

## DocuMint Training



Honeywell offers a variety of DocuMint training classes to meet your specific requirements for keeping system users productive. Honeywell also offers customized training to meet your unique system and training requirements. Feel free to contact us and discuss what training programs will help you get the most from DocuMint.

### Standard Training

For the Standard DocuMint Training course, two separate sessions will be available in a five-day period, so you can select the session you need. The training schedule is arranged so the Standard class finishes at noon on Friday. This will allow you to travel home on Friday or spend some extra time discussing software and system implementation topics with the instructor or others at the Honeywell office.

This course is for users looking for the skills necessary to start using the DocuMint software. This course covers all the standard information required to effectively set up and use DocuMint. A prerequisite for this course is familiarity with using Windows 2000, XP or equivalent.

The General Session of the Standard DocuMint Course consists of three days of training. In that time the graphical menu is covered. You will learn the steps and procedures for adding database information, navigating through the database forms and using DocuMint effectively. The session covers:

- Modes of running
- Overview of tracking instruments and tests
- Specifics on databases
- Adding records
- Searching records
- Maintenance functions
- Testing with calibrators/using the test results

The Administrator Session (Prerequisite: General Session) of the Standard course covers:

- Adding users
- Change management
- Advanced security
- Single user software installation
- Network installation
- Custom fields
- Review of the software components
- System maintenance and user maintenance tasks
- Troubleshooting the database
- Rebuilding and deleting sample records

### Power User Training (Prerequisite: General Session)

For users who want to go beyond the standard DocuMint tools, the Power User Session is a four-and-a-half day training session that covers the knowledge needed to use the Expression Editor, design advanced searches, use the power of the Import/Export tool, create and edit forms, and more. The course explains how the software operates, and how the databases, fields and forms are connected.

The Standard training, Power User and customer-specific classes can also be scheduled at your convenience and at your site. Please call 800-228-9589 or 970-204-6114 to discuss your specific requirements.

## Developer Training (Prerequisite: Power User)

The Developer Session is for users who want to be able to modify configuration, add custom scripts, forms, fields, data sets and databases, change linking, perform special calculations, automatically export information and open external programs to display, analyze or otherwise utilize the power of the Q System engine and DocuMint. This course is a prerequisite to receiving the developer's tools. With the Developer training and tools, you will have the same ability to modify a DocuMint configuration as Honeywell internal application engineers.

### 2011 Schedule

Classes are scheduled to begin at 8:00 am and to finish at 4:00 p.m. each day.

All classes are held at:

Honeywell

4700 Innovation Drive, Building A

Fort Collins, CO 80525-6221

<b>February 7 - 9</b>	<b>Standard - General</b>	<b>\$1628</b>
<b>February 10 - 11</b>	<b>Standard - Administrator</b>	<b>\$683</b>
<b>March 21 - 25</b>	<b>Power User</b>	<b>\$2310</b>
<b>April 4 - 8</b>	<b>Developer</b>	<b>\$5250</b>
<b>June 6 - 8</b>	<b>Standard - General</b>	<b>\$1628</b>
<b>June 9 - 10</b>	<b>Standard - Administrator</b>	<b>\$683</b>
<b>August 8 - 10</b>	<b>Standard - General</b>	<b>\$1628</b>
<b>August 11 - 12</b>	<b>Standard - Administrator</b>	<b>\$683</b>
<b>September 12 - 16</b>	<b>Power User</b>	<b>\$2310</b>
<b>September 19 - 23</b>	<b>Developer</b>	<b>\$5250</b>
<b>Oct 31 – Nov 2</b>	<b>Standard - General</b>	<b>\$1628</b>
<b>November 3 - 4</b>	<b>Standard - Administration</b>	<b>\$683</b>

## Registration

Please register early as class size is limited and computers need to be reserved. Please register no later than two weeks before the class.

Payment or a purchase order number must accompany registration. To register, send your contact information with credit card number and expiration date, purchase order number or check by fax, email or regular mail.

Fax: (970) 204-1513

E-mail: [Beverly.Brannock@Honeywell.com](mailto:Beverly.Brannock@Honeywell.com) or

[Cheryl.Weeks@Honeywell.com](mailto:Cheryl.Weeks@Honeywell.com)

Mail: Honeywell Inc.

P.O. Box 271220

Fort Collins, CO. 80527

### Cancellation Policy

If you have already registered and paid for the course but cannot attend the training session, you may send a substitute in your place or you may use the course fee as a credit for a future class. If you will not be attending and cannot send a substitute, please let us know as soon as possible so the reserved space can be provided to another student. If you cancel more than two weeks before the class, a full refund will be provided. A 50% refund will be allowed for cancellations one week before the class begins. Full class fee will be charged for cancellations of less than one week. If Honeywell has to cancel the training session we will let you know as soon as possible. A refund of the course fee will be provided.

### More Information

For more information on DocuMint visit [www.honeywell.com/ps](http://www.honeywell.com/ps) or call 800-228-9589 or 970-204-6110.