ControlPoint Administration 5.x Essentials (CP200)

ID CP200 **Prix** sur demande **Durée** 2 jours

A qui s'adresse cette formation

This course is intended for those users who are responsible for the setup and initial design of ControlPoint. This includes, but is not limited to, Records Managers, senior business staff, Content Manager (CM) Power Users, and/or core project team members.

Pré-requis

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

- Knowledge of records management principles and internal business processes
- Basic knowledge of and comfort working with software; including simple keyboard and mouse skills, as well as knowledge of MS Office and other Windows-based programs
- **RECOMMENDED**: Successful completion of !ControlPoint Installation 5.x Essentials (CP300) is helpful.

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

Objectifs

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

- Describe the key features and benefits of ControlPoint
- Understand and navigate the ControlPoint interface
- Create and manage Repositories, Policies, and Categories
- Create and manage the ControlPoint Security schema
- Understand and perform legacy data analysis and clean up
- Perform advanced configuration

Contenu

Module 1 –HPE Governance and ControlPoint – an Overview

- Define what HPE Information Governance is
- Describe the purpose of ControlPoint and how it fits into the HPE Information Governance Solution

Module 2 – ControlPoint Overview

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

Module 3 – An Overview of the ControlPoint Interface

- Navigate the ControlPoint User Interface (UI)
- Describe the Console view, list the default web pages and web parts it contains, and describe what each is used for
- Describe how to use the Dashboard view and what information is available therein

Module 4 – Training Preparation

- Prepare the installation for our training exercises

Module 5 – ControlPoint Repositories

- Identify repositories
- Add new repositories

Module 6 – ControlPoint Categories

- Understand IDOL Taxonomy
- Define policies to be applied automatically using categories
- Apply categories into analytics

Module 7 - ControlPoint Polices

- Create policies
- Understand the actions policies can complete

Module 8 - ControlPoint Security

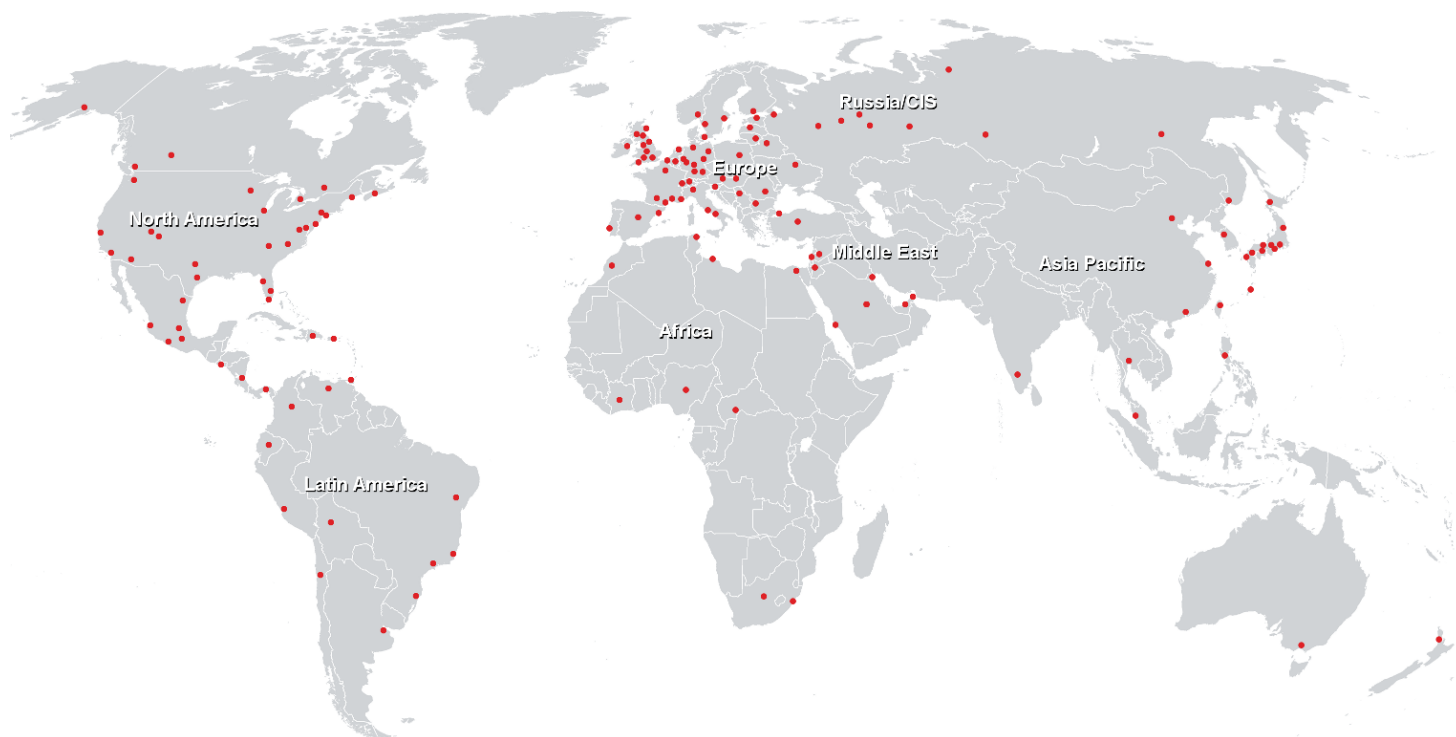- Set user security levels in Administration, Category, Policy, and Repository areas

Module 9 - Legacy Data Cleanup

- Understand Legacy Data Clean-up
- Be able to use policies and repositories to identify data that is not needed

Module 10 –Practice Quiz and Automatic Execution

Replicate the past lessons and cleanup a newly added repository.

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