Implementing and Administering an Enterprise SharePoint Environment

There are numerous planning and management issues that your team needs to address when deploying SharePoint. This process can be simplified and you can ensure a successful implementation of SharePoint by having your IT and Windows Server team participate in this workshop. The best results and most successful SharePoint implementation require that team members in different roles understand what will be required from a technical perspective.

In this 5-day workshop we will explore every aspect of managing a SharePoint 2007 Server farm. This includes integration with applications like IRM, ForeFront, and Performance Point. Learn the many ways to back up and restore SharePoint environments; configure multiple server farms and all of the options in Central Administration.

Who Should Attend

Intended for SharePoint administrators, Windows Server administrators, SQL Server DBA's, project managers and those who will play a critical role in the planning, deployment and management of Information solutions using Microsoft SharePoint Server.

Prerequisites

Experience in implementing, managing, and supporting a Microsoft Windows SharePoint Services 3.0 environment. Basic knowledge of Windows SharePoint Services and Microsoft Office SharePoint Server 2007 interoperability. At least 2 years of experience implementing, managing, and supporting Microsoft Windows Server 2003. At least 2 years of experience implementing, managing, and supporting Internet Information Services (IIS). Working knowledge of networking, for example, TCP/IP and Domain Name System (DNS).

Workshop Objectives:

- Plan and design a Microsoft Office SharePoint Server 2007 implementation.
- Deploy Microsoft Office SharePoint Server.
- Implement a content management solution with Microsoft Office SharePoint Server 2007.
- Implement a search and indexing solution.
Microsoft Office SharePoint Server Fundamentals

The goal of this 2-day workshop is to present participants with an understanding for how to use, operate, and build sites in a Microsoft Office SharePoint Server 2007 environment. Participants first learn about site navigation, data storage, and retrieval through instructor-led modules covering navigation, search, and effective use of lists and libraries. Building on this information, participants then take a deeper dive into site administration, learning how to create and manage sites, lists, libraries, views, and workflows. Security and rights administration are also covered. Functional concepts and best practices are interwoven into the material, providing a framework for the topics discussed.

Who Should Attend

This workshop is intended for Microsoft® Office SharePoint® Server 2007 users who need to create, manage, and publish their work, and communicate in a collaborative environment.

Workshop Objectives:

- Understand what SharePoint is.
- Learn the SharePoint environment.
- Check Library Documents in and out.
- Work with Announcements.
- Work with Calendars.
- Work with Contacts.
- Work with Tasks.
- Create and manage Meeting Spaces.
- Participate in discussions.
- Write a Blog Post.
- Comment on a Blog Post.
- Subscribe to SharePoint RSS feeds.
- Office Client Integration (Word, Excel, PowerPoint, and Outlook).
- Setting up versioning.
- Creating dynamic presentations with the Slide Library.
- Using alert notifications to know when items are added/changed.
- Creating reusable content with Content Types.
Developing Solutions with SharePoint Server and InfoPath Forms

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows SharePoint(r) services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site.

Information is a key to the success of any organization. Gathering and sharing information within your organization, with clients and customers alike, can also be an important task. Microsoft Office InfoPath® 2007: Creating InfoPath Forms is a product that gathers and shares information. In this course, you will use InfoPath to streamline the process of gathering and sharing information. This is a 3-day workshop.

Who Should Attend

Intended for Microsoft Office SharePoint Server 2007 end users who require a foundation in working in a collaborative environment and want to benefit from Microsoft SharePoint technologies.

Workshop Objectives:

- Examine collaboration technology and Windows SharePoint Services team sites.
- Work with lists.
- Work with libraries.
- Communicate with team members.
- Work remotely with SharePoint content.
- Customize your SharePoint environment.
- Create a team site.
- Perform basic site administration.
- Create InfoPath forms.
- Import and export form data.
- Customize form layout.
- Manage views.
- Secure the forms.
- Distribute forms.
- Manage controls.
- Work with databases.
Building Business Solutions with Microsoft SharePoint Designer 2007

There will be times when you’ll want to build sites that lay emphasis on your company’s unique requirements, and ones that align themselves with the company’s unique brand identity. In this workshop, you will use Microsoft® Office SharePoint® Designer 2007 to customize your SharePoint sites and build a new subsite on the SharePoint services platform.

