



OpenKM Academy

Administrator Course

Training for Information
Professionals

Master Document Management with OpenKM Academy: Training for Information Professionals

Looking to boost your career in document management? [OpenKM Academy](#) offers a range of courses designed to meet the needs of professionals, businesses, and institutions. Our training combines theory and practice with the most advanced tools from OpenKM, the leading document management software.

Why choose OpenKM Academy?

- **Personalized Learning:** Discover courses adapted to your level and objectives.
- **Practical Experience:** Access practical exercises and real cases that reinforce your learning.
- **Recognized Certifications:** Earn credentials that validate your document management competencies.
- **Comprehensive Training:** From basic users to expert consultants, we have the ideal course for you.

Course for Administrators

Set up and manage OpenKM for teams and enterprises. Learn about security roles, automations, and information retrieval with LUCENE.

- **Differentiate yourself:** Learn how to optimize the user experience in corporate environments.
- **Recommended for:** System administrators and IT managers.

OPENKM ADMINISTRATOR CERTIFICATION

MODULE 1. INTRODUCTION TO OPENKM BASICS

- Launch the application on Linux.
- Launch the app on Windows.

MODULE 2. ADMINISTRATION BASIC FUNCTIONALITIES OF THE ADMINISTRATION

- Distribution of functionalities in the administration.



- Defining Document Types (mime types).
- How to use documentation
- Statistics dashboard
- User Management
- Security Basics
- Profile Management
- Relations
- CSS style management
- Reports
- Audit
- Automation
- Workflow
- Stamping
- Crontab
- OCR Zonal
- Language Management
- Advanced Utilities
- Configuration Parameters
- Customizing the login page
- Password validation

INSTALLATION PROCESS

- Linux
- Windows
- Integration with the AD
- Analysis of a customization

CUSTOMIZATION OF OPENKM

- Development Environment
- Generation of reports
- Available development environment examples