Content Manager Searching
Online Training for Advanced Users

Become an Expert in complex and efficient Searching

OVERVIEW

Managing records and information requires skilful use of the search capabilities of Content Manager. This online course explains the principles of the Search function, and enables you to develop skills in structuring searches that return the specific results you require.

The Principles of Searching
- The new RM search environment
- Object vs. Item searching
- Using the Search For option

Basic Search Functions
- RM Search Editors
- The Multi-Field Editor
- The Boolean Editor
- The String Editor
- Creating a Saved Search
- Managing a Search Group

Search Methods
- About Search Methods
- Date based Search Methods
- List based Search Methods

Advanced Search Techniques
- The More Search Options Feature
- The Recursive Option
- Using the Search Style
- Wildcard Techniques

DURATION
0.5 day – 3 month individual subscription

DELIVERY MODES
✓ Online eLearning

PRE-REQUISITES
A sound knowledge of using Content Manager as an End User.

CORE COMPETENCIES
✓ Logical thinking
✓ Situation analysis
✓ Search structure

TRY A FREE DEMO

www.el.LinkedTraining.com.au

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