**NC FAST**

North Carolina Families Accessing
Services through Technology

# NC FAST Project 12 Document Management Datacap Training FAQ

## Overview

Frequently addressed topics and considerations derived from Pilot County Go-Live.

### How is training structured?

- There are three job aid courses available on the Learning Gateway. The course names are:

  Datacap Quick Scan – This job aid shows users how to navigate the Datacap tool using the Quick Scan Screen

  Datacap Distributed Indexing – This job aid shows users how to navigate the Datacap tool using the Distributed Indexing Screen

  Datacap Distributed Scan – This job aid shows users how to navigate the Datacap tool using the Distributed Screen

- Each Course is comprised of 1 recommended job aid, 1 recommend demo, review of the Datacap Overview job aid (optional) and 1 course-specific guide (optional).

- Workers should complete the training that applies to their designated permission(s) which will be determined by county leadership based on the functions they should perform

  To successfully pass, workers must score a 70% or higher on a course-specific quiz which culminates each course.

### When should a County start Datacap Training

- Counties should complete the Datacap training two weeks prior to going live with Datacap.

### Were there any Pilot County recommendations regarding training?

- Recommend workers complete Learning Gateway course(s) in groups

### Approximately how long will it take to complete training

- It will take approximately 2 hours to complete Datacap training.