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Fast Lane

ControlPoint Administration 5.x Essentials (CP200)

ID CP200   **Price** 1,600.— €(excl. tax)   **Duration** 2 days

Important notes for the booking of Open Text trainings

Please note that prepayment is required for participation in an Open Text training course. Participation in a training course is possible for 12 months after booking the course. Cancellations are excluded. For further information, please refer to **our** General Terms and Conditions.

Course Overview

This course is designed for those who require extensive access to HPE ControlPoint (CP) functionality that includes the ControlPoint interface, policy and repository definition, data analysis, and data cleanup.

Class sizes are limited to 8 to 15 participants to provide adequate individual attention under the guidance of expert HPE Software Education trainers.

Who should attend

This course is intended for those users who are responsible for the setup and initial design of ControlPoint. This includes, but is not limited to, Records Managers, senior business staff, Content Manager (CM) Power Users, and/or core project team members.

Prerequisites

To be successful in this course, you should have the following prerequisites or knowledge.

- Knowledge of records management principles and internal business processes
- Basic knowledge of and comfort working with software; including simple keyboard and mouse skills, as well as knowledge of MS Office and other Windows-based programs

While there will be some technical discussion throughout the course, a strong technical aptitude or background is not required.

Course Objectives

Upon successful completion of this course, you should be able to:

- Describe the key features and benefits of ControlPoint
- Understand and navigate the ControlPoint interface
- Create and manage Repositories, Policies, and Categories
- Create and manage the ControlPoint Security schema
- Understand and perform legacy data analysis and clean up
- Perform advanced configuration

Course Content

- HPE Governance and ControlPoint – an Overview
- ControlPoint Overview
- An Overview of the ControlPoint Interface
- Training Preparation
- ControlPoint Repositories
- ControlPoint Categories
- ControlPoint Polices
- ControlPoint Security
- Legacy Data Cleanup
- Practice Quiz and Automatic Execution

Detailed Course Outline

Module 1 – HPE Governance and ControlPoint – an Overview

- Define what HPE Information Governance is
- Describe the purpose of ControlPoint and how it fits into the HPE Information Governance Solution

Module 2 – ControlPoint Overview

- List the main ControlPoint features and benefits
- Describe the ControlPoint architecture

Module 3 – An Overview of the ControlPoint Interface

- Navigate the ControlPoint User Interface (UI)
- Describe the Console view, list the default web pages and web parts it contains, and describe what each is used for
- Describe how to use the Dashboard view and what information is available therein

Module 4 – Training Preparation

- Prepare the installation for our training exercises

Module 5 – ControlPoint Repositories

- Identify repositories
- Add new repositories

Module 6 – ControlPoint Categories

- Understand IDOL Taxonomy
- Define policies to be applied automatically using categories
- Apply categories into analytics

Module 7 - ControlPoint Polices

- Create policies
- Understand the actions policies can complete

Module 8 - ControlPoint Security

- Set user security levels in Administration, Category, Policy, and Repository areas

Module 9 - Legacy Data Cleanup

- Understand Legacy Data Clean-up
- Be able to use policies and repositories to identify data that is not needed

Module 10 –Practice Quiz and Automatic Execution

Replicate the past lessons and cleanup a newly added repository.

About Fast Lane

Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

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