

TRAINING COURSE OUTLINE:

FYB LOCATIONS MANAGER



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 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 Location Manager can be used to manage and maintain Locations within Content Manager.

Attendees will learn how to use FYB's Locations Manager to merge duplicates and clean-up Unknown Locations in Content Manager.

Topics

This training course will cover the following within Locations Manager:

- ▶ Navigating Locations Manager
- ▶ Converting Unknown Locations
- ▶ Removing Unknown Locations with no record associations
- ▶ Reviewing the associations of External Locations
- ▶ Reviewing Internal Locations
- ▶ Managing and merging duplicate Locations

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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