

# FYB ENHANCEMENT SUITE ADVANCED



## 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 and Records Managers.

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 administered and used to provide additional functionality and efficiencies with Content Manager.

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

## Topics

This training course will cover the following:

- ▶ Administering the pdf format for FYB's PDF Generator
- ▶ Converting and generating pdfs with FYB's PDF Generator
- ▶ Administering FYB's Soft Deleter reasons and reviewing Soft Deleted
- ▶ Flagging records for deletion with FYB's Soft Deleter
- ▶ Configuring the default link for FYB's Link Generator options
- ▶ 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
- ▶ Bulk moving documents with FYB's DocUMove

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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