

nuix training

NUIX DISCOVER PORTAL ADMINISTRATOR 1/2 DAY · INSTRUCTOR LED CLASS

The Nuix Discover Portal Administrator certification class is designed to introduce students to Nuix Discover Portal Management tasks, including the following:

- Create & manage cases
- Create & manage users
- Work with organizations
- Manage notifications & job requests
- Display errors details
- Generate reports

Students will be enrolled in the Nuix Discover Portal Administrator exam. The Nuix Discover Portal Administrator is a requisite class for the Nuix Discover Certified Master pathway.

MODULE 1: COURSE INTRODUCTION & GETTING STARTED

- Class introductions
- Course Objectives
- Portal Management & Security Roles
- Overview
- Online Help

MODULE 2: CREATING & MANAGING CASES

- Settings
- Clone Case
 - Clear Data
- Resubmit
- Manage Cases
 - Properties
 - Case Options
 - Indexing, Analysis & Content File Type Rank
 - Disconnect Case
 - Decommission & Deleted Cases

MODULE 3: CREATING & MANAGING USERS

- Users
 - Add
 - Import
 - Assign / Unassign Cases
 - Restrictions
 - Delete
 - Download Report
- User Profile
- Deleted Users

MODULE 4: WORKING WITH ORGANIZATIONS

- Organizations
- Organizations Security Overview
 - Provider & Client
- Create Organizations
- Organization Properties
 - Default IP Address Rule
 - Account Number
 - Default Identity Provider
 - Cases & Users
 - File Repositories & Servers
 - Indexing & Content File Type Rank

MODULE 5: MANAGING NOTIFICATIONS

- My Notification
 - Delete
- Notifications Administration
 - Add From Portal
 - Add From Case
 - Delete

MODULE 6: MANAGING JOB REQUESTS

- Jobs
 - Add / Edit
- Scheduled Jobs
 - Add / Delete
 - Pause / Activate
 - Run Now
- Index Status
 - Index

MODULE 7: DISPLAYING ERROR DETAILS

- Errors
 - Error Details
- Download Report

MODULE 8: CREATING REPORTS

- Summary
- Report
 - Usage
 - Hosted Details
 - Users

For a complete listing of scheduled courses, please visit: nuix.com/training

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