

TRAINING COURSE OUTLINE:

FYB DOCUCHECK



Course Duration

½ hour

Delivery Mode

Remote training session via Microsoft Teams

Training is delivered within your environment to contextualise the training to your setup and build version

The training session will be recorded and provided upon conclusion of training for your reference

Pre-requisites

Content Manager Introduction and Intermediate

Audience

Suitable for all staff with a Content Manager licence.

This training course allows you to have up to a maximum of 10 trainees to attend

Overview

This training course provides attendees with an understanding of how FYB's DocUCheck will provide notifications and reminders of Content Manager documents which are currently checked out and may be suitable to be checked in.

Attendees will learn how to check in documents and document revisions into Content Manager using DocUCheck.

Topics

This training course will cover the following:

- ▶ Check in documents from the Offline Records folder into Content Manager
- ▶ Check in Documents from customised file paths into Content Manager
- ▶ Check in revisions into Content Manager

Please note that the provision of training materials or digital handouts are not included in the training. However, online help guides are available to reference and quotes for custom training materials can be provided upon request.

TO BOOK NOW [CLICK HERE](#) OR CALL 1800 392 392



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