WebLearning Lotus Domino Curriculum

**Lotus Domino R5 - Implementing a Domino Infrastructure: Setting up Servers**

Course duration: 4 Hours

Audience:
System and network administrators who will design, implement, and configure a Domino R5 infrastructure; those who will be sitting the R5 CLS/CLP exam - Implementing a Domino Infrastructure

Prerequisites:
Knowledge of the operating system in the student's organization; familiarity with the Internet and network concepts; the course Lotus Notes Domino 5: An Overview of Domino

Course aim:
To describe how to design a Domino infrastructure and implement Domino servers

Learning objectives:
After taking this course, the user should be able to

- outline the major features of Domino R5
- list the main elements of a rollout plan
- list the main elements of a Domino infrastructure
- plan a naming scheme
- design a Domino infrastructure based on an extended Domino naming scheme
- install and set up the first Domino server
- install and configure the Domino Administrator
- customize the first server according to a planned naming scheme
- set up additional servers using server setup profiles

Units in Lotus Domino R5 - Implementing a Domino Infrastructure: Setting up Servers:
- Domino rollout plan
- Setting up the first Domino server
- Creating a hierarchical infrastructure
- Setting up additional servers

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Implementing a Domino Infrastructure: Connecting Servers

Course duration: 4 Hours

Audience: System and network administrators who will design, implement, and configure a Domino R5 infrastructure; those who will be sitting the R5 CLS/CLP exam - Implementing a Domino Infrastructure

Prerequisites: Lotus Domino R5 - Implementing a Domino Infrastructure: Setting up Servers; knowledge of the operating system in the student's organization; familiarity with the Internet and network concepts

Course aim: To describe how to configure servers for replication, passthru, clustering, and hosting multiple sites

Learning objectives:
After taking this course, the user should be able to

· discuss how to plan and implement replication
· outline how to establish replication schedules
· give an explanation of how to enable multiple replicators
· describe how to implement and configure Domino server clustering
· list the features of passthru
· configure passthru servers for replication and server access
· explain how to set up partitioning on a server
· discuss virtual servers

Units in Lotus Domino R5 - Implementing a Domino Infrastructure: Connecting Servers:
The replication process
Scheduling replication
Clusters
Passthru
Hosting multiple sites

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Implementing a Domino Infrastructure: Setting up Clients

Course duration: 4 Hours

Audience:
System and network administrators who will design, implement, and configure a Domino R5 infrastructure; those who will be sitting the R5 CLS/CLP exam - Implementing a Domino Infrastructure

Prerequisites:
Lotus Domino R5 - Implementing a Domino Infrastructure: Setting up Servers; knowledge of the operating system in the student's organization; familiarity with the Internet and network concepts

Course aim:
To describe how to set up Notes clients, Internet clients, and remote Notes clients as part of a Domino infrastructure

Learning objectives:
After taking this course, the user should be able to

· prepare to set up Notes clients by explaining how to create users, groups, and profiles and how to enable ID recovery
· register users individually and in batch
· import users from other systems
· install and set up a Notes client using dynamic client configuration
· discuss the Notes client and Domino Designer interfaces
· configure Notes clients for mobile use
· set up Internet accounts for Notes clients
· describe how to set up authenticated web users

Units in Lotus Domino R5 - Implementing a Domino Infrastructure: Setting up Clients:
Preparing to add users
Registration options
Setting up a Notes client
Adding mobile and Internet users

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Implementing a Domino Infrastructure: Messaging and Directory Services

Course duration: 4 Hours

Audience:
System and network administrators who will need to design, implement, and configure a Domino R5 infrastructure; students preparing for the CLS/CLP exam - Implementing a Domino R5 Infrastructure

Prerequisites:
The preceding courses in the Lotus Domino R5 - Implementing a Domino Infrastructure curriculum; knowledge of the operating system in the student's organization; familiarity with the Internet and network concepts

Course aim:
To describe how to set up, schedule, and administer messaging, news, and directory services

Learning objectives:
After taking this course, the user should be able to

- outline the features of Notes mail
- set up a mail routing topology and schedule mail routing
- describe and configure shared mail
- configure SMTP
- configure the LDAP service
- describe how to configure directory assistance to enable user access to LDAP directories
- describe and configure a directory catalog
- configure the Domino NNTP service

Units in Lotus Domino R5 - Implementing a Domino Infrastructure: Messaging and Directory Services:
Notes mail
SMTP
Calendaring and scheduling
Directory services
NNTP

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Implementing a Domino Infrastructure: Configuring Administration Features

Course duration: 4 Hours

Audience: System and network administrators who will design, implement, and configure a Domino R5 infrastructure; those who will be sitting the R5 CLS/CLP exam - Implementing a Domino Infrastructure

Prerequisites: Lotus Notes Domino 5: An Overview of Domino; knowledge of the operating system in the student's organization; familiarity with the Internet and network concepts

Course aim: To describe and configure Domino's system administration tools

Learning objectives:
After taking this course, the user should be able to

· outline the AdminP task
· describe how to enable AdminP to manage users, servers, and cross domain processing
· discuss and analyze the Domino log file
· identify how to set up web server logging and transaction logging
· describe how to enable billing on your server
· outline how to set up server statistics monitoring tools
· configure probes
· discuss how to manage system and server events

Units in Lotus Domino R5 - Implementing a Domino Infrastructure: Configuring Administration Features:
The Administration Process
Logging
Collecting server information

