Unit/Module codes, Unit/Module titles results and attendance to date are available as merge fields to the templates. Field names are as follows:
 - u1, u1, u3 ... u50 (Unit Codes)
 - uname1, uname2, uname3 ... uname50 (Unit Titles)
 - res1, res2 ... res50 (Results)
 - dtres1, dtres2 ... dtres50 (Result dates)
 - att2date (Attendance to date)

This means you can generate Course Outlines (listing the Units), Progress letters (listing Unit results) directly as a Mail Merge from the Enrolments window:



Mail Merge

Course Name: C000191 - Retail

Enrolled Clients

Status	Client Name	Completed	Merge
✓	COSTA, ELISABETE		<input checked="" type="checkbox"/>
✓	FONSECA, PEDRO		<input checked="" type="checkbox"/>
✓	STAR, JANE	21/06/2010	<input checked="" type="checkbox"/>
✓	TURNER, PAULA		<input checked="" type="checkbox"/>
✓	WAMALLEE, CRAIG		<input checked="" type="checkbox"/>

Select All Clear All

Document/Letter

- AttendanceLetter.doc
- cancellation.doc
- confirmation.doc
- Course Outline.doc
- Course Progress.doc
- Labels L7158.doc
- Labels L7162.doc

Contact Log

Create a Contact Log entry for each Client

OK Cancel

Sample reports using those fields are available for download:

<http://www.powerprorto.com.au/tms/1005/LetterSamples.zip>

Download the above and extract it into your "Letters" folder

- Roll document: Email, phone numbers and Enrolment notes are available as merge fields to the templates. Field names are as follows:
 - tel_m
 - tel_h
 - tel_w
 - email

An example report using these fields is available for download:

<http://www.powerprorto.com.au/tms/1005/RollSample.zip>

Download the above and extract it into your "Roll" folder

- Completion Documents: Units/Modules are available as merge fields to the templates. Field names are as follows:
 - u1, u1, u3 ... u20
 - uname1, uname2, uname3 ... uname20

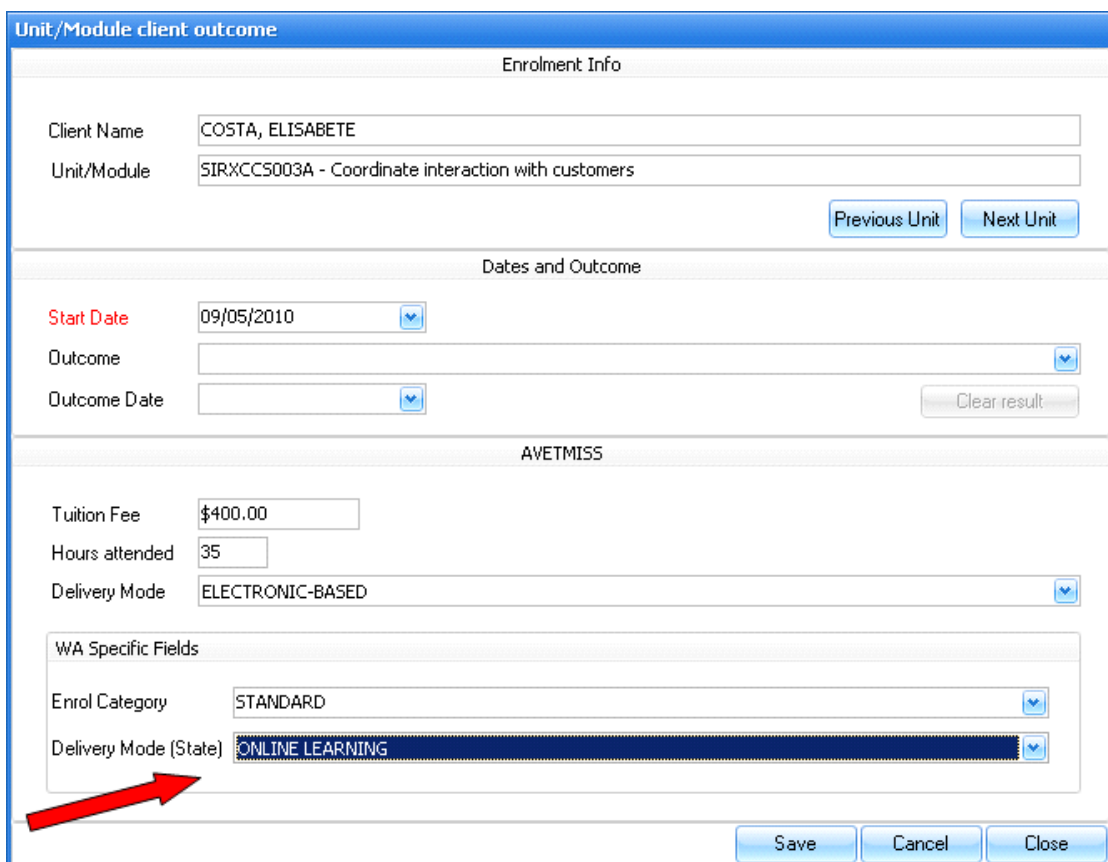
An example report using these fields is available for download:

