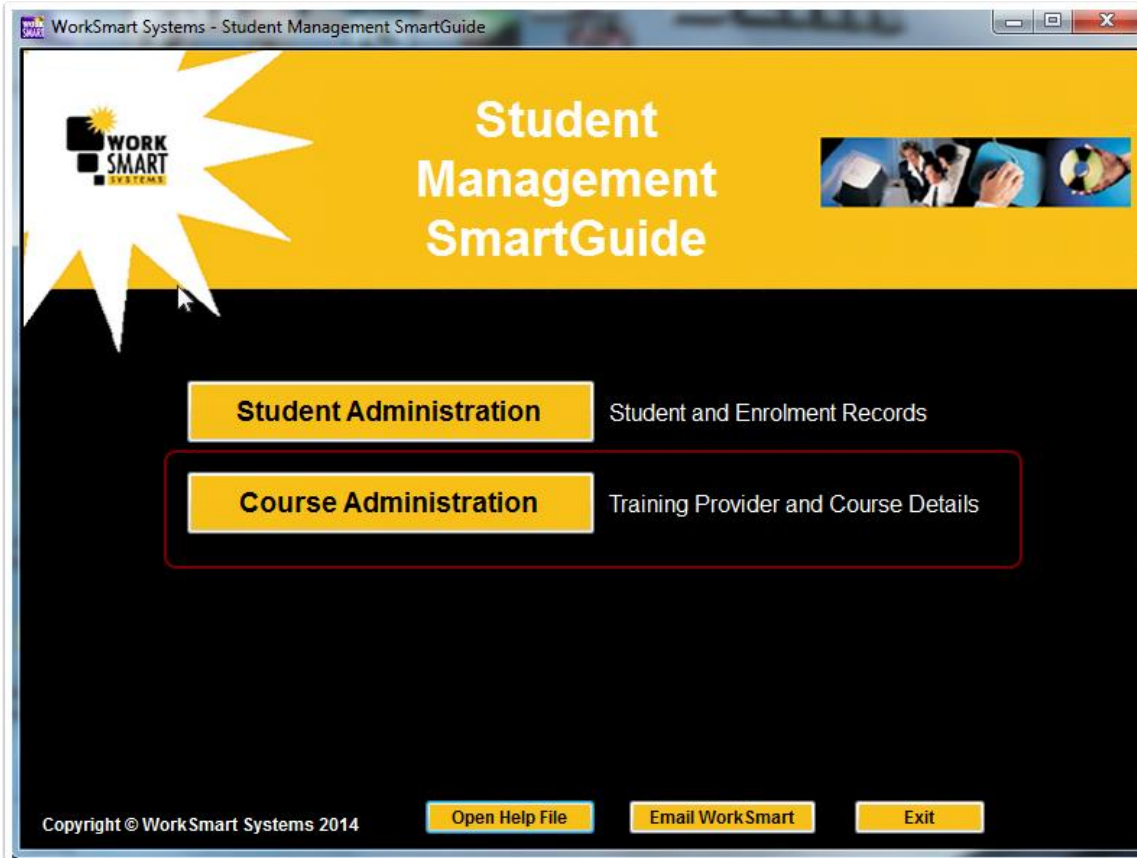


## Getting Started

So, you've purchased the program, where to begin?

