



R4i CSDB Client Standard Course

secure. manage. deliver.

Classroom Duration: 0.5 days Virtual Duration: 1 x 2 hours

R4i CSDB CLIENT STANDARD

CHAPTER 1. STARTING & LOGGING ON

- Comparison Matrix
- Starting
- Using Online Help

CHAPTER 2. WORKING IN R4i CSDB CLIENT STANDARD

- Working Environment
- Toolbar
- Folder View
- File View
- Quick Access
- Show All Files
- Grid Contents - Organize/Export
- Quick View
- History
- Skins

CHAPTER 3. FOLDERS

- Create, Rename and Move Folder
- Publishing/Unpublishing Folders
- Import from Folder/DDN/PM
- Exporting from CSDB

CHAPTER 4. CONTENT

- Add Files
- Save As HTML, PDF and XML
- Check in, out and reset
- Sharing
- Publish/Unpublish Files
- Cut, Copy, Paste Files
- Change Status
- Show History
- Quick View & Quick Edit
- Compare

CHAPTER 5. SEARCH

- DMC/Techname and Infoname Search
- Text Search
- DMC Filter
- Annotated Data Modules
- Search and Replace