

Advanced Administrator Training

Thank you for your interest in LibertyNET and our many training options. LibertyNET is one of the most powerful, feature-rich software on the information management market today. To ensure that you fully leverage your software investment, Liberty IMS offers a variety of training programs to help you utilize the full functionality of LibertyNET.

The objective of Advanced Administrator Training is to prepare the experienced LibertyNET user to administer or design LibertyNET applications or build custom functionality to an existing LibertyNET application. In this course you will explore more advanced functions of LibertyNET, such as folder options, security, customizing rule templates, advanced printing, LibertyNET Web, packager, scheduled actions and more. **The prerequisite for this course is the Power User & Basic Administrator Training.**

In this packet you will find:

1. Training Request Form
2. Course Description
3. Directions to Liberty IMS
4. Travel Information

About Liberty IMS

Liberty Information Management Solutions (Liberty IMS) is a leading software provider for the electronic content management industry. The company's flagship product is LibertyNET™, developed and marketed since 1987. LibertyNET offers turnkey management solutions that include a wide range of capabilities, including document imaging, electronic document management, records management, process automation, workflow, COLD/ERM, e-forms, and email management.

Solutions are created using the LibertyNET Application Builder (LAB). This is a rapid application development environment that allows the user to design, deploy, maintain, web enable and extend the capabilities of the LibertyNET software solution. These capabilities are available to those with no programming ability, lowering total cost of ownership.

A privately held company based in Costa Mesa, Calif., Liberty IMS sells its products through value-added resellers and OEMs in a variety of markets including transportation, government, financial, education, legal, insurance, healthcare, manufacturing and law enforcement. For more information contact (714) 751-6900, sales@libertyims.com or www.libertyims.com.

CONTACT US

3158 Red Hill Ave.
Suite 100
Costa Mesa CA 92626

(714) 751-6900, X230

(714) 432-5335 (FAX)

www.libertyims.com

Registration@libertyims.com



Liberty IMS 2005 Training Schedule

Qtr 3 - Qtr 4

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July 2005

- 07/13/05 – 07/15/05: Liberty IMS Power User & Basic Administrator Training

August 2005

- 08/17/05 – 08/19/05: Liberty IMS Power User & Basic Administrator Training

September 2005

- 09/14/05 – 09/16/05: Liberty IMS Power User & Basic Administrator Training
- 09/26/05 – 09/30/05: Liberty IMS Advanced Administrator Training

October 2005

- 10/05/05 – 10/07/05: Liberty IMS Power User & Basic Administrator Training
- 10/17/05 – 10/21/05: Liberty IMS Advanced Administrator Training

November 2005

- 11/16/05 – 11/18/05: Liberty IMS Power User & Basic Administrator Training

December 2005

- 12/07/05 – 12/09/05: Liberty IMS Power User & Basic Administrator Training
- 12/12/05 – 12/16/05: Liberty IMS Advanced Administrator Training



Training Request Form

Company Name:			
Attendee Name:			
Attendee Phone:		Email:	
Attendee Address: (Street Address)			
Class Requested:			
Class Date(s):			
Technical Level:	User	Salesperson	Systems Eng. Programmer Other
Reseller Name:	Indicate Reseller Name (if applicable):		
Payment Terms:	<input type="checkbox"/> VAR Support Package Purchase Order # _____ <input type="checkbox"/> Other: _____ <i>Payment must be received no later than 1 week before the class.</i>		
<i>Liberty IMS use ONLY</i>	<i>Confirmed by: _____ Date: _____</i>		

Prerequisites

Before attending class, please familiarize yourself with Windows and complete the Liberty online tutorial. For help with the tutorial, call the training coordinator at (714) 751-6900 X230.

Breakfast & Lunch

Continental breakfast and lunch is served to all attendees each day. If you have any special food requests, please contact the training coordinator at (714) 751-6900 X230 to make arrangements.

Class Times

Class starts promptly at 8 a.m. and is scheduled to run until 5 p.m. each day, with the exception of the last day of class. The last day typically ends at 3 p.m. There will be a one hour lunch break, as well as various small breaks during the class.

