

## Alfresco, use and administer a DMS solution



SII-298 2 Days (14 Hours)



### Description

This internship will teach you how to install, configure and administer the Alfresco solution, which is one of the main references for enterprise content and web content management. You will also learn how to manage documents in this work environment.

### Who is this training for ?

#### For whom

GED project managers, project managers, project owners, users/administrators.

#### Prerequisites

Basic knowledge of the concepts and components of content management systems.

### Training objectives

- At the end of the training, the participant will be able to: Understand the technical architecture of Alfresco Install a filing plan on Alfresco Create a Document Validation Workflow Create user accounts and groups and associate usage rights Create a collaborative site with Alfresco Share by associating a content model

### Training program

Présentation d'Alfresco

- Fundamentals of content management and document management.
- The positioning of Alfresco in relation to other CMS.
- The functionalities of Alfresco.
- The different editions: Community and Enterprise.
- The technical architecture.
- The structure of the warehouse.
- Access to the warehouse: interfaces (Explorer and Share), protocols, APIs.
- Practical work Installation of Alfresco on a local server.
- Study of directories and installation files.

### Utiliser Alfresco

- Start and stop Alfresco.
- Connect to the warehouse.
- Folder operations.
- Content operations .
- Simple and advanced search.
- Practical work Installation of the classification plan.
- Creation, modification and deletion of content.

### La gestion avancée des documents

- Using version tracking.
- Managing types and aspects.
- Creating content rules.
- Creating simple workflows.
- Executing advanced workflows.
- Publishing content on social networks.
- Practical work Management of life cycle of a document.
- Creating a validation workflow.

### Administrer Alfresco

- Administration tools.
- Category management.
- Creating user and group accounts.
- Adding publication channels.
- programming replication tasks.
- Using the node browser.
- Practical work Creating users and groups.
- Setting rights to folders.

### Configurer Alfresco

- Configuring IMAP attachments.
- creating a Share collaborative space.
- Location of configuration files.
- Extension of the content model.
- Impacting graphical interfaces.
- Practical work Creation of a collaborative site with Alfresco Share.
- Creation of a simple content model.