COMPENDIUM CENTRUM EDUKACYJNE

Training: Micro Focus
CP200 - Control Point Administration Essentials

TRAINING GOALS:

This two-day Administrator-level course provides insight into configuring and administering Micro Focus ControlPoint for enterprise use. The course discusses repositories, categories, policies, security, and Legacy Data Cleanup (LDC). Class sizes are limited to 12 participants to provide adequate individual attention under the guidance of expert Micro Focus Education trainers. During this course, learners participate in guided demonstrations followed by exercises that they can complete. It is important to complete all demonstrations and exercises because the course builds upon itself.

Upon successful completion of this course, you should be able to:

- Set up Control Point repositories
- Set up Control Point categories
- Set up Control Point policies
- Analyze unstructured data
- Apply policies manually and automatically
- Create Master and Target locations
- Integrate ControlPoint and Content Manager
- Perform LDC

Target audience: Records/Content Managers, Administrators

This course is intended for those users who are responsible for the set up and initial design of

ControlPoint, including, but not limited to, Senior Business Staff, Power Users, and/or Core Project Team Members.

CONSPECT:

- Course Overview
    - Introducing the course
- Governance and ControlPoint
    - Define Information Governance (IG)
    - Describe the purpose of ControlPoint and how it fits into the Micro Focus IG solution
- ControlPoint Overview

- List the ControlPoint features and benefits
- Describe the ControlPoint architecture

- The ControlPoint Interface
  - Navigate the CP user interface (UI)
  - Describe the Console view, list the default web pages and their contents, and describe the purpose of each Web page
  - Describe the Dashboard view and the information available there

- Training Preparation
  - Prepare the installation for your training exercises

- ControlPoint Repositories
  - Identify repositories
  - Explain about source and target repositories
  - Discuss the use of Eduction.
  - Add new repositories
  - Import repositories
  - Explore the visualization of repositories
  - Add master and target location repositories
  - Discuss the origin of ControlPoint in CM
  - Add an XML repository
  - Use the command line utility
  - Describe the Filesystem Edge connector

- ControlPoint Categories
  - Explain the IDOL taxonomy
  - Defining a category
  - Categorize benchmarks
  - Apply categories to analytics

- ControlPoint Policies
  - Describe the CP policies
  - Discuss the CP policies functionalities
  - Navigate the Policy dashboard
  - Create policies
  - Assigning policies manually or automatically
  - Describe the tasks associated with a policy

- ControlPoint Administration and Security
  - Explain the CP settings
  - Describe Custom Grammar

- Discuss a Potential Set
- Insert a configuration
- Configure the CP securities
- Explain user roles and set user permissions
- Configure global role-based securities
- Set security on categories, policies, and repositories
- Discuss the file-level security
- Explain the usage details
- Generate audit reports
- Legacy Data Cleanup
  - Explain legacy data clean-up (LDC)
  - Use policies and repositories to identify data that is not needed
  - Identify business critical data and apply policies
- ControlPoint Troubleshooting
  - Access and use CP logs
  - Troubleshoot CP IDOL-related issues
  - Use IDOL commands and actions for troubleshooting
  - Check IDOL components and corrupt component issue
  - Troubleshoot policy execution issues
  - Use the Statistics Export utility
- Appendix
  - Create an origin file in Content Manager
  - Configure Insert and map custom fields

REQUIREMENTS:

To be successful in this course, you should have the following prerequisites or knowledge:

- Knowledge of Content Manager and/or Records Management and Content Governance principles and internal business processes
- Basic knowledge of and comfort working with software, including simple keyboard and mouse skills, as well as knowledge of web browsers (Internet Explorer or Chrome) and other Windows-based programs.

Although there will be some technical discussion throughout the course, a strong technical aptitude or background is not required.

Difficulty level

CERTIFICATE:

The participants will obtain certificates signed by Micro Focus (course completion).

TRAINER:

Authorized Micro Focus Trainer