
Vitæ ...Modular Training Syllabus

The following document lists and provides a brief description of the modular course syllabus available to support Vitæ users at all levels. These courses are delivered to a preset schedule at our own training facilities in Newbury or can be delivered to your own or local venues.

Custom designed courses (e.g. to incorporate your own business process training) can be arranged and delivered for you, or with you, by our own professional training staff.

Alternatively, as many of our clients have their own excellent training facilities, we can ‘Train the Trainers’ for you. To ensure the best possible standards are maintained, and that the trainees needs are fully supported, such training includes the provision of comprehensive documentation to support any of your own.

Vitæ Core Modules

Toolsets, however powerful, are only as good as the people using them! Clearly, user aptitudes vary but one thing remains a constant; trained users will bring their own aptitudes and knowledge of the business, vital factors to help any system fly.

At Vitæ we can only provide a solid launch platform and ensure that your users make a rapid start from a well-informed base. It is your own people who’ll help you to soar.

The following core modules are very strongly recommended as a minimum for all users at the indicated levels if you are to get the best from your Vitæ investment and from our product Support services.

| Course title | Course Level | | |
|---------------------------------|--------------|-------------|-----------------------|
| | Users | Power Users | System Administrators |
| Introduction to Vitæ | US01 | US01 | US01 |
| Advanced Vitæ | US02 | US02 | US02 |
| Refreshment to Vitæ | PU01 | PU01 | PU01 |
| Harnessing the Vitæ Language | | PU02 | PU02 |
| Automating the office with Vitæ | | PU03 | PU03 |
| Vitæ Installation | | | SA01 |
| Vitæ System Maintenance | | | SA02 |

Different organisation have differing needs from their Vitæ system so, to minimise our clients costs and ensure you only buy what you need, many powerful Vitæ functions are delivered through the large family of Vitæ Option Packs.

Naturally, each of these is fully supported by it’s own course modules.

So, in addition to the above core modules, you may be assured that wherever your business diversification or expansion plans may take you, VITÆ’s continuing commitment to educating your users remains. These additional modules are detailed overleaf.

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Vitæ Option Pack Modules

Vitæ's Option Packs are where much of the power and versatility of a Vitæ system resides. You may start out with some of these from day one on your Vitæ system, or 'grow into' their use. New option packs are also regularly released. Whatever your own needs, you may rest easy that quality training will be available to support your users.

| Course Title | Course Level | | |
|--|--------------|-------------|-----------------------|
| | User | Power Users | System Administrators |
| Vitæ Permanent Management | OP01 | OP02 | OP03 |
| Vitæ Temporary Management | OP04 | OP05 | OP06 |
| Vitæ ESS (Executive Search & Selection) Management | OP07 | OP08 | OP10 |
| Vitæ HR Management | OP11 | OP12 | OP13 |
| Vitæ Site Connector | | | OP14 |
| Vitæ V. WebPost | OP15 | OP16 | OP17 |
| Vitæ V. WebSynch | | | OP18 |
| Vitæ V. Website | OP19 | OP20 | OP21 |
| Vitæ V. Filesheet & Vitæ V. Readsheets | OP22 | OP23 | OP24 |
| Vitæ V. Intel | | OP25 | OP26 |
| Vitæ V. Autotask | | OP27 | OP28 |
| Vitæ V. Workflow | | OP29 | OP30 |
| Vitæ V. Watch | OP31 | OP32 | |
| Vitæ V. Schedule | | OP33 | OP34 |
| Vitæ V. Plan | OP35 | OP36 | OP37 |
| Vitæ V. Txt | OP38 | OP39 | OP40 |
| Vitæ V. Project | | OP41 | OP42 |
| Vitæ V. Events | OP43 | OP44 | OP45 |
| Vitæ V. Prospect | OP46 | OP47 | OP48 |
| Vitæ V. Prospect Plus | | OP49 | OP50 |
| Vitæ V. AdManager | OP51 | OP52 | OP53 |
| Vitæ V. Docs | | OP54 | OP55 |
| Vitæ V. Parse Jobs | | OP56 | OP57 |
| Vitæ V. Parse.CV | | OP58 | OP59 |
| Vitæ V. Credit | | OP60 | OP61 |
| Vitæ V. Bill | | OP62 | OP63 |
| Vitæ V. Pay | | OP64 | OP65 |
| Vitæ V. Comp | OP66 | OP67 | OP68 |
| Vitæ V. Agent | OP69 | OP70 | OP71 |
| Vitæ Advanced Outlook Integration | OP72 | OP73 | OP74 |
| Vitæ Public Servant | OP75 | OP76 | OP77 |
| Vitæ XML- In & XML – Out | | | OP78 |

For further information contact your Vitæ account manager or <mailto:training@srmvitae.com>.