

## Content Manger 9.x "UPDATE" Training

Duration: 1 day

Target Audience: Any End User/Administrator/Application Support personnel who wants to learn about all the changes in Content Manager 9.x from earlier versions

Pre-Requisite: TRIM, HP Records Manager Experience

Post-Requisite: None

### Description

*Content Manger has come a long way from its earlier Tower Software Days. This extensive 1 day course is for any TRIM or HP RECORDS MANAGER user looking for exposure to all of the recent changes in Content Manager 9.x. This course is for all user types and will explore all the new features in this current version with hands-on, interactive labs and lecture.*

Topics	Description
• User Experience	The Ribbon, Customize Ribbon, Enhanced Web Client, Check in Styles, Dataport, Double Click behavior, Alerts, Drop Zone, User Labels, Office Integration
• Administrator Tools	Advanced Disposal Module, Offline Auditing, Active Directory Synchronization, Restricted Security, Access Controls changes – Modify Records, Inactive Records, Jurisdictions
• Record Type Changes	Document Review, Document Approval, Sub-Folders/Sub-records, Containment Options, Numbering Pattern
• Enterprise Studio	Schema Management, Single Instancing, Compression, Encryption, IDOL, Render, Caching
• Miscellaneous	Geolocation

To attend this course or inquire about other courses, send an email to [education@info-first.com](mailto:education@info-first.com) or visit us on the web at [www.info-first.com](http://www.info-first.com)



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