



Waypoint Global Suite Template Admin & Quick Reg Virtual Classroom

Course Mission:

The mission of Waypoint Global's Template Admin and Quick Reg virtual classroom training course is to provide a comprehensive understanding of the Template Admin and Quick Reg software applications. Participants will learn how to create custom document registration templates and register multiple documents at one 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 administrator users responsible for creating document registration templates.

Format:

Virtual classroom training via GoToMeeting

Topics Covered:

- Overview on document registration
- Create custom document registration templates
- Review each tab of the document registration template
- Learn how to make certain fields selectable during document registration
- Learn how to delete templates
- Learn how to restrict access to templates for use or editing
- Register multiple documents at one time via Quick Reg
- Learn how to acquire documents from a twain-compliant document scanner

Course Length:

One class
2 hours

Cost:

\$150 USD per person

Contact

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