<http://www.powerprorto.com.au/tms/1005/SampleCourseCompletion.zip>

Download the above and extract it into your "Course Completion" folder

12 - OTHER IMPROVEMENTS AND FIXES

- RAPT: Ability to adjust delivery mode/Strategy by Unit/Enrolment:

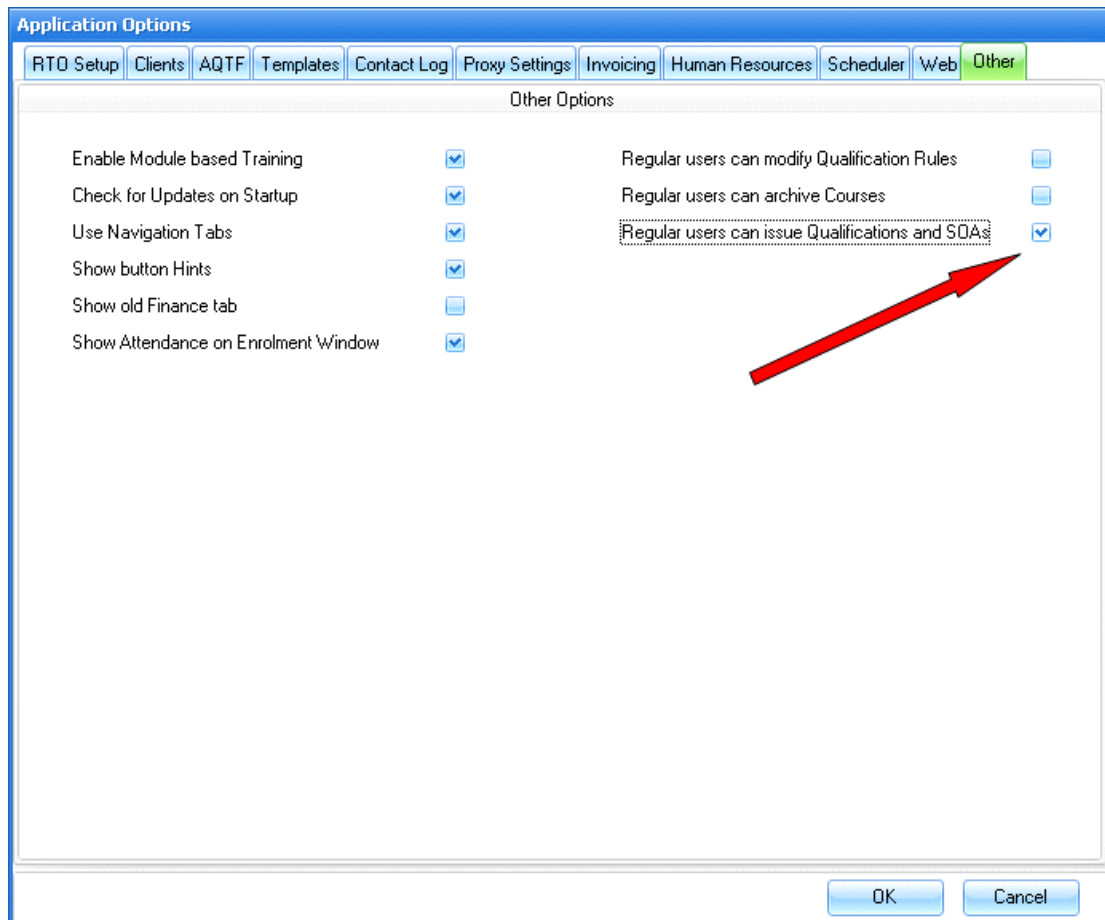


The screenshot shows a software interface titled "Unit/Module client outcome". It is divided into several sections:

- Enrolment Info:** Contains "Client Name" (COSTA, ELISABETE) and "Unit/Module" (SIRXCCS003A - Coordinate interaction with customers). There are "Previous Unit" and "Next Unit" buttons.
- Dates and Outcome:** Contains "Start Date" (09/05/2010), "Outcome" (empty dropdown), and "Outcome Date" (empty dropdown). There is a "Clear result" button.
- AVETMISS:** Contains "Tuition Fee" (\$400.00), "Hours attended" (35), and "Delivery Mode" (ELECTRONIC-BASED).
- WA Specific Fields:** Contains "Enrol Category" (STANDARD) and "Delivery Mode (State)" (ONLINE LEARNING). A red arrow points to this dropdown menu.

At the bottom of the form are "Save", "Cancel", and "Close" buttons.

- Application Options: Ability to limit printing of SOAs and Qualifications to RTOADM:



- The “Useful Links” button has been moved to the “Home” page and renamed “Bookmarks”
- Fixed: Units longer than 100 characters were being truncated when importing from Unit data file
- Removed deprecated “Finance” tab (Enrolments). It can be re-activated using Tools/Options>Application Options>Other
- A new User manual is under development. A partially completed version is available at this location: <http://www.powerprorto.com.au/tms/1005/usermanualjun2010.pdf>

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/1005/server.exe>

This might take up to five minutes or longer to run, depending on how much data you have in the database. Please do not try to stop/kill this process. It should terminate with the message "Database updates succeeded". If this is not the case please contact us.

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

<http://www.powerprorto.com.au/tms/1005/workstation.exe>

Best regards,
Pedro Fonseca