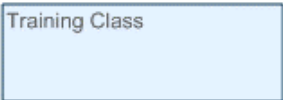





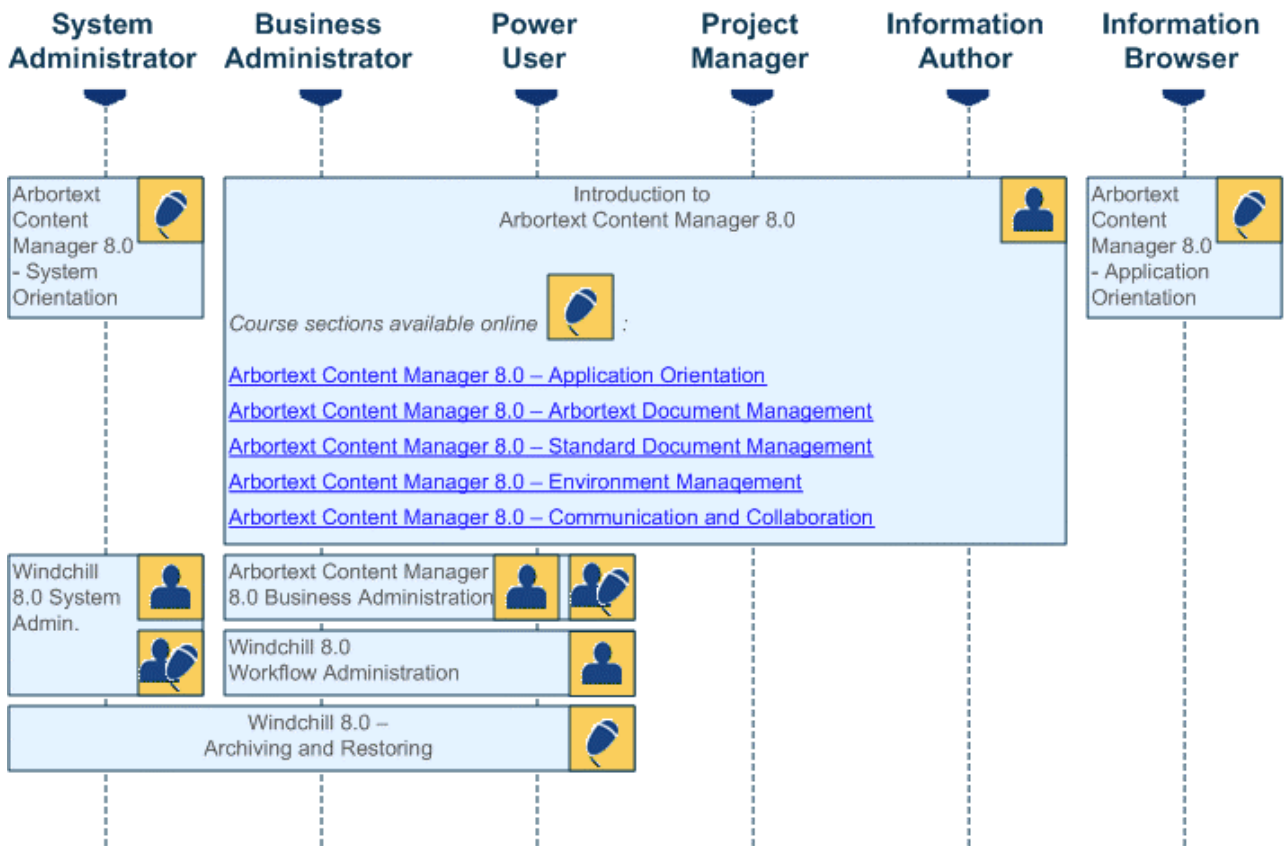
Arbortext Content Manager 8.0 Curriculum Guide

NOTE: For a graphical depiction of the curriculum based on job role, please visit this page:
http://www.ptc.com/services/edserv/learning/paths/ptc/atcm_80.htm

Arbortext Content Manager 8.0 Curriculum

LEGEND

-  Training Class
-  Live Classroom
-  Virtual Class
-  Web-based Training



Live Classroom Curriculum Guide

- Windchill 8.0 System Administration
 - Windchill PDMLink 8.0 Workflow Administration
 - Introduction to Arbortext Content Manager 8.0
 - Arbortext Content Manager 8.0 Business Administration
-

Windchill 8.0 System Administration

Course Code	TRN-1722-T
Course Length	3 Days

Overview

In this course, you will learn how to install and configure Windchill system components, including PDMLink and ProjectLink. You will learn how to perform routine Windchill system administration tasks, plan and run basic backup and recovery procedures, and how to shut down and start Windchill servers. You will also learn how to plan the migration of data and users into a new Windchill database, and how to manage a distributed system environment. Other topics include managing system performance with Oracle 9i, managing memory and CPU allocation, troubleshooting queues, and monitoring firewall activity and security.

