

# Swiss-AS Training – Course Description

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## AMOS Publication Management - VCT



This course has been designed to give the participant a full and comprehensive overview of Publication Management modules and their related programs.

### Course Objectives

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

- ✓ Define company specific basic data to configure Publication Management.
- ✓ Control handout and return of any media listed in the program.
- ✓ Define Publication distribution lists.
- ✓ Enter and revise a document in 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 (like CMM) are at the latest revision.
- ✓ Perform an assessment for a selected document
- ✓ Manage approval requests for documents and publications

### Course Topics

- Configure Publication Management (APN 566)
- Publication Management (APN 565)
- Publication Acknowledgment (APN 685)
- Parameter Setup (APN 1442)
- Workflow Administration (APN 612)
- AMOS Scheduler (APN 2606)
- Contact Publication Authors (APN 683)
- View/Edit Modifications (APN 63)
- Engineering Orders (APN 852)
- Publication Location Report (APN 681)
- Publication Revision Report (APN 807)
- Approval Control Configuration (APN 2111)
- Approval Control Board (APN 2110)

### Who should attend

Everybody working with publications and/or dealing with library duties in AMOS.

### Prerequisite

AMOS Basics Training

<b>Skill</b>	Advanced
<b>Type</b>	Virtual Classroom
<b>Duration</b>	2.5 – 3 hours incl. breaks
<b>Times</b>	Please check our website <a href="https://www.swiss-as.com/services/training">https://www.swiss-as.com/services/training</a> and/or your course invitation for the exact time.
<b>Training Costs</b>	See Pricelist
<b>Registration</b>	Please register your participant(s) via <a href="http://www.swiss-as.com">www.swiss-as.com</a> or contact the AMOS Training Department at <a href="mailto:AMOS_Training@swiss-as.com">AMOS_Training@swiss-as.com</a> .