



**INFORMATION** | **SIGMA**  
**PROFICIENCY** | **DATA**

### Course includes:

- Flexible training modules
- Access to Virtual Training Environment
- Course Material
- Practical Desktop Training
- Certificate of Completion
- Certified trainer (all trainers are practitioners)

### Training dates & pricing

Please refer to our website for training dates and pricing.

## ONLINE TRAINING

### Content Manager for End Users

This course is delivered by an instructor in a virtual classroom, allowing you to access training from anywhere around the globe using your desktop.

The objective of this training is to enable you efficiently use the end user features in Content Manager to get your work done.

#### Intended Audience:

- New users of Content Manager
- Staff in remote or regional areas who cannot attend face-to-face training
- Staff members who need a refresher on good practice Records Management

#### Duration:

- ½ Day

#### Prerequisites for Participants:

- Internet access
- **1 week prior** to course commencement, all participants must test their access to the virtual training environment. *Note: instructions will be sent with registration confirmation*

#### Course Content:

- Introduction to Records Management Principles and Practices
- Navigating around Content Manager
- Customising the desktop and image panes to suit your requirements
- Creating records and locations
- Creating, saving and editing documents
- Saving emails and using linked folders
- Searching for records and information