

12.21 Best Practices For Managing Your Inhouse eDOC Server



Class length: 1 hour

Summary

This course covers and reviews best practices for administering your in-house eDOC server.

Periodic maintenance, best practices and daily to-do's are all covered as well as refreshers on common tasks such as user maintenance and permissions, importing and purging data.

Audience

This course is designed for those wishing to refresh themselves on administration of their eDOC server or new hires that will be tasked with administering the CU eDOC server.

Objectives


By the completion of this course, students will be able to:

- List best practices for maintaining the eDOC server.
- State yearly and monthly "to-do's".
- Add and Delete users to the eDOC system as well as reset passwords and set permissions.
- State how to obtain support for their system.
- State where to obtain assistance with DR for the eDOC server.

Topics Covered

- Importing / Purging Data
- Managing Database Size
- Log files
- Patching up & Updates
- OS updates
- Other Periodic "to-do's"
- Managing Users
 - Adding Users
 - Deleting Users
 - Assigning permissions
 - Resetting Passwords
- Obtaining Support
- DR considerations for your eDOC server

Offered in 2010

 Classroom

 Web Conference

 Online Course Equivalent