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Implementing a Domino Infrastructure: Configuring Security Features

Course duration: 4 Hours

Audience: System and network administrators who will design, implement, and configure a Domino R5 infrastructure; those who will be sitting the R5 CLS/CLP exam - Implementing a Domino Infrastructure

Prerequisites: The course Lotus Domino R5 - Implementing a Domino Infrastructure: Setting up Servers; knowledge of the operating system in the student's organization; familiarity with the Internet and network concepts

Course aim: To describe how to configure security settings for Domino servers, databases, and systems

Learning objectives:
After taking this course, the user should be able to

· plan and implement Domino security
· outline how to control access to a server and implement workstation security
· describe how to enable database security
· list the steps involved in establishing Web security
· outline how to configure SSL and S/MIME
· describe how to administer the Certificate Authority Database
· explain how to issue Internet certificates

Units in Lotus Domino R5 - Implementing a Domino Infrastructure: Configuring Security Features:
System security
Database and Internet security
SSL and managing certificates
Issuing certificates

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Application Architecture: Programming in Domino

Course duration: 4 Hours

Audience: Domino R5 application developers

Prerequisites: The Lotus Domino R5 - Designer Fundamentals and Lotus Domino R5 - Application Security and Workflow curricula

Course aim: To describe the Domino programming architecture and to outline the means by which different programming languages are applied to the Domino architecture

Learning objectives:
After taking this course, the user should be able to

· describe the Domino programming architecture and discuss the available programming options for this architecture
· define the Domino Object Model
· compare how LotusScript and Java can be used to access data through the Domino Object Model
· describe how LotusScript can be used to program the Domino User Interface
· describe the Document Object Model and compare it with the Domino Object Model
· explain the use of the Document Object Model (DOM) in the Notes client and in web browsers
· use JavaScript to program the Domino User Interface and compare this with using LotusScript
· explain how CORBA can be used to access the Domino Object Model remotely
· explain how LiveConnect can be used to integrate JavaScript and Java functionality

Units in Lotus Domino R5 - Application Architecture: Programming in Domino:
Introducing Domino programming
Accessing data programmatically
Programming the Domino User Interface
The Document Object Model
CORBA and LiveConnect

Course incorporates: Test, hands-on exercises
Course duration: 4 Hours

Audience: Domino R5 application developers

Prerequisites: The SmartCurricula Lotus Domino R5 - Designer Fundamentals and Lotus Domino R5 - Application Security and Workflow

Course aim: To describe the architecture of Domino databases, forms, and views

Learning objectives:
After taking this course, the user should be able to

· explain the components and functionality of the Domino infrastructure
· discuss the architecture of a Domino database
· describe the architectural relationship between forms and documents
· access document-related data
· explain the architecture of design elements used within forms
· describe how forms are used to control document data
· outline the components of a view
· discuss view indexing
· show how to archive documents to optimize a view
· optimize a view for web applications

Units in Lotus Domino R5 - Application Architecture: Databases, Forms, and Views:
Application architecture overview
Form architecture
Document architecture
View architecture

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Application Architecture: Automation, Workflow, and External Data Access

Course duration: 4 Hours

Audience: Domino R5 application developers

Prerequisites: The SmartCurricula Lotus Domino R5 - Designer Fundamentals and Lotus Domino R5 - Application Security and Workflow

Course aim: To describe how Domino applications can be automated and how access to external Domino and non-Domino data can be enabled

Learning objectives:
After taking this course, the user should be able to

· describe the architecture of a Domino agent and how agents can be controlled in a Domino application
· provide an overview of the Domino routing service and discuss how routing can be incorporated in Domino applications
· outline how information outside the current document can be accessed in Domino using features such as links, inheritance, specific functions in the formula language, and profile forms
· discuss the ways in which enterprise data can be integrated into Domino applications
· explain how OLE can be used to integrate data from non-Domino applications
· discuss how ODBC can be configured to enable access to enterprise data
· describe how @Db commands and the LotusScript Data Object can be used to program access to and retrieval of data from relational databases using ODBC
· explain how the Domino Connector LotusScript extension can be harnessed by LotusScript classes to access and retrieve data in relational databases
· implement Data Connection Services (DECS) to provide a programming-free interface to enterprise data

Units in Lotus Domino R5 - Application Architecture: Automation, Workflow, and External Data Access:
Automation and workflow
Accessing external Domino data
Accessing non-Domino data
Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Application Architecture: Security, Replication, Distribution, and Usage

Course duration: 4 Hours

Audience: Domino R5 application developers

Prerequisites: The SmartCurricula Lotus Domino R5 - Designer Fundamentals and Lotus Domino R5 - Application Security and Workflow

Course aim: To describe the Domino security and replication architecture and discuss how to distribute and enable applications for Notes and web audiences

Learning objectives:
After taking this course, the user should be able to

· describe the components of the Domino security architecture
· implement database and design element security
· describe the Domino replication service
· outline how to create replicas and specify replication settings
· explain the ways in which application design elements can be distributed and updated
· assess the use of templates and the Designer task in implementing design updates
· discuss the compatibility of Domino applications with different versions of Domino and Notes
· outline the ways in which Domino applications can be optimized for the Web and discuss the issues involved in dual-use applications

Units in Lotus Domino R5 - Application Architecture: Security, Replication, Distribution, and Usage:
Application security architecture
Designing for replication
Distribution and usage

