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LEVEL ONE
DIGITAL RISK: SYSTEM SETTINGS

FORMAT
Web-Based Training (WBT)

DURATION
60 minutes

WHO SHOULD ATTEND?
System Administrators

PREREQUISITES
Fundamentals of Social Patrol

REGISTRATION
Contact training@proofpoint.com
for registration information

The course reviews each of the seven system settings including: (1) My Info, (2) Manage Clients, (3) Manage Users, (4) Manage Roles, (5) Manage Teams, (6) External Apps and (7) Audit Logs incorporating step-by-step processes and best practices.

COURSE OUTLINE

Lesson 1: Introduction, Permissions and Access
Introduction, permissions and accessing Digital Risk system settings

Lesson 2: My Info
Describes two factor authentication, connecting social media accounts, edit user and company information and uploading a list of emails for Profile Management

Lesson 3: Manage Clients
Describes what clients are, how to create new, edit and delete clients

Lesson 4: Manage Users
Describes how to add a new, terminate or disable a user and reset a user's password

Lesson 5: Manage Roles
Describes how to built-in system roles and how to create a new, edit, customize (duplicate) or delete a role

Lesson 6: Manage Teams
Describes how to what teams are and benefits of usage and how to add new, edit existing or delete teams

Lesson 7: External Apps
Describes how to integrate publishing application using a key

Lesson 8: Audit Logs
Describes how to access and export logs with information regarding system changes including date, type, name, actor and changes made