

## **Business Collaborator - Training Agenda for Business Collaborator 5.2**

This training course is highly recommended for users who will be active participants in projects running Business Collaborator 5.2. Note that some implementations of Business Collaborator may be configured so that certain functions below are not relevant for the majority of users and so may be omitted from the day.

Duration: one day

Course content includes:

- logging in and out
- changing personal information
- basic navigation and understanding the layout of Business Collaborator pages
- adding folders
- adding documents – alternative methods
- reading documents
- using collections – to store documents and issues
- changing metadata types
- editing metadata values and invalid metadata
- cutting, copying and pasting
- understanding and using *privacy*
- deleting
- editing documents and version control
- checking who the members are
- obtaining further information
- searching
- issuing documents

- locating tasks
- responding to an issue including delegating tasks
- completing an issue
- revising and discussing issue responses
- finding past issues

This class includes a mix of demonstrations and hands-on exercises.

Minimum qualification: Good understanding of basic PC (or Mac) and web browser concepts including starting and using an application such as Microsoft Word, user name and password, using a scrollbar or buttons and clicking on links.