CONTENT MANAGER TIPS AND TRICKS



Course Duration

2 Hours

Audience / Roles

End Users, Records Coordinators, Administrators

Course Objectives

At the completion of this course, attendees will have a greater understanding of the many functions available in Content Manager, enabling them to be more efficient with their time.

Prerequisites

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

Course Description

This training course provides users with some helpful and timesaving tips and tricks to make using Content Manager even more efficient.

Course Content

This course includes tips and tricks on how to utilise and navigate:

- Shortcut Bar
- To Do Items
- User Labels
- Saved Searches
- Search Parameters
- Search Dates
- Shortcut Keys
- Bulk Changes using the Right Click Menu
- Drag and Drop
- Dropzone

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