



COURSE AGENDA

IMANAGE WORKSITE 8.5 TRAIN-THE-TRAINER UPGRADE COURSE

COURSE DETAILS

Course Title: iManage WorkSite 8.5 Train-the-Trainer Upgrade Course

Course Length: One Day

Audience: Trainers and/or WorkSite Champions who have either taken a previous WorkSite Train-the-Trainer course or have an advanced knowledge of previous versions of the WorkSite product.

Overview: This course will update participants with all the new features that have been added to the WorkSite product in the 8.5 upgrade. Focus will be placed on the benefits that the end user will realize as a result of this upgrade specifically the new search and email management capabilities. The course will be hands-on in nature wherein the participants will have an opportunity to apply the skills that they learn right after it is demonstrated.

Course Content:

IDOL Indexing Engine

- New features and Functionality
- Search – Syntax changes and options

WorkSite Express Search and Miner

- Usage and Updates
- Express Search Panel integration into MS Office

Email Management

- Advanced Filing Toolbar
- Send & File
- Suggested Filing
- Server-Side Filing
- Saving Attachments
- Filing Folders
- Enhanced Outlook View
- Tagging Messages for Automatic Filing
- Delegate Filing

Changes to FileSite Client

- Flat Filing Prevention
- FileSite Visual Security Indicators
- KeyView Viewer
- Functionality Updates from Previous Viewer