

# GETTING THE MOST OUT OF CONTENT MANAGER



## 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

Content Manager Introduction and Intermediate

## 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 an advanced knowledge of Content Manager searching functionality, how to effectively use Favourite Records, Trays and shortcut keys.

Attendees will consolidate their skills in using Content Manager and learn time saving skills including how to resolve common document editing issues.

## Topics

This training course will cover the following:

- ▶ Introduction to Favourites, Recents and Trays
- ▶ Adding and Removing records from Favourites
- ▶ Adding and Removing records from Trays
- ▶ Advanced Searching
- ▶ Creating Saved Searches
- ▶ Running Saved Searches
- ▶ Creating Parameter Searches
- ▶ Running Parameter Searches
- ▶ Using Shortcut Keys
- ▶ Creating personalised Shortcut Keys
- ▶ Troubleshooting common document editing problems

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.

**TO BOOK NOW [CLICK HERE](#) OR CALL 1800 392 392**



1800 392 392 | [info@fyb.com.au](mailto:info@fyb.com.au) | [www.fyb.com.au](http://www.fyb.com.au)



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