



Autonomy Education

LiquidOffice End User

Autonomy Education is an essential training program that enables you to get the most out of Autonomy's infrastructure software. Whether you are a developer/engineer rolling out the TeleForm/ LiquidOffice architecture or a project manager wanting to stay abreast of the latest powerful features Cardiff has to offer, Autonomy's training course ensures that you can maximize Cardiff's full potential and apply best practice methods that lead to successful deployments.

Combining both theory with practical lessons, the Autonomy Cardiff training program makes sure the user fully understands the capabilities and features of the software before installing, configuring and running the technology in the workshop.

Autonomy Training courses are heavily oriented toward hands-on practical experience to reinforce formal classroom instruction. Using fast-track training methods, the majority of the training will take place in a workshop environment following preset training courses that will challenge the trainee and aid them during the learning process.

- Course Name:** LiquidOffice End User
- Duration:** 3 days
- Audience:** This course is designed to give end users of the LiquidOffice system all the information they need to utilize the out of the box LiquidOffice system in their environment.
- Format:** Practical Hand-on course 70%, Theory 30% in a dedicated training classroom.
- Course Outline:** All aspects of form design, publishing, exports, connect agents as well as using the Web Desktop, ad-hoc and directed routing are all covered. In addition this course covers process design and deployment. This course will discuss the use and limitations of the new LiquidOffice Public e-Forms Server for TeleForm.
- This course covers all of the basic materials discussed in the online self paced Introduction to LiquidOffice course. Additional in-depth topics covering all aspects of LiquidOffice will provide the student with detailed knowledge of the LiquidOffice end user experience.

- What you will learn:** Upon completion of this course, students will be able to:
- Describe and understand the overall LiquidOffice system
 - Confidently design forms from the ground up for use in day to day business
 - Confidently design processes to reduce the manual interaction and human delay associate with most current business practices.
 - Successfully perform basic system administration tasks such as adding users, relationships, assigning roles and permissions, publishing, moving and deleting forms and building connect agents for data export, validation or lookups.
- Prerequisites:** To ensure students get the most value from this course, those attending should meet the following prerequisites:
- Understanding of the Windows environment (2000, XP or Server 2003)
 - Working knowledge of Client/Server applications
 - Experience using Windows-based applications (ex. Microsoft Office Suite)
- Agenda:** Liquid Office End User Provides:
- 3 days of hands-on training
 - Fully Documented Training Materials which set out the tasks and lessons planned for each day. The LiquidOffice End User Training Manual includes step by step solutions to each of the assigned exercises
 - LiquidOffice Software (for in-class use ONLY)
 - Each trainee participating in the practical workshop will be provided with a dedicated computer
 - Lunch & Refreshments Included (Scheduled Classroom Training Only).
- Training Centers:**
- San Francisco, CA.
 - Dallas, TX
 - Washington, VA.
 - Cambridge, UK
- Capacity:** Autonomy Cardiff maintains small class sizes (10–12) in order to provide adequate individual attention.
- Fees:** USA: \$2,250.00 USD
- Note:**
- A discount of 20% is included for 4 registered attendees or more from the same organization.
 - Please also note that a minimum of 5 trainees must reserve a place on the training course before all bookings are

confirmed and arrangements are made to hold the training program.

- A discount is applicable for all organizations belonging to the Autonomy Partner Program.

Schedule & Reservations:

For up-to-date information on training schedules please refer to the training web page on the Autonomy website:
<http://www.autonomy.com/content/Services/Training/>

All bookings/reservations for attending an Autonomy Cardiff training course must be communicated via **training@autonomy.com**

3-Day Course Outline:

The End User Course is focused on designing forms and workflows.

LiquidOffice End User

The following lessons focus on users of the system, form designers and process implementers.

- The Web Desktop
- User Profiles
- Ad Hoc Routing
- Working with Attachments
- Searching for Forms or Work Flows
- Working with Work Queues
- Difference between Ad Hoc and Workflow items
- My Data Client
- Using LiquidOffice through Outlook
- LiquidOffice on your Blackberry/iphone

FORM DESIGN

- Overview of Form Designer
- Form Designer Installation
- The Form Designer Gallery
- Adding Objects to a form
- Object and Field properties
- Design Aids, Format and Alignment tools
- Expression Builder
- Data Validations
- Database Lookups
- Publishing a Form
- Form Exports
- Form Packets

PROCESS DESIGN

- Introduction to Workflow
- Types of Processes
- LO Process Automation Architecture
- Process Designer
- Workflow Analysis and Preparation
- Using LO Process Automation
- Load Simulation

CONTINUING EDUCATION

- Other Course Offerings
- LiquidOffice Resources