

# FYB FOLDER TEMPLATE CREATOR



## 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

Content Manager Advanced

## Audience

Suitable for Content Manager Administrators, Content Manager Record Managers and whitelisted users.

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 Folder Template Creator can be used to design and build consistent automatic folder structures to use in Content Manager.

Attendees will learn how to create, modify and archive customised folder structures within FYB's Folder Template Creator.

## Topics

This training course will cover the following within Folder Template Creator:

- ▶ Navigating Folder Template Creator
- ▶ Configuring and modifying Folder templates
- ▶ Using Folder templates to generate structures within Content Manager
- ▶ Making Folder templates Inactive
- ▶ Archiving Folder templates

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**



1800 392 392 | [info@fyb.com.au](mailto:info@fyb.com.au) | [www.fyb.com.au](http://www.fyb.com.au)



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CREATOR**  
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