

Retail Management Systems Training Catalog

RMS Training Catalog

Basic User Classes

- **RMS 100:** Store Operations Administrator (2 Hours)
 - Module Overview
 - Connecting to the Database
 - Creating and Configuring a blank database
 - Define Security Levels
 - Change Password
 - Next Transaction
 - Backup data discussion

- **RMS 101:** Store Operations Manager/Back Office (3 – 4 Hours)
 - Store Configuration
 - Item Entry
 - Inventory menu
 - Wizards menu
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- **RMS 102:** Store Operations Point of Sale functions (2 Hours)
 - Function keys
 - POS Screen (Ctrl + F6)
 - Transactions
 - Customer set up
 - Open/Close drawer

- **RMS 103:** Reporting (2 Hours)
 - Overview of all reports
 - Running Active Reports
 - Modifying reports and saving for future use

- **RMS 150:** Administrator Headquarters (2 Hours)
 - Overview
 - Building HQ
 - HQ configuration

- **RMS 151:** Manager/Back Office Headquarters (3 Hours)
 - Overview
 - Configuration
 - Navigation
 - Security
 - Worksheets
 - Wizards

Advanced User Classes

- **RMS 200:**Administrator (2 Hours)
 - Installing software
 - Deployment
 - Database maintenance
 - Add-ins
 - Queries

- **RMS 201:** Manager/Back Office (2 Hours)
 - Administration and Security features
 - Special Tax requirement setup
 - Advanced Security Features
 - Physical Inventory – Manual Entry
 - Offline Inventory
 - Close Billing Cycle
 - Registers – Net Display Channels

- **RMS 202:** Point of Sale (2 Hours)
 - Additional Function Key Capabilities
 - Work Orders
 - Deposits
 - Payment on Account
 - Adjustments on accounts
 - Customer Maintenance
 - Macros - if used

- **RMS 203:** Reporting (2 Hours)
 - Exporting Reports
 - Crystal
 - Predefined Crystal Reports
 - SQL Statements