

Training courses

Autumn/Winter 09/10

Alterian Content Manager Corporate

Training for Alterian Content Manager Corporate, formerly known as Immediacy.

As experienced implementers of the Alterian Content Manager Corporate, formerly known as Immediacy, Fusion Workshop is delighted to offer training in our Cardiff offices. We will also provide onsite training tailored to your organisation's needs and demands. Fusion Workshop will ensure that customers are able to keep their skills up-to-date. Content management technology continues to evolve rapidly and by bringing training closer to customers, users can fully exploit all of the rich functionality available.

Training will be delivered by professional IT trainers who have passed through exhaustive training accreditation programmes where they were assessed both for their product knowledge and their training delivery skills. Becoming an Alterian Training Centre is by invitation only and following accreditation Immediacy will continue to track the performance of accredited trainers and ensure standards are maintained by monitoring the feedback provided by course attendees.

Courses offered are:

- Standard Editor
- Advanced Editor
- Administrator

Custom Onsite Courses

Our trainers offer refresher courses as well as catering for users upgrading to the latest version of the CMS. Another frequent request catered for is training for new employees.

We will even help prepare attendees to come up to the course pre-requisite levels. Customised onsite training is available on request.

Added value

We will provide added value through knowledge transfer on key topics like:

- Best practice on SEO
- Accessibility standards
- Usability approach
- IA Design



A growing number of organisations rely on Fusion Workshop to manage and develop their web presence with an increasing number adopting Alterian Content Manager Corporate (Immediacy). The team at Fusion Workshop have an outstanding track record in implementation and a history of supporting, future-proofing and retaining customers. This is great news for users of the CMS and makes an important addition to the Alterian training network.



Rebecca Liebling, Sales Director
UK Agencies, Alterian

Standard Editor Training: One Day

Alterian Content Manager Corporate

Course price:
£495 + VAT

Who Should Attend

This course is ideally suited to all individuals involved in the daily editing and content contribution process of a website or intranet. The course is a non-technical course to ease attendees into the CMS editing environment. The course is designed to provide attendees with a good foundation of Alterian Content Manager Corporate and features hands-on practical sessions to help users quickly get to grips with the software. The course is an essential foundation and is recommended to all attendees wishing to progress on to more challenging courses.

Added value

We will provide added value through knowledge transfer on key topics like:

- Best practice on SEO
- Accessibility standards
- Usability approach
- IA Design

Aims and Objectives:

By the end of this course attendees will:

- Know how to add and delete pages.
- Know how to move pages within the site.
- Know how to Import the content of Word documents and Excel spreadsheets into Editable areas.
- Know how to set/change Page Properties
- Know how to Preview (see a Live view of) pages
- Know how to run the Accessibility checker and have an understanding of some of the major accessibility 'not to dos'.
- Know how to submit Pages for Approval

The course is workshop-based with delegates learning by completing a series of activities designed to emulate tasks typical of a content contributor's role.

Course Prerequisites

- Familiarity with Microsoft Office and Microsoft Word is preferential although all attendees must need to be able to operate a mouse and keyboard.

Advanced Editor Training: One Day

Alterian Content Manager Corporate

Course price:
£495 + VAT

Who Should Attend

This course is ideally suited to all individuals whose responsibilities include:

- Overseeing and approving the work of other web editors
- Determining and designing the layout of content within editable areas
- Using Editor based plug-ins to add dynamism to web page content.

The course is designed to enable attendees to fully exploit the functionality of Alterian Content Manager Corporate editing environment to build exciting pages that are both usable and accessible.

Added value

We will provide added value through knowledge transfer on key topics like:

- Best practice on SEO
- Accessibility standards
- Usability approach
- IA Design

Aims and Objectives:

By the end of this course attendees will:

- Understand Editor permissions and know how to amend them
- Know how to Approve/Reject pages submitted for Approval
- Understand how the content of a page affects Accessibility, Usability and Search Engine Optimisation
- Know how to create Link Pages and how to make use of them
- Know how to use a variety of CMS plug-ins.

This course is workshop-led with delegates learning by completing a series of activities typical of those undertaken by a Senior, or Managing Editor.

Course Prerequisites

Attendance of Alterian Content Manager Corporate Standard Editor course.

Administrator training: One Day

Alterian Content Manager Corporate

Course price:
£495 + VAT

Who Should Attend

This course is ideally suited to all individuals involved in the creation and administration of Alterian Content Manager Corporate websites. Attendees undertake a number of workshops, starting with creating a website, leading through to adding users, both AD and non-AD, creating a permissions structure and the creation of a membership structure to name just a few. The course is designed to ensure that attendees have a thorough understanding of all aspects of Alterian Content Manager Corporate website administration.

Added value

We will provide added value through knowledge transfer on key topics like:

- Best practice on SEO
- Accessibility standards
- Usability approach
- IA Design

Aims and Objectives

By the end of this course attendees will have knowledge of:

- How to create a 'cloned' site
- How to perform an LDAP (Active Directory) Import
- How to create non-LDAP Users
- How to set up User Permissions
- How to create Groups, grant them permissions and add users to them
- The basic page Approval process
- How to set up Approval Process Workflow
- How to Start/Stop Scheduled Tasks
- How to edit the IMC files
- Running the standard, supplied reports
- Recovering previous versions of pages including deleted pages
- Setting up membership Areas on the site
- Managing the Image Library
- How to change editor Configuration settings
- How to manage Friendly URL Creation and how to set up simple re-directs
- Setting up automatic email notification.

This is an intensive course designed to give attendees a grounding in all the major tasks associated with administrating Alterian Content Manager Corporate.

Course Prerequisites

- Attendance of the Standard Editor Course.
Knowledge of NT Users and networks will be beneficial.

Get the most out of your CMS investment

To get the most of your CMS investment, training is vital - for both the organisation and the individual. We hold our training in a purpose-built suite in our Cardiff offices as well as in Newbury and Bristol. Courses are delivered in a structured environment, encouraging participation from attendees. Our goal is to help our customers by delivering first class training with:

- Dedicated IT trainers
- A friendly office environment
- Small class sizes

See website for full details on:

- Course pricing
- How to book
- Schedule
- Terms & Conditions

Training Locations

Cardiff

Fusion Workshop's training centre is located in central Cardiff close to the Wales Millennium Stadium. With excellent road links, an airport and London just two hours away by rail, our modern offices are within easy reach. Alternatively, contact us to discuss on-site training.

Bristol

Newbury

For more information, call us on 029 2066 6655
or visit www.fusionworkshop.co.uk/training

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See website for full Terms & Conditions and how to book