

CONTENT MANAGER ADVANCED DISPOSAL PROCESSING MODULE



Platform

Content Manager Desktop or Context Client

Course Duration

1 Day

Delivery Mode

Remote training session via Microsoft Teams

Training is delivered within your environment to contextualise the training to your setup and build version

The training session will be recorded and provided upon conclusion of training for your reference

Pre-requisites

Content Manager Introduction, Intermediate and Advanced

Audience

Suitable for staff responsible for records appraisal and disposal activities

This training course allows you to have up to a maximum of 5 trainees to attend

Overview

This training course provides attendees with the skills to understand how archiving and disposal activities can be undertaken in Content Manager using the Advanced Disposal Processing Module.

Attendees will learn how to update Content Manager to reflect the completion of appraisal and sentencing activities for both hardcopy and electronic records including the destruction and transfer of records where appropriate.

Topics

This training course will cover the following:

- ▶ Overview of archiving and disposal activities
- ▶ Appraising and sentencing hardcopy records
- ▶ Creating hardcopy archive boxes
- ▶ Appraising electronic records
- ▶ Identifying records due for disposal
- ▶ Creating Consignments
- ▶ Disposing records associated to Consignments

Please note that the provision of training materials or digital handouts are not included within training due to the development of generic training materials can not be achieved for a system that can be configured and used in multiple ways. Quotes for custom training materials can be provided upon request.

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