

# HDX-ADM-100 Practitioner Studio Administration for Beginners



## HCL Software Academy for HCL Digital Solutions

Creating a new generation of experts

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## Introduction

This hands-on lab introduces you to the Practitioner Studio administration parts of HCL Digital Experience (DX).

In this DX administrator lab, you play the role of Harry, an administrator for the fictitious Woodburn Studio company.



**Harry Pappus, Administrator, based in Chicago (USA)**

As a DX Administrator, you will experience how quick and easy it is to administer DX using the Practitioner Studio. You will first have a quick look at the available capabilities and create a new Web Content Library.

## Prerequisites

1. Completion of “HDX-INTRO” and “HDX-BUS-100” courses, including the labs

You will be using the following user IDs and passwords:

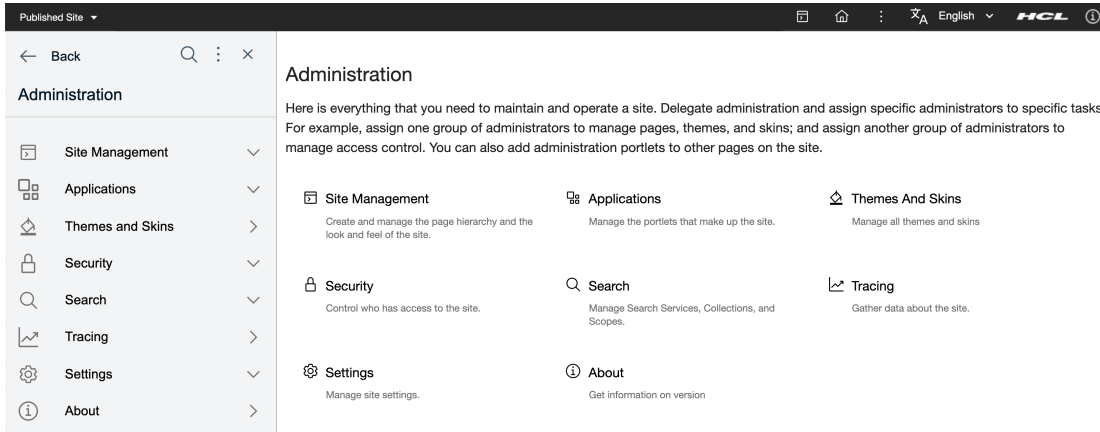
Purpose	User	Password
SoFy Login	Your official email id	Your password
SoFy Solution Console Login	sol-admin	pass
DX Login	hpappus (or wpsadmin)	HCL-Dem0 (or wpsadmin)

## Lab Overview

In this lab there are several parts to get you started with the administration of DX using the Practitioner Studio. These are shortly introduced now.

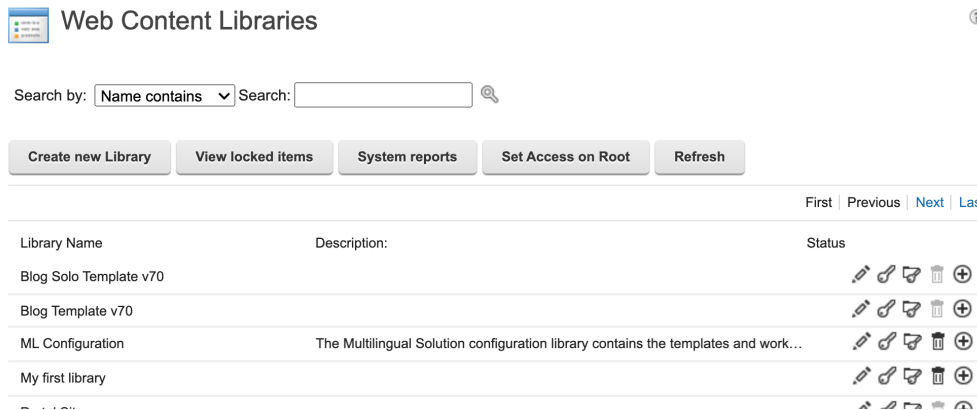
### Part 1: Discover Practitioner Studio Administration

You will first discover the different administration options in the Practitioner Studio.



### Part 2: Create a new Web Content Library

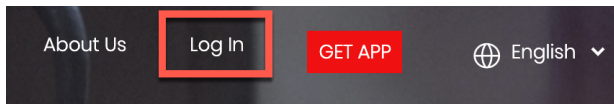
And you will create a new Web Content Library.



