



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

Archiving in Content Manager

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 to **undertake your archiving process from within Content Manager using the archive functions.**

Intended Audience:

- Users of Content Manager responsible for archiving records.

Duration:

- ½ Day

Prerequisites for Participants:

- Internet access
- Reasonable ability to navigate around Content Manager / Records Manager effectively
- **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:

- Overview of archiving principles and practices
- Apply records disposal schedules
- Find records due for archiving
- Utilise advanced archiving features
- Dispose of records
- Create archive boxes and consignment lists
- Search for archived or destroyed records.