CONTENT MANAGER
LOCATION MANAGEMENT



Course Duration

2 Hours

Audience / Roles

Records Coordinators and Administrators

Course Objectives

At the completion of this course, attendees will possess the knowledge and skills to create new Locations, associate Locations and how to apply Location security

Prerequisites

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

Course Description

This training course provides users with advanced knowledge of Location creation and management in Content Manager

Course Content

New Locations

- Searching for locations
- Creating new locations

Associate Locations

- Associating locations
- Creating Child Locations

Location Security

- Understanding the different types of security
- Applying a security caveat to a location
- Applying a security level to a location
- Applying active date ranges to a location

Unknown Locations

- Managing unknown locations

Troubleshooting

- Understanding how to troubleshoot common location related issues

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