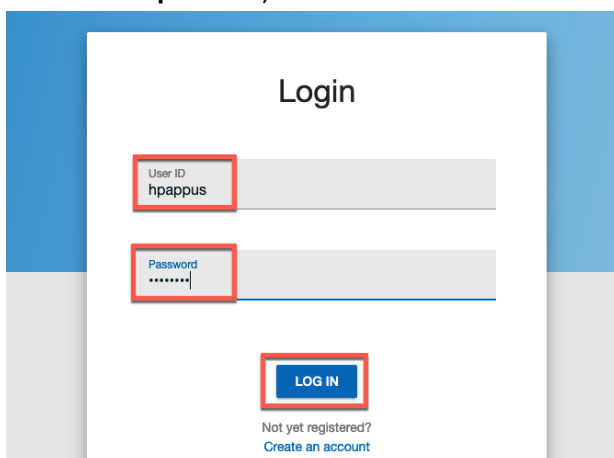
## Part 1: Discover Practitioner Studio Administration

In the HDX-BUS-100 course, you have already seen some aspects of the Practitioner Studio, like the Digital Assets, Web Content and Design Studio. You will discover the administration tools now.

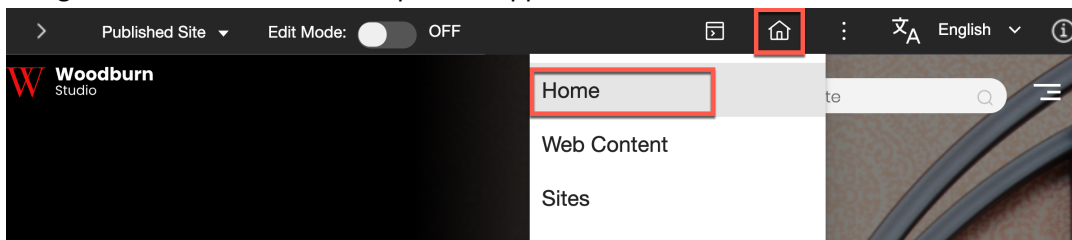
1. Log on to the DX server as Harry Pappus. Click **Log in**.



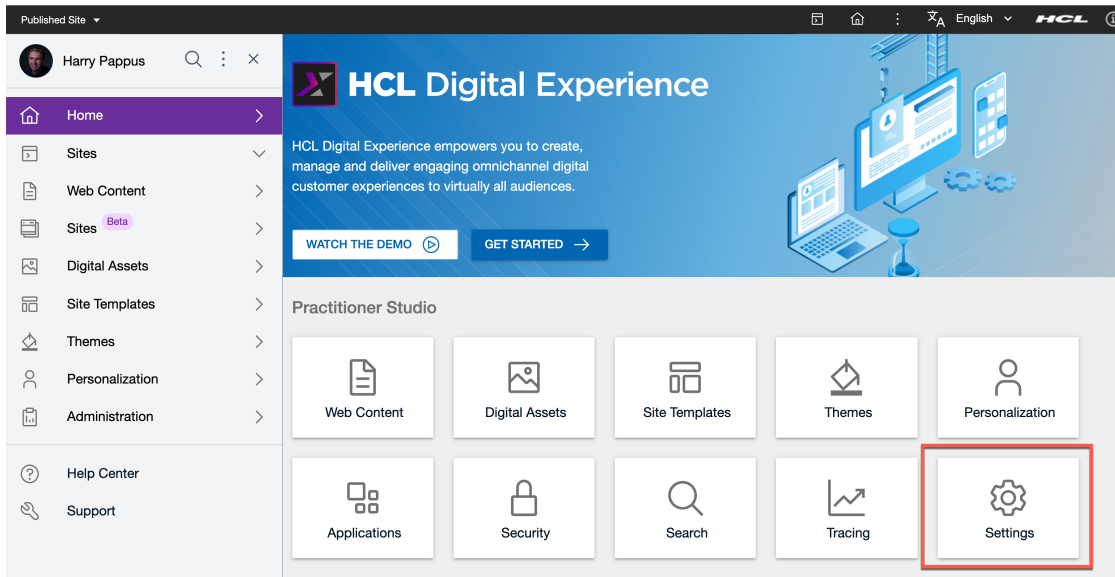
2. Then use the credentials of Harry (User ID: **hpappus**, Password: **HCL-Dem0** – if you do not have these, you may use the default administrator account with User ID: **wpsadmin**, Password: **wpsadmin**).



