



Knowledgeone^{K1} Training Course Overview

Knowledgeone^{K1} User Training

Duration: 1 day

Overview

This is a practical hands-on workshop designed for those Users associated with the creation and management of information in Knowledgeone^{K1}.

Topics Covered

Introduction to Knowledgeone^{K1}, The User Interface, Icons, Lists & User Sensitivity, Common Methods, Search Methods, Records Management Methods, Document Management Methods, Workflow, The Reporting/Print Wizard and Barcode Readers.

Knowledgeone^{K1} Administrator Training

Duration: 2 days

Overview

This workshop format is designed for those staff (Ideally Management) responsible for the configuration, implementation and maintenance of information management systems and business processes that will be supported by the Knowledgeone solution. These staff may be representatives from the IT Department, HR, Helpdesk, Records, Asset and Finance Departments. It is a prerequisite that the Knowledgeone^{K1} User Training be completed prior to attending this course. Familiarity with relational database design and data modelling principles will help one to maximize learning from the course materials.

Topics Covered

Introduction and Overview of Knowledgeone^{K1}, Responsibilities of the Administrator, Security Groups, Data Model Overview, Configuration Settings, Audit Trail Configuration, Adding Users to Knowledgeone^{K1}, Managing Tables and Fields, Autofills and Link Tables, Configuring Filters, Type Dependencies and Languages, Automating File Titles, Using the Corporate Vocabulary, Triggers, Scheduled Tasks and Error Messages, Reindexing Electronic Documents.

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Knowledgeone^{K1} Customized Training Courses

Knowledgeone Corporation recognizes that most organizations have unique requirements for training based on staff knowledge and skill levels. With your unique requirements in mind, why not invite us to design a training course and courseware specifically for your organizational and staff needs. A Knowledgeone Corporation Consultant will conduct a needs analysis, and then provide you with the best possible solution. Customized training can be conducted either onsite or at one of our Training Centres.

For pricing and further information on any of the above training courses please contact Knowledgeone Corporation's Training Department by:

Email: training@knowledgeonecorp.com

Phone: 61-2-8913-9300

Fax: 61-2-9954-6322