

Microsoft - Nintex 2013 Administrator

Code:	55221
Length:	3 days
URL:	View Online

How to install and configure all the components of the Nintex Workflow and Forms offerings in a SharePoint 2013 Farm.

Skills Gained

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

Who Can Benefit

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

Prerequisites

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

Course Details

Outline

Module 1: Overview

- A simple introduction module.

Lessons

- N/A

After completing this module, students will be able to:

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

Module 2: Introduction to Nintex

Description: 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

Description: 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 1: Installing Nintex Workflow

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

Lab 2: 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 3: Configuring Nintex Workflow for Sites

- Configure Nintex Workflow for Site Collection

Lab 4: Working with NWADMIN

- Explore features of NWADMIN.exe

Lab 5: 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

Description: 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 1: Installing Nintex Forms

- Install Nintex Forms

Lab 2: Configuring Nintex Forms

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

Lab 3: Custom Nintex Form components

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

Lab 4: 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

Description: 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 1: 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

Description: 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 1: Creating a Nintex Workflow

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

Lab 2: 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 3: 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

Description: 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 1: Working with Nintex Reports

- Explore Administration Reports
- Add a new custom Report

Lab 2: 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

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

Lessons

- Backup
- Restore
- Upgrading

Lab 1: Backup Nintex

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

Lab 2: Restore Nintex

- Restore Nintex Workflow & Forms

Lab 3: 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

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

Lessons

- Nintex For Project Server Intro

Lab 1: Installing and Configuring Nintex For Project Server

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

Lab 2: 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
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