



## 3035 – Implementing Document Management using Hummingbird Enterprise™ DM

This course is intended for new DM administrators, integrators or consultants intending to deploy and customize a document management system based on DM. This is the course to prepare the student for taking the Certification Exam.

This five-day course covers the generation of a DM library, installing DM Server, DM Web Server, application integration and client options, and maintaining a DM library through DM Admin. It also covers basic customization of the DM Webtop, and the use of the client interfaces: DM Webtop and DM Extensions (Windows Explorer DM Extension and Microsoft Outlook DM Extension). No previous experience with Hummingbird Document Management products is required.

### Course Objectives:

On completion of this course, participants should be able to:

- Use the DM Webtop to create, retrieve and manage documents within the DM library
- Use the Windows Explorer/Microsoft Outlook DM Extensions to create, retrieve and manage documents within the DM library
- Describe DM Technology and Architecture
- Install DM Server, DM Web Server, and clients
- Generate and Maintain a DM library
- Use the Import Tools and other Utilities
- Describe and Implement Security for the Database and Document Server
- Use DM Designer to modify forms and the data dictionary
- Set DM Server properties
- Use DM Server and DM Web Server customization and optimization options
- Setup the DM Indexer for use with the DM Server and the DM Web Server
- Customize DM Webtop using ASP and Java forms
- Configure Application Integration using the Interceptor
- Use the DM Client Configuration Utility
- Create Deployment Packages and Custom Components
- Configure Dynamic Views
- Work with Profile Types and Item Types
- Configure security on lookup values and implement Supplemental Markings

**Prerequisites:** Working knowledge of MS Windows 2000/2003, Networks and knowledge of one SQL database

**Duration:** Five Days

**Level:** Intermediate to Advanced

**Availability:** Hummingbird Education Centers and ATC facilities