



## Sorting Office Course

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

### Target Audience

This is an essential course for IT Administrators, managers and major users of the Sorting Office system in conjunction with the Document Manager software.

### Prerequisites

To maximise the learning experience, attendees require the following:

- A working knowledge of personal computers and Microsoft® Windows®.
- Completion of the *Certified Document Manager Standard Course*.

The following is not essential but would be advantageous:

- Familiarity with document imaging and related terms.

### 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, attendees learn how to use Sorting Office. In the afternoon, attendees 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 attendees receive a certificate of attendance.

### At Class Completion

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

- Set up Sorting Office to connect to your existing Document Manager database
- Scan documents using a physical scanner and using directory monitoring
- Scan documents using barcodes
- Index documents
- Index documents using database lookups

- Create exception batches
- Set up permissions and access rights for 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 Document Logistix training is the Training Room at the Document Logistix Head 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 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/>

Finding parking in the city centre is challenging, so it is best to arrive by train if staying at the city centre. Alternatively, you can check with the hotel before you arrive to see if they provide parking. The city centre/train station is approximately seven miles from our office.

### Travelling by Car:

Below are the hotels closest to our Head Office and easy to get to from the M1 (but not near 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/en/>
- Hilton Hotel: <http://www.hilton.co.uk/miltonkeynes>
- Holiday Inn Express Milton Keynes: <http://www.expressmiltonkeynes.co.uk/>

## 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 Document Logistix *Training Services* web page.

For more information about training, visit the training pages on our website at [http://www.document-logistix.com/support\\_training.php](http://www.document-logistix.com/support_training.php) or contact us directly.