

## Training: Micro Focus CP300 - Control Point Installation Essentials



### TRAINING GOALS:

This one-day Administrator-level course provides the essential knowledge to enable participants to install and maintain Micro Focus ControlPoint (CP) software, including considerations for configuring and managing the ControlPoint technical environment, using the ControlPoint interface, policy and repository definition, and data analysis.

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 will participate in guided demonstrations followed by self-completed exercises. 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:

- Explain Information Governance and the role that Micro Focus ControlPoint (CP) plays in it
- List the CP pre-installation requirements
- Install and configure the prerequisites
- Identify the architecture of ControlPoint
- Install ControlPoint
- Explain the ControlPoint interface and features
- Explain ControlPoint security

### Audience/Job Roles

This course is intended for:

- IT Administrators, Content Managers, Administrators
- Users who are responsible for the installation and initial design of ControlPoint, including, but not limited to, Senior Business Staff, Power Users, and/or Core Project Team Members.

### CONSPECT:

- Course Overview
  - Identify the contents and objectives of the course
  - Define the class schedule and class logistics
  - Identify the related courses

- Discuss the lab environment details
- Governance and ControlPoint
  - Define Information Governance (IG)
  - Identify the purpose of ControlPoint and how it fits into the Micro Focus Information Governance Solution
- Introduction to ControlPoint
  - List the ControlPoint features and benefits
  - Identify the architecture of ControlPoint
- Installing ControlPoint IDOL
  - Explore the training environment
  - Identify prerequisite software
  - Create deployment packages
  - Deploy, install, and start services
  - Prepare a records repository for CP
- ControlPoint Application Overview
  - List the ControlPoint services
  - Troubleshoot the stopped services using the log files
- Installing ControlPoint
  - Install ControlPoint
  - Configure ControlPoint
  - View the ControlPoint installation
- The ControlPoint Interface
  - Navigate the ControlPoint User Interface (UI)
  - Use the default web pages
  - Use the Dashboard view with the associated information
- Training Preparation
  - Prepare the installation for the training exercises
- ControlPoint Repositories
  - Identify repositories
  - Add new repositories
- ControlPoint Security
  - Set user security levels in Administration, Category, Policy, and Repository areas

## REQUIREMENTS:

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

- Knowledge of Content Manager and/or Records Management and Information 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 (IE) or Chrome) and other Windows-based programs

While 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