This 2-day workshop is intended for web designers and solution developers who want to learn to customize their SharePoint sites by enhancing their ‘look and feel’, and also to create dynamic pages using Web Parts and workflows. (*this workshop does not teach workflow development using Visual Studio and .NET*)

Who Should Attend

This workshop is intended for Information Workers who want to learn how to use SharePoint Designer to automate common business processes. Including power users, webmasters, application designers, systems analysts, help-desk and end-user support professionals.

Workshop Objectives:

- Familiarize yourself with the SharePoint Designer environment.
- Create a new subsite.
- Add content to a web page.
- Use Cascading Style Sheets to format a SharePoint site.
- Add basic functionality to web pages.
- Add SharePoint components to the site.
- Automate business processes with workflows.
- Work with ASP.NET forms.
- Work with Data Sources.
- Use SharePoint templates to update existing sites and create new templates from these changes.
- Learn some advanced data integration techniques.
- Customize existing workflows.
- Learn about administration tools in SharePoint Designer 2007.
Business Application Development and Office SharePoint Server

This 3-day workshop is designed to give students the tools and knowledge to customize SharePoint sites without writing code by using SharePoint Designer 2007 and in-browser customizations. The workshop addresses aspects of design such as applying alternate page layouts, creating and styling new pages, modifying site navigation, external data integration, including business intelligence, and custom workflows to enhance business processes. Existing Web designers will also understand how to best leverage cascading style sheets (CSS) to achieve the desired look and feel throughout SharePoint sites.

Students will understand the extent of customizations available using in-browser tools. They will also learn the advantages of using SharePoint Designer 2007 to further enhance SharePoint site customization.

Who Should Attend

The primary audiences for this workshop are Web designers, administrators, and developers who use and work with Office SharePoint Server 2007, and want to learn how to customize SharePoint sites without writing code.

Workshop Objectives:

- Master pages.
- Workflows.
- Achieving the desired look and feel throughout SharePoint sites.
- Learn how to use SharePoint Designer 2007 for administrative tasks such as backing up and restoring sites to alternate locations.
- Setting design level permissions for end users who work with SharePoint Designer 2007.
- Understand the in-browser customization capabilities made available to end users depending on the permission settings for those users.
- Understand the alternatives to working with Visual Studio.
- Learn which customizations are achievable using in-browser tools and SharePoint Designer 2007.
- Learn how to create custom solutions using SharePoint Designer 2007.
Application Development with Microsoft Office SharePoint Server

Microsoft SharePoint 2007 provides an extensive range of functionality including enterprise content management, automation of business processes, business intelligence, and reporting. This 5-day workshop is designed for those responsible for customizing and creating new functionality and feature enhancements within the platform.

We will cover how to configure a SharePoint web application, set permissions, and then move into customization options. Participants will come away with an understanding of how to customize the “look and feel” through the use of styles, themes, master pages, controls, and web parts, and they will learn how to integrate with back-end Line-of-Business (LOB) applications. Participants will learn how to develop custom workflows (designed using Microsoft Visual Studio, and based upon Windows Workflow Foundation), and incorporate security, debugging, custom site definition lists, and site templates.

This workshop is heavily hands-on. It covers the principles and practices of how to deploy, manage, customize, and maintain SharePoint by taking the participants through each phase of the deployment — and covering possible issues that might impact team development effort — using Visual Studio 2008 and SharePoint Server.

Who Should Attend

This workshop is intended for experienced SharePoint developers, and will guide them through the process of architecting and developing SharePoint applications and customizations. This workshop is a very intense, hands-on boot camp type of workshop.