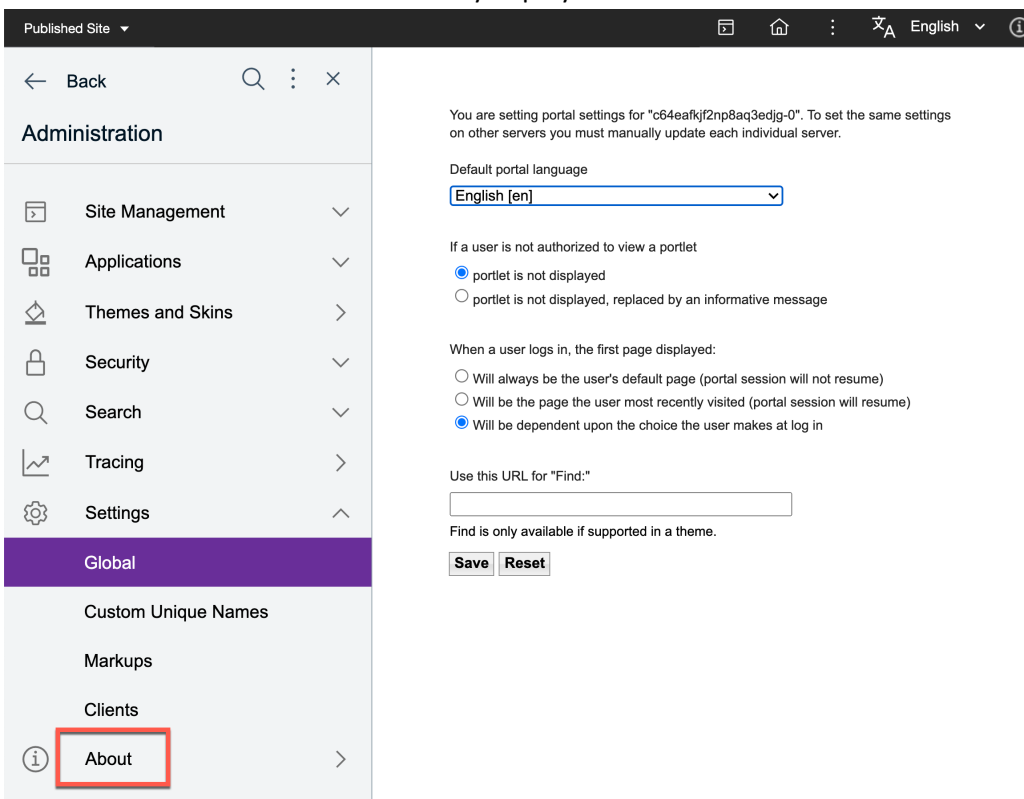
3. Then go to the Practitioner Studio. Open the applications menu and click **Home**.



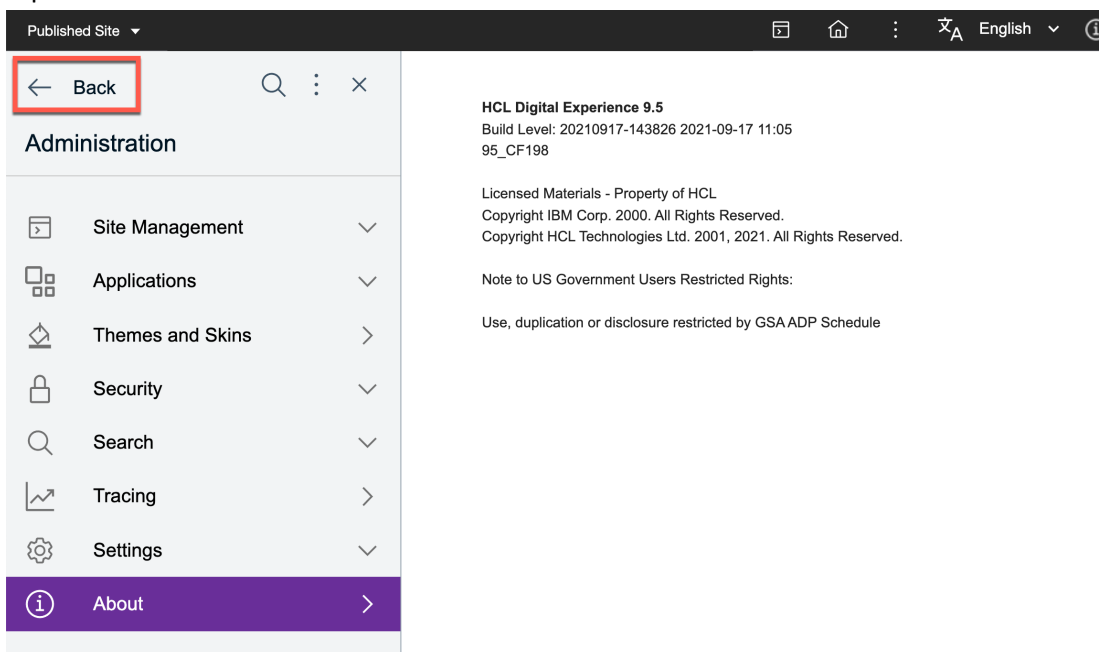
- This brings you to the Home Page of the Practitioner Studio. As an administrator, you see all the tools available to you. From the navigation on the left, you can access all parts. On the right, you may have some shortcuts to capabilities. On the left bottom, you also see a link to the Help Center and a quick link to Support. You now will have a look at the Global Settings, which are under Administration. Click **Settings**.



