



Advanced System Administration

COURSE DESCRIPTION

This course provides students with a detailed understanding of the system structure as well as effective administrative functions. Special emphasis is placed on identifying problematic components of a system, best practices and detailing a strategy for modifying, expanding and upgrading OnBase. Database maintenance and recovery tasks will be covered as well as additional modules and how they can be leveraged in an existing system.

TOPICS

Database Table Structure, Architecture, Disk Group Strategies, Advanced Retrieval Methods, Keyword Usage, Security Models, Database Maintenance, Disaster Recovery, OnBase Windows Service, Document Imaging, External Keysets, Bar Coding, OCR, Virtual Print Driver, Document Retention, Web Client, Unity Client, Troubleshooting, Configuration Migration.

PREREQUISITES

System Administration course

GOAL

To provide attendees with the knowledge and skills necessary to successfully manage and grow their existing OnBase system and identify potential performance issues before they arise.

MEASUREMENT

Students are expected to modify and troubleshoot existing components, design new elements, and perform administrative tasks for an existing OnBase system.

CERTIFICATION

This fulfills the requirement for:



COURSE AGENDA

All topics covered are subject to change and may not appear in the order indicated here.



Evaluating an Existing OnBase Solution
Customizing OnBase
Creating Efficient Document Retrieval
Using OnBase Logs for Auditing
Security Design



Advanced Cross-References
Custom Queries (HTML)
Exception Reports
Processing Servers
Running OnBase as a Service
The OnBase32.INI File
The OnBase Web Client



Foldering
Folder Templates
Virtual Print Driver
Security: Administrative Users
Security: Security Keywords
Workflow Navigation



Verification Reports
Bar Code Configuration
AutoFill Keyword Sets
Reverse AutoFill Keyword Sets
Automated Indexing
Creating an OnBase Test System
Configuration Migration



Review
Final Exam