



Kainos Education Services

Customised End User Course Overview

Kainos designs and implements solutions that make businesses perform better. Kainos has a wealth of knowledge and experience in the design and implementation of document and records management solutions, and a vital part of that is the development and delivery of training.

Kainos has worked with many customers to ensure that appropriate training has been delivered as part of their implementation. Kainos understands the need for a variety of barriers to be overcome to ensure that the eDRM system will be successfully adopted by all users, and the training courses offered by the company form the basis of a successful training approach.

Course Code: KT08EUCUST

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.

Intended Audience

End users of the Autonomy eDRM product

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 associated with Document and Records Management that an end user can expect to perform while carrying out their daily work.

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 so as to meet the needs of the individual customer.

Course Objectives

- To be trained within an environment that incorporates the organisation's business processes and configuration
- To gain a basic understanding of eDRM terminology as used within a Autonomy environment
- To be familiar with the addition and management of documents and records
- To learn how to share and secure information