Note: Due to the subject matter of this class, simulated software is used to provide an accurate, effective, and efficient training experience that could not otherwise be duplicated in a standard classroom environment.

Prerequisites

- Introduction to PDMLink 8.0.
- Familiarity with the Windows command prompts, including the ability to navigate to, copy, and execute files from the command prompt.
- Ability to form and execute a SQL SELECT statement from SQL Plus.
- PDMLink 8.0 Business Administration (Optional).

Audience

This training course is intended for System Administrators and Application Developers.

Topics

- Identify the Windchill system components
- Install Info*Engine and prerequisite components
- Install Oracle 9i
- Install Windchill Servers
- Install and configure Windchill visualization services
- Install and configure Pro/ENGINEER for Windchill
- Bulk load data into Windchill
- Windchill load testing
- Implement Content Vaulting, Replication, and Cache
- Configuring and tuning Windchill components
- Administer Windchill Background Queues

- Configuring and tuning Oracle components
- Plan Monolithic, Distributed, Segmented, and Clustered Windchill Architectures
- Back up Windchill programs and data
- Secure a Windchill system using SSL and Firewalls

Agenda

Day 1

Module 1	Managing Windchill Runtime Services
Module 2	Installing Windchill 8.0 Components
Module 3	Establishing Performance Tuning Process

Day 2

Module 4	Distributing Contents for Performance
Module 5	Distributing Workflow Queues for Performance
Module 6	Distributing Processes for Performance

Day 3

Module 7	Tuning the Windchill Database
Module 8	Performing Windchill Backup and Recovery
Module 9	Securing Windchill System
Appendix A	Converting Windchill Processes into Windows Services

Windchill PDMLink 8.0 Workflow Administration

Course Code	TRN-1821-T
Course Length	2 Days

Overview

In this course, you will learn about Windchill PDMLink Workflow features and workflow processes. Upon completion of the course, you will be able to plan and configure workflow automation features to support your company's business processes.

At the end of each day, you will use the Pro/FICIENCY skills assessments to reinforce your understanding of the course topics. Your instructor utilizes the results from the anonymous skills assessments as the basis for daily review sessions.

After completing this course you will be able to plan, create, and administer workflow processes.

Prerequisites

- Successful completion of Introduction to Windchill PDMLink 8.0.
- Successful completion of Windchill PDMLink 8.0 Business Administration.

Audience

This training course is intended for Windchill PDMLink business administrators and application developers.

Topics

- Using the workflow template editor, process administrator, and workflow administrator.
- Creating manual and automated workflow activities.
- Controlling process flow manually, administratively, and automatically.
- Creating sub-processes and block processes.
- Synchronizing workflows with other Windchill events and processes.
- Performing automated tasks in Windchill Workflow.

Agenda

Day 1

Module 1	Using Workflow Tools
Module 2	Defining Manual Tasks
Module 3	Using Task Forms

Day 2

Module 4	Controlling Process Flow
Module 5	Simplifying Complex Templates
Module 6	Automating Tasks

Introduction to Arbortext Content Manager 8.0

Course Code	TRN-2107-T
Course Length	2 Days

Overview

In this course, you will learn how to complete basic Arbortext Content Manager functions including how to access and navigate the Arbortext Content Manager environment, manage information, and manage assigned tasks. The course also introduces Arbortext Integration and provides the skills necessary to manage Arbortext documents in the Arbortext Content Manager environment. Other topics include how to use Arbortext Content Manager's communication and collaboration tools and access user support functions and information. These skills are important because they enable you to apply Arbortext Content Manager capabilities toward meeting your company's content management goals.

At the end of the course, you will complete Pro/FICIENCY skills assessment questions. These questions are used to help reinforce your understanding of the course topics.

