

## **Course Profile**

### **Total Land Charge for Answering Departments**

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<b>Duration</b>	1 day
<b>Prerequisites</b>	Delegates wishing to attend this course should have experience in using Microsoft Windows and be familiar with using a keyboard.
<b>Target Audience</b>	End Users in Search Answering Departments
<b>Objectives</b>	By the end of this course you will be able to: <ul style="list-style-type: none"><li>▪ Correctly use the main features of the TLC module relating to the Search Answering Departments</li><li>▪ Correctly use the TLC system to answer enquiries, view data and maintain information</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>- Introduction &amp; overview of TLC</li><li>- Enquiries answering (Con29)</li><li>- Data selection</li><li>- Data maintenance</li></ul>

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