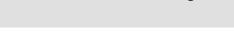
HPE CM9 eLearning

*Previous versions of the HPE EDRMS eLearning are also available

End Users master HPE Content Manager

OVERVIEW

Our HPE Content Manager eLearning provides a unique offering for all users; users that are new to Content Manager, users that want to learn more about using Content Manager and even to advanced users who require a quick refresher on some of the Content Manager functionality.



- **HP RM & Outlook Email** Turning on integration
- Sharing records via email
- **Emailing from Outlook**
- Checking In emails
- Check in Styles
- Check In emails on Send
- Linked folders

Shortcuts & Toolbars

- Efficiency with Favorites
- **Efficiency with Trays**
- Exploring toolbars & menus

Locations

- About Locations
- **Navigating Locations**
- Adding an External Location

Advanced Searching

- Customised Searches
- Building And/Or searches
- **String Searches**

Security

- About security
- Changing record access

Record Relationships

- About record relationships
- The Related To relationship
- Alternatively within/contain

Actions

- Adding, receiving & completing an Action
- Reschedule an Action
- Reassign an Action
- Adding additional Actions
- Searching for Actions

DURATION

90-day subscription

→ Click Here to preview & subscribe

DELIVERY MODES

- ✓ eLearning
- ✓ Hosted online
- ✓ Subscription based

PRE-REQUISITES

None

CORE COMPETENCIES

- ✓ Recordkeeping
- Creating records
- ✓ Finding records
- ✓ Working with digital records

Searching

- Search editors & methods
- Multi-field searching
- Basic boolean search
- Effective title word searching

An Introduction to Recordkeeping

Business classification scheme

Recordkeeping essentials

Lifecycle of a record

HPE CM - What's new

Introducing HPE CM

The CM environment

Right click shortcuts

 Using the Search Pane Get global settings

Customising panes

About record types

Create a new Folder

Create a new Document

Moving records to CM

Free text titling

Editing a record

Record Creation

The Favorites shortcuts

The Environment

- Setting search preferences
- Saved searches

Working with Electronic Records

- Revisions of a document
- Mark a record as final
- Creating new versions
- Creating a supercopy
- Adding user notes
- Revisions of a document



→ Click Here

Or call **02 8824 4677** for more information

Email: info@LinkedTraining.com.au

Web: www.LinkedTraining.com.au

