

# Manage the document production environment

## 🕒 Duration :3h30

At the end of the training-action session, you will be able to manage the production environment of the writing team.

The workspaces organization and the collaborative model is specific to each structure: this training is tailored for your organization, as much as possible. Preferably, given its duration, this training takes place remotely, in synchronous mode, via a webconference system.

## Price

€550 excl. VAT (€666 incl. VAT) for the training.

## Registration methods and access deadline

Contact us to organize your session, either remotely or at your premises.

The lead time for organization is approximately 1 month.

## Prerequisites

Know how to use a publishing chain

You use Scenari in client-server mode.

## For whom ?

👤 **Target audience** : Authors.

This training is intended for functional managers, the persons in charge of the **management of the workspaces and the users** of a Scenari environment .

## Objectives

- Know how to manage users and groups of users;
- Understand the notion of role and know how to assign it to a user or a group, on a given perimeter;
- Know how to create and manage the workspaces.

## Programme

### 1 — Users and access rights management

- Presentation of the notions of user / group / roles / scope / rights.
- Users management (creation / modification / deactivation / deletion), authentication modes (internal, ldap) and groups management (creation / deletion / assignation).

### 2 — Workspaces management

- Presentation of the concepts of server and workspaces (reference / derived and work layers / public).
- Workspaces creation.

### 3 — Collaborative writing process

The participants are invited to define the features that would allow them to instrument their collaborative writing process: co-writing / proofreading / validation, life cycle, tasks, etc.

## Pedagogy and tools

### Educational principles

- The training is focused on the practice: the manipulation of the Scenari production environment through exercises;
- The terminology and concepts are introduced as the training progresses;
- The training is adjusted to your needs, manipulations are done in an identical or very similar environment to your production environment.

### Tools

- An open source publishing chain, accessible on a server made available for the duration of the training,
- The webconference system,
- Access to Learn portal, where administrative and pedagogical documents are centralized as well as questionnaires (positioning, satisfaction, evaluation).

### Training materials

- Web slideshow,
- Trainee booklet in PDF format, including the course program and the details of the manipulations.

The documents are made available to the trainees at the beginning of the session.

### Organization

A trainer can assist a **maximum of 6 trainees** during the training.

### Assessment methods

The acquired skills are assessed via an online questionnaire.