Prerequisites

- Basic browser and Web navigation skills.
- Basic understanding of Arbortext Editor functionality.
- Basic understanding of Project Management processes and deliverables.

Audience

This course is intended for End Users, System Administrators, Business Administrators and Application Developers. The topics in this course are also available as Web-based training courses.

Topics

- Application Orientation
 - Arbortext Integration
 - Document Management
 - Work Management
-

Agenda

Day 1

Module 1	Introduction to the Arbortext Content Manager Environment
Module 2	Locating Information
Module 3	Viewing Information
Module 4	Getting Started with Arbortext Integration
Module 5	Sharing Arbortext Documents
Module 6	Modifying Arbortext Documents

Day 2

Module 7	Managing Dynamic Documents
Module 8	Creating and Modifying Standard Documents
Module 9	Using Desktop Integration
Module 10	Participating in Processes
Module 11	Managing Your Work

Arbortext Content Manager 8.0 Business Administration

Course Code	TRN-2108-T
Course Length	3 Days

Overview

In this course, you will learn how to complete basic Arbortext Content Manager 8.0 administration tasks. You will learn how to plan and create user accounts and groups, and how to plan and create information management storage strategies. Other topics include life cycles, workflows, teams, configuring domain policies, document bursting, and creating publishing rules. These skills are important because they enable a business administrator to configure Arbortext Content Manager to meet the business needs of a content management system.

At the end of each day you will complete Pro/FICIENCY skills assessment questions. These questions are used to help reinforce your understanding of the course topics and form the basis for daily review sessions.

After completing this course, you will be well prepared to set up and manage a basic Arbortext Content Manager implementation at your company.

Prerequisites

- Introduction to Arbortext Content Manager 8.0 instructor-led training course.
- Knowledge of your company's content management business rules, business requirements, and existing business processes.

Audience

This course is intended for Business Administrators, System Administrators, and Project Team Leaders. Implementation team members, including user adoption team members, and those with general Arbortext Content Manager administration responsibilities will also benefit from taking this course.

Topics

- Planning and creating user accounts and groups.
 - Planning and creating information storage locations: Products and Libraries.
 - Planning and configuring data management access control policies.
 - Planning and implementing data management templates.
 - Planning and configuring user notification of system events.
 - Managing data development and business processes through life cycles.
 - Working with Arbortext Content Manager administration support tools.
 - Planning and creating bursting rules to automatically generate Dynamic Document components to promote modular reuse of structured content.
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Agenda

Day 1

Module 1	Introduction to Administering Arbortext Content Manager 8.0
Module 2	Managing Principals
Module 3	Managing Products and Libraries
Module 4	Automating Processes using Life Cycles and Workflows

Day 2

Module 5	Managing Policies and Auditing System Events
Module 6	Managing Teams
Module 7	Managing Organization Templates
Module 8	Managing Objects, Object Types, and Object Attributes

Day 3

Module 9	Managing Document Bursting
Module 10	Administrative Support Tools

Web Based Curriculum Guide

- Windchill 8.0 Archiving and Restoring
 - Introduction to Arbortext Content Manager 8.0
 - Introduction to Arbortext Content Manager 8.0 - Application Orientation
 - Introduction to Arbortext Content Manager 8.0 - Arbortext Document Management
 - Introduction to Arbortext Content Manager 8.0 - Standard Document Management
 - Introduction to Arbortext Content Manager 8.0 - Environment Management
 - Introduction to Arbortext Content Manager 8.0 - Communication and Collaboration
 - Arbortext Content Manager 8.0 - System Orientation
-

Windchill 8.0 Archiving and Restoring

Course Code	TRN-WBT1841-S
Course Length	2 Hours

Overview

Archive and Purge allow you to remove data from your Windchill or Pro/INTRALINK 8.0 system while preserving a reasonable working set of data for end users. The archive functionality includes the ability to restore archived data, if the data is needed in the production system. The ability to archive and purge reduces the amount of unnecessary data in Windchill and minimizes the usage of server resources, such as disk storage, server memory, and server CPU. Purging information from Windchill may improve system performance and reduce backup storage space, as well as reduce backup and recovery time. After completing this course, you will be able to install and configure the Windchill Archive software. You will also be able to manage purge, archive, and restore tasks, which enable you to manage information storage for your Windchill implementation.

