

RAMS Training

R20 System Administration

Objectives

This course is designed for System Administrators. The objective is to demonstrate and explain the RAMS functionality, outlined in R00: RAMS Vacancy Creation and Advertising guide.

As an Agency Administrator you also have permission to perform all Human Resource Officer and Case Manager Duties. Note: These functions are covered in separate training programs.

Learning Outcomes

At the end of this session participants will be able to:

- Create and manage User Accounts
- Reset user passwords
- Create and manage User Groups
- Create and maintain standard correspondence using Email Templates
- Create and maintain Vacancy Templates
- Create and maintain an Internal Redeployment Program
- Create and maintain Questions
- Alter the details and status of a Vacancy in Internal Transfer
- Customise standard advertisement details

Session Duration

Approximately 2 hours 30 minutes.

Session Delivery Methods

Online via Teams / Telephone

Note: The Teams session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

Learning Materials

Support materials will be emailed on completion of the course.

Training Specialist

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