Advanced System Administration

**Goal**
To provide attendees with the knowledge and skills necessary to successfully manage and grow their existing OnBase system and identify potential performance issues before they arise.

**Course Description**
This course provides students with a detailed understanding of the system structure as well as effective administrative functions. Special emphasis is placed on identifying problematic components of a system, best practices and detailing a strategy for modifying, expanding and upgrading OnBase. Database maintenance and recovery tasks will be covered as well as additional modules and how they can be leveraged in an existing system.

**Topics Covered**
- Database Table Structure
- Architecture
- Disk Group Strategies
- Advanced Retrieval Methods
- Keyword Usage
- Security Models
- Database Maintenance
- OnBase Windows Service
- Document Imaging
- External Keysets
- Bar Coding
- OCR
- Virtual Print Driver
- Document Retention
- Web Client
- Unity Client
- Troubleshooting
- Configuration Migration

**Certifications**
This course fulfills the requirement for:

- OnBase Certified Advanced System Administrator *(Customer)*

**Measurement**
Students are expected to modify and troubleshoot existing components, design new elements, and perform administrative tasks for an existing OnBase system.
Prerequisites

► System Administration
  - or -
► System Administration Healthcare

Course Agenda

All topics are subject to change and may not appear in the order indicated here.

Day 1
- Evaluating an existing OnBase Solution
- Customizing OnBase
- Creating Efficient Document Retrieval
- Using OnBase Logos for Auditing
- Security

Day 2
- Advanced Cross-References
- Custom Queries (HTML)
- Exception Reports
- Processing Servers
- Running OnBase as a Service
- The OnBase32.INI File
- The OnBase Web Client

Day 3
- Folders
- Folder Templates
- Virtual Print Driver
- Security: Administrative Users
- Security: Security Keywords
- Workflow Navigation

Day 4
- Verification Reports
- Bar Code Configuration
- AutoFill Keyword Sets
- Reverse AutoFill Keyword Sets
- Automated Indexing
- Creating an OnBase Test System
- Configuration Migration

Day 5
- Review
- Exam