## TRAINING COURSE OUTLINE:

# **FYB DOCULINK 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 all staff with a Content Manager licence

#### Overview

This training course provides attendees with an understanding of how FYB's DocULink can be used to upload linked documents into Content Manager and edit them while preserving the link between records.

Attendees will learn how to upload and manage linked documents in Content Manager using DocULink.

#### **Topics**

This training course will cover the following:

- Upload linked documents into Content Manager using the DocULink web interface
- Check out multiple linked documents for editing using the DocULink
- Check in updated revisions using DocULink

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