

TRAINING COURSE OUTLINE:

FYB EXPLOREZEL 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 staff with a Content Manager licence and a Microsoft 365 license.

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 used to locate and access information across Content Manager, Microsoft Teams, Microsoft SharePoint and Microsoft OneDrive. Attendees will learn how to navigate, search and open documentation from Explorezel.

Topics

This training course will cover the following within Explorezel:

- ▶ Searching for information by title
- ▶ Searching for information by author
- ▶ Searching for information by 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

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.

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