Course incorporates: Test, hands-on exercises
Lotus Notes R5 End-User: Introducing the Notes Client

Course duration: 4 Hours

Audience: New Notes users

Prerequisites: Familiarity with Windows and with using a web browser

Course aim: To provide students with the skills required to use Notes in their everyday work

Learning objectives:
After taking this course, the user should be able to

· identify the main features and functions of the Notes client
· navigate the Welcome page of the Notes client
· access functions such as Notes mail, calendaring, scheduling, and Internet searches from the Welcome page
· bookmark and open a Notes database
· describe common database elements
· navigate a Notes application
· create and format documents
· create and use attachments

Units in Lotus Notes R5 End-User: Introducing the Notes Client:
The Notes environment
Navigating databases and documents
Working with documents

Course incorporates: Test, hands-on exercises
Lotus Notes R5 End-User: Introducing the Notes Client

Course duration: 4 Hours

Audience: New Notes users

Prerequisites: Familiarity with Windows and with using a web browser

Course aim: To provide students with the skills required to use Notes in their everyday work

Learning objectives:
After taking this course, the user should be able to

· identify the main features and functions of the Notes client
· navigate the Welcome page of the Notes client
· access functions such as Notes mail, calendaring, scheduling, and Internet searches from the Welcome page
· bookmark and open a Notes database
· describe common database elements
· navigate a Notes application
· create and format documents
· create and use attachments

Units in Lotus Notes R5 End-User: Introducing the Notes Client:
The Notes environment
Navigating databases and documents
Working with documents

Course incorporates: Test, hands-on exercises
**Lotus Notes R5 End-User - Working in Domino Databases: Fundamentals**

Course duration: 4 Hours

Audience: New Notes users

Prerequisites: Familiarity with Windows and with using a web browser; the CBT Systems course Lotus Notes R5 End-User: Introducing the Notes Client

Course aim: To show the student how to work with folders and views, use Notes document formatting options, and access the Web from Notes

Learning objectives:
After taking this course, the user should be able to

- use the Text properties box to format text
- create standard tables
- create and format document sections
- create links
- create hotspots
- navigate and manage information in views
- create and use database folders
- use Notes for web browsing
- navigate and use the Web Navigator databases

Units in Lotus Notes R5 End-User - Working in Domino Databases: Fundamentals:
- Formatting and tables
- Sections, hotspots, and links
- Folders and views
- Notes and the Internet

Course incorporates: Test, hands-on exercises
Lotus Notes R5 End-User: Moving to Notes Mail

Course duration: 4 Hours

Audience: New Notes users

Prerequisites: Familiarity with Windows and with using a web browser; the CBT Systems courses Lotus Notes R5 End-User: Introducing the Notes Client and Lotus Notes R5 End-User - Working in Domino Databases: Fundamentals

Course aim: To demonstrate how to use Notes Mail

Learning objectives:
After taking this course, the user should be able to

· describe the principal features of Notes Mail
· navigate the Notes Mail database
· read and reply to memo
· create and address a memo
· send, save, and file a memo
· describe how to choose and create a letterhead
· select delivery options

Units in Lotus Notes R5 End-User: Moving to Notes Mail:
Working with Notes Mail
Reading and replying to mail
Sending a memo

Course incorporates: Test, hands-on exercises
Lotus Notes R5 End-User: Using Notes Calendaring and Scheduling

Course duration: 4 Hours

Audience: Basic Notes R5 users

Prerequisites: The courses Lotus Notes R5 End-User: Introducing the Notes Client, Lotus Notes R5 End-User - Working in Domino Databases: Fundamentals, and Lotus Notes R5 End-User: Moving to Notes Mail; familiarity with Windows and with using a web browser

Course aim: To provide the knowledge required to use calendaring and scheduling functions in Notes Mail

Learning objectives:
After taking this course, the user should be able to

· describe the calendaring and scheduling functions in Notes Mail
· create and edit Calendar entries for appointments, reminders, events, and anniversaries
· view and create a calendar for a group
· schedule meetings, invite others to a meeting, and reserve resources
· discuss how to respond to meeting invitations
· create entries in the To Do list
· work with To Do documents

Units in Lotus Notes R5 End-User: Using Notes Calendaring and Scheduling:
The basics of calendaring
Organizing your Calendar
Meetings and group calendars
Scheduling tasks

Course incorporates: Test, hands-on exercises
Lotus Notes R5 End-User - Extending the Notes Client: Optimising Mail

Course duration: 4 Hours

Audience: Basic Notes R5 users

Prerequisites:
Familiarity with Windows and with using a web browser; the courses Lotus Notes R5 End-User: Introducing the Notes Client, Lotus Notes R5 End-User: Moving to Notes Mail, and Lotus Notes R5 End-User: Using Notes Calendaring and Scheduling

Course aim:
To show how to optimize Notes Mail, manage the Personal Address Book, and create Internet mail accounts

Learning objectives:
After taking this course, the user should be able to

· create contact and group entries in the Personal Address Book
· use rules to filter and manage incoming messages
· set up an out-of-office agent to respond to incoming mail
· create personalized stationery
· set mail preferences
· create an Internet mail account in the Personal Address Book

Units in Lotus Notes R5 End-User - Extending the Notes Client: Optimizing Mail:
Your Personal Address Book
Automating mail
Customizing mail
Internet mail

Course incorporates: Test, hands-on exercises
Lotus Notes R5 End-User - Extending the Notes Client: Optimising Mail

