

FYB INFOINSERT



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 Content Manager 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 InfoInsert can quickly and easily insert metadata properties from Content Manager into Microsoft Word documents.

Attendees will learn how to insert Content Manager metadata into Word documents using InfoInsert.

Topics

This training course will cover the following:

- ▶ Use InfoInsert to check a document into Content Manager
- ▶ Use InfoInsert to insert metadata into a record
- ▶ Create and manage InfoInsert templates
- ▶ Use InfoInsert 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.

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