

Power User & Basic Administrator Training

Thank you for your interest in LibertyNET and our many training options. LibertyNET is one of the most powerful, feature-rich software on the information management market today. To ensure that you fully leverage your software investment, Liberty IMS offers a variety of training programs to help you utilize the full functionality of LibertyNET.

The objective of Power User & Basic Administrator Training is to provide the necessary skills to manage documents and perform some supervisory level administration of LibertyNET. It is recommended for more skilled LibertyNET users, sub-administrators and technical support staff. In this course you will get a full overview of LibertyNET, including capture, retrieval, managing and storing, among other things.

In this packet you will find:

1. Training Request Form
2. Course Description
3. Directions to Liberty IMS
4. Travel Information

About Liberty IMS

Liberty Information Management Solutions (Liberty IMS) is a leading software provider for the electronic content management industry. The company's flagship product is LibertyNET™, developed and marketed since 1987. LibertyNET offers turnkey management solutions that include a wide range of capabilities, including document imaging, electronic document management, records management, process automation, workflow, COLD/ERM, e-forms, and email management.

Solutions are created using the LibertyNET Application Builder (LAB). This is a rapid application development environment that allows the user to design, deploy, maintain, web enable and extend the capabilities of the LibertyNET software solution. These capabilities are available to those with no programming ability, lowering total cost of ownership.

A privately held company based in Costa Mesa, Calif., Liberty IMS sells its products through value-added resellers and OEMs in a variety of markets including transportation, government, financial, education, legal, insurance, healthcare, manufacturing and law enforcement. For more information contact (714) 751-6900, sales@libertyims.com or www.libertyims.com.

CONTACT US

3158 Red Hill Ave.
Suite 100
Costa Mesa CA 92626

(714) 751-6900, X230

(714) 432-5335 (FAX)

www.libertyims.com

Registration@libertyims.com



Liberty IMS 2005 Training Schedule

Qtr 3 - Qtr 4

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July 2005

- 07/13/05 – 07/15/05: Liberty IMS Power User & Basic Administrator Training

August 2005

- 08/17/05 – 08/19/05: Liberty IMS Power User & Basic Administrator Training

September 2005

- 09/14/05 – 09/16/05: Liberty IMS Power User & Basic Administrator Training
- 09/26/05 – 09/30/05: Liberty IMS Advanced Administrator Training

October 2005

- 10/05/05 – 10/07/05: Liberty IMS Power User & Basic Administrator Training
- 10/17/05 – 10/21/05: Liberty IMS Advanced Administrator Training

November 2005

- 11/16/05 – 11/18/05: Liberty IMS Power User & Basic Administrator Training

December 2005

- 12/07/05 – 12/09/05: Liberty IMS Power User & Basic Administrator Training
- 12/12/05 – 12/16/05: Liberty IMS Advanced Administrator Training



Training Request Form

Company Name:			
Attendee Name:			
Attendee Phone:		Email:	
Attendee Address: (Street Address)			
Class Requested:			
Class Date(s):			
Technical Level:	User	Salesperson	Systems Eng. Programmer Other
Reseller Name:	Indicate Reseller Name (if applicable):		
Payment Terms:	<input type="checkbox"/> VAR Support Package Purchase Order # _____ <input type="checkbox"/> Other: _____ <i>Payment must be received no later than 1 week before the class.</i>		
<i>Liberty IMS use ONLY</i>	<i>Confirmed by: _____ Date: _____</i>		

Prerequisites

Before attending class, please familiarize yourself with Windows and complete the Liberty online tutorial. For help with the tutorial, call the training coordinator at (714) 751-6900 X230.

Breakfast & Lunch

Continental breakfast and lunch is served to all attendees each day. If you have any special food requests, please contact the training coordinator at (714) 751-6900 X230 to make arrangements.

Class Times

Class starts promptly at 8 a.m. and is scheduled to run until 5 p.m. each day, with the exception of the last day of class. The last day typically ends at 3 p.m. There will be a one hour lunch break, as well as various small breaks during the class.

Scheduling & Cancellation Policy

Liberty IMS reserves class space on a first-come, first-served basis. We will try to schedule you for your first choice of dates. All training requests and payment must be received by Liberty IMS at least one week before class. Liberty IMS understands that schedules sometimes need to be changed. *Cancellations/rescheduling must be received by Liberty IMS, in writing at least one week prior to the class start date or you will be charged a 50% cancellation fee. (Notify: Registration@LibertyIMS.com)* Liberty IMS reserves the right to cancel or reschedule any LibertyNET training class.

Customer Authorization

The above attendee is authorized to attend the requested class. All charges for this class will be paid one week prior to the first day of training.

