

## TRAINING COURSE OUTLINE:

# FYB MEDIAZEL 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 staff who will be administering and maintaining Mediazel for staff.

Staff must be configured within Content Manager as an Administrator or Records Manager.

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 Mediazel can be used to enable efficiencies with managing Media.

Attendees will learn how to upload, share and retrieve media using FYB's Mediazel.

### Topics

This training course will cover the following within Mediazel:

- ▶ Update the appearance
- ▶ Define the available searching criteria and tooltips
- ▶ Define metadata category options
- ▶ Upload media and update media metadata
- ▶ Search and retrieve media
- ▶ Favourite media
- ▶ Share media
- ▶ Use the Adobe Connector with Mediazel

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)



Delivering the best Information Governance,  
Systems and Solutions to our customers.

**opentext™**



**MEDIAZEL**  
BY FYB PTY LTD