Scheduling & Cancellation Policy

Liberty IMS reserves class space on a first-come, first-served basis. We will try to schedule you for your first choice of dates. All training requests and payment must be received by Liberty IMS at least one week before class. Liberty IMS understands that schedules sometimes need to be changed. *Cancellations/rescheduling must be received by Liberty IMS, in writing at least one week prior to the class start date or you will be charged a 50% cancellation fee. (Notify: Registration@LibertyIMS.com)* Liberty IMS reserves the right to cancel or reschedule any LibertyNET training class.

Customer Authorization

The above attendee is authorized to attend the requested class. All charges for this class will be paid one week prior to the first day of training.

Signature: _____ Title: _____

Printed Name: _____ Date: _____



Course Description

LIB300: Advanced Administrator Training, 5 Days

Who Should Attend

This course provides the Advanced System Administrator with the skills required to manage LibertyNET Systems and add advanced functionality to existing systems. It is recommended for System Administrators, System Integrators, System Designers and technical support staff.

Prerequisites

LIB250 – BASIC ADMINISTRATOR TRAINING

Demonstrate the ability to create a LibertyNET system from a design specification that includes stations, users, folders, forms, document requests, and security. Demonstrate the ability to create rule templates to distribute documents based on their form type, create an archive environment for CD staging and enable the LibertyNET web server.

What you will learn

- Installing LibertyNET
- LibertyNET System Object
- Advanced Folder Options
- Index Form Features
- Advanced Security
- Advanced NETCapture
- Advanced Rule Templates
- NETStore - Archiving
- Rebuilding Folders
- Internal Links
- Advanced Printing
- Packager
- Advanced OCR
- Scheduled Actions
- Using Log Files and Ini Settings
- Brute Force Search
- Web Server Options

Course Objectives

Installing LibertyNET

- Install LibertyNET to a local or network location.
- Install each component of LibertyNET and identify its use.
- Identify the networks and operating systems supported by LibertyNET.
- Create a Registration file and set a LibertyNET station to use that file.



LibertyNET System Object

- Rename the system database and reconfigure the Liberty.INI to reflect the changes.
- Know the databases supported by LibertyNET.
- Use dbconfig.exe to convert a system database from Btrieve to MS SQL.
- Create a new path macro.

Advanced Folder Options

- Create a SQL folder using ODBC.
- Create a Liberty Data Engine (LDE) folder.
- Specify the number of key fields a folder will allow.

Index Form Features

- Modify key fields and understand the repercussions of this action.
- Create Display Formats

Advanced Security

- Describe 2 security models.
- Implement field based token security.
- Grant a user or group the ability to secure documents.
- Grant a user or group the ability to unprotect documents.
- Create a sub-administrator for a group.

Advanced NETCapture

- Configure Advanced Print to LibertyNET to print documents to PDF within LibertyNET.
- Configure LibertyNET to import faxes from a fax server (e.g. RightFax).
- Use Generic Import to import image files automatically.
- Configure import of e-mail to LibertyNET.
- Assign an e-mail address to a LibertyNET user or station.
- Process forms in Cardiff and export them to LibertyNET for storage.

Advanced Rule Templates

- Distribute and secure documents based on a field value.
- Add an INI setting.
- Extract data from an email to populate an index field.

NETStore: Archiving

- Setup an archiving environment to archive to a network shareable volume.
- Setup auto archive.



Rebuilding Folders

- Rebuild a non-XYZ folder.

Internal Links

- Create an internal link object

Advanced Printing

- Create a Printer Setup object.
- Print stamps using Bates numbers on documents.
- Create a Report in LibertyNET.

Packager

- Setup a package object in LibertyNET to print a package of documents.
- Configure a rule template to print a package.

Advanced OCR

- Configure OCR for Optical Mark Recognition (OMR).
- Use OCR for barcode recognition.

Scheduled Actions

- Create a scheduled action to log a user off LibertyNET.
- Create a scheduled action to run a rule template on a folder.

Using Log Files and Ini Settings

- Add ini settings to station, user, or liberty ini.
- List 5 types of items saved in the LibertyNET log file.

