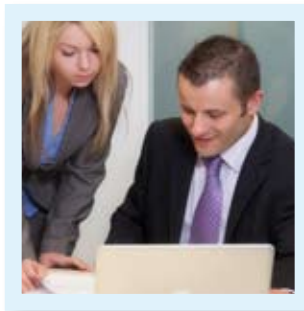
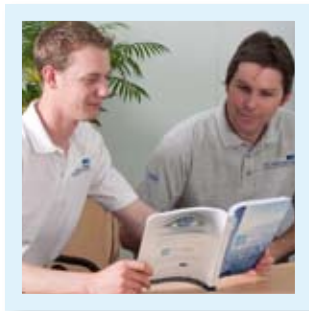




# Perm/Contract or Temp Courses

Trainees have a choice of attending either the **Perm/Contract** course or **Temp** new user courses:

- Perm** Permanent jobs and assignments.
- Contract** Medium Term jobs with typical assignments ranging from one month to one year.
- Temp** Short Term fast moving jobs with typical assignments ranging from one day to several weeks.



first choice software

FIRST CHOICE FOR PERFORMANCE, SERVICE AND SUPPORT

## Perm/Contract – New User Course – 2 Days

---

**Day 1 Entry requirement:** Open to anyone who is or will be using RDB ProNet.

**Day 2 Entry requirement:** Open to anyone who has completed the New User Day 1 Course in the previous 4 months or has passed the New User Quiz.

### Day 1

Logging on  
User preferences  
RDB Toolbars  
Main index  
Notebook  
RDB Diary and Tasks  
RDB Sync  
Company records  
Contact records  
Applicant records  
CV reader  
Job index  
Adding jobs  
Sending CVs

### Day 2

Text searching  
Applicant searching from Job  
Set Numbers  
CV Keywords  
Review List  
Sending CVs  
Applicant Action  
Arranging Interviews  
Job Offers  
Placements  
Contract Manager  
(contract only)

## Temp – New User Course – 2 Days

---

*(Does not cover Text Searching or Applicant Action; Sending CVs/Interviews/Offers)*

**Day 1 Entry requirement:** Open to anyone who is or will be using RDB ProNet.

**Day 2 Entry requirement:** Open to anyone who has completed the New User Day 1 Course in the previous 4 months or has passed the New User Quiz.

### Day 1

Logging on  
User preferences  
RDB Toolbars  
Main index  
Notebook  
RDB Diary and Tasks  
RDB Sync  
Company records  
Contact records  
Applicant records  
CV reader (optional)  
Job index  
Adding jobs  
Assigning workers

### Day 2

Applicant searching  
Contract Job Manager  
Assigning workers  
Adding new jobs  
Booking changes  
Placements  
Timesheets and Invoicing  
Contract Manager  
  
*\* Does not cover Text Searching  
\* Does not cover Applicant Action  
(Sending CVs/Interviews/Offers)*

## Proficient User Course – 1 Day

---

**Entry requirement:** Open to anyone who has completed the New User Day 2 course.

CV send email customisation  
Tagging records  
Attribute Index  
Sending CVs speculatively  
Linking jobs with applicants  
Batch send CVs/Interview confirmations

Client/contact/job search  
Saving search criteria  
Search for jobs for applicant  
Reference management  
Mailshots  
Applicant Contact Management  
Client and Contact Canvassing



## System Manager Courses – 2 Days

---

Trainees have a choice of attending either course or both.

**Entry requirement:** Open to anyone who has completed the New User Day 1 course.

**Documentation – 1 Day**  
Stored documents  
Template maintenance  
Placement documentation  
Job documentation  
Notebook documentation  
Notebook folder maintenance  
CV send documentation  
Custom merge fields

**Configuration – 1 Day**  
User maintenance  
Role maintenance  
Sector maintenance  
Group maintenance  
Attribute maintenance  
Favourite attribute maintenance  
Job templates  
Language maintenance  
Look ups, status, master types  
Custom columns  
Diary sharing/resource diaries  
Managers Activity report  
Design form

**Familiarisation** – A 1 day course delivered prior to install covering the fields on the different record types and the workflow functionality from searching through to placement.

**Super User Course** – A 3-4 day course (depending upon the type of recruitment) covering all topics listed in the new user and proficient user courses outlined previously; designed for anyone who intends to train others within their own company.

**Bespoke Courses** – Courses tailored to clients' specific requirements can be delivered. Please contact your Account Manager for further details and costs.

**Online Training** – Individual online training is available on request. It is delivered in hourly sessions.