Signature: _____ Title: _____

Printed Name: _____ Date: _____



Course Description

LIB150/250: Power User & Basic Administrator Training, 3 Days

Who Should Attend

This course provides the Power User with skills required for using the LibertyNET system to manage documents and perform some supervisory level administration of the LibertyNET system. It is recommended for advanced LibertyNET users, sub-administrators and technical support staff.

What you will learn

- Introduction to LibertyNET
- NETRetrieve
- NETManage: Using LibertyNET Documents
- NETStore: Using LibertyNET's Folders & Documents
- Advanced NETRetrieve
- NETCapture: Scanning & Indexing
- Creating a LibertyNET Application
- Creating Stations, Users, and Groups
- Creating Folders
- Creating Index Forms
- Creating Document Requests
- NETCapture - Working with Native documents
- NETManage - Introduction to Digital Signature
- NETManage-Introduction to TaskFlo
- Creating Rule Templates
- NETCapture – OCR
- NETManage - Securing Objects
- NETStore – Archiving
- NETCommunicate - Introduction to the Web Server

Course Objectives: Day 1

Introduction to LibertyNET

- Relate the various LibertyNET modules and describe one application or each module.
- Log in and out of LibertyNET.
- Describe the five sections of the LibertyNET environment.

NETRetrieve

- Perform a document request.
- View documents from a document list.



NETManage: Using LibertyNET Documents

- Define a LibertyNET document.
- Open and customize the view of the document by rotating, zooming and utilizing LibertyNET's view options.
- Navigate from one page in a document to the next.
- Markup the document and modify/delete these markups.
- Place page tags and page comments on pages and modify/delete these.
- Place StickyNotes on a document and modify/delete these.
- Print documents.

NETStore: Using LibertyNET's Folders & Documents

- Describe how LibertyNET stores document.
- Change from Document View to Page View.
- Copy, move or delete documents and pages.
- Sort documents in a folder or document list.

Advanced NETRetrieve

- Modify the parameters for existing document requests.
- Explain the difference between Full Text & Non-Full Text document requests.
- Perform a Full Text document requests.
- Apply Boolean Logic in a full text search.
- Use P.O.I.N.T. to identify what part of the document matched the search criteria.
- View the criteria using highlighted text.

NETCapture: Scanning & Indexing

- Index a new document or modify an existing document's index.
- Scan single and multiple page documents.
- Modify scanner setups.
- Configure document bursting.
- Utilize the Intelligent Indexing/Batch Scanning features of LibertyNET.
- Configure Kofax Image Controls within LibertyNET.
- Know the scanner drivers/cards supported by LibertyNET.
- Configure Document bursting with barcodes.
- Configure LibertyNET with TWAIN compliant scanner.

Customizing LibertyNET

- Set preferences for a folder.
- Add buttons to an existing toolbar.
- Hide/display toolbars.
- Create bookmarks to LibertyNET documents.



Course Objectives: Day 2-3**Creating a LibertyNET Application**

- Create a new system from the Default Application.
- Open and update the Liberty.ini file.
- Use LibertyNET Path Macros.
- Describe the file architecture of a LibertyNET system.

Creating a LibertyNET Application

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Creating Stations, Users, and Groups

- Create and manage stations.
- Create and manage users.
- Create and manage groups.
- Administer privileges via users and/or groups.
- Describe five user privileges.

Creating Folders

- Create and manage Folders.
- Create and use the XYZ file storage structure.

Creating Index Forms

- Create index forms.
- Define input and display masks.

Creating Document Requests

- Create a Document Request.
- Run a document request.

NETCapture: Working with Native documents

- Import an electronic document using File>Import Files.
- Enable & use ODMA to import Word documents.
- Use the Auto Launch feature with electronic documents.
- View/modify document in native application.
- Print a document into LibertyNET.
- Import a PDF Document into LibertyNET and search text within it.

NETManage: Introduction to Digital Signature

- Setup the Digital Signature environment.
- Sign a document using a digital signature.

NETManage: Introduction to TaskFlo

- Route and distribute documents.
- View the Task List.
- Create a TaskFlo template.

Creating Rule Templates

- Create a rule template that moves documents based on form type.
- List 3 actions that can be performed by a Rule Template.

NETCapture: OCR

- Set up a LibertyNET OCR station.
- Proofread the OCR output using Pop-Up Verify.
- Use drag-and-drop OCR to fill form fields.
- Copy OCR'd text into other documents.
- Define an OCR Zone.
- Use a rule template to perform OCR automatically.

NETManage: Securing Objects

- Create Security objects.
- Protect objects and documents.

