INTRODUCTION TO THE BUSINESS CLASSIFICATION SCHEME

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, Intermediate and Advanced

Audience

Suitable for staff responsible for administering and managing the Business Classification Scheme.

This training course allows you to have up to a maximum of 5 trainees to attend

Overview

This training course provides attendees with an in-depth understanding of what a Business Classification Scheme (BCS) is and how it is used to structure information to reflect the Functions and Activities of an organisation.

Users will gain key skills for searching and navigating the BCS, and how the BCS aligns with Retention and Disposal Authorities / Schedules.

Topics

This training course will cover the following:

- Overview of the Business Classification Scheme (BCS)
- Understanding the BCS structure
- Understanding how disposal schedules are linked to the BCS
- Searching for BCS functions, activities and notes
- Creating new BCS Functions and Activities
- Closing folders that are no longer in use

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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