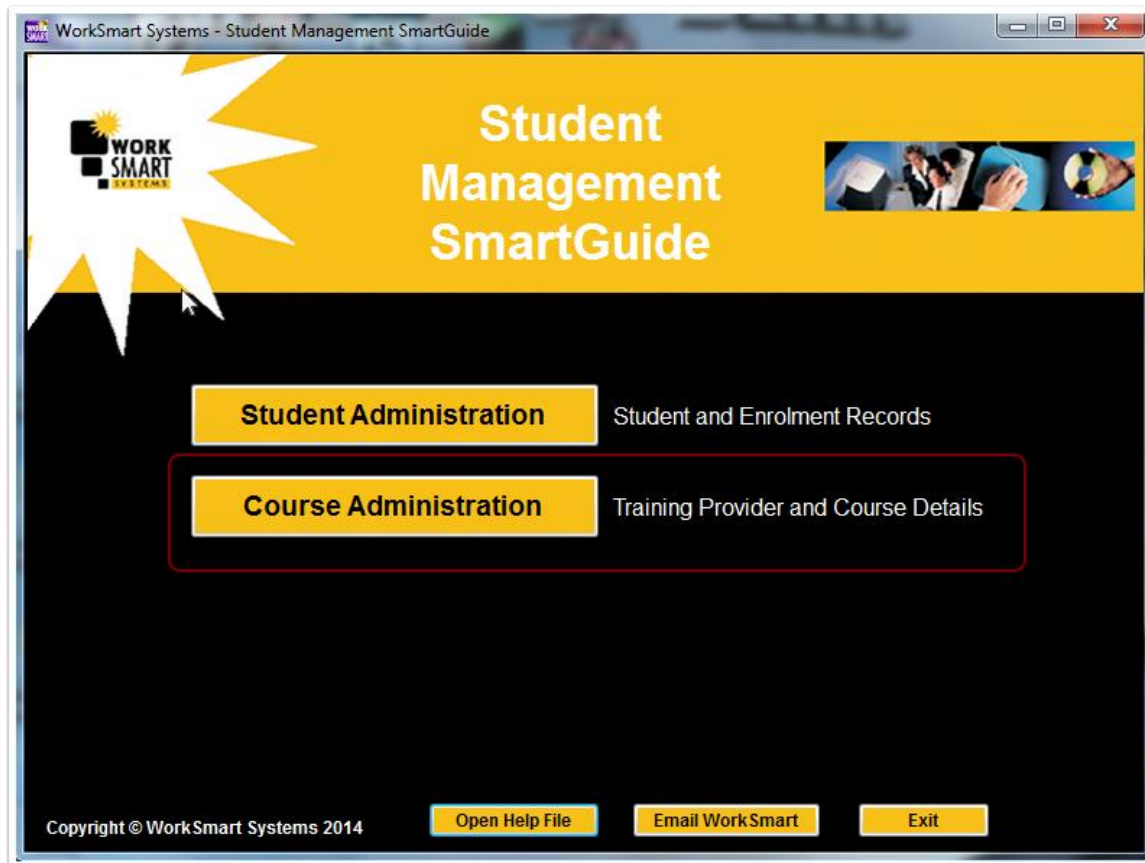


How to enter your RTO Location Details

How to enter your RTO location details correctly.

1. Click Course Administration button.



2. How to enter RTO details.

Start on the Provider Details - AVETMISS tab.

1. Enter all details for your RTO, make sure all data is accurate as information here will be matched to what is recorded on NCVET's master list.
2. If you select Victoria as your State then the Victorian entry boxes are active, for every other state or territory these entry boxes are inactive.

When you export your NAT files the information on this screen is exported as your NAT 10 file.

The screenshot displays the 'Scope Management form' interface. The 'Provider Details - AVETMISS' tab is selected and highlighted with a red box. The form contains the following fields and values:

RTO Number	1234
RTO Name	Bats R Us
RTO Type Identifier	91 Privately operated RTO
Address Line 1	225 Wayne Mansion
Address Line 2	
Suburb	Gotham City
State	05 - Western Australia
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.

