

CMx 101 — CMx Search Training — Length of Course = 1:05

- Overview of general interface
- Searching
 - Browsing
 - Field Searches
 - Full Text Searches (with Text Highlighting)
 - Combination Searches
 - Search Templates
 - Annotations/Redactions
 - Printing Records
 - Emailing Records
 - Search Reporting
 - Exporting Search Results

CMx 102 — CMx Scanner/Contributor Training — Length of Course = 2:30

- Overview of general interface
- Adding Content
 - Creating Folders
 - Dragging in files
 - Creating records
 - Using Fields
 - Using Database Lookup
 - Using Autofiling
 - Scanning
 - Annotations
 - Redactions
 - Single File Import
 - Barcode Coversheets
 - Using Fast Forms
 - Microsoft Office Integration
 - Importing Email
 - XPS/TIFF Printer
 - Deleting (and Restoring) Records
- Revision Control (Check-In/Check-Out)
- Searching
 - Browsing
 - Field Searches
 - Full Text Searches (with Text Highlighting)
 - Combination Searches
 - Search Templates
 - Printing Records
 - Emailing Records
 - Search Reporting
 - Search Results Batch Processes

CMx 103 — CMx Web Search Training — Length of Course = :50

- Browsing
- Field Searches
- Full Text Searches (with Text Highlighting)
- Combination Searches
- Annotations/Redactions
- Printing Records
- Emailing Records

CMx 110 — CMx System Administration Part 1 — Length of Course = 1:45

- Fields Designer
- Forms Designer (with DB Lookup Design)
- Category Designer
- Security
- Permissions
- Backup

CMx 115 — CMx System Administration Part 2 — Length of Course = 1:30

- Bulk Importing Files
- Sessions
- Licensing
- Schema Importing/Exporting
- Repositories
- Services
- Worker Service Configuration
- ClickOnce Configuration

CMx 120 — CMx Auto Filing Designer — Length of Course = 1:30

- Benefits of Auto Filing
- Defining Auto Filing Paths
- Copying Auto Filing Paths
- Using Auto Filing Paths
- Overriding Auto Filing Paths

CMx 130 — CMx Fast Forms — Length of Course = 1:30

- Benefits of Fast Forms
- Defining HTML Fast Forms
- Defining MS Word Fast Forms
- Using Fast Forms on Records
- Using Fast Forms on Folders

CMx 140 — CMx Importer — Length of Course = 1:05

- Scenarios for Using the Importer Utility
- Import Definition
- Running the Import
- Importer Reporting & Homemade Coversheets

WfX 101 — WfX General User Training — Length of Course = 1:05

- Workflow Templates & Instances
- Creating a WfX Instance
- Overview of Web Client
- Processing Workflow Tasks

WfX 110 — WfX Administration and Project Management — Length of Course = 1:05

- Administration
 - Creating Users
 - User Groups
 - Managing Templates
 - Notification Emails
- Workflow Management
 - Starting Templates
 - Managing Existing Instances
 - Reassigning Tasks & Users
 - Workflow History
- Workflow Reporting

WfX 120 — WfX Workflow Template Design — Length of Course = 2:30

- Overview of Designer
- Overview of Design Process
- Canvas
- Designer Items
- Fields
- Files
- Sample Process Flows
 - Basic Sequential Flows
 - Basic Looping Flows
 - Basic Branching Flows
 - Basic Parallel Flows
 - System Override Flows
 - System Decision Flows
 - Complex Parallel Flows
- Saving Templates
- Uploading Templates
- Sample End to End Design

LSx 101 — LSx Item Approver Training — Length of Course = 1:05

- Item Approval Process
 - Email Notifications & Accessing Your Inbox
 - Overview of the Workflow Inbox
 - Reviewing the Item & Files
 - Editing Files
 - Acting on the Workflow Task
 - Task Looping (Revisiting a Task)

LSx 102 — LSx Item Submitter Training — Length of Course = 1:05

- Overview of the LSx Interface
- Submitting Items
 - Creating the Item
 - Adding Field Data
 - Adding Files
 - Submitting the Item for Approval
- Item Approval Process
 - Email Notifications & Accessing Your Inbox
 - Overview of the Workflow Inbox
 - Reviewing the Item & Files
 - Editing Files
 - Acting on the Workflow Task
 - Task Looping (Revisiting a Task)

LSx 103 — LSx Agenda Management Training — Length of Course = 2:00

- Overview of the LSx Interface
- Overview of Meeting Templates
- Overview of Item Templates
- Creating Meetings
- Submitting Items
 - Creating the Item
 - Adding Field Data
 - Adding Files
 - Submitting the Item for Approval
- Item Approval Process
 - Email Notifications & Accessing Your Inbox
 - Overview of the Workflow Inbox
 - Reviewing the Item & Files
 - Editing Files
 - Acting on the Workflow Task
 - Task Looping (Revisiting a Task)
- Creating Agenda Output
- Publishing Agenda Output

- Holding the Meeting
 - Roll Call
 - Summary Notes
 - Voting
- Creating & Publishing Minutes

LSx 110 — LSx Administration — Length of Course = 1:30

- Overview of the LSx Interface
- Organizational Units
- Venues
- Users
- Meeting Templates
- Item/Section Templates
- Creating Meetings
- Vote Types
- Motion Types
- Reporting

LSx 120 — LSx Agenda/Minutes Customization — Length of Course = 2:00

- Overview of the LSx Agenda/Minutes Designer
- Designing Agenda & Minutes Templates