



Technical Training Course (for TokOpen 2.4)

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

Target Audience

This is an essential course for System Administrators and IT staff who want to install all TokOpen 2.4 products and learn about the back-end storage of documents. These administrative aspects of TokOpen products help increase productivity and save time and money.

Prerequisites

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

- A working knowledge of installing SQL Server for Microsoft® Windows® 2000.
- A working knowledge of Windows® workstations and servers.
- Completion of the *Certified TokOpen Standard Course*.
- Completion of the *Certified TokOpen Sorting Office Course*.

Course Duration: 3-days (24 hours)

Day 1 of the *Technical Training Course* covers the installation and configuration of TokOpen, Sorting Office, TokOpen Web and much more.

Day 2 covers the installation and configuration of TokAlerter, TokOpen E.R.M., Full Text Searching and Sorting Office Remote.

Day 3 covers business case scenarios. Delegates will be given a business case and they will be asked to scope it, install and set up the system and then give a demonstration. There will also be a multiple choice exam.

This predominantly 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

- Install TokOpen on a Workstation & Server
- Install and Configure Sorting Office
- Install and Configure Sorting Office Remote
- Configure Autobin
- Install and Configure TokOpen Web
- Export Documents with Indexes
- Configuration Export
- Restore a TokOpen System
- Importing Documents and Document References
- Install and use the MS[®] Office[®] Add-in
- Demonstrate which product to use for specific problems.
- Install, Configure and Test TokOpen E.R.M
- Install and configure Full Text Searching (TokIndexer, TokWebservices, and OCR)
- Install a major and minor upgrade.
- Navigate through TokOpen Database Tables
- Demonstrate which product to use for specific problems.
- Install, configure and test TokAlerter
- Understand how to interpret a business case and apply it to the TokOpen system.
- Understand how the full capabilities of TokOpen products can be applied within the organisation in a variety of business sectors.

Venue

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

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

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.