# Document Manager Technical Training

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

## Target Audience

This is an essential course for System Administrators and IT staff who want to install all Document Manager products and learn about back-end document storage. These administrative aspects of Document Manager products help increase productivity and save time and money.

## Prerequisites

To maximise the learning experience, attendees require the following:

- A working knowledge of installing Microsoft® SQL Server®.
- A working knowledge of Windows® workstations and servers.
- Completion of the *Certified Document Manager Standard Course*.

## Course Duration: 2 days

The two-day *Document Manager Technical Training Course* covers the installation and configuration of Document Manager, Sorting Office, Document Manager Web, Alerter, Document Manager ERM, Full-Text Searching and Sorting Office Remote.

This predominantly hands-on course provides a thorough understanding of how to implement document management in your organisation. Course material is divided into units and 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:

- Install Document Manager on a workstation and server
- Install and configure Sorting Office
- Install and configure Sorting Office Remote
- Install and configure Document Manager Web
- Export documents with indexes
- Configuration export
- Restore a Document Manager system
- Importing documents and document references
- Install and use the Microsoft Office® Add-in
- Install and configure Full-Text Searching
- Install a major and minor upgrade

- Navigate through Document Manager database tables

- Demonstrate which product to use for specific problems

- Install, configure and test Alerter

- Understand the full capabilities of Document Manager products and how they 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 or contact us directly.