Workshop Objectives:

- Describe Site and Workspace management and Document storage.
- Describe Integration with ASP.NET and Microsoft Office SharePoint Server 2007.
- Programmatically manipulate Sites, Lists, Content Types and Collaborative features.
- Program with WSS and using the WSS Event model.
- Make use of the Property Bag and Change Log.
- Work with SharePoint Pages, Master Pages and Content Pages.
- Create Custom Views and Templates.
- SharePoint Designer.
- Create Web parts and Workflow support.
- Describe and implement the Business Intelligence Features.
- Describe how to create deployable Windows SharePoint Services-based solutions.
- Describe the Feature framework.
- Describe the Solution deployment model.
SharePoint 2010 Overview (End User)

Gain exposure to the latest SharePoint 2010 features for end users in this 3-day workshop.

Who Should Attend

Anyone that works with SharePoint team sites, libraries, lists and items.

Prerequisites

Understanding of SharePoint 2007 basics.

Workshop Objectives

Explore all the new end user features exposed in SharePoint 2010.

I. Overview (16 minutes)

II. SharePoint Introduction (50 minutes)
   (a) What Do You Think SharePoint Is?
       What Is SharePoint?
       SharePoint History
       SharePoint 2007
       SharePoint 2010
       SharePoint Services
   (b) Why SharePoint?
       Why SharePoint?
       Common Collaboration Issues
       Business Needs
       SharePoint Benefits
       Collaboration Features
       Search Features
       Document Management Features
       Records Management Features
       Social Media Features
   (c) What's New in SharePoint 2010?
       New Features
   (d) End User Adoption
       Adoption Strategies

III. Collaboration Experience (40 minutes)
   (a) New SharePoint Features
       Collaboration Qualities
       Design Goals
       UI Improvements
       Ribbon
       Wiki Capabilities
   Lab: Basic team site.
       (15 minutes)
       UI Improvements
       Ribbon
       Wiki Capabilities

IV. Lists (72 minutes)
   (a) Lists
       Lists Overview
       List Types
       New 2010 Lists
       Names
       List Validations
       List Design
       SharePoint Lists
List Performance
List versus Databases

(b) SharePoint 2010 Features
Content Organization
Document Sets

Lab: List improvements.
(20 minutes)
Explore List Improvements

Lab: Asset library.
(15 minutes)
Create an Asset Library

V. List Management (75 minutes)

(a) List Management
Multi-Document Actions
Column Level Validation
List Level Validation
Content Ratings
Audience Targeting
Metadata Navigation
Per-location View Settings
Manage Item Scheduling
Document ID Service
Generate File Plan Report
Record Declaration Settings

Lab: New features.
(60 minutes)
Multi-Document Actions
Turn On Document Sets
Column Level Validation
List Level Validation
Content Ratings
Audience Targeting
Metadata Navigation
Per-location View Settings
Manage Item Scheduling
Document ID Service
Generate File Plan Report
Record Declaration Settings

VI. Permissions (40 minutes)

(a) SharePoint Permissions
SharePoint Default Groups
Permissions
Custom Permission Levels
Site/List/Item Permission Inheritance
Security Trimmed Interface

Lab: SharePoint permissions.
(15 minutes)
Permission Finder

VII. SharePoint Foundation Site Definitions (45 minutes)

(a) SharePoint Foundation Sites
Group Board
Visio Process

Lab: WSS site definitions.
(30 minutes)
Create Group Board Site
Create Visio Process Site

VIII. SharePoint Server Site Definitions (63 minutes)

(a) SharePoint Server Site Definitions
Records Center
FAST Search Center
Report Center
Publishing

Lab: MOSS site definitions.
(30 minutes)
Use the Publishing Portal
Use the Records Center
Use the FAST Search Center
Use the Report Center

IX. Office Integration (89 minutes)

(a) Web Applications
Office Web Apps Features
Multi-User Editing
Scenarios
Office Roadmap
SharePoint Integration
(b) Office Integration
  Document Libraries
  Lists (Calendar, Tasks, Contacts)
  Word Integration
  Excel Integration
  Access Integration
  Access Services
  Visio Integration
  One Note Integration
  Security
(c) SharePoint Workspace 2010
  What Is It?

