CONTENT MANAGER REPORTING



Course Duration

2 Hours

Audience / Roles

Advanced Users

This course is intended for those users who require advanced reporting knowledge to perform their job requirements quickly and efficiently.

Course Objectives

At the completion of this course, attendees will possess the knowledge and skills required to create reports, generate statistical reporting for workflow and action tracking items, and print reports.

Prerequisites

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

Course Description

This training course provides users with the knowledge of Content Manager's reporting capabilities and functionalities, including how to create reports, generate statistics and print reports.

Course Content

Creating Reports

- Designing Reports
- Utilising existing Reports to create new Reports

Advanced Searching - Search Ribbon

- Searching for Action items and Workflow items
- Using filters, record types and options

Statistical Reporting

- Creating and configuring Records, Actions, Workflow and Event Statistical Reports

Print Reports

- How to export searching data to excel
- Printing

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