Course duration: 4 Hours

Audience: Basic Notes R5 users

Prerequisites:
Familiarity with Windows and with using a web browser; the courses Lotus Notes R5 End-User: Introducing the Notes Client, Lotus Notes R5 End-User: Moving to Notes Mail, and Lotus Notes R5 End-User: Using Notes Calendaring and Scheduling

Course aim:
To show how to optimize Notes Mail, manage the Personal Address Book, and create Internet mail accounts

Learning objectives:
After taking this course, the user should be able to

- create contact and group entries in the Personal Address Book
- use rules to filter and manage incoming messages
- set up an out-of-office agent to respond to incoming mail
- create personalized stationery
- set mail preferences
- create an Internet mail account in the Personal Address Book

Units in Lotus Notes R5 End-User - Extending the Notes Client: Optimizing Mail:
Your Personal Address Book
Automating mail
Customizing mail
Internet mail

Course incorporates: Test, hands-on exercises
Lotus Notes R5 End-User - Extending the Notes Client: Customising and Securing

Course duration: 4 Hours

Audience: Notes R5 users

Prerequisites: The courses Lotus Notes R5 End-User: Introducing the Notes Client, Lotus Notes R5 End-User: Moving to Notes Mail, Lotus Notes R5 End-User: Using Notes Calendaring and Scheduling; familiarity with Windows and with using a web browser

Course aim: To provide the knowledge required to customize and secure the Notes R5 client

Learning objectives:
After taking this course, the user should be able to

- describe how to create a new Welcome page
- configure Notes user preferences
- customize a SmartIcon set
- discuss how to manage and recover a Notes ID
- configure a workstation Execution Control List
- create an encryption key
- describe the use of certificates in Notes

Units in Lotus Notes R5 End-User - Extending the Notes Client: Customizing and Securing:
Customizing the Notes client
Notes preferences
Notes client security
Notes database security

Course incorporates: Test, hands-on exercises
**Lotus Notes R5 End-User - Working in Domino Databases: Advanced**

Course duration: 4 Hours

Audience: Notes R5 users

Prerequisites: The courses Lotus Notes R5 End-User: Introducing the Notes Client and Lotus Notes R5 End-User - Working in Domino Databases: Fundamentals; familiarity with Windows and with using a web browser

Course aim: To provide the knowledge required to create and manage databases including TeamRoom and to use advanced document formatting options

Learning objectives:
After taking this course, the user should be able to

- create OLE objects in Notes documents
- build database searches
- build a search agent
- create an advanced table
- set headers and footers in database documents
- describe some of the available Notes database templates
- create a database using a template
- configure a database's Access Control List
- create and manage a TeamRoom application

Units in Lotus Notes R5 End-User - Working in Domino Databases: Advanced:
Advanced document formatting
Creating databases
Building customized searches
Using TeamRoom

Course incorporates: Test, hands-on exercises
**Lotus Domino R5 - Deploying Domino Applications: Determining Deployment Strategy**

Course duration: 4 Hours

Audience: Domino R5 system administrators responsible for the deployment and implementation of applications within an existing Domino infrastructure

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure

SmartCurriculum

Course aim: To show how to design an application deployment strategy and organize system requirements

Learning objectives:
After taking this course, the user should be able to

- provide an overview of Domino database architecture
- show how to draw up a deployment strategy
- determine infrastructure capacity and application requirements
- assess LotusScript and Java support for database access
- configure user groups and access levels
- describe how to authenticate web user access to databases
- discuss clusters and clustering
- plan geographic routing
- use advance settings to optimize a database

Units in Lotus Domino R5 - Deploying Domino Applications: Determining Deployment Strategy:
- User requirements
- Application system requirements
- Determining an application topology

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Deploying Domino Applications: Preparing Applications for Deployment

Course duration: 4 Hours

Audience: Domino R5 system administrators responsible for the deployment and implementation of applications within an existing Domino infrastructure

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure SmartCurriculum

Course aim: To configure database security, transaction logging, and application workflow and to schedule system backup processes

Learning objectives:
After taking this course, the user should be able to

· assess application security
· evaluate database security
· discuss how to enable access to enterprise data
· describe and update the database catalog and the database library
· configure transaction logging
· give a brief explanation of how to schedule the backup utility

Units in Lotus Domino R5 - Deploying Domino Applications: Preparing Applications for Deployment:
Application security
Application workflow
Organizing databases
Determining a backup strategy

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Deploying Domino Applications: Rolling out Applications

Course duration: 4 Hours

Audience: Domino R5 system administrators responsible for the deployment and implementation of applications within an existing Domino infrastructure

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure SmartCurriculum

Course aim: To optimize, organize, and distribute databases to users and to enable web applications

Learning objectives:
After taking this course, the user should be able to

- discuss how to set database properties
- give a brief explanation of how to create directories and links
- discuss how to enable web applications and agents
- describe how to roll out databases to users
- enable replication settings and schedule replication
- explain the uses of database signatures and sign databases

Units in Lotus Domino R5 - Deploying Domino Applications: Rolling out Applications:
Optimizing and grouping databases
Database signatures and agents
Enabling replication
Rolling out databases to users

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Deploying Domino Applications: Troubleshooting Application Deployment

Course duration: 4 Hours

Audience: Domino R5 system administrators responsible for the deployment and implementation of applications within an existing Domino infrastructure

