

**Columbus DW  
Implementer Course  
Training Course Synopsis**

**CONFIDENTIAL**

# Columbus DW Implementer Course

## 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 presentation, report distribution and online archiving.

This course provides a technical overview of Columbus DW and practical experience of using, administering, configuring and installing the core product features. Whilst the course is based on the more common implementation and configuration options, the course will outline the full potential of the product and provide an opportunity 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 and configure an example Columbus DW system
- Control and monitor CDW services
- Monitor and control CDW volumes
- Manually initiate CDW administration task
- Configure automatic tasks and actions
- Configure user and security groups
- Use the CDW Configurer to undertake common Archive configuration functions
- Modify the default layout of the Columbus DW user interface
- Communicate effectively with other Columbus DW administration and support staff

## Agenda

### Introduction and overview

- Introduction and overview
- Using Columbus DW
  - Basic Operation and Matchlist
  - Document viewer
  - Advanced User Options

## **Architecture and Administration**

- Technical Introduction
- CDW Explorer
- System Installation
- Basic Administration
- CDW Services
  - ACS
  - LRM and Licensing
  - API
  - DBS
  - DLM
- User Access and Security
- Volumes and Related Terms
- Basic Tasks and Data Management
- Archiving Process and Pre-set Tasks

## **Archive configuration**

- Introduction
- DW Configurer Overview
- Basic Archive Configuration
- Index and Document Configuration
- Mask Configuration
- User Interface Menu Configuration
- ACF Indexing and Archive Creation

## **Conclusion**

- Review
- Q and A
- Close

## **Target Audience**

Columbus DW implementers and system support staff who need a full, practical understanding of Columbus DW and its potential.

## **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.