

iManage Work 10



CLOUD FUNDAMENTALS

3 DAY COURSE

What Will Be Covered?

The first two days of this course provide an in-depth study of the features and functionality of the iManage Work 10 clients, including Work Web and the "Classic" clients. This course covers Email Management and search, and it also delves into implementation strategies, Workspace template design, Flexible Folders, Co-Authoring, journaling, client customisation recommendations, and training-plan development.

On Day 3, attendees will learn iManage Cloud deployment options, explore the features of iManage Control Center for administering an iManage Work environment, and install and use the optional Server Administration utilities, including Dialog Editor and iManage Monitor.

Who Should Attend?

User Support Managers, DM Database Administrators, Application Support Managers, Application Developers, Desktop Engineers (Design & Deploy), and Power Users. Prior document management experience is helpful but not required.



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AGENDA

- Work Concepts & Terminology
- Intro to Work 10 Web
- Workspace Management
- Workspace Design & Creation
- Saving & Retrieving Documents
- Searching for Documents
- Email Management
- User Options and Advanced Features

Course Highlights

- Learn capabilities of iManage Control Centre
- Learn Fundamentals of iManage Work Web
- Learn Fundamentals and latest enhancements to the "Classic" client applications
- Explore Email Management capabilities
- Understand Keyword and Profile Search
- Learn Work 10 security features

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