



## Document Management Boot Camp Training Schedule Set For 2012

*The long-established training course continues tradition of graduating document management specialists proficient in the use of Document Locator software.*

**Portland, Ore. – December 21, 2011** – Information workers will have an opportunity to advance their skills at electronic [document management](#) each and every month in 2012, as ColumbiaSoft Corporation has announced plans to continue its training course program with a series of Document Management Boot Camp classes in the new year. The company, which develops the Document Locator document management software system, will host the three-day courses once every month at its Portland, Oregon headquarters.

“Some students want to jump start their first experience with document management, while others hone their skills for expanded use of document control procedures where they work,” said ColumbiaSoft instructor Mary Slavin. “Through lecture and class activities, we instruct everyone on the functionality, planning techniques, configuration, and system administration so they can succeed with document management software.”

Boot Camp attendees are immersed in the function and administration of the Document Locator document management system. Hands-on sessions cover everything from document workflow automation, to information security, to document searching.

A thorough study of procedures and best-practices in the course gives students a foundation in the techniques of electronic document control. Administrators and users gain from expert knowledge of system functionality. With an expanded the view of Document Locator and the many different ways document management works to improve efficiency, any mystery and uncertainties are alleviated. Students return to their place of work able to leverage the full value of document management at their company.

Registrations for the 2012 classes are now open, and can be made by calling 800.298.1172. The course registration fee is \$1,500 per person.

**FOR IMMEDIATE RELEASE**

## **2012 Document Management Boot Camp Schedule**

January 16, 17, 18

February 20, 21, 22

March 19, 20, 21

April 16, 17, 18

May 21, 22, 23

June 18, 19, 20

July 16, 17, 18

August 20, 21, 22

September 17, 18, 19

October 15, 16, 17

November 12, 13, 14

December 10, 11, 12

### **About ColumbiaSoft Corporation**

ColumbiaSoft is a leading [document management software](#) company that helps firms in reduce risk and improve productivity. Information workers use ColumbiaSoft software to manage and share digitized paper and electronic documents, e-mail, faxes, and other electronic files to lower costs, automate business processes, and meet regulatory requirements. As a Microsoft Gold Certified ISV Partner, an Autodesk Authorized Developer, ARX Strategic Partner, and an Adobe Solutions Network partner, the company's products fully integrate with familiar applications such as Microsoft Windows, Office, Outlook, SharePoint, CoSign, Adobe Acrobat, AutoCAD, and more. ColumbiaSoft is a privately held company based in Portland, Oregon and was founded in 1998. For more information, visit [www.documentlocator.com](http://www.documentlocator.com).

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