Prerequisites

- Completion of either the Administering Pro/INTRALINK 8.0 or Windchill PDMLink 8.0 Business Administration instructor-led training courses.
- Completion of the Windchill 8.0 System Administration instructor-led training course is recommended.
- Knowledge of your Windchill system's data storage architecture.

Audience

This course is intended for Windchill business and system administrators.

Topics

- Overview of Windchill Archive, Purge, and Restore.
- Installing the Windchill Archive Server.
- Configuring the Windchill Archive Server.
- Installing the Windchill Archive Client.
- Managing Data using Purge and Archive.

Table of Contents

Module 1	Windchill Purge, Archive, and Restore Overview
Module 2	Installing the Windchill Archive Server
Module 3	Configuring the Windchill Archive Server
Module 4	Installing the Windchill Archive Client
Module 5	Managing Data using Purge and Archive

Introduction to Arbortext Content Manager 8.0

Course Code	TRN-WBT2107-S
Course Length	16 Hours

Overview

In this course, you will learn how to complete basic Arbortext Content Manager functions including how to access and navigate the Arbortext Content Manager environment, manage information, and manage assigned tasks. The course also introduces Arbortext Integration and provides the skills necessary to manage Arbortext documents in the Arbortext Content Manager environment. Other topics include how to use Arbortext Content Manager's communication and collaboration tools and access user support functions and information. These skills are important because they enable you to apply Arbortext Content Manager capabilities toward meeting your company's content management goals.

At the end of the course, you will complete Pro/FICIENCY skills assessment questions. These questions are used to help reinforce your understanding of the course topics.

Prerequisites

- Basic browser and Web navigation skills.
- Basic understanding of Arbortext Editor functionality.
- Basic understanding of Project Management processes and deliverables.

Audience

This course is intended for End Users, System Administrators, Business Administrators and Application Developers. The topics in this course are also available as Web-based training courses.

Topics

- Application Orientation
 - Arbortext Integration
 - Document Management
 - Work Management
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Table of Contents

Module 1	Introduction to the Arbortext Content Manager Environment
Module 2	Locating Information
Module 3	Viewing Information
Module 4	Getting Started with Arbortext Integration
Module 5	Sharing Arbortext Documents
Module 6	Modifying Arbortext Documents
Module 7	Managing Dynamic Documents
Module 8	Creating and Modifying Standard Documents
Module 9	Using Desktop Integration
Module 10	Participating in Processes
Module 11	Managing Your Work

Introduction to Arbortext Content Manager 8.0 - Application Orientation

Course Code	WBT-SAB-CEK2329-S
Course Length	2 Hours

Overview

In this Arbortext Content Manager 8.0 – Application Orientation course, you learn the basic skills required to access and view information, such as: logging on, accessing help, and locating and viewing document information.

At the end of the course, you will complete Pro/FICIENCY skills assessment questions. These questions are used to help reinforce your understanding of the course topics.

Prerequisites

- Basic browser and web navigation skills.
- Basic understanding of content management processes and deliverables.

Audience

This course is intended for any user that needs to access document information residing within the Arbortext Content Manager system.

Topics

- Introduction to the Arbortext Content Manager Environment
 - Locating Information
 - Viewing Information
-

Table of Contents

Module 1	Introduction to the Arbortext Content Manager Environment
Module 2	Locating Information
Module 3	Viewing Information

Introduction to Arbortext Content Manager 8.0 - Arbortext Document Management

Course Code	WBT-SAB-CEK2330-S
Course Length	2 Hours

Overview

In this course, you learn the basic skills necessary to use the Arbortext Integration to manage Arbortext Editor documents in the Arbortext Content Manager environment. The course covers the basic operations to upload, check in, and check out Arbortext documentation from Arbortext Content Manager. These skills are important because they enable a user to apply Arbortext Content Manager capabilities toward meeting a company's Content Management goals.

At the end of the course, you will complete Pro/FICIENCY skills assessment questions. These questions are used to help reinforce your understanding of the course topics.

Prerequisites

- Basic understanding of Arbortext Editor functionality.
- Completion of one of the following:
 - Modules 1-3 of Introduction to Arbortext Content Manager 8.0.
 - Arbortext Content Manager 8.0 – Application Orientation.

Audience

This course is intended for End Users that generate documentation in Arbortext Editor and need to manage the documentation in a Windchill environment.

