

TRAINING COURSE OUTLINE:

FYB DOCUCHECK



Course Duration

½ hour

Delivery Mode

Instructor led
Hands-on Training Session
Remote Training Session

Pre-Requisites

Content Manager
Introduction and
Intermediate

Audience

Suitable for all staff with a
Content Manager licence.

Overview

This training course provides attendees with an understanding of how FYB's DocUCheck will provide notifications and reminders of Content Manager documents which are currently checked out and may be suitable to be checked in.

Attendees will learn how to check in documents and document revisions into Content Manager using DocUCheck.

Topics

This training course will cover the following:

- ▶ Check in documents from the Offline Records folder into Content Manager
- ▶ Check in Documents from customised file paths into Content Manager
- ▶ Check in revisions into Content Manager

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



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