CONTENT MANAGER AUTO CLASSIFICATION CONFIGURATION AND ADMINISTRATION

Platform

Content Manager Desktop or Context Client

Course Duration

2 hours

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

Content Manager Proactive Administration and Maintenance

Audience

Suitable for staff with responsibility for administrating and managing Content Manager

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 configure and administer the Auto Classification module for Content Manager.

Attendees will gain an understanding of the importance of the Business Classification Scheme (BCS) in auto classification processes and how to configure, train and fine tune the solution.

This course will also assist attendees with implementing ongoing monitoring and auditing processes to ensure records are being accurately classified.

Topics

This training course will cover the following:

▸ Overview of the Auto Classification Process

▸ Configuring Classification Holding Bays

▸ Preparing the Business Classification Scheme

▸ Running Category Training

▸ Fine Tuning Auto Classification Logic

▸ Reprocessing incorrectly Classified Records

▸ Ongoing Auditing and Monitoring

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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