

TRAINING COURSE OUTLINE:

CONTENT MANAGER DOCUMENT CREATION AND MANAGEMENT MASTERCLASS



Platform

Content Manager Desktop or Context Client

Course Duration

1 ½ 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

Good understanding of Microsoft Office applications

Audience

Suitable for all staff with a Content Manager license

This training course allows you to have up to a maximum of 10 trainees to attend

Overview

This training course provides attendees with advanced skills for document creation and management in Content Manager.

Attendees will consolidate their skills for creating and working with revisions and versions, understand when and how to finalise documents. They will also be provided with skills for troubleshooting common document editing issues.

Topics

This training course will cover the following:

- ▶ Saving Documents
- ▶ Editing Documents
- ▶ Updating Properties
- ▶ Viewing Revisions
- ▶ Preserving Revisions
- ▶ Finalising Documents
- ▶ Creating New Versions
- ▶ Troubleshooting common document editing issues

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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