

# CONTENT MANAGER WEB CLIENT ADVANCED



## Platform

Content Manager Web 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

Content Manager Web Client 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 understanding of their role in creating and managing folders on behalf of their team.

Attendees will gain a solid understanding of the Business Classification Scheme (BCS) and how to create and search for folders. They will also learn how to create virtual folders, which can be used to create customised views to information in Content Manager.

This course will assist attendees to understand and apply security to meet their team and the organisation requirements regarding the sharing and distribution of information.

## Topics

This training course will cover the following:

- ▶ Understanding the role of an Advanced User
- ▶ Understanding the Business Classification Scheme
- ▶ Understanding how to file information according to its purpose
- ▶ Creating and managing folders
- ▶ Understanding, applying and managing security on folders
- ▶ Modifying folder properties
- ▶ Moving documents between folders
- ▶ Creating and managing virtual folders to create customised views
- ▶ Creating and maintaining record relationships

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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