Information First
Governance and Analytics Solutions

Content Manager Expert Week
March 6 – 9, 2018
Kirkland, WA, USA

Come and join Information First staff in the City of Kirkland, Washington for an "expert week" in **Content Manager** (formerly **HP Records Manager / HP TRIM**). This 4-day event will include 1 day of Power User Training, 2 days of Administrator and 'Delta' Training (all those new features and changes), and 1 day to "talk with an expert" and other product demonstrations. There will also be an educational evening for networking and learning!

Day 1: Power User Training. This day covers Searching, Advanced Searching, Record Creation, Record Maintenance and the Web Client. Other topics include modifying Desktop Layout, Alerts, User Labels and Document Queues.

Day 2 and 3: What's New in Content Manager 9.x? This day will follow our Administrator Training agenda with particular emphasis on all the new features in Content Manger – including Workflow, Advanced Disposition, Jurisdictions, Check In Styles and much more.

Day 4: Talk with an Expert. This is an informal day for attendees to bring their configuration questions and issues. We strongly encourage interruptions and discussions – this is YOUR DAY and WE ARE HERE FOR YOU!

Pricing:
- $500 per day
  - Volume Discount: 15% off if you purchase all 4 days!
- EARLY BIRD PRICING: 5% off all orders if paid in full before December 31, 2017
- *BLACK FRIDAY/CYBER MONDAY pricing to be announced on November 20th – watch social media for this special rate!*

Full refund (less processing fees) if cancelled more than 20 business days before the first day of the event. Cancellations within 20 business days of the event can be used toward future training events or services. Food and Lodging are not included in above pricing. Special room rates may be available. Information First reserves the right to change or cancel Expert Week dates as required. All participants will be notified in advance of any changes. Upon registration and payment, a confirmation email will be forwarded to each participant. Changes to course participants are allowed, however, Information First must be notified prior to course commencement.

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