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure SmartCurriculum

Course aim: To explain how to resolve application deployment issues and troubleshoot database security and performance issues

Learning objectives:
After taking this course, the user should be able to

· identify and troubleshoot replication problems
· explain how to monitor database ACLs
· archive and compact a database
· update and recover a database
· create a File monitor
· discuss how to solve access and performance problems

Units in Lotus Domino R5 - Deploying Domino Applications: Troubleshooting Application Deployment:
Replication problems
Database security and performance issues
Solving deployment problems

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Designer Fundamentals: Creating Databases and Pages

Course duration: 4 Hours

Audience: Application developers responsible for creating and managing Lotus Domino databases for Notes or web clients

Prerequisites: The Lotus Notes R5 End-User curriculum

Course aim: To enable the student to create a database and create database pages

Learning objectives:
After taking this course, the user should be able to

· identify the main features and functions of a Domino application
· navigate the Domino Designer interface
· create a Domino database and specify basic properties
· create a Domino page
· create and use image and Java applet resources
· use formatting options
· troubleshoot Domino pages

Units in Lotus Domino R5 - Designer Fundamentals: Creating Databases and Pages:
Introducing Domino R5
Creating a Domino database
Developing pages

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Designer Fundamentals: Storing Information in Forms

Course duration: 4 Hours

Audience: Application developers responsible for creating and managing Lotus Domino databases for Notes and/or web clients

Prerequisites: The Lotus Notes R5 End-User curriculum or equivalent end-user knowledge of Notes R5

Course aim: To enable the student to design effective forms in a Domino application

Learning objectives:
After taking this course, the user should be able to

· discuss and compare Domino documents, forms, and pages
· design and create a form and specify form properties
· compare editable and computed fields
· outline the different field datatypes and create fields including shared fields
· point out how to use formatting options with forms and how to create sections, tables, and headers in forms
· enter a value for a form's window title
· describe how to create a response form that inherits values from a parent form
· create and use a subform
· give a brief explanation of the use of embedded elements in forms
· troubleshoot forms and fields

Units in Lotus Domino R5 - Designer Fundamentals: Storing Information in Forms:
Creating forms
Creating fields
Formatting forms
Extending form functionality
Troubleshooting forms and fields

Course incorporates: Test, hands-on exercises
**Lotus Domino R5 - Designer Fundamentals: Organizing Information in Views**

Course duration: 4 Hours

Audience: Application developers responsible for creating and managing Lotus Domino databases for Notes or web clients

Prerequisites: The Lotus Notes R5 End-User curriculum

Course aim: To provide the knowledge required to create views and folder in a Domino application

Learning objectives:
After taking this course, the user should be able to

· describe different view types and the elements of a view
· design and create a view
· compare folders and views and create a folder
· create view columns
· categorize a view
· create a response hierarchy for views displaying parent and response documents
· create an embedded view displaying a single view category
· troubleshoot views and columns

Units in Lotus Domino R5 - Designer Fundamentals: Organizing Information in Views:
Creating views and folders
Working with columns
Grouping documents
Embedding views
Troubleshooting views and columns

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Designer Fundamentals: Creating Navigation Structures

Course duration: 4 Hours

Audience: Application developers responsible for creating and managing Lotus Domino databases for Notes and/or web clients

Prerequisites: The Lotus Notes R5 End-User curriculum or equivalent end-user knowledge; the course Lotus Domino R5 - Designer Fundamentals: Creating Databases and Pages

Course aim: To provide the knowledge required to create navigation structures in a Domino application

Learning objectives:
After taking this course, the user should be able to

· create a frameset and add content to frames
· create outlines
· describe how to use outlines as embedded elements
· create hotspots and links to different areas of an application
· give a brief explanation of how to create and use navigators and imagemaps as navigational elements
· compare navigators and imagemaps
· discuss how to troubleshoot navigation structures and imagemaps

Units in Lotus Domino R5 - Designer Fundamentals: Creating Navigation Structures:
Working with frames
Outlines
Hotspots and Links
Navigators and imagemaps

Course incorporates: Test, hands-on exercises
**Lotus Domino R5 - Designer Fundamentals: Coding Domino Applications**

Course duration: 4 Hours

Audience: Application developers responsible for creating and managing Lotus Domino databases for Notes and/or web clients

Prerequisites: The Lotus Notes R5 End-User curriculum

Course aim: To provide the knowledge required to incorporate Notes formulas in a Domino application

Learning objectives:
After taking this course, the user should be able to

- outline the language and syntax elements of the Domino formula language
- analyze how @functions, @commands, and JavaScript are used in Domino
- discuss common @functions
- discuss and explain how to create view and column formulas
- describe how to use formulas in forms, pages, and framesets
- give a brief description of how to create field validation, translation, default formulas, and computed formulas for fields
- outline how to add JavaScript to forms

Units in Lotus Domino R5 - Designer Fundamentals: Coding Domino Applications:
Programming in Domino
Using and troubleshooting code
@functions
Coding views
Coding forms and pages

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Designer Fundamentals: Automating and Finalising a Domino Application

Course duration: 4 Hours

Audience: Application developers responsible for creating and managing Lotus Domino databases for Notes and/or web clients

Prerequisites: The Lotus Notes R5 End-User curriculum

Course aim: To provide the knowledge required to automate, finalize, and roll out a Domino database

