

## PINPOINT TRAINING CLASSES

Choose the training class you would like to attend below, then click to register. You will then be taken to a registration page where you can select from multiple time slots for each class. Though you can only sign up for one time slot per click, please feel free to register for multiple time slots if you would like to. There is no limit to how many training classes you attend.

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1. PinPoint Desktop App:
  - This training will go over how to use the PinPoint Desktop Application - [Click to Register](#)
2. User Beginner:
  - This training will go over the basic functions of an everyday user, including how to navigate in PinPoint, as well as how to search and add documents - [Click to Register](#)
3. User Advanced (Document Handling):
  - This training will go over the advanced functions of an everyday user, including how to use the Fx action functions - [Click to Register](#)
4. Admin Beginner:
  - This training will go over the various admin functions, including how to setup your cabinet structures, document types, and security - [Click to Register](#)
5. Admin Advanced:
  - This training will go over the advanced admin functions, including how to setup retention, templates, naming conventions and proximity searches - [Click to Register](#)
6. ARIE:
  - This training will go over the the ARIE automated filing functions, including how to setup distribution rules - [Click to Register](#)
7. Workflow:
  - This training will go over how to setup and assign workflow to documents - [Click to Register](#)