

## Kainos Education Services

### Autonomy Document and Records Management – Enterprise Document Capture

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:** MT10EDC

**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.

#### Intended Audience

Information managers and System Administrators of a Autonomy system intending to implement any Enterprise Document Capture (EDC) related functionality.

#### Prerequisites

- Familiarity with Autonomy document and records management concepts.
- Familiarity with Microsoft Office SharePoint Server 2007 (MOSS)

#### Description

This course aims to cover the EDC functionality of Autonomy Records Management, including configuration with several different applications.

#### Course Objectives

- Introduction of EDB Concepts
- Configuration of EDC Rules for processing of captured information.
- Configuration of data capture from different source repositories.
- Customisation and extension of EDC Component