

ALL NEW! IT Workshops

Hosted By

Records Management Solution Inc.

Workshop Information

The Workshop...

Part I – Document / Records Management Class

Records Management Solutions CEO, Bob Clooten

Weds, Jun 12 8:30 am to 4:30 p.m. – Thurs, Jun 13

8:30a.m., 11:45 am



1. Introduction to SuperFileIt!
2. RMS Pro Standard Overview
(Presentation on new functionality).
3. Project Development (SuperFileIt!)
4. ROI Spreadsheet
5. Class Projects

Part II – Microsoft Excel Class

Record Management Solutions Michael Corwitt.

Thurs, Jun 13, 1:30 pm to 4:30p.m.– Friday Jun 14, 8:30a.m.

to 4:30 pm



1. Microsoft Office, Hands on
2. Class projects interface with Microsoft office Products. Hands on
3. Microsoft Excel for Beginners
4. Discuss the benefits cloud storage MozyPro

Putting technology to work for you... Please bring a laptop for the Excel workshop if you have one. (Not required)

Come and learn more about making technology work for your organization during this exciting new two-part workshop. In Part One, Records Management Solutions covers SuperFileIt! and the new RMS Pro. In Part Two, we will be covering technology solutions for your organization. These workshops provide three full days of training and run from 8:30 am CST to 4:30 p.m. C.S.T. everyday Wed, Thurs, Friday. A certificate of completion will be given out at the end of your class. Refreshments will be served each morning and afternoon.

Location

The workshop is being held in the [Baymont Inn and Suites Mandan](#) . A limited number of rooms have been set aside for workshop participants with a [special room rate of \\$79 /night](#)Please contact the hotel directly and let them know you're attending the workshop to receive the special rate.

For more information, please contact:

[Baymont Inn and Suites Mandan](#)
2611 Old Red trail
Mandan, ND 58554
701-663-7401

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 Clooten at 701-220-5247.

Come hear about these exciting new topics during this three-day workshop.