

The FirstClass Administrator 9.1 Training.

When: Monday June 1 - Wednesday June 3, 2009 (3 Days) 8:30am to 3:30p

Where: TBA

Trainer: Stewart Lynch, Opentext Corp.

Course Code

T81-CADMIN (Online: T60-ADMINOL)

Cost

\$1,950.00 (plus all applicable taxes)

All FirstClass training courses include courseware in the price of the course.

Participants

8-12

Course Summary

FirstClass Administrator training is designed for FirstClass Administrators, FirstClass Consultants, and User or Support Personnel who are responsible for the installation or maintenance of a FirstClass system. In the course, each participant will design and build a FirstClass system based on the case study provided. As the system is developed, exercises and discussions relating to administrative functions such as conference organization and security measures will augment a detailed, step-by-step guide provided to all participants. With active student participation throughout the course, this is a true "hands-on" workshop. By the end of the seminar, participants will have the necessary background to administer a FirstClass system on their own.

Course Benefits

The benefits you will gain from participating in this course include:

- ✓ Configuration of conference permissions for conferences used for discussion, publishing information simple workflow, and distance learning.
- ✓ Completion of the configuration of the system profile
- ✓ Creation of model desktops, including setting the view properties of the All Users model desktop.
- ✓ Management of user accounts
- ✓ Management of user privileges, conference permissions, conference mail rules, directory views, conference subscriptions through user groups
- ✓ Management of conference permissions with conference groups
- ✓ Protection of calendar information with calendar groups
- ✓ Use of the nine most common batch administration commands
- ✓ Enablement of mirroring and rebuild the Directory
- ✓ Configuration of multiple tenants on one FirstClass system
- ✓ Creation of FirstClass to FirstClass gateways

Course Content

- ✓ FirstClass fundamentals
- ✓ System Configuration
- ✓ Collaboration areas
- ✓ Conference subscriptions
- ✓ Permissions
- ✓ User groups, Conference groups, Calendar groups
- ✓ Users



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- ✓ Batch administration
- ✓ Monitors and logs
- ✓ Server maintenance
- ✓ Multiple tenants on one FirstClass system
- ✓ Gateway

Who Should Attend?

- ✓ Directors of Technology
- ✓ FirstClass Administrators
- ✓ Webmasters
- ✓ ERAC partners in FirstClass

Training Registration

Primary Participants Name: _____
 Additional Participants Name: _____
 Additional Participants Name: _____
Organization Name: _____
Phone Number: _____
Email Address: _____
Street Address: _____
City: _____
Prov: / Postal Code _____ / _____

I am registering for: **Administrator Training** with **Stewart Lynch** on JUNE/01/09

Number of Participants _____ x \$1,950.00	\$
Sub Total	\$
GST 5%	\$
Total Cost	\$

Purchase Order Number _____
 Signature _____

Please fax the completed form to (604) 736-7618 or Scan and email the resulting PDF to dmoore@compuplan.bc.ca



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