

# Bottomline Training Overview

## Introduction to FormScape® Presenter - Business Edition

1 Day Course

### Course Objective

This course is a practical introduction to FormScape Presenter, a Web-based document storage and retrieval system. Individuals responsible for this system's operation and maintenance will learn how to install, configure, administer and use this software.

### Course Description

This hands-on course is designed for those individuals whose job responsibilities include the maintenance of a FormScape Presenter implementation. Tasks will include organization of documents, user management, system security and overall system operation. The student will perform exercises that illustrate how to integrate document storage into existing projects as well as the other FormScape software modules. This course may also be used as a "train-the-trainer" session for those wishing to instruct other organizational users on how to search for, view and manage documents.

### Who Should Attend?

Anyone responsible for administration of a FormScape Presenter implementation, project developers or any interested team leaders.

### Required Skills and Prerequisite Courses

FormScape Presenter administrators should possess a basic understanding of database system functionality and Web-based administration techniques. If you plan to integrate FormScape Presenter into your organization's existing database implementation, you should also have an understanding of that system.

Project Developers should have attended the Introduction to FormScape Project Development course and possess some practical project development experience.

### Next Recommended Course(s)

Delegates should consider attending the Advanced FormScape Project Development course once they have gained experience using the Designer module.

### What Will I Learn?

#### System Overview

- How the system components interact
- Installation and configuration

#### Browser Interface

- Introduction to the browser
- Document searching and viewing
- Account and subscription set-up

#### Administration

- Create categories with associated indexes for document storage
- Create users and manage category security
- Perform document management tasks

#### Document Storage

- Storing documents created by FormScape software
- Storing non-FormScape generated documents
- Handling successful and unsuccessful jobs

Practical skills through multiple hands-on exercises



#### Corporate Headquarters

325 Corporate Drive  
Portsmouth, NH 03801 USA  
**tel** 1.800.472.1321, +1.603.436.0700  
**fax** +1.603.436.0300  
**email** info@bottomline.com  
**www** [www.bottomline.com](http://www.bottomline.com)

#### Europe, Middle East, Africa

115 Chatham Street  
Reading, Berkshire RG17JX UK  
**tel** +44.118.925.8250  
**fax** +44.118.956.9990  
**email** info@bottomline.co.uk

#### Asia Pacific

206/12-14 Cato Street  
Hawthorn East, VIC, 3123 Australia  
**tel** +61.3.9824.6888  
**fax** +61.3.9824.6866  
**email** ap\_info@bottomlinetechnologies.com.au