



# Training Course Descriptions

## **Singularity Archive for Administrators with Scan & Index**

Course will cover the administrative and user experiences within Singularity Archive Software. The course will teach the effective consulting of the archive and how to efficiently build the archive to meet the current and future needs of an installation. Included in the course is building Doc Domains, Doc Classes, Index Values, Permissions and Searching.

### **Prerequisites**

Internet Explorer 6.0, Windows 2000 or XP

### **Skills**

Browser Functionality, Typing Skills, PC Familiarity

## **Singularity Workflow for Administrators**

Course will cover the administrative and user experiences within Singularity Workflow Software. The course will teach the effective consulting of workflow, how workflow interacts with Singularity Archive, and how to build and edit workflows to meet the current and future needs of an installation. Included in the course is building Global and Expression Routes and Permissions.

### **Prerequisites**

Internet Explorer 6.0, Windows 2000 or XP, Singularity Archive

### **Skills**

Browser Functionality, Typing Skills, PC Familiarity

## **Singularity Forms for Administrators**

Course will cover the administrative and user experiences within Singularity Workflow Software. The course will teach the effective consulting of forms, how Singularity Forms interacts with Singularity Archive and Workflow, and how to build, edit, and register forms to meet the current and future needs of an installation. Included in the course is building Adobe Fillable PDF forms and registering those forms with Singularity Forms.

### **Prerequisites**

Internet Explorer 6.0, Windows 2000 or XP, Singularity Archive, Singularity Workflow, Adobe Acrobat Reader

### **Skills**

Browser Functionality, Typing Skills, PC Familiarity

## **Singularity Integration for Script Developers**

Course will cover the features and functionality of the Singularity Integration Module. The course will teach participants how to build, deploy, and execute external rules from within Singularity. Included in the course is commonly developed external rules, executing rules within Singularity and deploying rules through workflow and scheduled tasks.

### **Prerequisites**

Internet Explorer 6.0, Windows 2000 Server, Windows 2000 Pro or XP, Java, JavaScript, Singularity Archive, Singularity Workflow

### **Skills**

Browser Functionality, Typing Skills, PC Familiarity, Object Oriented Software Design

## **Singularity Transcripts for Template Designers and Administrators**

Course will cover the administrative and user experiences within Singularity Transcripts Software. The course will teach how to efficiently extract data from transcript documents. Included in the course are Transcript OCR Template Design and Implementation, Software Configuration, Software Operation, Software Maintenance and Problem Resolution.

### **Prerequisites**

Internet Explorer 6.0, Windows 2000 or XP, Text Editor

**\*\*Each student should bring 5 transcripts to class for training purposes.**

### **Skills**

Browser Functionality, Typing Skills, PC Familiarity, Mouse Skills (rope and drag & drop)