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| |  |  | | --- | --- | | Contact | Robert Clooten | | Telephone | 701-220-5247 | | Email | bclooten@rmsnd.net | | Website | <http://www.rmsnd.net/home.html> | | UPCOMING TRAINING WORKSHOPApril 21st and 22nd, 2016 |

Record Management Solution WorkShop

SuperFileIt and Introduction to the new RMS Pro and Getting Excited about Excel

Bismarck, ND, April 21, 2016– Come and learn more about advanced SuperFileIt and the New RMS Pro Overview Presentation during this exciting new workshop. This will be a two day workshop. The workshop will run from 8:30 am to 4:30 pm CST on Thursday and Friday. A certificate of completion will be given at the end of the workshop. Refreshments will be served each morning and afternoon.

Ramada Bismarck Hotel and Conference Center (previously the Doublewood Inn)

1400 East Interchange Ave

Bismarck, ND 58501

701-258-7000

**To register please complete the attached registration form and mail it with payment to the address listed on the form.**

**If you have questions, please contact Bob at 701-220-5247.**

**Come hear about these exciting new topics during this two day conference**:

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| Advanced SuperFileIT Topic | Overview of RMS Pro | Charting in Excel |
| Importing Documents | Introduction | Editing Text in Excel |
| Inserting Documents | The Dashboard | Excel Formulas |
| Customize scanning to and existing folder |  | Creating Cuff Accounts in Excel |
| Importing Pictures |  |  |
| Rotating Pages |  |  |

If you would like more information about this topic, please contact Robert Clooten at 701-220-5247 or email at bclooten@rmsnd.net.