

# Content Manager Locations

## Online Training for Administrators



Harness Locations to manage information effectively

### OVERVIEW

Establishment of a quality Location structure is integral to effective and efficient record and information management. Develop comprehensive knowledge of the behaviour of Locations and the linkages with other record items, and be able to maintain metadata quality efficiently.

#### Understanding Locations

- What is a Location?
- Purpose of Locations
- The use of Location searches

#### Developing an Appropriate Structure

- Understanding Location structure
- The contribution to risk management
- The behaviour of Location Types
- Internal and External Locations
- Navigation of Locations
- Owner Location inheritance
- Position vs. Person
- Choosing your Location structure

#### Creating Locations

- The Locations Profile Form
- Creating new Locations
- Copy Locations Correctly

#### Maintenance & Quality Assurance

- Establishing regular process
- QA on Unknown Locations
- Managing Inactive Positions
- Organisation restructures

#### DURATION

0.5 day – 3 month individual subscription

#### DELIVERY MODES

- ✓ Online eLearning

#### PRE-REQUISITES

Basic EDRMS Administration

#### CORE COMPETENCIES

- ✓ Planning
- ✓ Business Analysis
- ✓ Advanced Configuration

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[www.el.LinkedTraining.com.au](http://www.el.LinkedTraining.com.au)

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



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