



Course Description

AMOS Publication Management Training

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This course was designed to give the participant a full and comprehensive overview over the complete module of Publication Management. Also, the user will learn the usage of the different programs and get practical experience.

Course Objectives

Upon completion of this course, you will be able to:

- ✓ Handle the basic setup and configuration of the basic data needed for Publication Management
- ✓ Pre-define distribution lists
- ✓ Define special rules for distribution lists
- ✓ Enter and edit any kind of publications into the Publication Management module
- ✓ Use pre-defined distribution lists and analyse the feedback
- ✓ Create reports
- ✓ Establish connections to the programs View/Edit Modifications and EO-Administration

Course Topics

- Config Publication Management
- Publication Management
- Publication Acknowledgement
- Contact Publication Authors
- Special Reports

Who should attend

Everybody working with publications in AMOS.

Prerequisite	AMOS Basics Training
Skill	Advanced
Certification	After completion of the course, the participant receives a letter of participation
Type	Classroom
Duration	0.5 days
Times	Classes typically begin at 09:00AM. The course usually ends at around 05:00PM. Please check your confirmation letter for exact time.
Training Costs	See pricelist
Registration	Please register your participant(s) via www.swiss-as.com .