

OpenText xECM Training

COURSE CONTENT

GET IN TOUCH



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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

OpenText xECM Training by Multisoft Systems is designed to help professionals master extended enterprise content management and its seamless integration with leading platforms like SAP and Microsoft. This training focuses on managing unstructured content efficiently while aligning it with core business processes to enhance productivity, compliance, and decision-making.

Module 1: Introduction to OpenText xECM

- ✓ Overview of OpenText xECM
- ✓ Importance of Enterprise Content Management (ECM)
- ✓ Key features and capabilities of xECM
- ✓ Role of xECM in digital transformation
- ✓ Understanding business use cases

Module 2: xECM Architecture and Components

- ✓ xECM system architecture overview
- ✓ Core components and services
- ✓ Content Server fundamentals
- ✓ Integration architecture with enterprise systems
- ✓ Security and access control framework

Module 3: Document Management and Lifecycle

- ✓ Document creation and capture
- ✓ Storage, retrieval, and version control
- ✓ Metadata and classification techniques
- ✓ Records management and retention policies
- ✓ Archiving and disposal strategies

Module 4: Integration with Enterprise Systems

- ✓ Integration with SAP systems (ECC, S/4HANA)
- ✓ Integration with Microsoft platforms (SharePoint, Teams, Outlook)
- ✓ Linking business processes with content
- ✓ Data synchronization and content accessibility
- ✓ Real-time document access within applications

Module 5: Workflow Automation and Business Processes

- ✓ Workflow design and configuration
- ✓ Automating document-centric processes
- ✓ Approval workflows and task management
- ✓ Monitoring and optimizing workflows
- ✓ Use cases for automation

Module 6: Content Governance and Compliance

- ✓ Compliance requirements and standards
- ✓ Information governance policies
- ✓ Audit trails and reporting
- ✓ Data security and privacy controls
- ✓ Risk management strategies

Module 7: User Interface and Collaboration Tools

- ✓ xECM user interface overview
- ✓ Collaboration features and shared workspaces
- ✓ Document sharing and version tracking
- ✓ Integration with collaboration tools
- ✓ Enhancing team productivity

Module 8: Administration and Configuration

- ✓ System configuration and setup
- ✓ User and role management
- ✓ Access permissions and controls
- ✓ System monitoring and maintenance
- ✓ Backup and recovery basics

Module 9: Implementation and Best Practices

- ✓ Deployment strategies for xECM
- ✓ Best practices for system implementation
- ✓ Performance optimization techniques
- ✓ Common challenges and solutions
- ✓ Real-world case studies

Module 10: Hands-on Projects and Use Cases

- ✓ Real-time project implementation
- ✓ Scenario-based exercises
- ✓ Integration and workflow setup practice
- ✓ Troubleshooting and optimization
- ✓ Final project and evaluation