

# Mastering OpenText: Comprehensive 5-Day Training Program

2027 16 – 12  
Los Angeles (USA)

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## Mastering OpenText: Comprehensive 5-Day Training Program

**2022-2023** **1549-168972** **Location:** Los Angeles (USA) **Fees:** 6600 GBP

### Why This Course

Efficient content management is critical for organizations relying on enterprise information systems. OpenText Content Server and Archive Center are powerful platforms, but maximizing their potential requires in-depth knowledge of administration, configuration, and optimization.

This intensive 5-day program equips participants with hands-on expertise in managing OpenText environments. Through practical exercises, case studies, and guided instruction, learners will gain the skills needed to ensure smooth operation, enhanced search performance, and effective content governance.

### What You'll Learn and Practice

By attending this course, you will:

- Understand the architecture and components of OpenText Content Server and Archive Center.
- Navigate the user interface and manage documents efficiently.
- Configure search capabilities and optimize performance for end-users.
- Manage permissions, security settings, and workflows effectively.
- Analyze database structures and logs for troubleshooting and issue resolution.
- Implement best practices to maintain a reliable and high-performing OpenText environment.

### The Program Flow

#### Day 1: OpenText Fundamentals

- Overview of OpenText suite and core components
- Content Server architecture and workflow overview
- User interface navigation and document management basics

#### Day 2: Administration Essentials

- User and group management
- Permissions, security settings, and access controls
- Workflow configuration and system maintenance tasks

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A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) on it. The board is white and black, and the pieces are gold and silver.

### **Day 3: Search and Indexing**

- Search architecture and underlying components
- Configuring and maintaining search indexes
- Advanced search techniques and optimization strategies

### **Day 4: Archive Center and Integration**

- Archive Center architecture and configuration
- Managing archives and IPools
- Integration with Content Server and data migration strategies

### **Day 5: Troubleshooting and Best Practices**

- Understanding database tables and structure
- Log analysis and interpretation for troubleshooting
- Resolving common issues and applying performance tuning techniques
- Implementing administration best practices

### **Individual Impact**

- Confidence in managing and organizing enterprise content effectively.
- Ability to optimize search functionality for improved user experience.
- Practical skills to troubleshoot, resolve issues, and maintain system reliability.
- Knowledge to implement industry best practices in OpenText administration.

### **Organizational Impact**

- Improved efficiency in enterprise content management processes.
- Enhanced search performance, reducing time spent locating information.
- Reduced system downtime through proactive administration and troubleshooting.
- Stronger governance and security of organizational content.

### **Training Methodology**

- Hands-on labs and practical exercises in real OpenText environments.
- Case studies to apply concepts in real-world scenarios.
- Step-by-step guidance on system configuration, administration, and optimization.
- Group discussions to share best practices and problem-solving strategies.

### **Beyond the Course**

Participants will leave ready to:

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- Administer and maintain OpenText Content Server and Archive Center confidently.
- Optimize search and workflow processes for better efficiency.
- Troubleshoot common issues and implement preventive measures.
- Apply best practices to ensure secure, efficient, and reliable content management.

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