readytech

Ready Community (Altus) Content Admin

Overview

This course is designed for Records Officers wishing to obtain an intermediate understanding of the Ready Community (Altus) Content module.

Those wishing to take advantage of a refresher would also benefit from attending this course.

Who You Are

Attendees will need to have:

- Knowledge of Ready Community (Altus) Content module
- Fundamental knowledge of computers

Learning Outcomes

1. Log onto Ready Community (Altus) ECM
2. Home Page Navigation
3. Discussion: Access Control
4. User Management
5. Group Management
6. Role Management
7. Maintenance
8. Contacts Maintenance
9. Mail Room
10. Disposal Classes
11. Disposal
12. Deleted Records

13. Folder Management

Please note the following separate courses are also available for Records Officers:

- Ready Community (Altus) Content User