CONTENT MANAGER SECURITY AND ACCESS CONTROLS



Course Duration

2 Hours

Audience / Roles

Records Coordinator, Administrator

Course Objectives

To impart the knowledge and skills to appropriately secure information in accordance with their organisation's policies and how to troubleshoot common security related issues.

Prerequisites

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

Course Description

This training course provides users with an overview of the security methods available in Content Manager. This session includes understanding and using security caveats, security levels and access controls, and how to troubleshoot common security related issues.

Course Content

Security Overview

- How security works in Content Manager
- Review the different types of Security Controls

Security Levels

- When to use Security Levels
- How to create, configure, delete and apply Security Levels

Security Caveats

- When to use Security Caveats
- How to create, configure, delete and apply Security Caveats

Access Controls

- When to use Access Controls
- How to create, configure, delete and apply Access Controls

Security Audits

- When to run Security Audits and monitor and manage security breaches

Troubleshooting

- How to troubleshoot common security related issues

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