



Course Description

AMOS Publication Management Training

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This course has been developed to give the participant a full and comprehensive overview of the use of Publication Management and related programs.

Course Objectives

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

- ✓ Define company specific basic data to configure Publication Management
- ✓ Define Publication distribution lists
- ✓ Enter and revise a document in the program Publication Management
- ✓ Learn about the connection between Publication Management and other AMOS programs
- ✓ Acknowledge the receipt of a Publication within AMOS
- ✓ Extract various publication related reports
- ✓ Contact publication authors and ensure publications (such as CMM's) are at the latest revision
- ✓ Manage OEM documents in AMOS
- ✓ Manage approval requests for documents and publications

Who should attend

Everybody that handles publications, documents, etc. in AMOS within a Technical Library or associated departments.

Prerequisite

AMOS Basics Training

Skill

Intermediate

Type

Classroom

AMOS

AMOS Training

Duration	0,5 day
Times	Please check your confirmation letter for exact time.
Training Costs	See pricelist
Registration	Please register your participant(s) via www.swiss-as.com