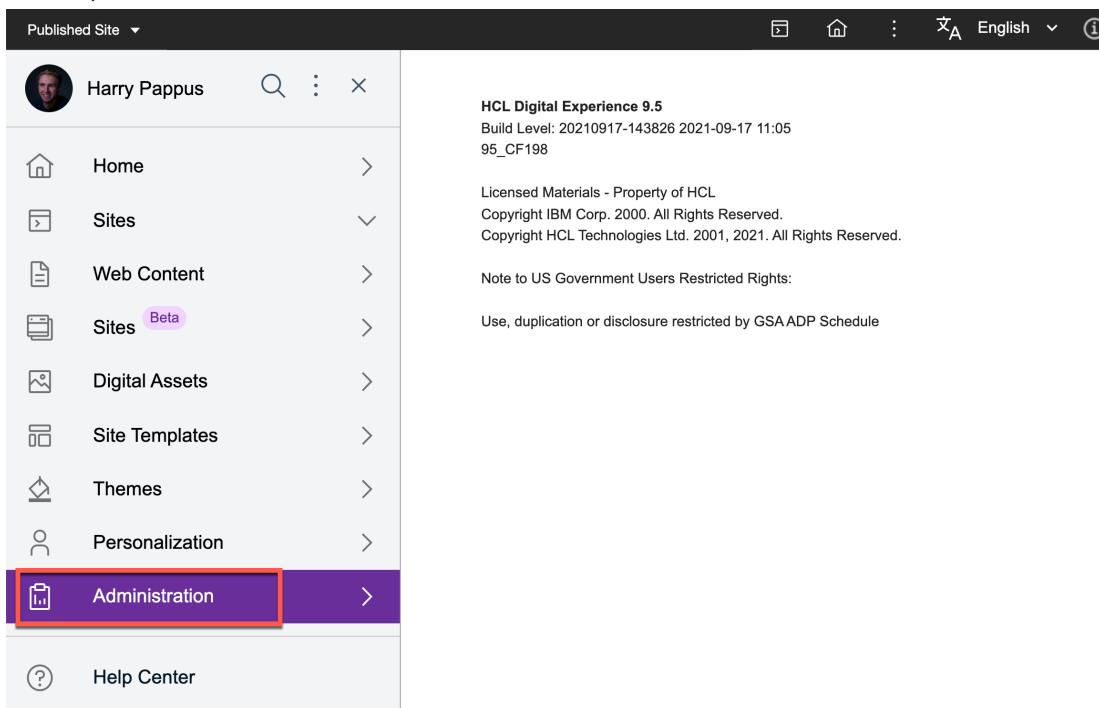
- As you can see, this is under the Administration section. Have a look around these settings and then check what version is currently deployed. Click **About**.



- You can see what version is currently deployed, in this case V9.5 CF198. Now go back to the top level of the Practitioner Studio. Click **Back**.

