Course : Alfresco, using and administering an EDM solution

Practical course - 2d - 14h00 - Ref. ALF
Price : 1370 € E.T.

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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

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.

(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.