

MKS Workflows and Documents Basic User Training

A successful configuration management system is not built on software alone. At MKS, our professional services team is committed to understanding our clients' ever changing development environments and providing training, upgrade, implementation and installation services to meet their unique technical requirements.

We guide you through process analysis, software installation, implementation and product and process training for MKS Configuration Management, MKS Workflows and Documents and Implementer for iSeries/AS400 product lines. This ensures maximum control over your software development activities and provides a compelling return on your MKS technology investment.

Below is an outline of MKS Workflows and Documents Basic User training:

Duration: 1/2 day, (1 day Public Class - additional time required to discuss workflow process)

Pre-requisite(s): None

Maximum Enrollment: 15

Intended audience:

This course is for sites that will use MKS Workflows and Documents. It covers basic Workflow and Document user concepts, operations and processes. It is meant for anyone who will need to perform or know how to perform these tasks:

- Submitting, editing and viewing items
- Creating reports
- Creating charts

Course Content:

- Overview – Basic Workflow and Document terms and concepts.
- ViewSets – Understanding MKS Integrity ViewSets
- Items – Creating and editing process items (includes rich content editing).
- Documents – Using the document view with MKS items.
- Conflict Resolution – Handling items edited by multiple users.
- Queries and Column Sets – Configuration of the MKS Integrity Client to display items.
- Project Filtering – Extracting and viewing data based on specific categories.
- Text Searching – Finding items based on a search phrase.
- Custom Output Buttons – Create buttons to output data to commonly used external applications
- Notifications – Setting up user email notifications.
- Relationships – Relating similar items to one another.
- Time Tracking – Recording and viewing hours spent on tasks
- Reports – Displaying Workflow and Document item information in a report format.
- Charts – Graphically displaying Workflow and Document information.