Lab: Office integration.
(30 minutes)

  Offline Document Libraries
  Manipulating Calendars (Two-Way Update, Roll-Up View)
  Manipulating Tasks
  Manipulating Contacts
  Excel Data Reporting
  Access Data Reporting
  One Note

X. My Site (69 minutes)

(a) My Site
  My Site Overview
  New to 2010
  My Profile
  Colleagues / My Workgroup
  Colleague Tracking / In Common
  With
  Memberships
  Organizational Hierarchy
  Personal vs. Shared Views
  My Blog
  My Site Web Parts
  My Links

Lab: My site.
(30 minutes)

  Create Your My Site
  Your Profile
  Colleagues
  Colleagues — Tracking Changes

XI. Social Computing (61 minutes)

(a) What is Social Computing?
  Social Computing
  Information Worker Needs

Lab: Social computing.
(30 minutes)

  Explore Social Computing Features
SharePoint 2010 Overview (IT Pro)

Get a quick and hands-on 3-day start on IT Pro topics with SharePoint 2010!

Who Should Attend

IT Pros who want to get a quick understanding with hands-on labs of the new features and interfaces for IT Pros in SharePoint 2010.

Prerequisites

SharePoint 2007 experience (for upgrade), understanding of database and web applications.

Workshop Objectives


I. Overview (14 minutes)

II. User Interface (71 minutes)

(a) Architectural Changes
   Requirements
   Information Architecture
   Service Applications
   Office Web Applications

(b) New SharePoint Features
   Collaboration Qualities
   Design Goals
   UI Improvements
   Ribbon
   Wiki Capabilities

Lab: User interface. (20 minutes)

   Understand UI Improvements
   Use the Create Page
   Explore the Ribbon

III. Service Applications (88 minutes)

(a) Service Applications
   Overview
   Service Applications
   Multi-Tenancy
   Extending

   Lab: Explore service applications. (15 minutes)

   Explore Service Applications

   Lab: Install service application. (30 minutes)

   Install a Service Application
   Assign a Service Application

IV. PowerShell (109 minutes)

(a) PowerShell
   Overview
Commandlets
PowerShell variables
Using With SharePoint

(b) SharePoint and PowerShell Overview
2010 Commandlets
Extending

Lab: PowerShell basics. (15 minutes)

PowerShell Basics — Commandlets
Variables
Arrays
While Loop
If Statement
Create An Object
Static Properties

Lab: PowerShell with SharePoint. (30 minutes)

Load SharePoint Dll into PowerShell
Set PowerShell Execution Policy
Enumerate Webs
Create a Site with PowerShell
Create/Update an Item with PowerShell
Profiles and MySites Script

Lab: SharePoint commandlets. (15 minutes)

Explore SharePoint 2010 Commandlets

VI. Monitoring (131 minutes)

(a) Monitoring Overview
Investment Areas
Manageability Improvements
Log File Improvements
Correlation IDs
Diagnostics
Logging Database
Web Analytics
Developer Dashboard
Health Analyzer
SCOM Integration

Lab: Install Search Service application. (20 minutes)

Create a Search Service Applications

Lab: Explore Search. (30 minutes)

Explore SharePoint Search
VII. Backup Restore Disaster Recovery (111 minutes)

(a) Backup
   Backup Techniques

(b) Restore
   Restore Techniques
   Granular Restore
   Commandlets
   Read Only Support

(c) Disaster Recovery
   Disaster Recovery

Lab: Install FAST Search. (30 minutes)

Lab: Search Federation. (20 minutes)

Setup Federation (Bing)

VIII. Install and Upgrading (184 minutes)

(a) Upgrading 2007
   Overview
   Microsoft Upgrade Approach
   Prerequisites
   Pre-Upgrade Check
   Upgrade Paths
   Upgrade Planning / Validation
   Feature Upgrades
   User Interface Upgrades
   Reducing Downtime

(b) Deep Details

Lab: Installing SharePoint 2010. (30 minutes)

Lab: Upgrade (Pre-reqs). (30 minutes)

Lab: Upgrade (Gradual). (30 minutes)

Lab: Upgrade (In-Place). (30 minutes)

Upgrade Process
SSP to Service Applications

Lab: Upgrade (Pre-reqs). (30 minutes)

Upgrade to SP2
Install CU Oct 2009

Lab: Upgrade (Gradual). (30 minutes)

Gradual Upgrade

Lab: Upgrade (In-Place). (30 minutes)

In-Place Upgrade
SharePoint 2010 Overview (Dev)

SharePoint 2010 provides the business collaboration platform for developers to rapidly build solutions using familiar tools while leveraging a rich set of out of the box features. Visual Studio 2010 and SharePoint Designer 2010 make developers more productive and Visual Studio Team Foundation Server delivers support for application lifecycle management. Developers can integrate Line of Business data in SharePoint 2010 with read/write capability delivered by Business Connectivity Services. Sandboxed Solutions can be deployed to a shared hosting environment to limit the impact of unpredictable code to the other applications in use.

