

## Kainos Education Services

### Autonomy Records Management Records Officer Course Overview

Kainos designs and implements technology solutions that make businesses perform better. One of the areas that we specialise in is document and records management, where we have extensive experience of implementing the Autonomy Records Management. Training of staff members is a vital part of any EDRM implementation. It not only helps with the overall adoption and use of the system but it also ensures that the organisation will derive the greatest value and benefit from the technology.

Kainos Education Services carefully develops training courses that have been tailored for specific audiences; ensuring course material is relevant and up to date. The courses can either be delivered as standard courses or they can be customised to suit the particular needs of the organisation.

**Course Code:** KT08LROCUST

**Duration:** 1 day

**Format:** Hands-on Workshop

**Course Provided:** This course makes use of a Microsoft Virtual PC Image. This image as well as Course Notes and Exercises will be supplied.

#### Course Type

Customised – the content for this course will be tailored according to your organisation's requirements

#### Intended Audience

Local Records Officers of the Autonomy Records Management

#### Prerequisites

- Familiarity with Microsoft products including Microsoft Office, Microsoft Outlook and Internet Explorer
- General knowledge of EDRM concepts
- Previously attended an appropriate Autonomy Records Management end user training session

#### Description

This course will aim to take Local Records Officers through the use of the Autonomy Records Management product for Web Users client to perform tasks appropriate to their role.

This course will be customised to cover the functions specific to this role as required within a given organisation. A training needs analysis will be performed to determine what the course content should include, in order to meet the requirements of the individual customer.

#### Course Objectives

- To become familiar with the Autonomy Records Management for Web Users client
- To be familiar with the tasks associated with the role of Local Records Officer as defined by the organisation