

RCM: System Admin - Document Management eLearning Outline

Course Description: In this course, you will learn about documents, folders, and properties in RCM.

Approximate Duration¹: 16 min

Module	Topics
Welcome	Introduction & Objectives
Documents (9 mins)	Overview of documents, including document actions, document lifecycle, document types, workflow types, adding a new document and watermarks
Folders (4 min)	Overview of folders, including folder actions, folder type, adding a new folder and folder structure
Properties (3 min)	Overview of properties including how to add a property and properties search
Conclusion	Summary

¹ Duration listed is approximated, and does not reflect activities, simulations or assessments