CONTENT MANAGER WEB CLIENT INTERMEDIATE

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

Previous experience in the use of Content Manager or completion of Content Manager Web Client Introduction training

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 builds on and consolidate attendees understanding of using Content Manager for the capture and management of information, documents and records for the organisation.

Attendees will learn additional skills including, identifying when to use revisions and versions and the importance of making documents final once published or circulated.

Topics

This training course will cover the following:

▸ Overview of the user interface
▸ Understanding, creating and searching locations (contacts)
▸ Overview of security and how it is applied
▸ Advanced searching
▸ Creating and using saved searches
▸ Understanding document revisions, versions and making final
▸ Creating document versions
▸ Saving and managing emails

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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