**Laserfiche Session Series**

**Group 1 = Administrators**

**Day 1**

1.0 Introduction to Laserfiche

1.1. Laserfiche Server Installation & Standalone Installation

(Administration Console, Server Service, Setting up User account, Directory Server Configuration)

1.2. Laserfiche Architecture

1.3 Network Architecture

1.4 Understanding the Laserfiche Repository

1.5 Database

1.6 Volumes

1.7 Search Index Files

1.8 Documents

1.9 Metadata

Question and Answers Session

MCQ assignment

Scenario based questions: Assignment

**Day 2**

2.1 Security

2.2 Repository backup

2.3 Auditing

2.4 Search and Indexing Administration

2.5 Check In Check Out

2.6 Audit Trail

2.7 Snapshot

2.8 Records Management

2.9 Distributed Computing Cluster

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**Day 3**

**Part A**

3.1 Workflow (Installation and setup)

3.2 Workflow designer

3.3 Workflow Administration Console

3.4 Activity proxy Generator

3.5 Workflow best practices and troubleshooting

3.6 Workflow Templates

**Part B**

3.7 Laserfiche Web Client Administration: Installation & Configuration

3.8 Administration

3.9 IIS Configuration

3.10 Points of Integration

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**Day 4**

4. Directory Server (Installation & Configuration)

4.1. Managing Accounts

4.2. Configuring Licensing Site Settings

4.2 Managing Application Licenses

4.3. Auditing Licensing Site Changes

4.4. Configuring Single Sign-On

4.5. Configuring the Directory Server Service User and Ports

4.6 Configuring Windows Failover Clustering for Directory Server

4.7 Move Laserfiche Directory Server to a New Server

4.8 Redirecting Target Allowlist in WebSTS

4.9 Troubleshooting

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**Day 5**

5. Forms

5.1. Version History

5.2 Using the Inbox

5.3 Starting a Process

5.4 Using Reports

5.5 Creating and Administering Processes from the Manage Page

5.6. Creating a Process

5.7 Creating a Form

5.8 Installing & Configuring Laserfiche Forms

5.9 Using Laserfiche Forms with Workflow

5.10 Monitoring Forms Server Performance

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**Day 6**

**Part A**

6 Quick Fields

6.1 Laserfiche Quick Fields Installation

6.2 Configuring Quick Fields Sessions

6.3 Quick Fields Administration Console

6.4 Quick Fields Scanning

6.5 Running Quick Fields Sessions

6.6 Extending Quick Fields

6.7 Quick Fields Agent

6.8 Backing Up Quick Fields

6.9 Open Source Usage and Free Software Usage in Quick Fields

**Part B**

6.10 Laserfiche Weblink Administrations

6.11 Weblink Installation & Configuration

6.12 Customizing Weblink

6.13 WebLink Settings Bundler

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**Day 7**

**Part A**

7. Laserfiche Connector

7.1 Installation & Configuration

7.2 Configuring Laserfiche Connector Profiles

7.3 Using Laserfiche Connector

7.4 Using Laserfiche Connector to Fill out a Laserfiche Form

7.5 Editing a Profile's XML

7.6 Confirmed Applications

7.7 Test Utility

7.8 Troubleshooting

**Part B**

7.9 Import Agent

7.10 Installing Import Agent and Email Archive

7.11 Configuring Import Agent

7.12 Configuring Email Archive

7.13 Troubleshooting

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**Day 8**

**Part A**

8. Federated Search

8.1 Installation

8.2 Configuring Federated Search

8.3 Performing a Search

8.4 Keyboard Shortcuts

**Part B**

8.5 Integrations

8.6 SharePoint Integration

8.7 Laserfiche Web Import Services

8.8 Web Client Points of Integration

8.9 Laserfiche Integration with Microsoft Office 365

8.10 Google Drive, Microsoft OneDrive, and OneDrive

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**Day 9**

**Part A**

9.1 Regular Expressions

9.2 Regular Expression Patterns

9.3 Regular Expressions for the Web Client and the Windows Client

**Part B**

9.4 Token Formatting

9.5 Token Formatting in Workflow and Quick Fields--Date and Time

9.6 Token Formatting in Workflow and Quick Fields--Numeric

Question and Answers Session

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**Day 10**

**Full Summarized recap**

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