HALF-DAY INSTRUCTOR LED CLASS

Nuix Discover®

PORTAL ADMINISTRATOR

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

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

Students will be enrolled in the Nuix Discover Portal Administrator exam. Passing of the Nuix Discover Portal Administrator exam is a requisite for the Nuix Discover Master Certification.

MODULE 1: COURSE INTRODUCTION AND GETTING STARTED
- Class Introductions
- Course Objectives
- Portal Management Overview
- Portal Security Roles
- Case User Category
- User Groups
- Control Permission
- Online Help

MODULE 2: CREATING AND MANAGING CASES
- Clone Case
- Resubmit
- Manage Cases
- Indexing, Analysis, and Content File Type Rank
- Decommission and Deleted Cases
- Recommission Case

MODULE 3: WORKING WITH ORGANIZATIONS
- Organizations
- Organizations – Security Overview
- Create Organizations
- Organization Properties
- Cases

MODULE 4: CREATING AND MANAGING USERS
- Users
- Add Users
- Import Users
- Import Users from Active Directory (On Premise)
- Assigning Cases
- Unassigning Cases
- Restrictions
- Delete Users
- Download Report
- Deleted Users

MODULE 5: ADDING NOTIFICATIONS FROM PORTAL
- My Notifications
- View All of Your Notifications
- Notifications Administration – Add Notification from Portal
- Notifications Administration – Add Notification from Case
- Notifications Administration – Create a Notification
- Notifications Administration – Delete a Notification

MODULE 6: MANAGING JOB REQUESTS
- Jobs
- Jobs – Add
- Jobs – Edit
- Job Stages
- Errors
- Schedule Jobs – Add
- Schedule Jobs – Delete
- Pause an Active Scheduled Job
- Run Now
- Index Status

- Index

MODULE 7: DISPLAYING ERROR DETAILS
- Errors
- Error Details
- Download Report

MODULE 8: CREATING REPORTS
- Organization Dashboard Summary
- Usage Report
- Hosted Details Report
- Users Report
- Download a Report

Nuix (www.nuix.com) creates innovative software that empowers organizations to simply and quickly find the truth from any data in a digital world. We are a passionate and talented team, delighting our customers with software that transforms data into actionable intelligence and helps them overcome the challenges of litigation, investigation, governance, risk, and compliance.

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