

Content Manager 9 eLearning

For Organisations



Easily train End Users to master Content Manager

OVERVIEW

Our HPE Content Manager eLearning provides you with a unique offering for all your users; users that are new to Content Manager, users that want to learn more about using Content Manager and even to advanced users who require a quick refresher on some of the Content Manager functionality. Train online, anytime!

An Introduction to Recordkeeping

- Recordkeeping essentials
- Lifecycle of a record
- Business classification scheme

HPE CM – What's new

- Introducing new CM9 features

The Environment

- The CM environment
- Right click shortcuts
- The Favorites shortcuts
- Customising panes
- Using the Search Pane
- Get global settings

Record Creation

- About record types
- Free text titling
- Create a new Folder
- Create a new Document
- Moving records to CM
- Editing a record

Searching

- Search editors & methods
- Multi-field searching
- Basic boolean search
- Effective title word searching
- Setting search preferences
- Saved searches

Working with Electronic Records

- Revisions of a document
- Mark a record as final
- Creating new versions
- Creating a supercopy
- Adding user notes
- Revisions of a document

HP RM & Outlook Email

- Turning on integration
- Sharing records via email
- Emailing from Outlook
- Checking In emails
- Check in Styles
- Check In emails on Send
- Linked folders

Shortcuts & Toolbars

- Efficiency with Favorites
- Efficiency with Trays
- Exploring toolbars & menus

Locations

- About Locations
- Navigating Locations
- Adding an External Location

Advanced Searching

- Customised Searches
- Building And/Or searches
- String Searches

Security

- About security
- Changing record access

Record Relationships

- About record relationships
- The Related To relationship
- Alternatively within/contain

Actions

- Adding, receiving & completing an Action
- Reschedule an Action
- Reassign an Action
- Adding additional Actions
- Searching for Actions

DURATION

3-year subscription or Multi Voucher purchase

Call 02 8824 4677 to discuss

DELIVERY MODES

- ✓ eLearning
- ✓ Hosted online
- ✓ Subscription based

PRE-REQUISITES

None

CORE COMPETENCIES

- ✓ Recordkeeping
- ✓ Creating records
- ✓ Finding records
- ✓ Working with digital records

TRY A FREE DEMO

www.el.LinkedTraining.com.au

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



Linked Training
the experts

Email: info@LinkedTraining.com.au

Web: www.LinkedTraining.com.au