### 1. Click **Course Administration** button.

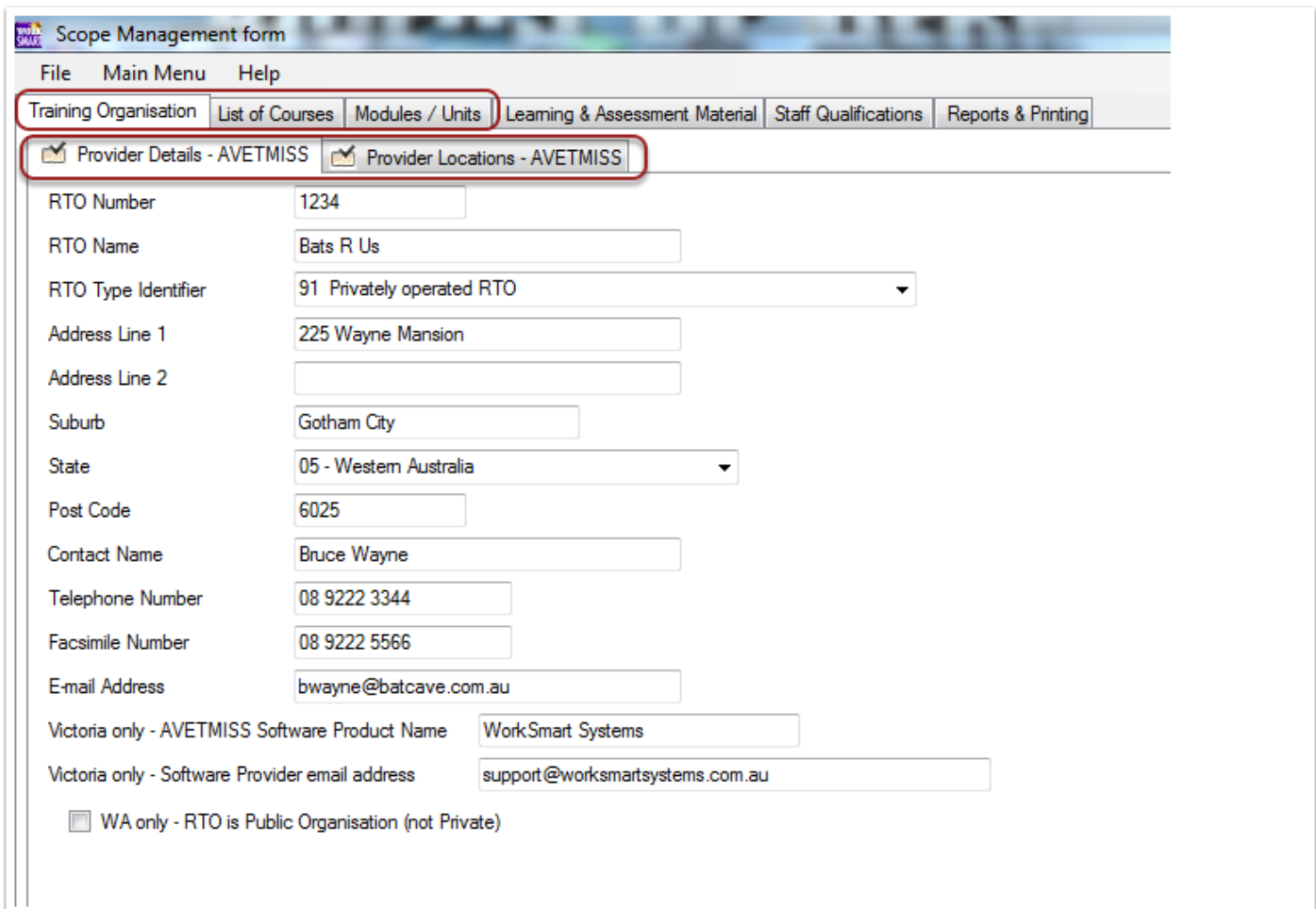
First enter in all your RTO details and course / unit details.



## 2. What tabs to complete in Course Administration for AVETMISS.

The tabs with the red boxes around them are the only ones you need to complete for AVETMISS reporting, all other tabs are for your own information only and to help meet RTO Standards requirements.

1. The Training Organisation - Provider Details - AVETMISS tab information produces the NAT 10 file.
2. The Training Organisation - Provider Locations - AVETMISS tab information produces the NAT 20 file.
3. The List of Courses tab information produces the NAT 30 file, if you only deliver units not the whole qualification see the Help file 'How to Enetr Only Units'.
4. The Modules / Units tab information produces the NAT 60 file.
5. All the other tabs are useful but are not required for AVETMISS reporting, any information entered on these tabs will not be exported.



The screenshot displays the 'Scope Management form' interface. At the top, there is a menu bar with 'File', 'Main Menu', and 'Help'. Below this is a horizontal tab bar containing several tabs: 'Training Organisation', 'List of Courses', 'Modules / Units', 'Learning & Assessment Material', 'Staff Qualifications', and 'Reports & Printing'. The 'Training Organisation' tab is highlighted with a red box. Below the main tab bar, there are two sub-tabs: 'Provider Details - AVETMISS' and 'Provider Locations - AVETMISS', both of which are also highlighted with red boxes. The main content area of the form contains various input fields for provider information, including:

