R4i CSDB Client - System Managers Course

secure. manage. deliver.

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

R4i CLIENT

CHAPTER 1. STARTING R4i CSDB CLIENT & LOGGING ON

- Starting R4i CSDB
- Import Logon Settings
- Remember Credentials

CHAPTER 2. WORKING IN R4i CSDB CLIENT

- Working Environment
- Toolbar

CHAPTER 3. WORKING IN R4i CSDB CLIENT

- Repository Structure
- Import & Export Files
- File Management
  - Structuring Folders
  - Creating, Renaming, Moving, Sharing Folders
  - Publishing Files & Folders
  - File Sharing
- Details, References, Quick View, History
- Multiple Search Functions
- Lock/Unlock Files
- Uncontrolled Copies

CHAPTER 4. ADMINISTRATION

- Manage Users, Groups, Permissions, SSO, and Directory
- Creating Workflow Statuses
- Special Characters & Symbols
- Stylesheet to Schema Link Manager
- Creating Log-On Settings
- Database Event Log

CHAPTER 5. 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

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CHAPTER 6. SEARCH

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

CHAPTER 7. TASKS

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

CHAPTER 8. APPLICATIONS

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

CHAPTER 9. TOOLS

- Change Password
- Change Repository

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