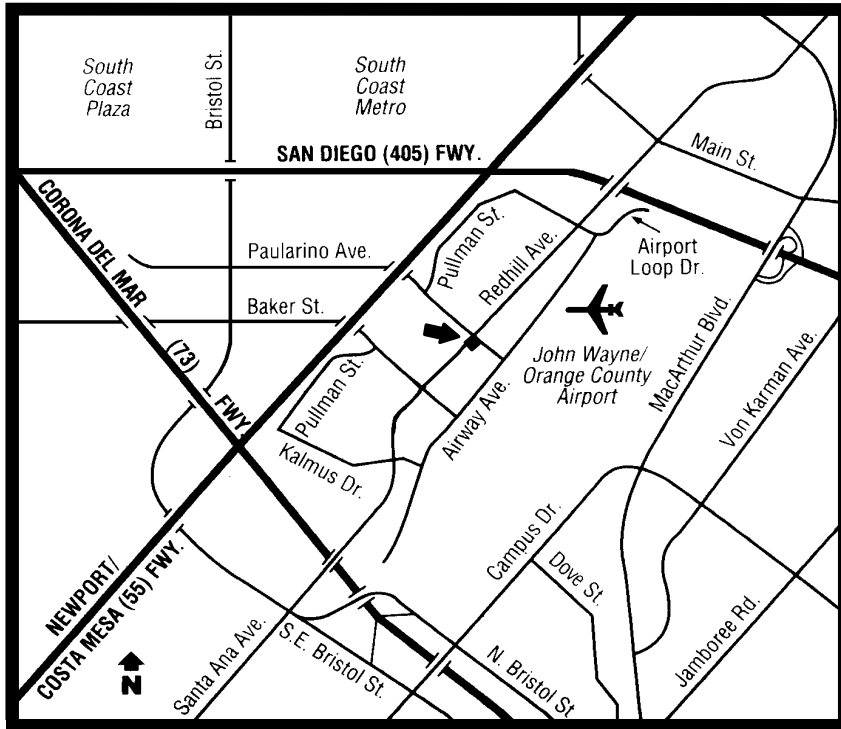
Brute Force Search

- Create and use a brute force search object.

Web Server Options

- Configure an SSL security certificate for use with the web server.
- Use the web controls.
- Create web link.

Directions to Liberty IMS



From the Orange County (John Wayne) International Airport

Follow the airport exit signs to Campus Ave. Make a right on Campus Ave. Proceed for approximately one mile. Make a right on North Bristol St. Follow North Bristol St. to Red Hill Ave. Turn right on Red Hill Ave. Follow Red Hill Ave. to Paularino Ave. The Liberty Building will be on the right-hand side at the intersection of Red Hill and Paularino Avenues.

From the Los Angeles Area (including the LA International Airport - LAX)

Take the San Diego (405) Freeway South and exit on the Bristol Street South off-ramp (about 45 miles south of LAX). Proceed south on Bristol and turn left on Paularino Ave., which is the first intersection past the Red Lion Hotel. Proceed along Paularino until you cross Red Hill Ave. (about one mile). The Liberty Building will be the first complex on your right.

From the San Diego Area

Take 5 North to the San Diego (405) Freeway North. Pass the orange County Airport and exit on the Bristol Street South off-ramp (about 75 miles north of San Diego). Proceed south on Bristol and turn left on Paularino Ave., which is the first intersection past the Red Lion Hotel. Proceed along Paularino until you cross Red Hill Ave. (about one mile). The Liberty Building will be the first complex on your right.


AYRES
COUNTRY INN & SUITES
COSTA MESA/NEWPORT BEACH



European Elegance

Liberty IMS Preferred Corporate Rate

\$105.00 *Single Occupancy, plus tax

~Complimentary Features~

- ♦ Full Breakfast Buffet ♦ Freshly Baked Cookies, Hors d'oeuvres, & Beverage each evening
- ♦ Award winning Le Chateau Restaurant, offering room service
- ♦ Outdoor Parking ♦ On-site Fitness Facility ♦ Outdoor Heated Pools and Spas

Spacious Deluxe Rooms include private voice mail, Internet access, refrigerator, coffee maker, microwave, iron and ironing board, and hairdryer.

Upgrade to a Junior Suite with Whirlpool tub for an additional \$15.00 per night.

Call our Reservations Department, ask for the "Liberty IMS" rate.
Also ask about your great Car Package rate with unlimited miles!

714.429.9372 ♦ 800-322-9992

Visit our website: www.ayrescostamesa.com

Ayres Country Inn & Suites ♦ 325 Bristol Street ♦ Costa Mesa, CA 92626