Learning objectives:
After taking this course, the user should be able to

· describe how to create and code actions, including shared actions
· outline how to create and code database agents
· list database security features
· explain how to create About Database and Using Database documents and a database icon
· use the Design Synopsis facility
· secure a database
· distribute a database

Units in Lotus Domino R5 - Designer Fundamentals: Automating and Finalising a Domino Application:
Creating actions
Creating agents
Implementing database security
Rolling out the database

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Maintaining Domino Servers and Users: Managing a Domino Server

Course duration: 4 Hours

Audience: New and existing Domino administrators, CLS and CLP certification candidates

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure

Course aim: To describe the Domino R5 Administrator client and common server management tasks

Learning objectives:
After taking this course, the user should be able to

· discuss the Administrator client and how to use it to identify current infrastructure
· describe, identify, and load Domino server tasks
· explain how to use Domino tools to monitor and analyze server statistics
· use server statistics to create event notifications
· show how to maintain transaction logging
· explain how to manage Domino using server console commands
· improve security by restricting access to servers

Units in Lotus Domino R5 - Maintaining Domino Servers and Users: Managing a Domino Server:
Administration overview
Monitoring server tasks and statistics
Server logging and the server console
Managing server access

Course incorporates: Test, hands-on exercises
**Lotus Domino R5 - Maintaining Domino Servers and Users: Server Maintenance**

Course duration: 4 Hours

Audience: New and existing Domino administrators, CLS and CLP certification candidates

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure curriculum

Course aim: To show how to manage server connections, automate server tasks, monitor agents, and maintain the Administration Process

Learning objectives:
After taking this course, the user should be able to

- discuss Domino connectivity issues
- show how to troubleshoot connection problems and edit ports and protocols
- outline ways of automating server tasks
- explain who can run an agent
- describe the uses of names and signatures on agents
- describe how to analyze and resolve problems in the Agent Manager
- describe the role of the AdminP server task
- demonstrate how to modify administration preferences
- use the Administration Requests database to solve administration problems

Units in Lotus Domino R5 - Maintaining Domino Servers and Users: Server Maintenance:
- Managing server connections
- Automating server tasks
- Managing agents
- The Administration Process

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Maintaining Domino Servers and Users: Domino Server Security

Course duration: 4 Hours

Audience: New and existing Domino administrators, CLS and CLP certification candidates

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure curriculum

Course aim: To describe how to maintain Domino server security, manage certificates and domain access, and perform server recovery

Learning objectives:
After taking this course, the user should be able to

- discuss how to maintain server authentication and access control
- explain how to create certification interaction between web servers
- outline how to secure additional servers
- describe web security
- define an effective backup process
- give a brief explanation of how to recover from a server crash or hang
- analyze a RIP file

Units in Lotus Domino R5 - Maintaining Domino Servers and Users: Domino Server Security:
Server security
Managing certificates
Managing access
Server recovery

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Maintaining Domino Servers and Users: Managing Mail, Calendaring, and Scheduling

Course duration: 4 Hours

Audience: New and existing Domino administrators; CLS and CLP certification candidates

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure SmartCurriculum

Course aim: To describe how to maintain mail routing and delivery, calendaring and scheduling, and directory services

Learning objectives:
After taking this course, the user should be able to

- describe ways to monitor mail routing and solve mail routing problems
- discuss maintaining dead and pending mail and how to use mail probes
- evaluate mail usage reports
- explain how to migrate to Domino mail
- show how to update and maintain the Calendar
- describe how to manage free time schedules
- show how to troubleshoot the Calendar
- demonstrate adding external directories and directory assistance
- show how to troubleshoot directory problems

Units in Lotus Domino R5 - Maintaining Domino Servers and Users: Managing Mail, Calendaring, and Scheduling:
Mail Routing
Maintaining mail delivery
Managing calendaring and scheduling
Directory services

Course incorporates: Test, hands-on exercises
WebLearning Education Services

Lotus Domino R5 - Maintaining Domino Servers and Users: Database Management and Replication

Course duration: 4 Hours

Audience: New and existing Domino administrators, CLS and CLP certification candidates

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure curriculum

Course aim: To explain how to manage and update Domino databases, maintain replication, and troubleshoot replication problems

Learning objectives:
After taking this course, the user should be able to

- explain how to maintain databases and troubleshoot view problems
- discuss modifying database access
- compact a database
- show how to repair, restore, move, and retire a database
- show how plan and carry out replication
- describe how to maintain cluster replication
- explain how to solve common replication problems

Units in: Lotus Domino R5 - Maintaining Domino Servers and Users: Database Management and Replication
Domino databases
Managing Domino databases
Updating Domino databases
Replication
Solving common replication problems

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Maintaining Domino Servers and Users: Managing Users

Course duration: 4 Hours

Audience: New and existing Domino Administrators; CLS and CLP certification candidates

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure curriculum

Course aim: To discuss how to accommodate new users, manage advanced modifications to users, and troubleshoot user problems

Learning objectives:
After taking this course, the user should be able to

· discuss user registration, setup profiles, and client configuration options
· move Mail databases and modify user settings
· show how to change a user's location in the hierarchy, use alternating naming, and modify a corporate hierarchy
· describe how to manage groups and change group memberships
· discuss how to recertify expiring User IDs and recover lost User ID passwords
· describe how to respond to common database and mail problems
· discuss how to back up users' files and upgrade client software

Units in Lotus Domino R5 - Maintaining Domino Servers and Users: Managing Users
Managing Domino users
Advanced modifications
Troubleshooting user problems

