

# Content Manager 9 Administrator



Establish & maintain an effective CM 9 system

## OVERVIEW

Comprehensive training to set up and maintain your Content Manager 9 system. These highly interactive sessions provide additional insight into how to create the configuration suited to your organisation's culture and environment in order to achieve high recordkeeping adoption.

### Introducing Content Manager 9

- CM 9 implementation
- General principles and practices

### Setting up Core Components of CM 9

- Security Levels, Caveats and Access Controls
- Applying default Security to Objects and Records
- Setting up and removing Locations
- Understanding and applying Retention Schedules
- Establishing a Thesaurus
- Establishing a Business Classification Scheme
- Setting up the Document Store
- Creating Record Types
- Creating Actions

### Advanced Administration

- System options
- Import/Export
- Data cleanup
- Caption editor
- Save Global settings
- Alerts
- External links
- Email templates
- Dataset availability

### Publishing from CM 9

- Overview of publishing
- Publishing methods

### Maintenance

- Online Audit Log
- Location management
- Maintaining retention schedules
- Maintaining the Thesaurus
- Maintaining Classifications
- Maintaining Action Tracking
- Physical Tracking
- Database maintenance
- User configuration

### DURATION

2 day

### DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

### PRE-REQUISITES

None

### CORE COMPETENCIES

- ✓ Understanding CM 9
- ✓ Setting up Security, Objects & Records
- ✓ Advanced Administration
- ✓ Regular Maintenance

**BOOK ONLINE  
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Or call **02 8824 4677**  
for more information



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