



CAPITAL COMPUTING SOLUTIONS

The 9 Key Success Factors

1. Functional environment - establish the global settings and create a training manual with screenshots.
2. Default the document record type and use a simple form.
3. Manage at the File Level (including searching), work the classification for defaults.
4. Give users the freedom to create their own containers.
5. Explore what other systems, databases and spreadsheets TRIM can eloquently "source-ify".
6. Ensure security model is understood - Owner Location, Security Levels/Caveats and Access Control.
7. Ensure managing information by subject is understood
8. Continually learn and promote the functions.
9. Email management - hammer home the easy peasy.

Contact **Scott Brown** on 0439 153 858 for further information and consultancy availability.

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