

# Paperless Transaction Workflow


**Location:**
**SDAR'S KEARNY MESA SERVICE CENTER**

4845 Ronson Court, San Diego, CA 92111

**Instructor:**
**RANDY JONES, e-PRO, CNS**
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## SINGLE SESSION

**Monday, June 3, 2013**
**2:00 pm - 5:00 pm**

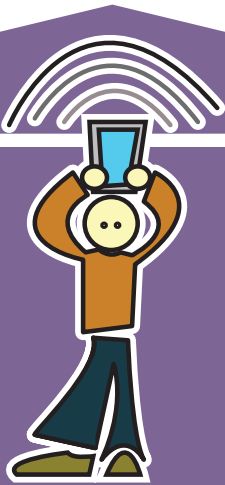
Understand, evaluate and implement technology into your current transaction workflow, either in part or in total. Technology should improve your workflow and save you time; otherwise, don't use it!

**TOPICS COVERED**

- Understanding the workflow concept (you are already doing it)
- When and why make changes in a workflow that works for you
- Setting up filing cabinets, folders and subfolders for documents and emails on your computer
- Utilizing Wi-Fi and broadband for internet access anywhere
- Using digital signatures for all transactions
- Sending and receiving faxes from your computer (not a traditional fax machine)
- Using a portable document format (PDF) program to send all documents through email or online fax program
- Using Google Apps solutions for transmitting, sharing and storing your documents online

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**PAYMENT INFORMATION**


 \$

☐ CHECK   ☐ VISA   ☐ M/C   ☐ DISCOVER   ☐ AMEX

EXP. DATE \_\_\_\_\_

AMOUNT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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**RETURN TO:**
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