



Training Course Outline

Russell Adams Systems (RAL) Advanced – Technical Library Course

Course Code: D013

Duration: 1 Day

Price: Please contact us for a discussion of your needs

Overview

This course aims to give delegates a comprehensive understanding and working knowledge of Enterprise. The trainer is fully aware that attendees have their own requirements and demands. Therefore the course will be based around a framework syllabus of presentations and practical exercises, with the expectation that diversionary questions will lead to more time being spent on those areas of most concern. Such discussions will be facilitated to ensure attendees can make decisions concerning future action.

Pre-requisites

RAL Introduction & Overview General Familiarisation
RAL Login & Basic Navigation

Next Course Dates

TBC

Materials

All Avisas courses are highly practical and include numerous exercises which are specific to the trainees' needs and focus on their relevant job function.

Pre-course Preparation

Previous Delegate Comments

Related AVISA Courses

Russell Adams Systems (RAL) Introduction & Overview General Familiarisation Training Course
Russell Adams Systems (RAL) Login & Basic Navigation
Russell Adams Systems (RAL) Introductory Course – Fleet Engineering / Project Engineering / Powerplant Engineering
Russell Adams Systems (RAL) Introductory Course – Quality Authorisation
Russell Adams Systems (RAL) Introductory Course – Stores Quality Audit

Detailed Course Contents:

Aims

This course aims to give a RAL System Overview and demonstrates Enterprise capabilities to a wide audience who are otherwise unfamiliar with many modules.

Objectives

The objectives of the course are

1. To enable delegates to navigate through a variety of Modules, Sub-Modules and Grids
2. To enable delegates to apply the Search, Filter and layout options throughout Enterprise

Benefits

The benefits of attending the course are...

1. For delegates to gain a comprehensive understanding and working knowledge of Enterprise.
2. To give delegates the ability and confidence to teach or demonstrate the use of Enterprise to fellow colleagues relevant to their business area

Who Should Attend

This course is aimed at Technical Library Staff, Postholders and Interested Parties. The course is most effective when attendees are from the same company; or from the same area of the industry. The course is best suited to smaller groups of up to 2-3 people.

Key Topics

The key topics of the course are

- ✓ System Overview – The Technical Library System process description
- ✓ The Technical Library System setup tables
- ✓ Detailed Technical Library process description
- ✓ Adding / amending details of a Manual
- ✓ Adding / amending copies of a Manual
- ✓ Adding / updating and transmitting revisions to a Manual
- ✓ Controlling revision status of manuals with no regular revision cycle
- ✓ Adding / amending aircraft model cross-references for a Publication
- ✓ Adding / amending parts cross-references for a publication
- ✓ Adding / amending attached documents for a publication
- ✓ Signing off implemented revisions
- ✓ Searching for a publication, using the search facilities
- ✓ Deleting a publication record
- ✓ Adding / amending & deleting copy locations
- ✓ Adding / amending & deleting media types

- ✓ Adding / amending & deleting status codes
- ✓ Adding / amending & deleting publication types
- ✓ Adding / amending & deleting revision types
- ✓ Adding / amending details of a serial (SB/AD etc.)
- ✓ Adding / amending copies of a serial (SB/AD etc.)
- ✓ Adding / updating and transmitting revisions to a serial (SB/AD etc.)

Further Information

For more information, or to book your course, please call us on 0845 034 4477, email us at info@avisa-ltd.com or visit our website at <http://www.avisa-ltd.com>.

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