

# FYB DOCUCONTROL



## Course Duration

2 hours

## 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 Content Manager Administrators or whitelisted users responsible for administering the publication of controlled documents from Content Manager.

Please note, FYB can add participants to the DocUControl whitelisted user group on your behalf as part of training preparation.

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 DocUControl can be used to publish and review controlled documents in an efficient and seamless manner.

Attendees will learn how to configure and customise FYB's DocUControl layout and administration options to better understand how published controlled documents can be displayed from Content Manager.

## Topics

This training course will cover the following within DocUControl:

- ▶ Customising the appearance
- ▶ Providing an understanding of the layout options for published controlled documents
- ▶ Defining the Content Manager fields which will be displayed when viewing controlled documents
- ▶ Defining available search criteria
- ▶ Providing an understanding of the controlled document review settings
- ▶ Customising the content of automatic email notifications for controlled documents
- ▶ Creating and viewing controlled documents

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**



1800 392 392 | [info@fyb.com.au](mailto:info@fyb.com.au) | [www.fyb.com.au](http://www.fyb.com.au)



Delivering the best Information Governance, Systems and Solutions to our customers.

**opentext™**



**DOCUCONTROL**  
BY FYB PTY LTD