

Proficiency Change Management Fundamentals

Course Description

The **Proficiency Change Management** course is designed to teach users how to install, configure, use, and maintain a Proficiency Change Management system. Valuable hands-on lab exercises are provided to guide students through the configuration and modification of a Proficiency Change Management system.



Who Should Attend?

This course is designed for new users of Proficiency Change Management software who are going to install and configure the software for use within an existing IT infrastructure.

Are There Any Prerequisites?

Participants should have a working knowledge of Windows operating systems and basic Windows networking. A basic understanding of the Proficiency Machine Edition environment and experience with VBScript would be helpful, but is not required.

What Tasks Will Be Taught in This Class?

Upon completion of this Course, the student will be able to:

- Operate within Proficiency Machine Edition Environment.
- Describe the Proficiency Change Management Architecture and Design considerations.
- Configure the Proficiency Change Management Client environment.
- Describe the Proficiency Change Management Access Control system.
- View information from the Audit trail in Clients.
- Create reports using the Audit Trail Report Manager.
- Explain the architecture, components, and recommended use of the Proficiency Change Management Scheduler.
- Create Factory Layouts and configure layouts with Access Control.
- Work with various types of projects in Proficiency Change Management

Course Length

3 days

Suggested Class Size

10 students

Class Hours

8:00 am - 5:00 pm, daily



Course Agenda

(Schedule and content may vary.)

Day 1

Morning

Change Management Architecture
Machine Edition Environment

Afternoon

Version Control
Access Control

Day 2

Morning

Access Control cont.
Audit Trail Reporting

Afternoon

Audit Trail reporting cont.
Factory layouts – Using HTML Interfaces

Day 3

Morning

Working With Projects

Afternoon

Using the Scheduler
Proficiency Change Management Console

