



OpenKM 



Basic End User Course

Training for Information
Professionals

Master Document Management with OpenKM Academy: Training for Information Professionals

Looking to boost your career in document management? [OpenKM Academy](#) offers a range of courses designed to meet the needs of professionals, businesses, and institutions. Our training combines theory and practice with the most advanced tools from OpenKM, the leading document management software.

Why choose OpenKM Academy?

- **Personalized Learning:** Discover courses adapted to your level and objectives.
- **Practical Experience:** Access practical exercises and real cases that reinforce your learning.
- **Recognized Certifications:** Earn credentials that validate your document management competencies.
- **Comprehensive Training:** From basic users to expert consultants, we have the ideal course for you.

Training Offer

1. Basic User Course

Ideal for those who are new to document management with OpenKM. Learn how to operate the system, from document scanning to using OCR, workflows, and advanced templates.

- **Benefits:** Master essential features to optimize your daily productivity.
- **Duration:** 12 practical modules.
- **Aimed at:** Initial users and employees looking to improve their efficiency in document management.

MODULE 1. BASIC USER TRAINING

- Introduction
- Explorer and Properties
- Notes and Safety
- History, Preview, and Relationships
- Workflows and signatures
- Extensions, stamping and automation
- Templates, reports and search engine
- Task Manager & OCR

MODULE 2. FUNCTIONALITY



- OCR Zonal
- Relations
- Reports
- Stamping
- Templates
- Workflows
- Workflow Approval
- Version Comparison
- Audit
- Search Engine
- Automations
- Importing emails
- Email archiving
- Task Management
- Categories
- Version Comparison