



dataglobal Training Program

As of 03 FEB 2023

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More information available on www.dataglobal.com or contact us per E-Mail to info@dataglobal.com.

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1 General Information about our Training

Would you like to learn more about our software products or improve your existing skills?

Our tailored training modules provide answers to your questions and show you how to make the most of dataglobal's software products.

In addition to the training courses shown on our website, we also offer you the option of combining different modules to meet your individual needs or designing them around various e-learning activities.

We also offer advanced training courses covering specific topics relating to our products upon request.

Please contact our dataglobal academy team at:

t: +49-7131-1226-500

e: academy@dataglobal.com

2 Intended Audience

The training modules are geared towards the following target groups:

- IT administrators
- System integrators
- Consultants
- Application developers in the dg archive environment

3 Pricing

- Web training: 1500 € plus VAT.
- Training at customer's premises: 1950 € plus VAT.

The participant receives a detailed offer with the service description in advance and commits to accepting it with his signature. After acceptance of the offer, the dates of the training will be agreed with the dataglobal trainer individually and according to availability.

Furthermore, we offer a number of predefined training modules with different orientations on our learning platform as part of the dataglobal academy. Orientation and costs are:

- Installation Training: 495 € plus VAT
- Feature Overview: Participation in these modules is free of charge

You will find more information and the link to register here:

<https://www.dataglobal.com/dataglobal-academy/?lang=en>

4 Overview Training Modules

| | |
|----------------|---|
| Duration: | max. 4 hours per module, spread over several days if necessary |
| Platforms: | MS Teams or Zoom |
| Documentation: | For a period of max. 60 days after the training, participants receive access to the video recordings as well as the complete training documentation. Installation software and training licenses (time-limited) are also provided via download. |

4.1 dg classification

The dg classification module allows automatic classification of your datasets using various classification methods. Components required for the module are installed and configured in a model environment. Various processes, such as metadata-based classification, pattern matching and machine learning using linguistic-statistical processes are explained and demonstrated using case studies. Along with the configuration of rules for classification, various options for result simulation and diagnosis are demonstrated. The training focuses on using the training server and creating high-quality training sets. Various options are demonstrated for downstream decisions based on available classification properties.

4.2 dg file.basic

In a model environment, the ArchiveServer is connected to a file server to archive selected files. Document types and archive classes are defined following the installation and configuration of all components involved. Typical application scenarios are demonstrated along with the continuous interaction of dg analyze, dg file and dg archive modules. Various archiving policies are defined with the aid of file attributes along with diagnosis and simulation capabilities. Participants also learn how to create reference files at the file server.

4.3 dg archive basic

The dg archive.basic tutorial is a basic training and gives an overview of the essential components and the architecture of dg archive/dataglobal CS. After installation and administration of the individual components, indexing and various capture and retrieval scenarios are shown by means of some selected use cases. In addition to the modules FormEdit, UserAdmin and dg Desktop, the basics of user administration and the typical lifecycle of documents will be covered. Search options using dg Desktop and WebClient will be demonstrated. The functions of the WebClient are shown in detail.

4.4 dg archive WebClient Tutorial

The dg archive WebClient Tutorial shows the installation of the WebClient in a prepared environment. The prerequisites needed for an installation are shown and explained. The tutorial covers the essential steps from installation to configuration. Furthermore, the system architecture of the main components is explained. Another focus of the tutorial is on typical use cases such as research, upload and download as well as the integrated functions for "modern working". Furthermore, the mobile view and working in this format will be pointed out. The training is aimed at IT administrators, system integrators and consultants.

4.5 dg archive.stex - Stamp Extensions: StEx, CSC & AIEL

- Extending the dg archive stamps feature using Stamp Extensions (StEx)
- Implementation of own data types in Stamp using Custom Stamp Controls (CSC)
- Dependent dynamic elements and control of hierarchical selection lists using the Record Index Element (RIEL)

Prerequisites

Experience using Visual Basic (or a comparable programming language)

Content

- StEx: Methods are called up at appropriate positions in the stamp sequence which can be filled with life by the StEx developer
- CSC: Implementation of individual data types, with illustrations
- RIEL: Entries in several hierarchically dependent selection lists can be displayed and implemented via a single (coded) string in an edit field; conversely, entries in selection lists automatically fill the edit field which is the only thing indexed
- AIEL: Showing and hiding stamp fields in complex dependency on selection list entries similar to the dynamic part of the SAP stamp

4.6 dg mail.exchange

- Installation, configuration of dg mail for Exchange

Content

- Basic installation dataglobal E-Mail Management
- Installation of WebClient and DocPresenter
- Installation of the dg mail web service
- Create department and set up stamp
- Configuration full text
- Introduction dg mail Console
- Archiving rules
- Outlook Plugins
- dg mail anywhere
- OWA Integration

4.7 dg connect RESTfulAPI

Requirements:

1. General knowledge about ArchiveServer installation, configuration, licensing and administrative tasks like:
 - Document type creation
 - Creation and configuration of departments
 - User access and rights assignment
 - Creating and registration of stamps (index masks)
2. Understanding the functionality of dataglobal CS and the modules:
 - UserAdmin
 - FormEdit
3. Programming knowledge for the RESTfulAPI http communication protocol. Programming language can be selected:
 - C#
 - JavaScript
 - Java

Duration:

Two slots 4 hours each. The training includes 2 Q&A sessions.

Overview:

Module 1: Installation RESTful API

- IIS details
- Logfiles
- CORS

Module 2: Background information and programming examples for:

- Swagger documentation
- Login
- File upload
- Indexing of files
- Searching and opening files