



## **Waypoint Global Suite Suite Data Editor Virtual Classroom**

### **Course Mission:**

The mission of Waypoint Global's Suite Data Editor virtual classroom training course is to provide a comprehensive understanding of the Suite Data Editor software application. Participants will learn how to search for documents containing metadata that needs to be changed and applying mass changes to multiple documents at a time.

### **Prerequisites:**

You should have knowledge of the Waypoint Global Suite Desktop, Document Manager, keyboard skills and basic Microsoft Windows® experience.

### **Audience:**

This course is designed for Waypoint Global Suite Desktop/Document Manager administrators and other administrators.

### **Format:**

Virtual classroom training via GoToMeeting

### **Topics Covered:**

- How to access Suite Data Editor
- Review of searchable document level properties
- Review of searchable revision level properties
- Building and running a query
- Editing document or revision level properties
- Confirming changes were completed
- Reviewing pre-defined instructions available for common scenarios

### **Course Length:**

One class  
2 hours

### **Cost:**

\$150 USD per person

### **Contact**

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