



Autonomy Education

LiquidOffice Complete

Autonomy Education is an essential training program that enables you to get the most out of Autonomy's infrastructure software. Whether you are a developer/engineer rolling out the TeleForm/ LiquidOffice architecture or a project manager wanting to stay abreast of the latest powerful features Cardiff has to offer, Autonomy's training course ensures that you can maximize Cardiff's full potential and apply best practice methods that lead to successful deployments.

Combining both theory with practical lessons, the Autonomy Cardiff training program makes sure the user fully understands the capabilities and features of the software before installing, configuring and running the technology in the workshop.

Autonomy Training courses are heavily oriented toward hands-on practical experience to reinforce formal classroom instruction. Using fast-track training methods, the majority of the training will take place in a workshop environment following preset training courses that will challenge the trainee and aid them during the learning process.

- Course Name:** LiquidOffice Complete
- Duration:** 4 days
- Audience:** This course is intended for those professionals who will be involved in the planning, installation, administration, or ongoing use of solutions utilizing the Cardiff LiquidOffice system. Liquid Office Complete is appropriate for Cardiff LiquidOffice end users as well as Cardiff solution providers, integrators and consultants.
- Format:** Practical Hand-on course 70%, Theory 30% in a dedicated training classroom.
- Course Outline:** LiquidOffice Complete is designed as a comprehensive hands-on experience covering all aspects of the LiquidOffice system. During this instructor-led training experience, students will discuss and work through planning and installation, using the web desktop, to form design and publishing, through process design and system administration. This course will also cover the basics of form and process scripting
- This course will provide everything the attendee will need to become fully proficient in all of the core aspects of a LiquidOffice

implementation. This course also includes a cumulative final assessment of course objectives. This exercise will be assigned the afternoon of the last day of class. Those passing the exam will earn designation as a Cardiff LiquidOffice Professional.

- What you will learn:** Upon completion of this course, students will be able to:
- Describe and understand the LiquidOffice system architecture
 - Install and configure a LiquidOffice system
 - Confidently demonstrate and implement the form and process design capabilities of Cardiff LiquidOffice
 - Perform system administration, upgrades and patches to a LiquidOffice system
 - Analyze existing processes and redesign those using LiquidOffice forms and processes to enhance and improve them in measurable and demonstrable ways
 - Be able to pass the Cardiff Certified LiquidOffice Professional exam with a score of 80% or better
- Prerequisites:** To ensure students get the most value from this course, those attending should meet the following prerequisites:
- Understanding of the Windows environment (2000, XP or Server 2003)
 - Working knowledge of Client/Server applications
 - Experience using Windows-based applications (ex. Microsoft Office Suite)
 - JavaScript and or BeanShell scripting will be required to get the most out of the scripting lessons provided in class.
- Agenda:** Liquid Office Complete Provides:
- 4 days of hands-on training
 - Fully Documented Training Materials which set out the tasks and lessons planned for each day. The LiquidOffice Training Manual includes step by step solutions to each of the assigned exercises
 - LiquidOffice Software (for in-class use ONLY)
 - Each trainee participating in the practical workshop will be provided with a dedicated computer
 - Lunch & Refreshments Included (Scheduled Classroom Training Only).
- Training Centers:**
- San Francisco, CA.
 - Dallas, TX
 - Washington, VA.
 - Cambridge, UK
- Capacity:** Autonomy Cardiff maintains small class sizes (10–12) in order to

provide adequate individual attention.

Fees:

USA: \$2,950.00 USD

UK: £1,750.00 GBP + VAT

Note:

- A discount of 20% is included for 4 registered attendees or more from the same organization.
- Please also note that a minimum of 5 trainees must reserve a place on the training course before all bookings are confirmed and arrangements are made to hold the training program.
- A discount is applicable for all organizations belonging to the Autonomy Partner Program.

Schedule & Reservations:

For up-to-date information on training schedules please refer to the training web page on the Autonomy website: <http://www.autonomy.com/content/Services/Training/>

All bookings/reservations for attending an Autonomy Cardiff training course must be communicated via training@autonomy.com

4-Day Course Outline:

The LiquidOffice Complete Course covers installation, administration, designing forms and workflows.

LiquidOffice Administrator

The following lessons focus on planning, installing and administering the entire LiquidOffice solution.

- Server Prerequisites
- Planning / Sizing your Server(s)
- Server Cluster Architecture
- SSL Considerations
- Installing the Process & Presentation Servers
- Installing the Outlook Plug-in
- LiquidOffice Management Console
- Users and Groups
- LiquidOffice Roles
- Folders /Work queues
- Reassigning Forms & Tasks
- Creating Connect Agents
- Server Options
- System Reports
- Business Activity Monitor

LiquidOffice End User

The following lessons focus on users of the system, form designers and process implementers.

- The Web Desktop
- User Profiles
- Ad Hoc Routing
- Working with Attachments
- Searching for Forms or Work Flows
- Working with Work Queues
- Difference between Ad Hoc and Workflow items
- My Data Client
- Using LiquidOffice through Outlook
- LiquidOffice on your Blackberry/iphone

FORM DESIGN

- Overview of Form Designer
- Form Designer Installation
- The Form Designer Gallery
- Adding Objects to a form
- Object and Field properties
- Design Aids, Format and Alignment tools
- Expression Builder
- Data Validations
- Database Lookups
- Publishing a Form
- Form Exports
- Form Packets

PROCESS DESIGN

- Introduction to Workflow
- Types of Processes
- LO Process Automation Architecture
- Process Designer
- Workflow Analysis and Preparation
- Using LO Process Automation
- Load Simulation

LIQUIDOFFICE SCRIPTING

- Client Side Scripting
- Server Side Scripting
- Introduction to the Process API

CONTINUING EDUCATION

- Other Course Offerings
- LiquidOffice Resources

Cardiff LiquidOffice Professional Assessment

Final Exercise requires each student to demonstrate cumulative learning of course objectives

Award of Certificates