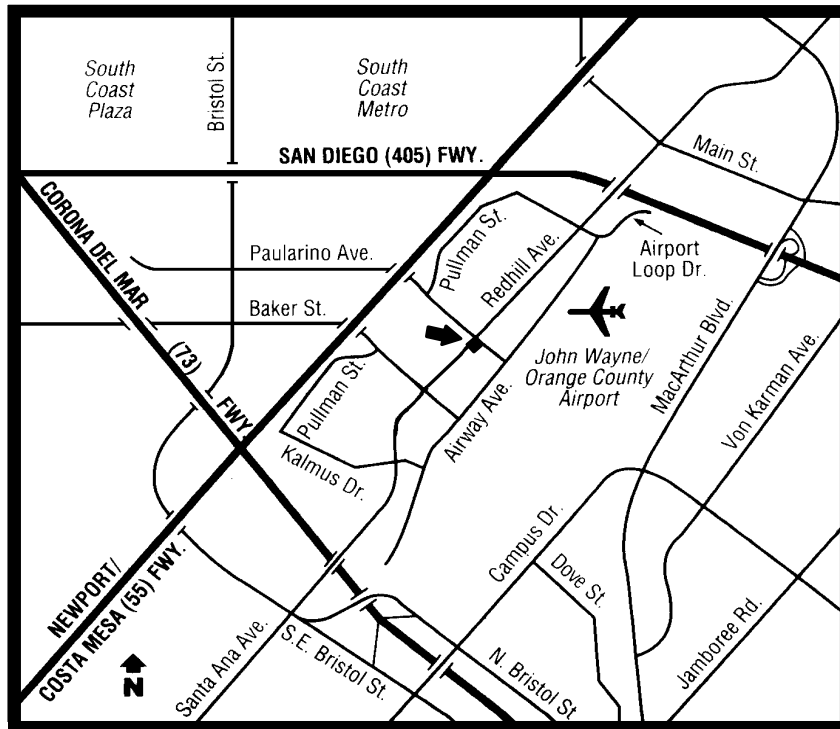
NETStore: Archiving

- Setup an archiving environment.
- Configure the Optical Server for archival.
- Archive a document.

NETCommunicate: Introduction to the Web Server

- Describe the advantages of using a web interface.
- Set up the NETCommunicate Web Server.
- Navigate folders and documents, and perform searches in the web environment.
- Alter the look and feel of the web interface by selecting various stylesheets.

Directions to Liberty IMS



From the Orange County (John Wayne) International Airport

Follow the airport exit signs to Campus Ave. Make a right on Campus Ave. Proceed for approximately one mile. Make a right on North Bristol St. Follow North Bristol St. to Red Hill Ave. Turn right on Red Hill Ave. Follow Red Hill Ave. to Paularino Ave. The Liberty Building will be on the right-hand side at the intersection of Red Hill and Paularino Avenues.

From the Los Angeles Area (including the LA International Airport - LAX)

Take the San Diego (405) Freeway South and exit on the Bristol Street South off-ramp (about 45 miles south of LAX). Proceed south on Bristol and turn left on Paularino Ave., which is the first intersection past the Red Lion Hotel. Proceed along Paularino until you cross Red Hill Ave. (about one mile). The Liberty Building will be the first complex on your right.

From the San Diego Area

Take 5 North to the San Diego (405) Freeway North. Pass the orange County Airport and exit on the Bristol Street South off-ramp (about 75 miles north of San Diego). Proceed south on Bristol and turn left on Paularino Ave., which is the first intersection past the Red Lion Hotel. Proceed along Paularino until you cross Red Hill Ave. (about one mile). The Liberty Building will be the first complex on your right.


AYRES
COUNTRY INN & SUITES
COSTA MESA/NEWPORT BEACH



European Elegance

Liberty IMS Preferred Corporate Rate

\$105.00 *Single Occupancy, plus tax

~Complimentary Features~

- ♦ Full Breakfast Buffet ♦ Freshly Baked Cookies, Hors d'oeuvres, & Beverage each evening
- ♦ Award winning Le Chateau Restaurant, offering room service
- ♦ Outdoor Parking ♦ On-site Fitness Facility ♦ Outdoor Heated Pools and Spas

Spacious Deluxe Rooms include private voice mail, Internet access, refrigerator, coffee maker, microwave, iron and ironing board, and hairdryer.

Upgrade to a Junior Suite with Whirlpool tub for an additional \$15.00 per night.

Call our Reservations Department, ask for the "Liberty IMS" rate.
Also ask about your great Car Package rate with unlimited miles!

714.429.9372 ♦ 800-322-9992

Visit our website: www.ayrescostamesa.com

Ayres Country Inn & Suites ♦ 325 Bristol Street ♦ Costa Mesa, CA 92626

