CONTENT MANAGER WEB CLIENT



Course Duration

3 Hours

Audience / Roles

End Users, Records Coordinators, Administrators

Course Objectives

At the completion of this course, attendees will possess the knowledge and skills to utilise Content Manager Web Client's full functionality including records creation, editing and searching.

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 and skills to use Content Manager Web Client including all aspects of the capture and management of information, documents and records for the organisation.

Course Content

This course includes how to understand and navigate:

- Web Client Navigation
- Records
- Requests
- Locations
- Searching
- Emails and Check In Styles
- User Labels
- Actions and Procedures
- Activities and Workflows
- To Do Items

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