



## Sorting Office Course for TokOpen 2.4

Thank you for your interest in the Infonic Training Courses. The details of the *Certified Sorting Office Course* are given below. Should you have any further enquiries regarding the courses, please contact us via our email address: [Training@infonic.com](mailto:Training@infonic.com) or by phoning us.

### Target Audience

This is an essential course for IT Administrators and Managers and major users of the Sorting Office system in conjunction with TokOpen 2.4 software.

### Prerequisites

To maximise your learning experience, interested students should have the following prerequisites:

- A working knowledge of personal computers and Microsoft® Windows® 2000 / 2003 is required.
- Familiarity with document imaging and related terms would be helpful.
- Familiarity with TokOpen would be helpful.

### Course Duration: 1-day (8 hours)

The one-day *Sorting Office Course* covers how to use its six modules, including Scanning, Indexing, and Administration. In the morning, students learn how to use Sorting Office. In the afternoon, students learn how to set up Sorting Office.

This lecture-based and hands-on course provides a thorough understanding of how to implement document management into your organisation. Material is divided into units and it is interactive in nature so that you complete a series of tasks and 'Unit Review' tests.

All delegates receive a certificate of attendance.

### At class completion

Upon the completion of the course, students will be able to:

- Set up Sorting Office to your existing TokOpen database.
- Scan documents using a physical scanner and from directory monitoring
- Scan documents using barcodes
- Index documents
- Index documents using database lookups
- Create Exception batches
- Set up Permissions and Access Rights to Sorting Office users
- Create Scanning and Indexing profiles

- Process documents using Optical Character Recognition (OCR)
- Monitor the Sorting Office process
- Understand how the full capabilities of Sorting Office can be applied within the organisation in a variety of business sectors.

## Venue

The venue for Infonic's courses is in the Training Room at Infonic's Headquarter office in Milton Keynes. Directions are emailed upon registration.

Alternatively, you could have the Infonic Trainer come to your location to give training. Please contact us to set this up.

## Accommodation

Please ensure that you book accommodation (if needed) in plenty of time.

TRAVELLING BY PUBLIC TRANSPORT – Hotels located at the city centre are a short walk from the Central Milton Keynes train station and close to many, many restaurants and shopping:

Jury's Inn - <http://miltonkeyneshotels.jurysinns.com/>

Ramada Encore - <http://www.encoremiltonkeynes.co.uk/>

Milton Keynes Central Travelodge -

[http://www.travelodge.co.uk/search\\_and\\_book/hotel\\_overview.php?hotel\\_id=54&gclid=CP\\_D1uHB1ZMCFQ7mlAodP26XjA](http://www.travelodge.co.uk/search_and_book/hotel_overview.php?hotel_id=54&gclid=CP_D1uHB1ZMCFQ7mlAodP26XjA)

Finding parking in the city centre is challenging, so it's best to stay at the city centre if you are arriving by train. The average taxi fare from the city centre/train station to our office is £10.

TRAVELLING BY CAR – Below are hotels closest to our Headquarter office & easy to get to from the M1 (but not near any nice restaurants)

Premier Travel Inn - The Premier Inn (Milton Keynes South ) is a pretty 15-20 minute walk around the lake to our office: <http://www.premierinn.com/pti/dropdownSearch.do>

Hilton Hotel - <http://www.hilton.co.uk/miltonkeynes>

## Daily Attendance Pattern

Scheduled courses run from around 9.30am to 5.00pm each day.

## Terms and Conditions

Please see the separate document covering this on the Infonic Training web page.

For more information about training, visit the Training pages on our web site at <http://www.infonic.com> or contact us directly.