

Punch Administration

Duration

1 day

Prerequisites

Basic understanding of Windows and web technologies

Overview

Punch is a complete content management solution that allows business to take control of information published on their Internet, Intranet and extranet website without worrying about the technical aspects of content generation and workflow. Punch allows you to manage users as well as content, making sure information is accurate, up-to date and with the correct look and feel.

Course Content

Architecture.

Punch is built around the following technologies:

Windows 2000 Standard server.
ASP 2.0 or greater
Microsoft SQL server 7.0 or greater
Internet Information server 4 or greater.
I.E 5 or greater, for the Interface.
Active x technologies.

A brief overview of Punch.

Logging into Punch.

Gaining an understanding of the punch workflow, the Punch main homepage.

Working with the main admin control panel.

Gaining an understanding in the following:

- General settings.
- Email settings.
- Server settings.
- Replication Settings.
- File Library settings.
- Working with folders

Setting up new users and their workflow.

Working with file library items. Overview of how a web page is put together.

- Overview of how Punch templates work.
- Creating a template.
- Creating a menu template.
- Putting pages together using page templates and menu templates.

Rebuilding your site.