

## RecFind Electronic Document Management (EDM) Training Course

Duration: 1 day

### Overview

This course has been designed for RecFind users involved in the management of records and electronic information.

### Pre-requisites

It is recommended that the RecFind Active Training Course be completed prior to attending this course.

### Course Content

- Configuring RecFind for EDM
- Registering documents
- Imaging and using RecFind's High Speed Scanning Module
- Electronic document maintenance
- Version control
- Using the Check-in and Check-out functionality to review an electronic document
- Using the RecFind Button to capture and manage documents and e-mails
- Using RecFind's email enablement feature
- Capturing electronic documents with RecFind's File Capture Filter
- Workflow management
- Workflow configuration
- File and document movements
- Searching for electronic documents from within RecFind and RecQuery TC
- Reporting on electronic attachments and workflow actions