



## Power User

YOU WILL LEARN HOW TO	COURSE CONTENT	WHO SHOULD ATTEND
<ul style="list-style-type: none"><li>• Construct advanced queries</li><li>• Take advantage of the List feature in ways you never considered</li><li>• Store and sort terminal digits</li><li>• Import customer data using new import fields</li><li>• Auto calculate required by dates to meet your cut off times</li><li>• Print logos, barcodes and signatures on workorders</li><li>• Initialize RSMobile scanners at remote sites (RIO)</li><li>• Automatically track and charge for items requested but not found</li><li>• Reassign barcodes on the scanner when items are found</li><li>• Manage items' picking status through Item Process Control</li><li>• Set billing dates to workorder service date or close date</li><li>• Reassemble containers whose filefolders have not been refilled</li><li>• Use the new RSMobile features; In Research, Add Related, Reassign, Wait Time, Substitute and Confirm</li><li>• Setup and implement Document Management</li><li>• Perform routine system checks, avoid billing errors</li><li>• Create a refile list by scanning a location</li></ul>	<p><b>ADVANCED QUERIES</b></p> <ul style="list-style-type: none"><li>• Wildcard searches</li><li>• "Z" queries</li></ul> <p><b>WORKORDERS</b></p> <ul style="list-style-type: none"><li>• Auto calculate required by date/time using Enhanced Priority Services</li><li>• Select date to use for billing</li><li>• Print filefolder out cards</li><li>• Reassemble containers</li><li>• Print company logo</li><li>• Print barcodes on workorder</li><li>• Print signatures captured on RSMobile scanner</li></ul> <p><b>ADVANCED FEATURES</b></p> <ul style="list-style-type: none"><li>• Set password policies</li><li>• Distribute a picklist across multiple buildings or scanners</li><li>• Use lists to compare differences or similarities</li><li>• Suspense list features</li><li>• New RSWin.ini settings</li></ul> <p><b>RSMOBILE SCANNER</b></p> <ul style="list-style-type: none"><li>• Connected tools menu</li><li>• 802.11 and GPRS comms</li><li>• In Research scanning</li><li>• Remote initialization</li><li>• Confirm Services and Materials</li></ul> <p><b>DOCUMENT MANAGEMENT</b></p> <ul style="list-style-type: none"><li>• Operational Workflows</li><li>• Document Inserts</li></ul> <p><b>MODIFYING DATA</b></p> <ul style="list-style-type: none"><li>• Importing vs. Customer Transmittal</li><li>• New import fields</li></ul> <p><b>ROUTINE SYSTEM CHECKS</b></p> <ul style="list-style-type: none"><li>• Routine error checking</li><li>• Fine Tuning RS-SQL</li><li>• Setting up Monitors</li></ul>	<p>This course is valuable for record center and customer service employees, senior operations based staff, supervisors and other members of the management team. Experience with Microsoft Windows is beneficial but not essential. Previous attendance of Standard Operations or six months of RS-SQL use is required.</p>

### **Enroll Now!**

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