FYB EXPLOREZEL INTRODUCTION AND INTERMEDIATE

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 staff with a
Content Manager licence
and a Microsoft 365 license.

Overview

This training course provides attendees with an understanding of how FYB's Explorezel can be used to locate and access information across Content Manager, Microsoft Teams, Microsoft SharePoint and Microsoft OneDrive. Attendees will learn how to navigate, search and open documentation from Explorezel.

Topics

This training course will cover the following within Explorezel:

▸ Searching for information by title
▸ Searching for information by author
▸ Searching for information by content
▸ Searching for information by Content Manager string format
▸ Filter search results by source (application) and date
▸ Sort results by metadata
▸ View and Edit documents from the interface

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EXPLOREZEL
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