

Outline— WorkSpace Manager (WSM) Engineer Course

Intended Audience

This class is intended for Interwoven administrators or those who will be administering and maintaining the WorkSpace Manager Application.

Prerequisites/ Assumptions

This course assumes that the attendees have a working knowledge of Interwoven administration including the following items:

- Adding users;
- Understanding and knowing “validation data”;
- Understanding and knowing Interwoven Impersonation password;
- Understanding of Interwoven security (ACL's, etc.);
- Working knowledge of SQL (or access to a database administrator that can help develop the queries used by the application).

Course Environment

This course is a three day, hands-on session. It will be conducted in a classroom environment with each student having their own server to configure. This is a hands-on course with curriculum and exercises.

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■ Chapter 1 - Introduction

Course Overview

This course is intended to provide a detailed Administrative review of the DocAuto WorkSpace Manager (WSM) application. It is designed to provide instruction, information and practical hands on exercises building WSM jobs to simulate using this product in your own environment. This course offers detailed instruction of a) installation and setup, b) all of the WSM global and job specific options, c) the powerful abilities to gather data from any ODBC compliant data source then translate that data into usable forms, d) exercises that lead you through the creation, modification and efficient planning of WSM jobs, e) the methods of carefully scheduling and monitoring WSM jobs, and f) continual “best practices” and tips that are necessary in creating and maintaining efficient WSM jobs in your organization to manage your matter centric architecture, deployment and maintenance.

■ Chapter 2 - Understanding the components of WorkSpace Manager

OBJECTIVE: In this chapter you will learn:

What the application is all about and what it will do for you
Setting Global WorkSpace Manager Options
Reviewing of the jobs to be created in this course

■ Chapter 3 – Installation and Setup

OBJECTIVE: In this chapter you will learn:

How to install the application
How to check for updates
What system requirements are needed

■ Chapter 4 – Creating the job

OBJECTIVE: In this chapter you will create from scratch the same Demo WSM Job discussed in Chapter 2. You will go step by step through the creation of each component and setting of the job. This is a multi-stepped process and will flow in the following order:

Planning the job
Creating the new Job
Setting Job Properties
Defining and configuring Data Input
Defining and configuring Translation
Defining the Template
Running the job

■ Chapter 5 – Modifying the job

OBJECTIVE: In this chapter you will modify the job created in the previous chapter and make it more efficient and conform it to WSM best practices. This is a multi-step process and will flow in the following order:

Editing the Template by adding My Matters and Category objects
Importing additional Templates
Modifying the Translation tab
Modifying other job properties
Running the jobs

■ Chapter 6 – Making the job more efficient

OBJECTIVE: In this chapter you will further modify the job by splitting it into two different jobs and modifying them to run quickly and more efficiently. This is a multi-step process and will flow in the following order:

Saving job as two new jobs
Modify each job to its new function
Running each job
Discuss creating and using a Hybrid job

■ Chapter 7 – Different types of jobs

OBJECTIVE: In this chapter you will learn:

The different Types of jobs typical with WSM (including an exercise building a Hybrid job)
Best Practices for job creation and maintenance
The typical flow of WSM job development (“a WSM job's evolution”)

■ Chapter 8 Scheduling of jobs

OBJECTIVE: In this chapter you will learn:

The cataloging, timing, and planning of running jobs in your environment (concurrent v. consecutive v. daily v. continuously, etc.)
Building scripts and scheduling the jobs

■ Summary

By the end of the course, you will have received instruction, hands-on experience building and working with the product, resources you will use long after the course is complete, and interactive dialog with expert instructors with real world experiences using the product.