

Business Collaborator – Administrator Training Agenda for BC5.2

Minimum qualification: Attendance at an end user training course.

A number of topics may be covered at the administrator training, as appropriate.

User administration:

- creating new users
- changing user attributes
- deactivating and retiring users

Template administration:

- defining and using workspace templates
- creation and application of document templates

Company administration:

- setting up companies
- adding users to companies

Project Administrator training:

- creating projects – adding workspaces
- assigning companies to a workspace
- adding and removing members
- configuring access rights
- configuring the exposed metadata fields
- seconding users to different companies
- searching from the project administrator perspective (including an overview of search reports)
- setting up notification for other users
- configuring Distribution Groups and Constraints

Other specialist training is also available on request. For example, a one day course in setting up and maintaining a metadata schema could follow on from standard administrator training.