

CONTENT MANAGER INTRODUCTION



Course Duration

3 hours

Delivery Mode

Instructor led
Hands-on Training Session

Pre-Requisites

Good understanding of
Microsoft Office Word and
Outlook applications

Audience

Suitable for all staff with a
Content Manager license

Overview

This training course provides attendees with an introduction to their role in the capture and management of information, documents and records for the organisation.

Attendees will learn the basic skills needed to save, manage, track and work with information on a day-to-day basis using Content Manager.

Topics

- ▶ Overview of information, document and records management responsibilities
- ▶ Understanding and navigating the interface
- ▶ Understanding, navigating and searching the Business Classification Scheme (BCS)
- ▶ Searching and navigating for information
- ▶ Understanding, creating and searching locations
- ▶ Saving and editing documents
- ▶ Understanding document revisions
- ▶ Saving and managing emails
- ▶ Editing record metadata such as titles, notes and locations

TO BOOK NOW [CLICK HERE](#) OR CALL 1800 392 392



1800 392 392 | info@fyb.com.au | www.fyb.com.au



Delivering the best Information Governance,
Systems and Solutions to our customers.

