

## Education Curriculum for Folders for Open Systems (Unix/Windows)

The training curriculum for Folders for Open Systems is comprised of the following course:

*Training Module 1*  
Folders for Open Systems Implementation and  
Administration  
3 days

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## Training Module

### RSD Folders Unix/Windows Implementation and Administration

(3 days)

#### Introduction

This course begins with an introduction to RSD Folders and progresses to an overview of all the user functions of the product. It provides the student with an explanation of rudimentary report classification rules, their definition on paper, and then their implementation and transformation within RSD Folders. In addition, the course covers the installation, maintenance and implementation of the required RSD Folders components. The student will also acquire a solid understanding of RSD Folders databases, enabling him or her to react correctly in a problem situation.

#### Course Outline

- Introduction and Overview of RSD Folders.
- Product installation on Open Systems platforms.
- Security implementation.
- Introduction to and usage of the RSD Folders Administration interface.
- 'Remote Administration' implementation.
- RSD Folders database details and customization.
- RSD Folders filter definitions.
- Document capture.
- Versioning, document history, annotation, marks.
- Lab exercises: database creation and document capture.
- ABI (Advanced Business Index) management and usage.
- Usage (integrity checking, logs, traces, fixes, licenses, backups and restores)
- SMI (Storage Management Interface).
- SAP and Global Archive.

#### Objectives

At the end of this course, the student will be able to:

- install and maintain the software,
- select and implement an organizational model, as well as Folders classification rules,
- manage users, user groups and their authorizations,
- manage the standard administration interface to the product,
- manage the remote administration interface to the product,
- differentiate Folders files from Folders databases,
- define capture components according to requirements,
- implement ABI's (Advanced Business Indices),
- manage product usage and
- integrate third party archival methods into the Folders product via the SMI module.

**Target audience**

Folders Unix/Windows administrators.

**Prerequisite knowledge or experience**

Basic understanding of Perl.  
Understanding of Unix data.

**Training method and course material**

- Classroom education: 3 days.
- Classroom lectures, interspersed with training exercises in a dedicated education environment.
- Each student receives a training manual.