

CONTENT MANAGER INTRODUCTION



Platform

Content Manager Desktop or Context Client

Course Duration

3 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 Word and Outlook 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 an introduction to their role in the capture and management of information, documents and records for the organisation.

Attendees will learn the basic skills needed to save, manage, track and work with information on a day-to-day basis using Content Manager.

Topics

This training course will cover the following:

- ▶ Overview of information, document and records management responsibilities
- ▶ Understanding and navigating the interface
- ▶ Searching and navigating for information
- ▶ Understanding, creating and searching locations
- ▶ Saving and editing documents
- ▶ Understanding document revisions
- ▶ Saving and managing emails
- ▶ Editing record metadata such as titles, notes and locations

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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1800 392 392 | info@fyb.com.au | www.fyb.com.au



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