

HPE CM9 Administrator



Establish & maintain an effective HPE CM9 system

OVERVIEW

Comprehensive training to set up and maintain a HPE Content Manager 9 system. These highly interactive sessions provide additional insight into how to create the configuration suited to your organisation's culture and environment in order to achieve high recordkeeping adoption.

Introduction to HPE CM9

- HPE CM9 implementation
- General principles and practices

Setting up Core Components of HPE CM9

- Security Levels, Caveats and Access Controls
- Applying default Security to Objects and Records
- Setting up and removing Locations
- Understanding and applying Retention Schedules
- Establishing a Thesaurus
- Establishing a Business Classification Scheme
- Setting up the Document Store
- Creating Record Types
- Creating Actions

Advanced Administration

- System options
- Import/Export
- Data cleanup
- Caption editor
- Save Global settings
- Alerts
- External links
- Email templates
- Dataset availability

Publishing from HPE CM9

- Overview of publishing
- Publishing methods

Maintenance

- Online Audit Log
- Location management
- Maintaining retention schedules
- Maintaining the Thesaurus
- Maintaining Classifications
- Maintaining Action Tracking
- Physical Tracking
- Database maintenance
- User configuration

DURATION

2 day

[→ Click Here for Scheduled Dates](#)

DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

PRE-REQUISITES

None

CORE COMPETENCIES

- ✓ Understanding HPE CM9
- ✓ Setting up Security, Objects & Records
- ✓ Advanced Administration
- ✓ Regular Maintenance

BOOK NOW

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Or call **02 8824 4677**
for more information



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