

Thank you for your interest in the Document Logistix Training Courses. The details of the *Document Manager Standard Course* are given below. Should you have any further enquiries regarding the courses, please contact us via our email address [info@document-logistix.com](mailto:info@document-logistix.com) or by phoning us.

## Target Audience

This is an essential course for IT Administrators, managers and administrative users of the Document Manager system.

## Prerequisites

To maximise the learning experience, attendees require the following:

- A working knowledge of personal computers and Microsoft® Windows®.
- IT skills in Windows networking.

The following is not essential but would be advantageous:

- Familiarity with document imaging and related terms.

## Course Duration: 2 days (16 hours)

The Document Manager software package comes with two main applications: the Document Manager Administration Module and the Document Manager client.

On the first day, attendees will learn how to use Document Manager and another module; Document Manager Web. On the second day, attendees will learn how to use the Document Manager Administration Module.

This lecture-based and hands-on course provides a thorough understanding of how to implement document management into your organisation. Material is divided into units and it is interactive in nature so that attendees complete a series of tasks and 'Unit Review' tests.

All attendees receive a certificate of attendance.

## At Class Completion

Upon completion of the course, attendees will be able to:

- Create users and groups
- Set up permissions and access rights to documents
- Set up document types and storage locations for your documents
- Set up and use a successful Document Manager structure using drawers and folders
- Use Workflow to enhance your business processes
- Scan documents and store them in the Document Manager database
- Successfully search for documents and folders
- Maintain the Document Manager database
- Manage your documents in Document Manager

- Work with folders
- Work with documents
- Work with scanned images in the Image Viewer
- Use annotations and email images
- Scan and save documents
- Manage scanned batches
- Import documents
- Check Out/Check In documents
- Use Auditing as a valuable tool
- Conduct searches in folders and documents
- Set up and use Screen Scraping
- Use basic Workflow
- Understand how the full capabilities of Document Manager can be applied within the organisation in a variety of business sectors.

## Venue

The venue for Document Logistix training is the Training Room at the Document Logistix Head Office in Milton Keynes. Directions are emailed upon registration.

## Accommodation

Please ensure that you book accommodation (if needed) in plenty of time.

### Travelling by Public Transport:

Hotels located at the city centre are a short walk from the Central Milton Keynes train station and close to many restaurants and shopping:

- Jury's Inn: <http://miltonkeyneshotels.jurysinns.com/>
- Ramada Encore: <http://www.encoremiltonkeynes.co.uk/>
- Milton Keynes Central Travelodge: <http://www.travelodge.co.uk/>

Finding parking in the city centre is challenging, so it is best to arrive by train if staying at the city centre. Alternatively, you can check with the hotel before you arrive to see if they provide parking. The city centre/train station is approximately seven miles from our office.

## Travelling by Car:

Below are the hotels closest to our Head Office and easy to get to from the M1 (but not near restaurants):

- Premier Travel Inn: The Premier Inn (Milton Keynes South) is a pretty 15-20 minute walk around the lake to our office: <http://www.premierinn.com/en/>
- Hilton Hotel: <http://www.hilton.co.uk/miltonkeynes>
- Holiday Inn Express Milton Keynes: <http://www.expressmiltonkeynes.co.uk/>

## Daily Attendance Pattern

Scheduled courses run from around 9.30am to 5.00pm each day.

## Terms and Conditions

Please see the separate document covering this on the Document Logistix *Training Services* web page.

For more information about training, visit the training pages on our website at [http://www.document-logistix.com/support\\_training.php](http://www.document-logistix.com/support_training.php) or contact us directly.