

EMPOWER YOUR STAFF WITH EXPERT TRAINING

Mobius Content Services Training

ASG Professional Services provides flexible, effective training solutions that enable your staff to expertly tackle even the most challenging projects. With ASG education and training services, your staff will learn how to optimize the implementation and use of ASG Technologies' solutions across your enterprise, eliminating the need for spending on remedial learning activities.

DELIVERING FLEXIBILITY, EXPERIENCE, AND RESULTS

ASG Technologies' Professional Services makes it is easy to choose the training that best satisfies the needs of your organization. We tailor training to suit your needs and make every effort to schedule classes at your convenience. If you need more than one week to meet all of your training requirements, we will schedule the same Education Consultant for all your sessions, whenever possible.

Our classes offer highly qualified instructors and extensive hands-on practice along with a variety of easy-to-use training materials. ASG Professional Services is committed to exceeding your expectations by providing the highest quality education and training services available in the IT industry.

OFFERING EASY AND CONVENIENT SCHEDULING

Leveraging vast education and training resources and employing many Education Consultants, ASG accommodates all requests for scheduling based on the date requested, when sessions are available, and when they are confirmed. After your education and training request is scheduled and confirmed, you will receive a confirmation letter and / or formal Statement of Work for your records.

OFFERING ON-SITE TRAINING

As a highly-valued ASG Technologies customer, you will enjoy flexible and convenient training classes at your own facility. To help us present a training event that is highly informative and supports all students in meeting the learning objectives, please view our tips below for provisions.

- A facility that enables students to be away from daily activities
- A writing board and markers
- Access to the environment containing the software solution
- Workstation access for students and for the instructor
- The capability to project from the instructor's workstation

When on-site training is not feasible due to a lack of facilities, ASG will work with you to find a suitable training location.

TRAINING INCLUDES

- Training for end-users, business users, power users, administrators
- Hands-on lab exercise per module
- Training materials

WEB-ENABLED TRAINING

Web-enabled training (e.g., via WebEx) provides exceptional flexibility and economy for scheduling and conducting training courses, particularly when attendees are located in disparate locations. All courses are available via this method.

MOBIUS TRAINING COURSES

MOBIUS VIEW ADMINISTRATOR TRAINING (1-2 DAYS)

This course provides a detailed understanding of the Mobius View solution. It is intended for two groups: Individuals with the responsibility to administer and configure the software and individuals charged with training the end-user community. This class covers the following topics:

- Overview
- Installation
- Configuration
 - Modify License Options
 - Define Content Repositories
 - Set Application Server Options
 - Control Security
- Set Browse Options
- Set Search Options
- Set Download Options
- Set Extraction and Filter Options
- Set Diagnostic Options
- Customization

MOBIUS DISTRIBUTED ADMINISTRATOR TRAINING (3 DAYS) (FORMERLY KNOWN AS ASG-VIEWDIRECT FOR NETWORKS)

This course is intended for individuals whose job responsibilities require utilization of the more advanced features of Mobius for Distributed Systems and for individuals who require exposure to the administrative functions of the product in order to perform daily maintenance. Technical project leads / managers as well as technical staff who have the responsibility for installation and server setup of the Mobius environment may also find this course useful. This class covers the following topics:

- Introduction to Mobius Technology
- Installation and Initial System Configuration
- Basic Administration
- Archive Policy Creation and Report Archiving
- Report Distribution
- Creating and Using Enterprise Indexes
- Security Interfaces
- Configure the Print Spooler
- Archive Creation Batch Processing
- Archiving Different Types of Documents
- Using the XML Database Utility
- Archive Management
- Implementation Strategies

MOBIUS FOR Z/OS ADMINISTRATOR TRAINING (3 DAYS) (FORMERLY KNOWN AS ASG-VIEWDIRECT FOR Z/OS)

This course is intended for individuals whose job responsibilities include administration, daily maintenance, and the utilization of the more advanced features of Mobius for z/OS. Technical support and management staff who may be involved with the installation and configuration of Mobius for z/OS may also find this course useful. This class covers the following topics:

- Introduction to Mobius Technology
- Basic Administration & Archive Creation
- Database Maintenance
- Using the 3270 Viewing System
- Retention and Migration
- Using Enterprise Indexes
- Report Distribution
- Security Interfaces
- Using DB2 for Enterprise Indexes & Annotations
- Process AFP Documents
- Process Xerox Documents
- Process Image Documents
- Process Check Images
- Exit Program Overview
- Migration using NAS Devices
- Topic Copy
- Replication

AUDIT AND ANALYTICS SERVICES (AAS) TRAINING (4 DAYS) (FORMERLY KNOWN AS ASG-VIEWDIRECT FOR NETWORKS)

This course provides training on Audit and Analytics Services, a data-quality control software tool that helps ensure the integrity and consistency of enterprise information. Upon completion of this course, users should be able to: Balance data from sources against Control Totals, reconcile data from two or more data sources, create and edit applications and balancing items, and set-up AAS to read from, and write to, data sources. Further, users will learn how to plan and create rule procedures for balancing and reconciliation, view the results of balancing and reconciliation procedures, take actions based on procedure results (both internal (within AAS) or external), and audit all results.

ASG-DOCUMENTDIRECT FOR THE INTERNET ADMINISTRATOR TRAINING (2 DAYS)

This course provides a detailed understanding of the ASG-DocumentDirect for the Internet product. It is intended for two groups: Individuals with the responsibility to administer and configure the software and individuals charged with training the end-user community. This class covers the following topics:

- What is DocumentDirect for the Internet?
- Software Installation
- Repository Configuration
- User Interface Configuration
- System and Advanced Configuration Options
- Document Display Configuration
- Document Processing Configuration
- Presentation and Download Policy Creation
- Basic Navigation and Index Search
- Basic Document Processing
- Advanced Document Processing
- Using Enterprise Folders

ASG-DOCUMENTDIRECT FOR THE INTERNET END-USER TRAINING (1 DAY)

This course is intended for individuals who will be end-users of the ASG-DocumentDirect for the Internet solution. After an overview of the solution, students will learn the user interface, how to select different explorer options, open documents, use the locate dialog, understand how to search within, save, download and print a document, utilize enterprise (personal) folders, change display options, create annotations, and familiarize themselves with limited administrative functions (e.g., password maintenance).

ASG-DOCUMENTDIRECT END-USER TRAINING (1 DAY)

This course provides a thorough and complete understanding of the ASG-DocumentDirect product. In this class, students will become familiar with the functions and features of the product. Students will learn installation and configuration options as well as how to, create policies, develop and automate scripts, export documents – as well as how to view, search and print documents, create overlays, move and hide text, customize the toolbar, and create / display annotations.

ASG-TOTAL CONTENT INTEGRATOR (TCI) (3 DAYS)

This course is intended for individuals who will be responsible for creating customized front-end applications, utilizing the power of TCI to store and retrieve documents, files, and other information from multiple archive systems. This course covers the following topics:

- Implementation and Configuration
- TCI Services (Search, Authentication, Index Mapping, Delivery)
- TCI Interface and TCI Interface Methods
- Repositories and Adapters

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ASG Technologies Group, Inc. provides global organizations with a modern approach to Digital Transformation to succeed in the Information Economy. ASG is the only solutions provider for both Information Management and IT Systems and is proud to serve more than 3,000 customers worldwide. To learn more visit www.asg.com.

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