

## TRAINING COURSE OUTLINE:

# FYB ENHANCEMENT SUITE INTRODUCTION AND INTERMEDIATE



### Course Duration

1 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 Enhancement Suite can be used to provide additional functionality and efficiencies with Content Manager.

Attendees will learn how to navigate and use FYB's Enhancement Suite for document management processes.

### Topics

This training course will cover the following:

- ▶ Converting and generating pdfs with FYB's PDF Generator
- ▶ Flagging records for deletion with FYB's Soft Deleter
- ▶ Generating record links with FYB's Link Generator
- ▶ Streamline filing emails with inMailX by using FYB's Email Tagger
- ▶ Reassigning Actions easily and quickly with FYB's Reassign Actions

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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