



## *Optimum designs and delivers Document Management training for City firms*

### Microsoft SharePoint Implementation

Optimum worked with a global energy company on the rollout of SharePoint within the organisation's London offices. Working with their development team, we created two training courses for the users, based on the company's specific business processes.

The first course was a basic user course, which introduced SharePoint and the navigation, and taught users how to add documents, contacts, announcements and so on. More importantly, the course introduced users to new ways of working – sharing documents on SharePoint rather than emailing attachments or using shared drives; document version control; the ability to subscribe to announcements. Users were also shown Microsoft Office integration with SharePoint.

The second course was aimed at departmental SharePoint super-users and covered the creation of new document libraries, lists, linking lists, as well as customising the look and feel of SharePoint. Optimum produced quick cards and reference guides to support users in this, which were distributed via SharePoint as well as in more traditional formats.

### Customised Courses

Optimum worked with an international media company to train the development team in SharePoint development skills. Optimum trainers put together two two-day courses, covering initial engagement with SharePoint as a user through to creating custom workflows, integrating Outlook and other applications into SharePoint, and implementing advanced searching technologies successfully. Feedback from the staff was excellent and the training was subsequently rolled out to the rest of the technical development department.

We have also supported a national charity with their SharePoint rollout, developing full reference guides as well as quick cards for end-users, covering topics such as navigation, searching, libraries and lists. Classroom courses were focused separately on users and administrators and the supporting documentation allowed staff to refresh learning back at their desks.

### Other Document Management Systems: DM5, Documentum, augANISER

Optimum has also provided training for various other document management systems, including working with an international law firm, supplementing their in-house training team on the successful implementation of a new Document Management System DM5.

Optimum trainers have also gained experience in programmes such as Documentum and augANISER, for which end-users from a leading insurance firm received training.

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Call us now for more information on:

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