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Maintaining Domino Servers and Users: Updating Servers

Course duration: 4 Hours

Audience: New and existing Domino administrators, CLS, and CLP certification candidates

Prerequisites: The Lotus Domino R5 - Implementing a Domino Infrastructure curriculum

Course aim: To describe how to expand and update Domino environments using clusters, partitions, and how to update Domino Web Servers

Learning objectives:
After taking this course, the user should be able to
· show how to move servers and change their names
· discuss how to accommodate growth using partitions and clusters
· explain how to monitor and analyze Domino Web Server performance
· describe how to edit Domino Web Server configuration
· show how to reconfigure Domino Web Servers to accommodate growth

Units in Lotus Domino R5 - Maintaining Domino Servers and Users: Updating Servers:
Updating Domino servers
Updating the Domino Web Server
Updating the Domino web configuration

Course incorporates: Test, hands-on exercise
Lotus Domino R5 - Application Security and Workflow: Server, Workstation, and Database Security

Course duration: 4 Hours

Audience: Domino R5 application developers

Prerequisites: The Lotus Domino R5 - Designer Fundamentals curriculum

Course aim: To provide the knowledge required to implement database security features as part of an overall Domino system security plan

Learning objectives:
After taking this course, the user should be able to

- describe the main components of a Domino security model
- outline the available network and server security features and understand their impact on Domino applications
- discuss workstation security and modify a workstation ECL
- implement a database ACL that uses groups and roles
- manage application templates to control application updates

Units in Lotus Domino R5 - Application Security and Workflow: Server, Workstation, and Database Security:
Server security
Workstation security
Configuring database security

Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Application Security and Workflow: Securing and Troubleshooting Design Elements

Course duration: 4 Hours

Audience: Domino R5 application developers

Prerequisites: The SmartCurriculum Lotus Domino R5 - Designer Fundamentals and the SmartCourse Lotus Domino R5 - Application Security and Workflow: Server, Workstation, and Database Security

Course aim: To provide the knowledge required to implement and troubleshoot database design element security features as part of an overall Domino system security plan

Learning objectives:
After taking this course, the user should be able to

· use hide-when features to control the display of individual design elements
· configure form and view access lists
· create editable and computed Readers and Authors fields
· make design elements available to public access users
· discuss signing and encryption and use these features in Domino applications
· troubleshoot application security configurations

Units in Lotus Domino R5 - Application Security and Workflow: Securing and Troubleshooting Design Elements:
Design element security
Refining security
Signing and encryption
Troubleshooting
Course incorporates: Test, hands-on exercises
Lotus Domino R5 - Application Security and Workflow: Creating Workflow Applications

Course duration: 4 Hours

Audience: Domino R5 application developers

Prerequisites: The Lotus Domino R5 - Designer Fundamentals curriculum

Course aim: To provide the knowledge required to implement and troubleshoot workflow features in a Domino application

Learning objectives:
After taking this course, the user should be able to

- create a design plan for a workflow application
- discuss the Domino features, including reserved fields and the @MailSend function, used to implement workflow in applications
- mail enable a database
- discuss and implement the different methods of mail enabling a form
- identify and use form events to automate an application
- use agents to execute workflow activities
- troubleshoot a Domino workflow application

Units in Lotus Domino R5 - Application Security and Workflow: Creating Workflow Applications:
Workflow applications
Setting up mail routing
Mail enabling an application
Agents and workflow
Troubleshooting a workflow application

Course incorporates: Test, hands-on exercises
Lotus Notes Domino 5: An Overview of Domino

Course Duration: 4 Hours

Audience: Managers, system administrators, and developers who are interested in learning how Domino 5 can be used as a business solution; administrators and developers of existing Domino systems who want a brief outline of new features in Domino 5

Prerequisites: A basic knowledge of computers

Course Aim: To provide an overview of Domino 5 as a complete Internet, intranet, messaging, groupware, and knowledge-management solution

Learning Objectives:

After taking this course, the user should be able to

- list the main features of the Domino 5 server and client, and its application development environment
- describe how Domino 5 and its applications can be used as an e-commerce solution
- summarize how Domino 5 can be used as an interface between clients and enterprise data
- explain how Domino 5 can be used as an intranet and extranet server
- describe how Domino 5 can facilitate knowledge management
- discuss how Domino 5 can be implemented as a complete messaging solution

Course Incorporates: Test, hands-on exercises
Lotus Notes Domino 5 Technical Update for Application Developers Part 1

Course duration: 4 Hours

Audience: Domino application developers

Prerequisites: The Web development courses Lotus Notes Domino 4.5 Developing Interactive Web Applications: Database Design and Lotus Notes Domino 4.5 Developing Interactive Web Applications: Web Site Development; experience as a Notes or Domino developer

Course aim: To provide training in the new application development features of Domino 5

Learning objectives:
After taking this course, the user should be able to

· outline how to navigate the clients
· describe the components of Domino Designer
· discuss how to use the new formatting features
· outline how to use the Frameset Designer tool
· create a table using the new table formats
· explain how to implement the new field and form features
· discuss the new Domino 5 database structure
· describe how to implement the new database properties to optimize performance
· outline how to create and use shared resources

Units in Lotus Notes Domino 5: Technical Update for Application Developers Part 1:
Navigating the Domino 5 clients
Getting started with Domino 5 Designer
Up and running with Domino 5 Designer

