

Administering IBM Lotus Quickr 8.1 Services for Lotus Domino 8

Overview

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| Course code | QR700GB | Delivery type | Classroom (Hands-on labs) |
| Duration | 1.0 days | Course type | Public or Private on-site |

As a network administrator, you have a good understanding of the network architecture, the capabilities of the different servers, and installation requirements for those servers. This course explores parts and features that make up IBM Lotus Quickr architecture.

A Lotus Quickr place provides the basic structure for the user's environment, manages access to the data, and organizes the information on the Lotus Quickr server so it can be accessed quickly. As the Lotus Quickr administrator, your job will focus heavily on the tasks required to create, rename, move, and delete places. This course will also help students examine role member responsibilities and how to manage membership.

Lotus Quickr is a self-contained environment with all the capabilities needed for collaboration. However, the Lotus Quickr environment may be part of a mixed network where users want to take advantage of working with other applications. This course will also demonstrate how to integrate applications into the Lotus Quickr interface, saving users time and effort opening multiple applications and maximizing their reuse of existing information.

Audience

This course is designed for experienced network and IBM Lotus Domino 8.0.1 system administrators, with or without prior IBM Lotus QuickPlace experience, who must acquire a foundational knowledge and working experience with the Lotus Quickr Services for Domino administration tools and tasks. It also considers existing Lotus Domino administrators who need to understand the minor differences between previous the Lotus QuickPlace product and Lotus Quickr.

Pre-requisites

Students should have end-user skills with IBM Lotus Notes, IBM Lotus Sametime, and Lotus Quickr or Lotus QuickPlace. Students should also have network administration experience and Lotus Domino 8 administrative experience.

The following IBM courses or equivalent skills and knowledge are required:

- N7D760: Building the IBM Lotus Domino 7 Infrastructure
- N7D770: Managing IBM Lotus Domino 7 Servers and Users

The following IBM courses or seminars are recommended but not required:

- QR100: Using IBM Lotus Quickr 8.0
- N7D765: Installing and Configuring IBM Lotus Sametime Instant Messaging
- N7D780 or N7D785: Configuring IBM Lotus Domino Web Servers

Objective

This course introduces administrators to Lotus Quickr 8.1 and provides hands-on practice with managing places and templates, and gathering statistical information for Lotus Quickr services for Lotus Domino. This course is designed for new system administrators of Lotus Quickr services for Lotus Domino and it also considers existing Lotus Domino administrators that need to understand the minor differences between Lotus Domino and Lotus Quickr administration.

Key topics

Lesson 1: IBM Lotus Quickr Services for IBM Lotus Domino
Topic 1A: Defining IBM Lotus Quickr Services for IBM Lotus Domino
Collaboration Technologies
Lotus Quickr Services for Domino
Features and Capabilities of Lotus Quickr for Domino
Topic 1B: Examining IBM Lotus Quickr Architecture and Topology
Lotus Quickr Architecture
Administrative Roles and Responsibilities
Standalone vs. Cluster
The Role of the Lotus Domino Server and the LDAP Directory
Mixed Networks
Lotus Quickr and Lotus Sametime Integration
Topic 1C: Identifying the IBM Lotus Quickr Place Hierarchy
Places
Rooms
Pages
Server Node and Place Hierarchy
Topic 1D: Planning an IBM Lotus Quickr Installation
Installation Methods
Installation Considerations

Lesson 2: Managing Places
Topic 2A: Creating a Place
Place Types
How to Create a Place
Topic 2B: Registering and Unregistering Places
Place Catalog
Registration
QPTool
How to Register and Unregister Places
Topic 2C: Locking and Unlocking Places
Locking
How to Lock and Unlock Places
Topic 2D: Renaming a Place
When to Rename a Place
How to Rename a Place
Topic 2E: Moving a Place
How to Move a Place
Topic 2F: Archiving a Place
Reasons to Archive a Place
How to Archive a Place
Topic 2G: Deleting a Place
Arguments for the qptool removemember command
How to Delete a Place
Topic 2H: Sharing Files Between Places
How to Share Files Between Places

Lesson 3: Managing Place Membership
Topic 3A: Adding or Removing Users
Members
Internal and External Users
Member Roles
Arguments for the qptool removemember command
How to Add or Remove Members
Topic 3B: Changing a Member Role
How to Change a Member Role
Topic 3C: Changing Member Names
Reasons to Change a Member Name
How to Change Member Names
Topic 3D: Modifying Member Hierarchy
Member Hierarchy
How to Modify Member Hierarchy
Topic 3E: Changing a Password
Password Specifications
How to Change a Password

Topic 3F: Managing Expanded Membership
Expanded Membership
Reasons to Expand Membership
How to Manage Expanded Membership
Topic 3G: Communicating With Members
Subscription
Broadcasts and Notifications
Newsletters
How to Communicate With Members

Lesson 4: Managing Place Types
Topic 4A: Reordering Place Types
Reasons to Reorder Place Types
How to Reorder Place Types
Topic 4B: Hiding Place Types
Reasons to Hide a Place Type
How to Hide Place Types
Topic 4C: Modifying Place Types
How to Modify Place Types
Topic 4D: Deleting Place Types
Effects of Deleting a Place Type
How to Delete Place Types
Topic 4E: Assigning a Policy to a Place
Reasons to Assign Policies
How to Assign a Policy to a Place

Lesson 5: Integrating Other Applications
Topic 5A: Managing Connector Configuration
Connectors
How to Manage Connector Configuration
Topic 5B: Enable or Disable a Connector
How to Enable or Disable a Connector
Topic 5C: Enabling IBM Lotus Sametime
Benefits of Using Lotus Sametime with Lotus Quickr
How to Enabling Lotus Sametime

Lesson 6: Maintaining IBM Lotus Quickr Servers
Topic 6A: Backing Up IBM Lotus Quickr Data
Lotus Quickr Data
Back Up Data
Best Practices for Back Ups
How to Back Up IBM Lotus Quickr Data
Topic 6B: Generating Reports
Report Types
How to Generate Reports
Topic 6C: Registering and Unregistering Servers
Registered Server
How to Register and Unregister Servers
Topic 6D: Updating Place Catalog Statistics
Place Catalog Statistics
How to Update Place Catalog Statistics
Topic 6E: Troubleshooting Lotus Quickr Servers
Common Lotus Quickr Server Errors
Topic 6F: Recovering from Place Catalog Server Down
Place Catalog Server Down Issues
How to Recover if the Place Catalog Server Goes Down