

FYB PAGE2CM



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, Records 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 Page2CM can be used to capture information from a PageUp export into Content Manager automatically.

Attendees will learn how to view Page2CM configuration settings and archive information captured within Page2CM.

Topics

This training course will cover the following:

- ▶ Understanding of configuration settings which determine how information is captured within Content Manager from Page2CM
- ▶ Understanding how to modify the Page2CM appearance
- ▶ Manual archiving of documents from Page2CM into Content Manager

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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1800 392 392 | info@fyb.com.au | www.fyb.com.au



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