

TRAINING COURSE OUTLINE:

FYB DOCULINK INTRODUCTION AND INTERMEDIATE



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 DocULink can be used to upload linked documents into Content Manager and edit them while preserving the link between records.

Attendees will learn how to upload and manage linked documents in Content Manager using DocULink.

Topics

This training course will cover the following:

- ▶ Upload linked documents into Content Manager using the DocULink web interface
- ▶ Check out multiple linked documents for editing using the DocULink
- ▶ Check in updated revisions using DocULink

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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