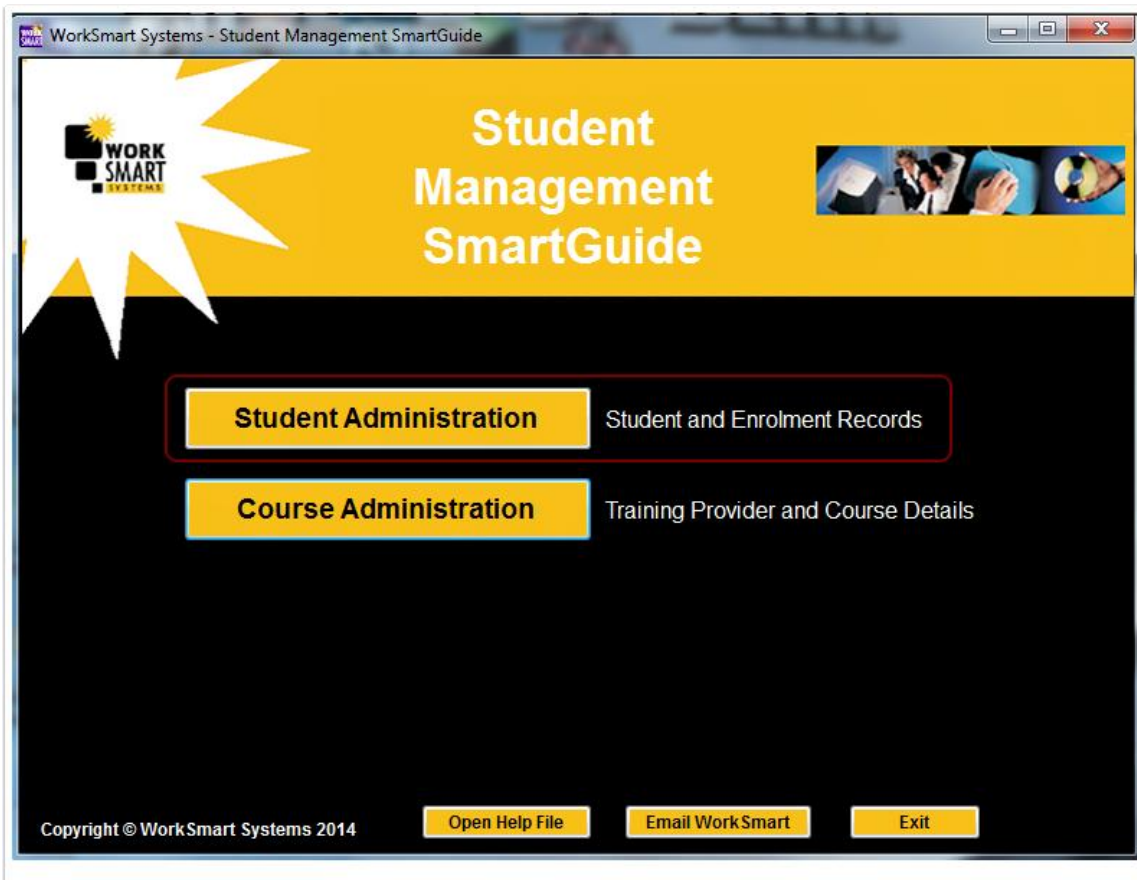
- RTO Number: 1234
- RTO Name: Bats R Us
- RTO Type Identifier: 91 Privately operated RTO (dropdown menu)
- Address Line 1: 225 Wayne Mansion
- Address Line 2: (empty field)
- Suburb: Gotham City
- State: 05 - Western Australia (dropdown menu)
- Post Code: 6025
- Contact Name: Bruce Wayne
- Telephone Number: 08 9222 3344
- Facsimile Number: 08 9222 5566
- E-mail Address: bwayne@batcave.com.au
- Victoria only - AVETMISS Software Product Name: WorkSmart Systems
- Victoria only - Software Provider email address: support@worksmartsystems.com.au

At the bottom of the form, there is a checkbox labeled 'WA only - RTO is Public Organisation (not Private)' which is currently unchecked.

### 3. Next go to Student Administration

Save any work done in Course Administration and exit to Main Menu.

Click Student Administration to go to that section.



#### 4. What tabs to complete in Student Administration for AVETMISS.

The tabs with the red boxes around them are the only ones you need to complete for AVETMISS reporting, all other tabs are for your own information only and to help meet RTO Standards requirements.

1. The Personal Details tab information produces the NAT 80 file.
2. The Trainee Details tab information produces the NAT 85, NAT 90 and NAT 100 files.
3. The Course Details tab is where you enrol students into units.
4. The Enrolments tab information produces the NAT 120 file.
5. The Qualifications tab information produces the NAT 130 file.
6. All the other tabs are useful but are not required for AVETMISS reporting, any information entered on these tabs will not be exported.
7. We have one a series of Help files, for more information on a specific tab sheet and how to complete please refer to the relevant Help file.

Last Name	First Name	Student ID	Unique Student ID
Bennett	Gordon	3	123
Brown	Mary	1	54
Choy	Grace	2	89