

# Course : Alfresco, using and administering an EDM solution

Practical course - 2d - 14h00 - Ref. ALF

Price : 1370 € E.T.

★★★★☆ 4,6 / 5

The Alfresco Open Source solution is one of the major references for enterprise and Web content management. This course will teach you how to install, configure and administer it, as well as how to manage documents in this work environment.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understanding Alfresco's technical architecture
- ✓ Installing a file plan on Alfresco
- ✓ Create a document validation workflow
- ✓ Create user accounts and groups and assign user rights
- ✓ Create a collaborative site with Alfresco Share and associate it with a content model

## Intended audience

EDM project managers, prime contractors, project owners, users/administrators.

## Prerequisites

Basic knowledge of content management system concepts and components.

## Practical details

### Hands-on work

The exercises will be carried out on the latest version of Alfresco.

## Course schedule

### PARTICIPANTS

EDM project managers, prime contractors, project owners, users/administrators.

### PREREQUISITES

Basic knowledge of content management system concepts and components.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Alfresco overview

- Fundamentals of content and document management.
- Alfresco's positioning in relation to other CMS.
- Alfresco features.
- The different editions: Community and Enterprise.
- Technical architecture.
- Warehouse structure.
- Warehouse access: interfaces (Explorer and Share), protocols, APIs.

### Hands-on work

Installation of Alfresco on a local server. Study installation directories and files.

## 2 Using Alfresco

- Start and stop Alfresco.
- Connect to the warehouse.
- File operations.
- Content operations.
- Simple and advanced search.

### Hands-on work

Installation of filing plan. Create, modify and delete content.

## 3 Advanced document management

- Using version tracking.
- Type and aspect management.
- Creating content rules.
- Create simple workflows.
- Advanced workflow execution.
- Publishing content on social networks.

### Hands-on work

Document lifecycle management. Create a validation workflow.

## 4 Alfresco administration

- Administration tools.
- Category management.
- Create user and group accounts.
- Adding publication channels.
- Scheduling replication tasks.
- Using the node browser.

### Hands-on work

Create users and groups. Define folder rights.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 5 Configuring Alfresco

- IMAP attachment configuration.
- the creation of a Share collaborative space.
- Location of configuration files.
- Extending the content model.
- Impact graphic interfaces.

### Hands-on work

Creating a collaborative site with Alfresco Share. Create a simple content template.