

Business Collaborator - Training Agenda for BC5.1

Minimum qualification: Attendance at an end user training course.

Further training for Administrators might include:

1. Revision of core Business Collaborator features

- navigating around – shortcuts, tabs etc.
- actions – making changes
- terminology – workspaces, folders etc.

2. User and Company administration

- searching for users
- creating new users
- adding users to companies
- changing user attributes, e.g. changing passwords
- creating new companies
- dealing with users who leave

3. Templates and metadata schemas

- workspace templates – folder structure etc.
- metadata schemas – definitions