CONTENT MANAGER ADMINISTRATION REFRESHER



Course Duration

2 Days

Audience / Roles

Administrators

This course is intended for staff responsible for administration and maintaining Micro Focus Content Manager

Course Objectives

To impart the knowledge and skills to effectively maintain and administer Content Manager's configuration and system

Prerequisites

- Knowledge of Content Manager or Records Management principles
- Systems Administrator experience
- Basic Windows PC skills and experience

Course Description

This training course provides attendees with an understanding required to plan and design a system to meet their organizational needs whilst being compliant with recordkeeping standards.

The course includes setting up security, locations and record types, and how to manage classification and retention and disposal schedules.

Course Content

- Security
- Locations
- Retention, Schedules and Holds
- Classifications
- Action Tracking
- Workflow
- Additional Fields/Custom Properties
- Record Types
- User Options
- System Options
- System Administrator Maintenance
- Webclient/Webdrawer
- New Features

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