

Course Profile Introduction to UNI-*form* without Spatial

Duration

1 day

Prerequisites

Delegates wishing to attend this course should have experience in using Microsoft Windows and be familiar with using a PC keyboard.

Target Audience

End Users and System Supervisors

Objectives

- To understand the main features and tools within the UNI-*form* system.
- To be able to use the UNI-*form* system effectively.

This is a foundation course which provides the pre-requisite, non-Spatial knowledge needed for more detailed UNI-*form* training.

This course does not cover the Spatial elements of the UNI-*form* system.

Contents

- Logging in / out
 - System and Screen navigation
 - Help
 - Access rights
 - Generating case references
 - Entering addresses
 - Entering data
 - Storing
 - Retrieving
 - Printing
 - Central functions
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