Information First
Governance and Analytics Solutions

CM120: Content Manager Power User Training

Duration:	1 Day
Target Audience:	Power Users / Administrators / Anyone wanting to learn more about using Content Manager
Pre-Requisite:	None. This is an entry level course. Suggested: End User Training
Post-Requisite:	This course is required for the Configuration course and is suggested for the Installation Course

Description

This course is ideal for anyone new to using Content Manager, anyone looking to expand their current knowledge or anyone interesting in taking other courses such as Configuration or Installation. This course discusses the interface, customizations and user options; creating, searching and editing records; MS Office integration; and various user tools such as Alerts, User Labels and Drop Zone.

Topics	Description
• Overview and Interface	A brief history of Content Manager and introduction to the desktop application. Students will be shown how to customize and personalize the interface.
• Searching	Students will be shown effective searching techniques through the Boolean, Multifield and String search interfaces. Refining, saving and Parameter searches are also discussed.
• Creating Records	Students will be shown how to register new records into the system by direct entry, integration with MS Office and through 'Drag and Drop' action from Windows folders
• Modifying Records	This module focuses on metadata changes to existing records. Example changes include title changes, adding and modifying notes, custom properties, etc.
• Editing Records	Students will be shown how to edit electronic records directly in an authoring program or by working offline. 'Check in' and 'Check out' actions will be discussed as well as revisions.
• MS Outlook Integration	A specific module that focuses on the MS Office integration and the use of Check-in Styles
• User Tools	Exposure to the many user tools that enhance the work experience and make routine tasks simpler
• User Options	An overview of the various User Options and their impact to the user.

Our courses will always use the most current version of Content Manager. If training on an earlier version is required, please contact us.

To attend this course or inquire about other courses, send an email to education@info-first.com or visit us on the web at www.info-first.com

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