

# Swiss-AS Training – Course Description

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## AMOS Staff Management Training



This training is designed to demonstrate how staff information, including both general and sensitive data, as well as qualifications, are managed within AMOS. It also covers the process of creating new employees and assigning the appropriate qualifications to them.

### Course Objectives

Upon completion of this course, you will be able to:

- ✓ Set up the program Staff and “PQS Configuration” with different qualification types (licences, ratings, courses, etc.) with the help of “Form Configuration”
- ✓ Monitor the renewal of personnel licences and courses
- ✓ Call up the history of all qualifications per person
- ✓ Print authorization reports and several other reports regarding the qualifications of your company

### Course Topics

- Staff & PQS Configuration (APN:148)
- Staff Management (APN:146)

### Who should attend

Everybody who needs to set up and keep record of personnel data.

### Prerequisite

AMOS Basics WBT

### Skill

Intermediate

### Type

Classroom

### Duration

0.5 Days

### Times

Please check our website [www.swiss-as.com/services/training](http://www.swiss-as.com/services/training) and/or your course invitation for the exact time.

### Training Costs

On Request

### Registration

Please register your participant(s) via [www.swiss-as.com](http://www.swiss-as.com) or contact the AMOS Training Department at [AMOS\\_Training@swiss-as.com](mailto:AMOS_Training@swiss-as.com).