

Swiss-AS Training – Course Description

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AMOS Course Management VCT



This course is designed to give a full overview of the different training related programs in AMOS.

Course Objectives

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

- ✓ Create and administer training courses.
- ✓ Manage participants' and waiting lists.
- ✓ Assign and update "ToDo" lists for Trainers for course preparation and completion.
- ✓ Assign users to courses.
- ✓ Move users from one course to another.
- ✓ Send notifications to users about upcoming courses they are assigned to.
- ✓ Update qualifications for users, visible in Staff Management.

Course Topics

- Course Management (APN 551)
- Course Registration (APN 1025)
- Default ToDo Set-Up (APN 704)
- ToDo Viewer (APN 1026)
- Course Participant (APN 2253)
- Staff And PQS Configuration (APN 148)

Who should attend

People of internal Training Departments, dealing with internal and external Training

Prerequisite

AMOS Basic Training

Skill

Beginner

Type

Virtual Classroom

Duration

3 hours incl. break

Times

Please check our website <https://www.swiss-as.com/services/training> and/or your course invitation for the exact time.

Training Costs

See Pricelist

Registration

Please register your participant(s) via www.swiss-as.com or contact the AMOS Training Department at AMOS_Training@swiss-as.com.