R4i CSDB - System Managers Course

secure. manage. deliver.

Classroom Duration: 1 day   Virtual Duration: 2 x 2 hours

R4i CLIENT

CHAPTER 1. GETTING STARTED

- Comparison Matrix
- Installing software

CHAPTER 2. LICENSING

- Licensing - Activation/Deactivation
- Using Online Help

CHAPTER 3. STARTING R4i CSDB CLIENT & LOGGING ON

- Starting R4i CSDB
- Import Logon Settings
- Remember Credentials - Activation/Deactivation

CHAPTER 4. WORKING IN R4i CSDB CLIENT

- Working Environment
- Toolbar
- Folder View
- File View
- Quick Access
- Show all Files
- Grid Contents - Organize/Export
- Quick View
- History
- Skins

CHAPTER 5. ADMINISTRATION

- Manage User Groups & Permissions
- Manage Status
- Manage Special Tags
- Manage Title Elements
- Link Manager
- System Event Logs
- Export Logon Settings

CHAPTER 6. FOLDERS

- Create, Rename and Move Folder
- Publishing/Unpublishing Folder
- Import from Folder/DDN/PM
- Exporting from CSDB

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CHAPTER 7. CONTENT

- Add Files
- Save As HTML, PDF and XML
- Check in, out and reset
- Sharing
- Publish/Unpublish Files
- Cut, Copy, Paste Files
- Change Status
- Show History
- Quick View & Quick Edit
- Compare

CHAPTER 8. SEARCH

- DMC/Techname and Infoname Search
- Text Search
- DMC Filter
- Annotated Data Modules
- Search and Replace

CHAPTER 9. TASKS

- Task Manager Overview
- Create New Task
- Save Task
- Assign Task
- Verify Complete
- Reuse and Delete Task

CHAPTER 10. APPLICATIONS

- Launch Associated Applications (R4i Fault Code Manager, R4i Data Module Manager and R4i Binder)

CHAPTER 11. TOOLS

- Change Password
- Change Repository

For more detailed information about this R4i Training Course, contact sales@pennantplc.com