# Manage the document production environment

🕐 **Duration:** 1 day

At the end of the training-action session, you will be able to manage the production environment of the writing team.

The workspaces organization and the collaborative model is specific to each structure: this training takes place ideally in-situ, for your colleagues.

## Prerequisites

Know how to use a publishing chain

You use Scenari in client-server mode.

## For who?

👥 **Target audience:** Authors.

This training is intended for functional managers, the persons in charge of the Scenari workspaces management, the users and the publishing chain updates.

## Objectives

- Know how to configure SCENARIclient
- Know how to manage users and groups
- Understand the notion of role and know how to assign it to a user or a group, on a given perimeter
- Know how to manage the workspaces
- Know how to update the application

## Program

- Configuration of the client (Preferences window)
- Presentation of the notions of user / group / roles / scope / rights
- Users management (creation / modification / disabling / deletion), of their authentication mode (internal, ldap) and groups (creation / deletion / assignation)
- Concepts of server / workspaces (reference / derived and work layers / public)
- Workspace creation
- Development of a first collaborative writing process

## Pedagogy and tools

### Educational principles

- The training is focused on the practice: the manipulation of the Scenari production environment through exercises;
- The terminology and concepts are introduced as the training progresses;
- The training is adjusted to your needs, manipulations are done in an identical or very similar environment to your production environment.

### Tools

The application SCENARIclient and ideally the document model chosen for your production projects.