



Documents and Records Management for Systems Administrators – Single System

Course Code: 06MT0004

Format: Hands-on workshop

Duration: 2 days

Meridio Architecture

- Overview of Meridio components
- Architecture options
- Scalability and Resiliency
- Meridio Server Communication

Meridio System Monitoring

- Meridio Auditing and Reporting services

Meridio Configuration and Administration

- Storage Management
- Meridio Properties (metadata)
- Users, groups and Records Management Roles
- Security
- Templates and Bulk Addition
- Meridio for SharePoint 2003 / MOSS 2007
- Related documents
- De-duplication
- Scheduling Tasks including LDAP Synchronization
- Keywords
- Archive and Reclaim
- Meridio Backup and Restore

Meridio is a leading worldwide provider of enterprise Document and Records Management (eDRM) software, built for Microsoft .NET platforms. Meridio with Microsoft provides complete lifecycle Enterprise Content Management (ECM), from document creation and modification, to record declaration, retention, and finally disposal. The functionality is provided seamlessly through Microsoft Office System interfaces.

Goal

Prepare Systems Administrators to configure and administer the Document and Records Management components of Meridio 4 during a hands-on workshop.

Intended Audience

- IT and Systems Administrators

Required Background

- Experience of Microsoft Windows 2000 or 2003 administration
- Experience of Microsoft SharePoint Portal Services administration or Microsoft Office SharePoint Server 2007 (if appropriate)

Objectives

- Walkthrough the components involved in a Meridio system
- Initial configuration of the Meridio Content Server and Meridio for SharePoint Portal Services
- Execute essential administration tasks of Meridio Document and Records Management

Courseware Supplied

- Course notes and exercises

Meridio and Microsoft

Meridio is a Microsoft Gold Certified Partner, having demonstrated superior levels of developer certification, real-world experience and providing complete customer reference projects that were independently verified by Microsoft.



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