

## TRAINING COURSE OUTLINE:

# FYB EXPLOREZEL ADVANCED



### 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 Content Manager and Microsoft 365 Administrators.

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 Explorezel can be administered and used to locate and access information across Content Manager, Microsoft Teams, Microsoft SharePoint and Microsoft OneDrive.

Attendees will learn how to adjust administration settings, search and open documentation from Explorezel.

### Topics

This training course will cover the following within Explorezel:

- ▶ Searching for information by title, author and content
- ▶ Searching for information by Content Manager string format
- ▶ Filter search results by source (application) and date
- ▶ Sort results by metadata
- ▶ View and Edit documents from the interface
- ▶ Understanding how to update the interface appearance
- ▶ Understanding how to configure default sort method
- ▶ Enabling or disabling sources
- ▶ Downloading logs

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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