

## Professional Training Course Outline: CAMS System Administrator (2 day training suite based)

### Course Summary

An essential course for those managing CAMS on site, practical exercises in how to customise all aspects of your system, including user access control, configuring reports, adding additional fields and much more.

### Course Objectives

- Understanding the various roles of the CAMS System Administrator.
- Present a structured introduction to customising CAMS.
- Provide practical experience in configuration and administrative data management tasks.

### Target audience

The course is aimed at new and existing staff in Rights of Way, Access and Recreation Departments or similar where CAMS is used. Within these services the course is aimed at:

- Rights of Way and Access Managers, Officers and Assistants with System Administration responsibilities
- IT staff providing support to CAMS users

The course is recommended for new CAMS Administrators and those seeking an Administrator refresher course.

### Prerequisites

- Good understanding of desktop computers and Microsoft Windows.
- An understanding of databases and data management, experience with Microsoft Access is advantageous.
- Good GIS skills are required in particular knowledge of the management of MapInfo Workspaces or ArcGIS projects.
- Ideally, participants will have undertaken at least basic training in MapInfo or ArcGIS.
- Participants should have attended at least a CAMS Foundation course or have attained an equivalent level of knowledge in using CAMS on their own site.

### Day 1

- The role of the System Administrator
- System overview and CAMS basics refresher
- Review of customisable system components
- The system administrator's tool-kit
- Managing look-up tables
- Managing users - security and passwords
- Adding and modifying user defined fields
- System configuration files – CAMS.exe.config and CAMS.ini
- Configuring searches in CAMS

*(Continued overleaf)*

## Day 2

- GIS management and customisation – MapInfo or ArcGIS – CAMS.wor and CAMS.mxd
- Configuring record creation from the map
- Configuring Batch Updates, My Tasks and saved searches
- Configuring reports and print templates
- Customising the user interface – Summary screens, results trees, field names.
- Trouble-shooting, general CAMS maintenance and using exeGesIS technical support
- Workshop session on pre-notified issues from delegates

## Costs

- **Individual rate £404** (exc. VAT) per delegate (two-day course), including lunch.
- **The course can only be run if at least 3 students are attending.**

For more information, please contact Richard Coppock on 01874 713069 ([richardcoppock@esdm.co.uk](mailto:richardcoppock@esdm.co.uk))