

## **Course Profile**

### **Document Templates Workshop**

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<b>Duration</b>	1 day
<b>Prerequisites</b>	Delegates wishing to attend this course should have successfully completed the following training: <ul style="list-style-type: none"><li>▪ UNI-<i>form</i> v7 Document Templates course</li></ul>
<b>Target Audience</b>	Document Template users in the Planning, BC or EH modules
<b>Objectives</b>	By the end of this course you will be able to: <ul style="list-style-type: none"><li>▪ Successfully consolidate techniques for creating and manipulating documents from the UNI-<i>form</i> system.</li><li>▪ Correctly apply Document Template functionality to real-life examples from the work place</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>- Condition statements</li><li>- Repeat statements</li><li>- Paragraph merging</li><li>- Troubleshooting &amp; workshop session</li></ul>

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