Information First
Governance and Analytics Solutions

Content Manger "UPDATE" Training

|	
Duration:	1 day
Target Audience:	Any End User/Administrator/Application Support personnel who wants to learn about and experience all the changes in Content Manager from earlier versions
Pre-Requisite:	TRIM, HP Records Manager Experience
Post-Requisite:	None

Description

Content Manger has come a long way from its earlier TOWER Software Days. This extensive 1 day course is for any TRIM, HP RECORDS MANAGER or even Captura user looking for exposure to all the changes included in the most current version of Content Manager. This course is for all user types and will explore all the new features in this current version with hands-on, interactive labs and lecture.

Topics	Description
• User Experience	The Ribbon, Customize Ribbon, Quick Access Toolbar, Enhanced Web Client, Web Drawer, Check in Styles, Dataport, Double Click behavior, Alerts, Drop Zone, User Labels, Office Integration (Including Office 365), Ribbon Commands, Check in Styles, Cascading Properties
• Administrator Tools	Advanced Disposal Module, Offline Auditing, Active Directory Synchronization, Restricted Security, Access Controls changes – Modify Records, Inactive Records, Jurisdictions, Indexing (IDOL/Elastic/Metadata), Data Cleanup
• Record Type Changes	Document Review, Document Approval, Sub-Folders/Sub-records, Containment Options, Numbering Patterns
• Enterprise Studio	Schema Management, Single Instancing, Compression, Encryption, IDOL, Render, Caching
• Miscellaneous	Geolocation, Obsolescence of Web Client Classic, Terminology

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
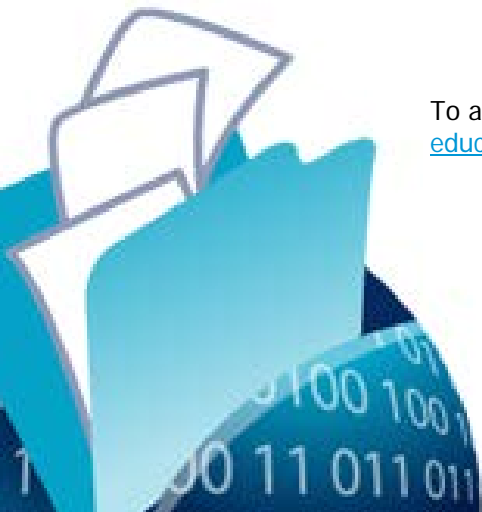
Email: education@info-first.com
Visit: info-first.com/education
Tweet: @infofirst1
Watch: YouTube.com/InformationFirst