Mastering OpenText: Comprehensive 1-Week Training Program

7 – 11 June 2027
Kigali (Rwanda)



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Why This Course

Efficient content management is critical for organizations relying on enterprise information systems. OpenText Content Server and Archive Center are powerful platforms, but maximizing their potential requires in-depth knowledge of administration, configuration, and optimization.

This intensive 1-week program equips participants with hands-on expertise in managing OpenText environments. Through practical exercises, case studies, and guided instruction, learners will gain the skills needed to ensure smooth operation, enhanced search performance, and effective content governance.

What You'll Learn and Practice

By attending this course, you will:

- Understand the architecture and components of OpenText Content Server and Archive Center.
- Navigate the user interface and manage documents efficiently.
- Configure search capabilities and optimize performance for end-users.
- Manage permissions, security settings, and workflows effectively.
- Analyze database structures and logs for troubleshooting and issue resolution.
- Implement best practices to maintain a reliable and high-performing OpenText environment.

The Program Flow

Day 1: OpenText Fundamentals

- Overview of OpenText suite and core components
- Content Server architecture and workflow overview
- User interface navigation and document management basics

Day 2: Administration Essentials

- User and group management
- Permissions, security settings, and access controls
- Workflow configuration and system maintenance tasks



Day 3: Search and Indexing

- Search architecture and underlying components
- Configuring and maintaining search indexes
- Advanced search techniques and optimization strategies

Day 4: Archive Center and Integration

- Archive Center architecture and configuration
- Managing archives and IPools
- Integration with Content Server and data migration strategies

Day 5: Troubleshooting and Best Practices

- Understanding database tables and structure
- Log analysis and interpretation for troubleshooting
- Resolving common issues and applying performance tuning techniques
- Implementing administration best practices

Individual Impact

- Confidence in managing and organizing enterprise content effectively.
- Ability to optimize search functionality for improved user experience.
- Practical skills to troubleshoot, resolve issues, and maintain system reliability.
- Knowledge to implement industry best practices in OpenText administration.

Organizational Impact

- Improved efficiency in enterprise content management processes.
- Enhanced search performance, reducing time spent locating information.
- Reduced system downtime through proactive administration and troubleshooting.
- Stronger governance and security of organizational content.

Training Methodology

- Hands-on labs and practical exercises in real OpenText environments.
- Case studies to apply concepts in real-world scenarios.
- Step-by-step guidance on system configuration, administration, and optimization.
- Group discussions to share best practices and problem-solving strategies.

Beyond the Course

Participants will leave ready to:



• Administer and maintain OpenText Content Server and Archive Center confidently.
• Optimize search and workflow processes for better efficiency.
• Troubleshoot common issues and implement preventive measures.
• Apply best practices to ensure secure, efficient, and reliable content management.