Topics

- Getting Started with Arbortext Integration
 - Sharing Arbortext Documents
 - Modifying Arbortext Documents
 - Managing Dynamic Documents
-

Table of Contents

Module 1	Getting Started with Arbortext Integration
Module 2	Sharing Arbortext Documents
Module 3	Modifying Arbortext Documents
Module 4	Managing Dynamic Documents

Introduction to Arbortext Content Manager 8.0 - Standard Document Management

Course Code	WBT-SAB-CEK2331-S
Course Length	2 Hours

Overview

In this course, you learn the basic skills necessary to perform typical document management tasks using Arbortext Content Manager 8.0. You learn standard document management skills, such as creating and modifying standard documents, with and without Desktop Integration.

At the end of the course, you will complete Pro/FICIENCY skills assessment questions. These questions are used to help reinforce your understanding of the course topics.

Prerequisites

- Basic browser and Web navigation skills.
- Basic understanding of product development processes and deliverables.
- Completion of Arbortext Content Manager 8.0 – Application Orientation or its equivalent.

Audience

This course is intended for any user that will manage documents within Arbortext Content Manager, with or without Desktop Integration.

Topics

- Creating and Modifying Standard Documents
 - Using Desktop Integration
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Table of Contents

Module 1	Creating and Modifying Standard Documents
Module 2	Using Desktop Integration

Introduction to Arbortext Content Manager 8.0 - Environment Management

Course Code	WBT-SAB-CEK2332-S
Course Length	1 Hour

Overview

In this course, you learn the basic skills necessary to manage your work environment within Arbortext Content Manager 8.0. You also learn how to effectively manage and complete tasks assigned to you.

At the end of the course, you will complete Pro/FICIENCY skills assessment questions. These questions are used to help reinforce your understanding of the course topics.

Prerequisites

- Basic browser and Web navigation skills.
- Basic understanding of product development processes and deliverables.
- Completion of Arbortext Content Manager 8.0 – Application Orientation or its equivalent.
- Completion of one of the following:
 - Arbortext Content Manager 8.0 – Arbortext Document Management.
 - Arbortext Content Manager 8.0 – Standard Document Management.

Audience

This course is intended for any user that will create and manage objects within Arbortext Content Manager, and participate in life cycle processes of those objects.

Topics

- Participating in Processes
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Table of Contents

Module 1	Participating in Processes
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Introduction to Arbortext Content Manager 8.0 - Communication and Collaboration

Course Code	WBT-SAB-CEK2333-S
Course Length	1 Hour

Overview

In this course, you learn the basic skills necessary to manage your work environment within Arbortext Content Manager 8.0. You learn how to effectively use your notebook and manage subscriptions. You also learn about many of the communication and collaboration tools within Windchill Arbortext Content Manager 8.0.

At the end of the course, you will complete Pro/FICIENCY skills assessment questions. These questions are used to help reinforce your understanding of the course topics.

Prerequisites

- Basic browser and Web navigation skills.
- Basic understanding of product development processes and deliverables.
- Completion of Arbortext Content Manager 8.0 – Application Orientation or its equivalent.

Audience

This course is intended for any user that will communicate and collaborate within Arbortext Content Manager.

Topics

- Managing Your Work
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Table of Contents

Module 1	Managing Your Work
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Arbortext Content Manager 8.0 - System Orientation

Course Code	WBT-SAB-CEK2334-S
Course Length	2 Hours

Overview

In this Arbortext Content Manager 8.0 – System Orientation course, you learn basic skills required to access and view information, such as: logging on, accessing help, and locating and viewing document information. You also learn about Arbortext Content Manager basic architecture, administrative terminology, data management in the business environment, and the steps required to plan an implementation of Arbortext Content Manager 8.0 at your company.

At the end of the course, you will complete Pro/FICIENCY skills assessment questions. These questions are used to help reinforce your understanding of the course topics.

Prerequisites

- Basic browser and web navigation skills.

Audience

This course is intended for System Administrators.

Topics

- Introduction to the Arbortext Content Manager Environment
 - Locating Information
 - Viewing Information
 - Introduction to Administering Arbortext Content Manager 8.0
-

Table of Contents

Module 1	Introduction to the Arbortext Content Manager Environment
Module 2	Locating Information
Module 3	Viewing Information
Module 4	Introduction to Administering Arbortext Content Manager 8.0
