

# Course Description/Agenda



## Infor OS: Administering Homepages

This course covers using the Administration tool to configure how the Homepages application works and to manage content such as published pages and widgets. Topics include creating homepages, default pages, publishing pages, mandatory pages, and importing and exporting of environments, pages, and widgets.

### Prerequisite courses

- N/A

### Course duration

8 hours

### Prerequisite knowledge

To optimize your learning experience, Infor recommends that you have the following knowledge prior to taking this course:

- Basic proficiency with the Infor OS platform.

### Course agenda

The agenda below details the contents of this course, including lesson-level learning objectives and supporting objectives.

Lesson	Lesson title	Learning objectives
	Course overview	Review course expectations
1	Infor OS overview	<p>Provide an overview of Infor OS.</p> <ul style="list-style-type: none"><li>• Identify the Infor OS components.</li><li>• Describe the benefits of using a single user interface platform.</li><li>• Log in to Infor OS.</li></ul>

Lesson	Lesson title	Learning objectives
2	Homepages	<p>Create a customized homepage using Infor Ming.le.</p> <ul style="list-style-type: none"> <li>• Explain the purpose of a homepage.</li> <li>• Create a homepage.</li> <li>• Add widgets to the homepage.</li> <li>• Search for widgets.</li> <li>• Resize a widget.</li> <li>• Change widget placement on the screen.</li> <li>• Explain the benefit of Infor Ming.le homepages being responsive.</li> </ul>
3	Default pages	<p>Set a default homepage in Infor Ming.le that includes a rule.</p> <ul style="list-style-type: none"> <li>• Explain the function of the Administration tool.</li> <li>• Navigate to the Administration tool.</li> <li>• Identify the types of settings found on the Settings page.</li> <li>• Access the Default Pages setting.</li> <li>• Set a default page</li> <li>• Explain the purpose of rules.</li> <li>• Add an assignment rule to the default page.</li> </ul>
4	Published content	<p>Publish a homepage to the Page Catalog.</p> <ul style="list-style-type: none"> <li>• Explain the purpose of publishing a page.</li> <li>• Publish a page</li> <li>• Verify a page was published by checking the Page Catalog.</li> <li>• Locate published pages using search, sort, and filter.</li> <li>• Explain the benefit of publishing a widget.</li> </ul>
5	Mandatory pages	<p>Set a mandatory page that displays before all other homepages for a user.</p> <ul style="list-style-type: none"> <li>• Explain the purpose of mandatory pages.</li> </ul>

Lesson	Lesson title	Learning objectives
		<ul style="list-style-type: none"> <li>• Explain the difference between a mandatory page and a default page.</li> <li>• Set a mandatory page.</li> <li>• Verify a mandatory page was set for a user.</li> <li>• Select the initial mandatory homepage to be viewed.</li> <li>• Order a series of mandatory pages.</li> </ul>
6	Exporting and importing	<p>Utilize the export and import functions.</p> <ul style="list-style-type: none"> <li>• Explain the type of Infor Ming.le Homepages content that can be exported or imported.</li> <li>• Use the export feature to export a homepage.</li> <li>• Use the import feature to import a homepage.</li> </ul>
7	Widget component overview	<p>Provide an overview of widgets in Homepages.</p> <ul style="list-style-type: none"> <li>• Explain the types of widgets that can be created including native, hybrid, and external.</li> <li>• Explain the widget components that are necessary for a homepage to recognize it.</li> <li>• Import a widget.</li> </ul>
Course summary		Debrief course.