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## Education Curriculum for RSD Folders Thin Client

The training curriculum for RSD Folders Thin Client is comprised of the following courses:

<p><i>Training Module 1</i> RSD Folders Usage and Administration Thin Client 1 day</p>
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The training method employed in these courses combines both theory and practice, allowing for an optimal assimilation of the training material.

These courses are designed for a dedicated education environment. The duration of each course provides enough time to outline and explore the usage of RSD Folders Thin Client, as well as providing adequate time for discussing recommendations that relate to the specific target environment.



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## Training Module 1 RSD Folders Thin Client Usage and Administration

(1 day)

### Introduction

This course covers the main functions relevant to the usage and administration of RSD Folders Thin Client.

### Objectives

At the end of this course, the student will be able to:

- manage his or her documents: display, search, insert, print and customize his or her documents,
- search his or her folders and documents using specific criteria,
- convert his or her documents into Excel files while retaining the conversion models for future use,
- customize his or her folder and document lists and
- administer and customize the software..

### Target Audience

RSD Folders Thin Client users, administrators and support personnel.

### Prerequisite knowledge or experience

PC experience.

### Course Outline

- Folder and document management.
  - Locating, displaying and searching within documents. Classroom exercises.
- Document Customization.
  - Line and column maintenance, column selection and display rules. Classroom exercises.
- Searching folders and documents.
  - Filter definitions and usage. Classroom exercises.
- Folder and document printing. Classroom exercises.
- Folder and document list customization. Classroom exercises.
- Exporting and converting documents.
  - Exporting. Simple and complex conversions. Saving and exporting conversion models. Classroom exercises.
- Architecture.
- Installation.
- Customization with classroom exercises.

### Training method and course material

- Classroom education: 1 day.
- Classroom lectures interspersed with training exercises performed in a dedicated education environment.
- Each student receives a training manual.