Course incorporates: Tests, hands-on exercises
Lotus Notes Domino 5 Technical Update for Application Developers Part 2

Course duration: 4 Hours

Audience: Domino application developers

Prerequisites: The Web development courses Lotus Notes Domino 4.5 Developing Interactive Web Applications: Database Design and Lotus Notes Domino 4.5 Developing Interactive Web Applications: Web Site Development; experience as a Notes or Domino developer

Course aim: To provide training in the new application development features in Domino 5

Learning objectives:
After taking this course, the user should be able to

· describe how to create embedded views, navigators, folder panes, and upload controls
· describe how to create embedded date pickers and group schedulers
· describe the Outline designer tool and embedded outlines
· outline how to create embedded Java applets
· discuss embedded views, rich text fields, and outlines as applets
· describe how to use new and enhanced @Functions and @Commands
· describe client and server programming in Domino 5 using LotusScript, Java, and JavaScript
· describe how to use Lotus BeanMachine to create Java applets
· describe how to implement client/server programming with CORBA/IIOP and LiveConnect
· define the features of the Data Connection Services Administrator

Units in Lotus Notes Domino 5: Technical Update for Application Developers Part 2:
Working with embedded elements
Outlines and applets
Formula language enhancements
Programming in Domino 5

Course incorporates: Test
Lotus Notes Domino 5 Technical Update for System Administrators Part 1

Course duration: 4 Hours

Audience: Lotus Notes Domino system administrators

Prerequisites: Experience of Lotus Notes Domino system administration; completion of the CBT Systems Lotus Notes Domino 4.5 & 4.6 curriculum would be an advantage

Course aim: To describe the new system administration features in Lotus Notes Domino 5

Learning objectives:
After taking this course, the user should be able to

- describe how to set up and configure Domino 5
- list and describe the main features of the Domino 5 clients
- describe and implement new registration features
- implement the alternate name feature
- outline how to use the Domino 5 group management and user migration features during registration
- describe the configuration changes for virtual servers, and URL and directory mappings
- outline web server content and security enhancements
- describe how to implement web server clustering
- explain how to integrate Domino with Microsoft Internet Information Server

Units in Lotus Notes Domino 5: Technical Update for System Administrators Part 1:
Installation and configuration
User registration
Web server configuration features

Course incorporates: Test, hands-on exercises
Lotus Notes Domino 5: Technical Update for System Administrators Part 2

Course duration: 4 Hours

Audience: Lotus Notes Domino system administrators

Prerequisites: Experience of Lotus Notes Domino system administration; completion of the CBT Systems Lotus Notes Domino 4.5 curriculum would be an advantage

Course aim: To provide training in the new system administration features in Domino 5

Learning objectives:
After taking this course, the user should be able to

· configure the LDAP service
· outline the new Domino Directory management features
· describe how to set up a Directory Catalog
· summarize enhancements to the Mail router
· discuss enhancements to messaging administration and security
· outline enhancements to calendaring and scheduling
· show how to configure IMAP, SMTP, and NNTP in Domino 5
· explain how to configure CORBA/IIOP in Domino 5
· describe how to implement Data Enterprise Connection Services (DECS)

Units in Lotus Notes Domino 5: Technical Update for System Administrators Part 2:
Directory services
Messaging and news
Corba/IIOP and DECS

Course incorporates: Test, hands-on exercises
Course duration: 4 Hours

Audience: Lotus Notes Domino system administrators

Prerequisites: Experience of Lotus Notes Domino 4.5 system administration; completion of the CBT Systems Lotus Notes Domino 4.5 curriculum would be an advantage

Course aim: To provide training in the new system administration features in Domino 5

Learning objectives:
After taking this course, the user should be able to
· describe how to issue and administer certificates
· explain how to configure security features and protocols supported by Domino 5
· describe the features of the new Domino Administrator
· discuss Domino 5's new server administration features
· perform cross-domain configuration
· outline Domino 5's new database structure and tools
· summarize topology mapping for replication and mail tracking
· describe remote administration using the Web Administration tool
· monitor Mail and memory usage using the Web Administration tool

Units in Lotus Notes Domino 5: Technical Update for System Administrators Part 3:
Security
Server administration
Server content administration
Using the Web Administration tool

Course incorporates: Test, hands-on exercises
Lotus Notes R5 End-User - Extending the Notes Client: Remote Users

Course duration: 4 Hours

Audience: Notes R5 users

Prerequisites: Familiarity with Windows and with using a web browser; the SmartCourses Lotus Notes R5 End-User: Introducing the Notes Client, Lotus Notes R5 End-User - Working in Domino Databases: Fundamentals, Lotus Notes R5 End-User: Moving to Notes Mail, and Lotus Notes R5 End-User: Using Notes Calendaring and Scheduling

Course aim: To provide the knowledge required to use Notes remotely

Learning objectives:
After taking this course, the user should be able to

- show how to use the Notes client remotely
- explain how to access Notes databases from a web browser
- describe replication and create a database replica
- set up a remote connection by specifying a port and by configuring Location and Connection documents
- use Notes Mail and Calendaring and Scheduling remotely
- schedule and perform replication using the Notes Replicator page

Units in Lotus Notes R5 End-User - Extending the Notes Client: Remote Users:
Setting up content for remote use
Setting up for remote connections
The Replicator page
Mobile mail and replication settings

Course incorporates: Test, hands-on exercises