



Utilities Training

[Play Video](#)

Company: _____ Signed: _____

Name: _____ Position: _____ Date: _____

Trainee to complete: Please tick

1. [] **Documents Path**
What does the Setup Doc's Path do?
2. [] **Shared Path**
Why should you make this a shared folder for the path?
3. [] **Company Information**
Do you understand how this feeds into the Templates?
4. [] **Fax Spooler**
How do you view the Fax Spool List?
5. [] **Export to Reports**
How do you use the 'Export to Report DB'?
6. [] **Backups**
How do you create a Backup?
7. [] **Specify Location**
What do you need to ensure of you use this feature?
8. [] **Full Access**
Why do you need full need full access to the specified location?
8. [] **Restore a Backup**
How do you Restore a backup?
9. [] **Audit Trail**
What are the advantages of using the Audit Trail List?
10. [] **Purge Audit**
Why would you clean this out occasionally?
11. [] **Preferences**
Do you know how to set the Preferences for the company?

Notes:

Are there any aspects in this area that more training would be useful?
