CONTENT MANAGER WEB CLIENT USING WORKFLOW

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 Content Manager's Workflow and how it can be used to assist the organisation with business processes and meeting required timelines.

Attendees will learn how to initiate a workflow, complete workflow activities and reassign workflow activities.

Topics

This training course will cover the following:

- Overview of Workflow functionality
- Initiating Workflows from a Record
- Initiating Workflows without a Starting Record
- Viewing Workflow Activities Assigned to Me
- Completing a Workflow Activity Assigned to Me
- Rolling back a Workflow Activity
- Reassigning a Workflow Activity
- Authorising a Workflow Activity

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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