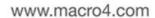# MACRO|4
A Division of UNICOM®Global

Columbus DW
System Support Course

Training Course Synopsis

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Course Aims

Columbus DW (CDW) is an online document warehouse for short, medium and long-term storage and retrieval of large volumes of electronic documents for web presentment, report distribution and online archiving.

This course provides participants with a technical overview of Columbus DW and practical experience of using, administering and maintaining the core product features. Whilst the course is based on the more common implementation and configuration options, the course will provide opportunities to discuss site-specific configurations.

The course is based on formal training notes and, wherever possible, presentations are supported by demonstrations and practical exercises.

Course Objectives

On successful completion of the course, participants will be able to:

- Use the Explorer and WUI interfaces to locate and display documents
- Install the CDW Explorer
- Control and monitor CDW services
- Configure user and security groups
- Monitor and control CDW volumes
- Manually initiate CDW administration tasks
- Configure automatic tasks and actions
- Communicate effectively with other Columbus DW administration and support staff

Agenda
- Introduction and Overview
- Using Columbus DW
    - o Basic Operation and Matchlist
    - o Document Viewer
    - o Advanced User Options
- Technical Introduction
- CDW Explorer
- Basic Administration
- CDW Services
    - o ACS
    - o LRM and Licensing
    - o API
    - o DBS
    - o DLM

- User Access and Security
- Volumes and Related Terms
- Basic Tasks and Data Management
- Archiving Process and Pre-set Tasks
- System Monitoring and Fault Finding

Conclusion
- Review
- Q and A
- Close

Target Audience

Columbus DW system support staff who need a practical understanding of this product to enable them to maintain an existing installation.

Course Prerequisites

No prior Macro 4 or Columbus DW experience is required, however participants should:

- Be IT professionals who have knowledge and practical experience of the Windows, and optionally the UNIX, operating system.
- Be prepared to undertake practical exercises with the assistance of the course tutor.
- No pre-reading is required but participants can visit the Macro 4 website at http://www.macro4.com for a general introduction to the company and its products.