



Let's Reach For Excellence!

TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

Address: 103 Pasteur, Dist.1, HCMC

Tel: 08 38245819; 38239761

Email: traincert@tdt-tanduc.com

Website: www.tdt-tanduc.com; www.tanducits.com

55221: Nintex 2013 Administrator

Duration: 03 days

How to install and configure all the components of the Nintex Workflow and Forms offerings.



AUDIENCE

Anyone that is tasked with installing and managing a SharePoint Farm with Nintex installed or needing to be installed.

Before attending this course, students must have:

- Understanding of SharePoint Administration is helpful, but not required.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Learn how to fully install and configure Nintex in your SharePoint environment.

COURSE OUTLINE

Module 1: Overview

A simple introduction module.

After completing this module, students will be able to:

- Understand your course, classroom, classmates, facility and instructor.

Module 2: Introduction to Nintex

In this module, you will learn about the various Nintex products and how they work together to provide a cohesive software solution that complements SharePoint Server. You will also review the Nintex Licensing models.

Lessons

- Nintex Introduction
- Nintex Licensing

After completing this module, students will be able to:

- Describe the various Nintex Products
- Describe the licensing models for Nintex
- Understand how Nintex integrates with SharePoint

Module 3: Installing and Configuring Nintex Workflow

In this module, you will learn how to install and configure Nintex Workflow; this included creating databases, enabling workflow actions on web applications, configuring LazyApproval, message templates, workflow constants and holidays.

Lessons

- Hardware and Software Requirements
- Installing Nintex Workflow
- Configuring Nintex Workflow

- Enabling Workflow Actions
- Lazy Approval
- Misc Configuration Topics

Lab : Installing Nintex Workflow

- Install Nintex Workflow on on-premises SharePoint Farm
- Install the Nintex Exchange Connector Service

Lab : Configuring Nintex Workflow

- Configure Nintex Workflow
- Installing a License
- Managing Nintex Databases
- Enabling Workflow Actions
- Configuring Global Settings
- Manage LazyApproval Settings
- Message templates
- Workflow Constants
- Adding holidays
- Exploring Miscellaneous farm configuration settings

Lab : Configuring Nintex Workflow for Sites

- Configure Nintex Workflow for Site Collection

Lab : Working with NWADMIN

- Explore features of NWADMIN.exe

Lab : Installing Custom Components (Optional)

- Adding user defined actions

After completing this module, students will be able to:

- Install Nintex Workflow Licenses
- Configure Nintex Databases
- Enable Workflow on Web applications
- Enable Workflow Actions
- Describe and manage Lazy Approval
- Manage Holidays
- Add Workflow Constants

Module 4: Installing and Configuring Nintex Forms

In this module, you will learn how to install and configure Nintex Forms and what form controls and device templates are and how to configure them.

Lessons

- Installing Nintex Forms
- Configuring Nintex Forms
- Form Controls
- Device Layouts

Lab : Installing Nintex Forms

- Install Nintex Forms

Lab : Configuring Nintex Forms

- Manage Licensing
- Manage the Forms Databases
- Explore out of box forms controls
- Explore device layouts

Lab : Custom Nintex Form components

- Install Custom Form Control
- Import Custom Forms Controls
- Add new Device Layout
- Import new Device Template

Lab : Configure Nintex Forms for Sites

- Configure Nintex Forms on a Web Application
- Configure Nintex Forms on a Site Collection

After completing this module, students will be able to:

Install and configure Nintex Forms

Describe the out of box Form Controls

Describe the out of box Device Templates

Import custom form controls and device templates

Module 5: Installing and Configuring Nintex Live

In this module, you will learn about Nintex Live and how to install and configure it into your environment.

Lessons

- Introduction to Nintex Live

- Installing Nintex Live
- Configuring Nintex Live

Lab : Installing and Configuring Nintex Live

- Install Nintex Live
- Configure and Enable Nintex Live for Workflows
- Configure and Enable Nintex Live for Forms

After completing this module, students will be able to:

- Describe Nintex Live features
- Install and configure Nintex Live

Module 6: Testing Your Configuration

In this module, you will learn how to create workflows, forms and use Nintex Live.

Lessons

- Creating and Using Workflows
- Creating and Using Forms
- Nintex Mobile

Lab : Creating a Nintex Workflow

- Create a Nintex Site Workflow
- Create a Nintex List Workflow
- Explore Nintex Actions

Lab : Creating a Nintex Form

- Create Nintex List Form
- Create Nintex Workflow Form
- Use out of box Form Controls
- Use custom Form Controls
- Explore Device Templates

Lab : Using Nintex Live

- Using Nintex Live to download new Actions

After completing this module, students will be able to:

- Create and use Nintex Workflows
- Create and use Nintex Forms
- Work with Nintex Live features

Module 7: Workflow Reporting

In this module, you will learn about the out of box reports provided by Nintex and how to create your own reports.

Lessons

- Administrative Reporting
- Workflow Reporting

Lab : Working with Nintex Reports

- Explore Administration Reports
- Add a new custom Report

Lab : Creating custom reports

- Create a more advanced Workflow Report

After completing this module, students will be able to:

- Describe and use the out of box Administrative Reports
- Describe and use the out of box Workflow Reports
- Create your own custom workflow reports

Module 8: Backup, Restore and Upgrades

In this module, you will learn how to backup, restore and upgrade Nintex Components.

Lessons

- Backup
- Restore
- Upgrading

Lab : Backup Nintex

- Backup Nintex Workflow and Forms databases
- Backup SharePoint Content Databases

Lab : Restore Nintex

- Restore Nintex Workflow & Forms

Lab : Upgrade Nintex

- Upgrade a Nintex Instance

After completing this module, students will be able to:

- Backup Nintex and SharePoint components
- Restore Nintex and SharePoint components

Module 9: Nintex for Project Server

In this module, you will learn to install and configure Nintex for Project Server.

Lessons

- Nintex For Project Server Intro

Lab : Installing and Configuring Nintex For Project Server

- Install Nintex for Project Server
- Configure Nintex for Project Server
- Test Nintex for Project Server

Lab : Creating Nintex Project Server Workflows

- Create a Nintex Project Server Workflow

After completing this module, students will be able to:

- Describe the features of Nintex for Project Server
- Install and configure Nintex for Project Server
- Create workflows for Project Server projects