



## **Concordance® Admin Training Checklist**

### **WHAT IS CONCORDANCE®?**

- Overview
- Concordance Features

### **GETTING STARTED**

- Data Load Files
- Database Creation
  - Using Concordance Templates
  - Create Your Own Templates

### **IMPORTING DATA**

- Importing Data
- Importing OCR with ReadOCR.CPL

### **IMPORTING IMAGES**

- What is Concordance® Image?
- Loading Images

### **IMPORTING ELECTRONIC DOCUMENTS AND EMAIL**

- Importing eDocs
- Importing Email and Attachments

### **IMPORTING TRANSCRIPTS**

- Importing Transcripts

### **GETTING THE DATA READY FOR USERS**

- Stopwords and Synonyms
- Index / Reindex
- Security
- Backing Up
- Setting Preferences

### **DATABASE MANAGEMENT**

- Data Entry
- Checking for Duplicates
- Deleting
- Modifying the Field Structure
- Regular Maintenance

### **DOCUMENT PRODUCTION**

- Produce "Bates" Numbered Images
- Exporting Data

### **WORKING WITH MULTIPLE DATA COLLECTIONS**

- Concatenating Multiple Databases
- Concatenating Document and Transcript Databases

### **WORKING WITH REMOTE DATABASES**

- Concordance® FYI Overview