SharePoint 2010 includes numerous new capabilities and features for professional developers most of which are highlighted in this 3-day overview course. SharePoint 2010 makes developing those solutions easier, quicker, and more flexible. Much of the work that the developer had to do in the past with earlier versions of SharePoint has been replaced with simple configuration of the SharePoint 2010 platform, use of Visual Studio 2010 and SharePoint Designer 2010 or with calls to the SharePoint API.

Who Should Attend

Anyone interested in getting an introductory look at the new development features of SharePoint 2010.

Prerequisites

.NET Object-Oriented programming and understanding of development in SharePoint 2007.

Workshop Objectives

This course will teach you all the new development changes that were made to SharePoint 2010 including (Sandboxed solutions, LINQ, REST, Client Object Model, BCS, Workflows and Claims based authentication.

I. Overview (12 minutes)

II. User Interface (76 minutes)

(a) New SharePoint Features
   Collaboration Qualities
   Design Goals
   UI Improvements

Lab: User interface. (20 minutes)

Ribbon
Wiki Capabilities

Understand UI Improvements
Use the Create Page
Explore the Ribbon
III. Visual Studio 2010 (112 minutes)

(a) Visual Studio 2010
   Overview
   Project Templates
   Packaging and Deployment
   SPTTools and Extensibility
   Hints

Lab: Visual Studio 2010. (30 minutes)

   Explore SharePoint Project
   Templates
   Use Server Explorer
   Packaging and Deployment Tools
   Advanced Deployment

Lab: Custom Deployment Steps. (30 minutes)

   Create a Custom Deployment Step

IV. Sandboxed Solutions (104 minutes)

(a) Sandboxed Solutions
   Architecture
   Solution Points
   Solution Validators
   Solution Gallery
   Limitations

Lab: Sandboxed Solutions. (20 minutes)

   Explore Sandboxed Solutions
   Create and Test Sandboxed Solutions
   Explore Limitations of Sandbox Solutions
   Configure Sandbox Points

Lab: Solution Validators. (10 minutes)

   Create and Deploy a Solution Validator

Lab: Developer Dashboard. (10 minutes)

Enable Developer Dashboard

V. LINQ and REST (150 minutes)

(a) REST
   Overview
   REST Services

(b) LINQ
   LINQ
   LINQ for SharePoint

Lab: REST. (60 minutes)

   Utilize REST Services
   REST Service Reference
   REST List Service Calls (PUT, GET)
   REST Excel Service

Lab: LINQ. (30 minutes)

   LINQ Introduction
   Utilize LINQ for SharePoint
   Use SPMeta.exe

VI. Client Object Model (107 minutes)

(a) Client Object Model
   Overview
   Client Object Model
   JavaScript
   Silverlight
   JQuery

Lab: Client Object Model. (15 minutes)

   Explore Client Object Model
   Utilize Client Object Model (.NET)

Lab: ECMAScript. (15 minutes)

   JavaScript Object Model

Lab: SilverLight. (15 minutes)

   Utilize Client Object Model
   (SilverLight)
VII. Business Connectivity Services (110 minutes)

(a) Business Connectivity Services
   Overview
   Business Connectivity Services
   Upgrading

Lab:  BCS. (60 minutes)

   Explore External Content Types
   Create a new External Content Type
   Create an External List

VIII. Workflows (99 minutes)

(a) Workflows
   Out of Box Workflows
   Out of Box Conditions
   Out of Box Actions
   Site/Global Workflows
   External Data

Lab:  Reusable Workflows. (20 minutes)

   Create Reusable Workflows
   (Site/Global)
   Export a Workflow to Visio
   Import a Workflow from Visio
   Save as Template

Lab:  Modify OOB Workflow. (30 minutes)

   Modify Out Of Box Workflows

IX. Claims Based Authentication (62 minutes)

(a) Claims Based Authentication
   Overview
   Claims Based Security
   Custom Claim Providers

Lab:  ClaimsBasedAuth. (15 minutes)

   Programming with Claims
   Creating Custom Claims Provider
# SharePoint 2010 SharePoint Designer

Upgrade your skills to SharePoint Designer 2010 in this 2-day workshop!

