Standard Document Management with Pro/INTRALINK 10.0

Overview

Course Code  WBT-3052-0
Course Length  4 Hours

This course constitutes a comprehensive review of Standard Document Management functionality. In addition, the content is built to support topic-based course configurations.

In this Standard Document Management with Pro/INTRALINK 10.0 course, you will learn the basic skills necessary to perform typical document management tasks using Pro/INTRALINK 10.0. You will learn document management skills, such as creating and modifying documents.

At the end of each module, you will complete a skills assessment. The questions are used to help reinforce your understanding of the module topics and form the basis for review of any topics, if necessary.

Course Objectives

• Identify the capabilities of a standard document  
• Set document preferences  
• Create documents  
• Modify documents  
• Revise documents  
• Create document relationships
Prerequisites

• WBT-3050-0 Locate and View Information with Pro/INTRALINK 10.0

Audience

• This course is intended for any user that will manage documents within Pro/INTRALINK
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