

# CONTENT MANAGER SEARCHING AND NAVIGATION 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

Content Manager Introduction

## 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 understanding of Content Manager's search functionalities, including the ability to configure and run complex record and location searches and how to use the Business Classification Scheme to locate information.

Attendees will learn how to create and manage Saved and Parameter Searches and how to make greater use of the Shortcuts toolbar to navigate to key documents, records and locations.

## Topics

This training course will cover the following:

- ▶ Understanding the Shortcuts toolbar
- ▶ Navigating and searching the Business Classification Scheme (BCS)
- ▶ Using the Quick Search bar
- ▶ Searching for Contacts (Locations)
- ▶ Undertaking advanced Searches
- ▶ Creating, running and managing Saved Searches
- ▶ Creating Saved Search Groups
- ▶ Creating and running Parameter Searches

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**

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