## Who Should Attend

Anyone who has been and will be working with SharePoint Designer to make changes to SharePoint sites.

## Prerequisites

Understanding of SharePoint site elements (lists, libraries, content types, etc.).

## Workshop Objectives

How to navigate and use the new Ribbon interface, learn what new things you can do from Designer, what changes have been made to the actions and conditions of workflows, how to build external content types, and how to modify out of the box workflows.

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<thead>
<tr>
<th>I. Overview (12 minutes)</th>
<th>Designer</th>
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<tr>
<td>II. 2010 Changes (33 minutes)</td>
<td>Review New Work Areas of Designer</td>
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<td>(a) Changes Facts List of 2010 Changes Why Use Designer?</td>
<td>Browse Site Pages</td>
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<td>Browse Master Pages</td>
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<td>Browse Lists and Libraries</td>
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<td>Browse Data Sources</td>
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<td>Browse Entities</td>
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<td>Explore Site Structure</td>
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<th>III. Designer Interface (144 minutes)</th>
<th>Lab: SharePoint Designer (Basics). (45 minutes)</th>
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<tr>
<td>(a) Designer Interface Introduction Design Goals UI Improvements Ribbon Security</td>
<td>Create a New Site</td>
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<td>Create a New Page</td>
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<td>Create a New Master Page</td>
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<td>Attach a Master Page</td>
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<td>Create a List</td>
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<td>Change List Settings</td>
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<td>Create Content Type</td>
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<td>Create/Modify CSS</td>
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Lab: SharePoint Designer Interface. (30 minutes)

Explore New Interface of Sharepoint
Lab: SharePoint Designer (Basics). (30 minutes)

- Check-In/Check-Out
- Add Web Parts
- Add Web Part Zone
- Adding Images (Images Directory)
- Reset to Site Definition

Lab: Built-in Activities (2007). (60 minutes)

- Use One of Each Built-In Activity (2007)

Lab: Built-in Activities (2010). (30 minutes)

- Use One of Each Built-In Activity (2010)

Lab: Looping Workflow. (20 minutes)

- Create a Looping Set of Workflows

Lab: Reusable Workflows. (20 minutes)

- Create Reusable Workflows (Site/Global)
- Export a Workflow to Visio
- Import a Workflow from Visio
- Save as Template

Lab: Modify OOB Workflow. (30 minutes)

- Modify out of Box Workflows

IV. Data Views (97 minutes)

(a) DataSources and DataViews

- Data Views
- Data Sources
- Data Parameters
- Linked Data Sources

Lab: DataViews. (60 minutes)

- Create/Manage Data Views
- Create/Manage Data Sources
- Merge Two Data Sources
- Link Two Data Sources
- Data View Parameters

Lab: Looping Workflow. (20 minutes)

- Create a Looping Set of Workflows

Lab: Reusable Workflows. (20 minutes)

- Create Reusable Workflows (Site/Global)
- Export a Workflow to Visio
- Import a Workflow from Visio
- Save as Template

Lab: Modify OOB Workflow. (30 minutes)

- Modify out of Box Workflows

V. External Content Types (97 minutes)

(a) Business Connectivity Services

- What Is BCS?
- External Content Types
- External Lists
- External List Operations
- Associations and Search

Lab: External Content Types. (60 minutes)

- Explore External Content Types
- Create a New External Content Type
- Create an External List

VI. Workflows (211 minutes)

(a) Workflows

- Out of Box Workflows
- Out of Box Conditions
- Out of Box Actions
- Site/Global Workflows
- External Data