Administration Setup Process Flow

Administration & Setup

Administration Initial Setup Task

Admin > RTOManager setup

-RTO/College Institute Set up (name, Cricos, address, bank details etc)
- Course type
- Course enrolment fee
-OSHC provider & fees set up
- Additional service set up
-Country, Nationality, Language data set up
- Agent status
- Student ID format set up
- Certificate ID format set up (SoA, Transacript etc)
- Offer checklist document set up
- Agent registration document set up
- Results Grade set up
- Intervention Strategy
- Section set up - Offer checklist set up
- Additional students details set up
- View Log (database changes)

Academic Calendar Setup

Admin > Calendar

- Set up Study Periods (Semester)
- Set up Study period divisions (Term & Weeks)
- Select up course calendar (link course with academic calendar)

Manage Reports

Admin > Manage Report

Manage Report

Shows all report setup in RTOManager

Modify Report
- Category
- sub category
- Type (report or letter)
- Access level (assign to different user role to access this report
- Save

Training Location/ Room Setup

Admin > Training location/ Room

Training location/ venue Setup
- Set up venue (training location)
- Set up room (Rooms under the venue for class timetabling)

Setup Permissions (Sadmin role only)

Admin > Setup permission

Set Permission (Icon)

- Select permission
- Select role to associate
- Add/update role permission

Add User (assign permission) - Select roles (shows the list of users)
- Assign role permission (each staff)
- Update icon

Page Permission

Student portal page permission (enable/ disable)

Improvement Register Setup

Admin > Improvements Register

Register Activity Detail

- User type – Staff or Student
- Requested by
- Category (can manually add)
- Case detail
- Escalated to (other users within RTOManager)
- Action taken
- Action taken to prevent reoccurrence
- Status
- Record

Update register record (Action icon)

Search case (various search Parameters)

Course Management

Course > Courses

Manage Courses
- Add course detail
- Edit Course detail
-View Course structure

Course > Subject

Manage Subject
- Add subject (add unit under subject)
-Edit subject detail
-Manage Units
-Enter competency Criteria

Course > Unit

Manage Unit
-Add Unit details (link to subject)
-Edit Unit details

Course > Course subject
-Select Course option (active, inactive)
-Select subject
-Select stage
-Set active (for subject)
- Set include in certificate
-Add

Courses > Course template

Create template
-Template name
-Course Name
-Set Default, set active
- Add template

Set Units
-Select unit option (course structure units, all units)
-Select Unit
-Add Unit

Course > Course upfront fee
-Select course, origin, agent
-Enter upfront fee
-No of instalment
-Frequency of instalment
-Material fee
-Add

Courses > Course Intake dates

Manage Course intake dates
- Select Course type
- Select Course status (active/ inactive)
-Select course selection
-Select Year

ELICOS
-All intakes, or selected intakes
-intake receiver (International, local, both)
-publish in public portal and add

VET/ others
-Intake start date
- Duration before census date
-intake receiver Intl, Local, both)
- Publish in public portal and add

Course> Course Promotion

Course promotions
- Select course
-Select country level
-Set special price
- Promotion from date
- Promotion to date
-Add new promotion

ELICOS Discount week
-Select ELICOS course
- No. of weeks applied
- Set discount week
- Promo from/to date
-Add new promotion

Courses> Public/ College Holiday

Manage Public Holiday
-Enter public holiday dates) all states/ specific states)

User Management

Staff Management

Add Staff
- Add staff details
- Select user role access
-Enter credentials
- Security Question & Answer
- Create new staff

View Staff List
- View Profile
- Upload documents
-Staff diary
- Lock/Unlock staff user account

User Account Management
- Search User
-reset password
-lock/unlock password

Bulk student Acct Management

-disable expired student acct/ enable student acct.
-Select course
- Select status
- View student list
-Enable. Disable account

Bulk Student user account
- Select course type
- Select course
-Select status
- View student list
- Create user accounts