

## Course Overview

This practical and intensive two day course introduces technical users to the essential tools and techniques needed to configure and manage Vault.

## Target Audience

Any technical user who will be using Vault as the tool for datastream storage and Service Clients for document viewing within their organisation.

## Course Prerequisites

Anyone planning to attend this course will have the following skills:

- Working knowledge of Windows XP
- Basic word processing skills
- An ability to use the Command Prompt

The course is taught using the current shipping version of Vault.

## Course Objectives

By the end of the course you will be able to:

- Configure Vault
- Ingest datastreams
- Manage the INI files
- Troubleshoot common problems
- Setup the service web
- Use the various tools and utilities

## Course Availability

You can check for scheduled course dates on our website: [www.pbsoftware.co.uk](http://www.pbsoftware.co.uk)

Scheduled courses are carried out in our Watford offices.

To book a place on a scheduled course, please contact us via email: [UKEducation@PB.com](mailto:UKEducation@PB.com)

Or via telephone:

01923 297100

If you require a non scheduled course either run at your company site or using our training facilities please contact us. We will be happy to discuss your training needs.

## Course Cost

Scheduled courses cost £1000 + VAT per delegate for the two day course.

Non scheduled courses cost £4000 + VAT for up to six delegates, plus additional set up, travel and subsistence costs if carried out on customer site.

## Course Focus

### Overview

- Overview of Vault in a CCM solution
- Architecture of Vault solution

### Installation

- Overview of components
- Installing Vault

### Datastreams and indexing

- Understanding supported datastreams and compression ratios
- What is required to ingest documents into the vault.
- Understanding index and index information.

### Creating DOC1 datastream and DIJ

- Creating output from DOC1 to ingest into the vault.

### Ingesting into the vault

- What controls Vault?
- The ingestion process

### Troubleshooting

- Troubleshooting failed ingestions

### Other indexing methods

- Other index and journals

### Ingesting AFP, PDF and Postscript

- Settings required to ingest the above datastreams

### Service and Web Clients

- Using the Service Client and Service Reprint Admin
- Configuring the Service Web Client
- Using the Service Web Client

### Managing Vault

- Advanced ADM configuration
- Using Vault utilities
- Creating audit files