



TokOpen Standard Course (for TokOpen 2.4)

Thank you for your interest in the Infonic Training Courses. The details of the *TokOpen Standard 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 IT Administrators and Managers and major users of the TokOpen 2.4 system.

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.

Course Duration: 2-day (16 hours)

The TokOpen package comes with two main applications: TokAdmin and TokOpen. Both applications are covered in this two-day course. On the first day, students will learn how to use TokOpen and another Infonic product, TokOpen Web. On the second day, students will learn how to use TokAdmin for setting up the TokOpen system.

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:

- Create Users and Groups
- Set up Permissions and Access Rights to documents
- Set up Document Types and Storage Locations for your documents
- Set up and use a successful TokOpen structure using Drawers and Folders
- Use Workflow to enhance your business processes
- Scan documents and store them in the TokOpen database
- Successfully search for documents and folders

- Maintain the TokOpen database
- Manage your documents in TokOpen
- Set up and use TokOpen Web
- Work with folders
- Work with documents
- Work with scanned images in the Image Viewer
- Use Annotations and Email Images
- Scan and save documents
- Manage scanned batches
- Import documents
- Check In / Check Out documents
- Use Auditing as a valuable tool
- Conduct searches in folders and documents
- Set up and use Screen Scraping
- Use Basic Workflow
- Understand how the full capabilities of TokOpen 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

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.