

Kainos Education Services

Autonomy Records Management End Users 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 Meridio records management system. 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: KT08EU

Duration: 0.5 days

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

Standard – the material for this training course is already set and will not be customised according to your organisation's requirements

Intended Audience

End users of the Autonomy Records Management

Prerequisites

- Familiarity with Microsoft products including Microsoft Office and Microsoft Outlook
- An understanding of why the organisation is implementing EDRM

Description

This course aims to cover the common tasks that a document and records management end user can expect to perform while carrying out their daily work.

Course Objectives

- To gain a basic understanding of EDRM terminology as used within a Autonomy Records Management environment
- To be familiar with the Autonomy end user clients which integrate with Microsoft Office and Microsoft Outlook
- To be familiar with the addition and management of documents and records
- To learn how to share and secure information
- To understand how to work with documents and records offline
- To become familiar with ConnectZone, a Kainos developed product that complements the functionality available in Meridio