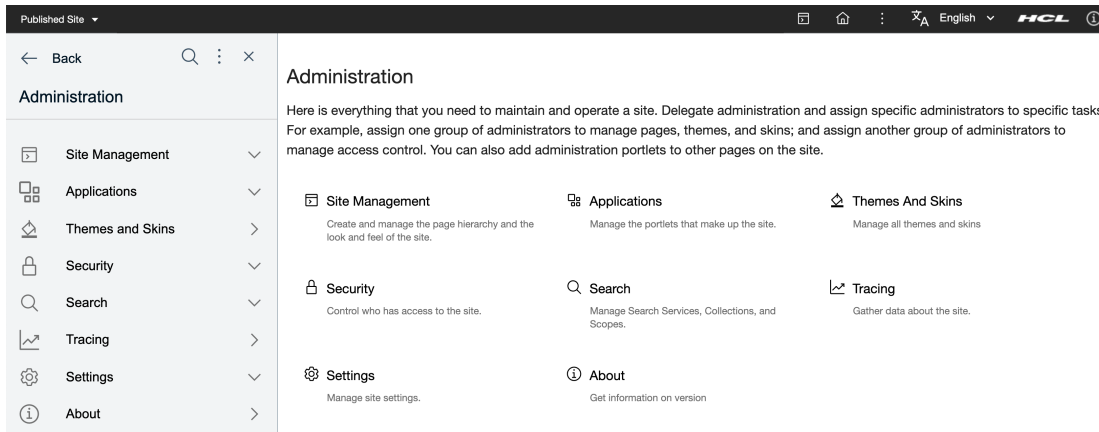


- This shows the top level navigation. From here you may go directly to the top level of each section, like Administration. Click **Administration**.





8. And you see the Home Page of Administration with easy access to each sub-topic.

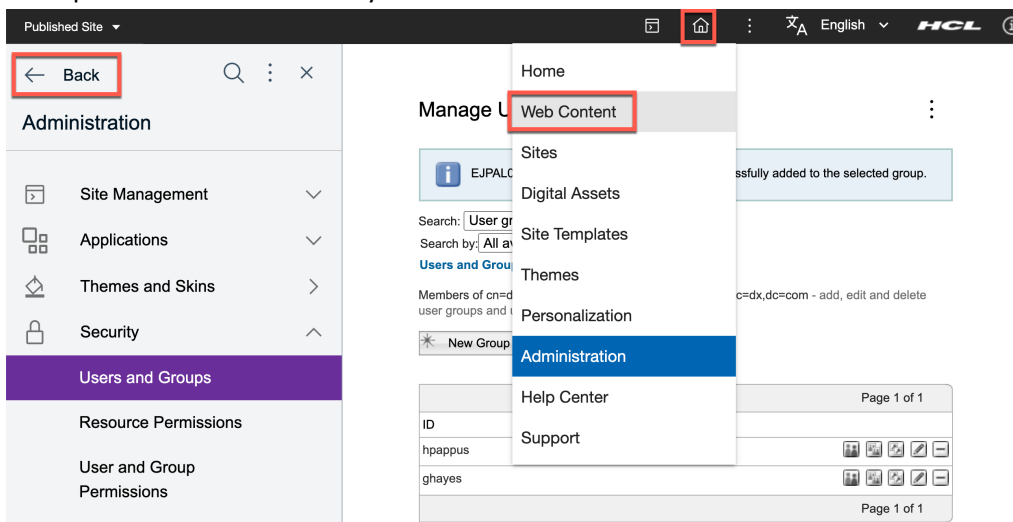


You have successfully started using the Practitioner Studio and learned to navigate to the different sections easily.

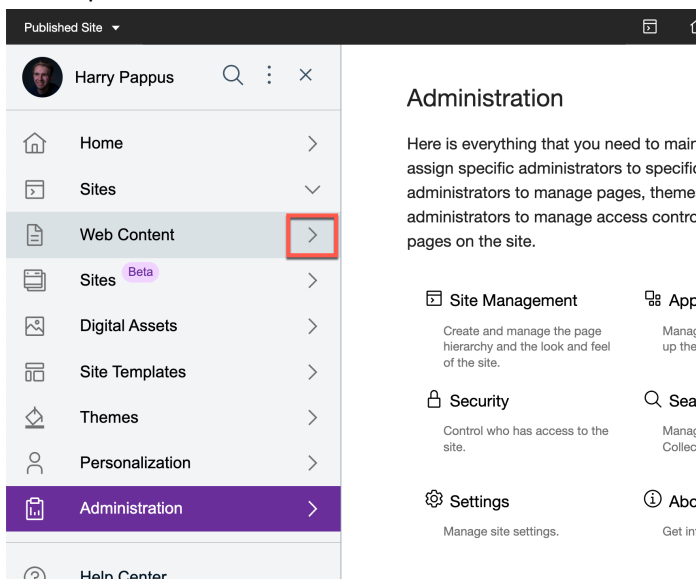
## Part 2: Create a new Web Content Library

And you will create a new Web Content Library. This is managed under the Web Content section.

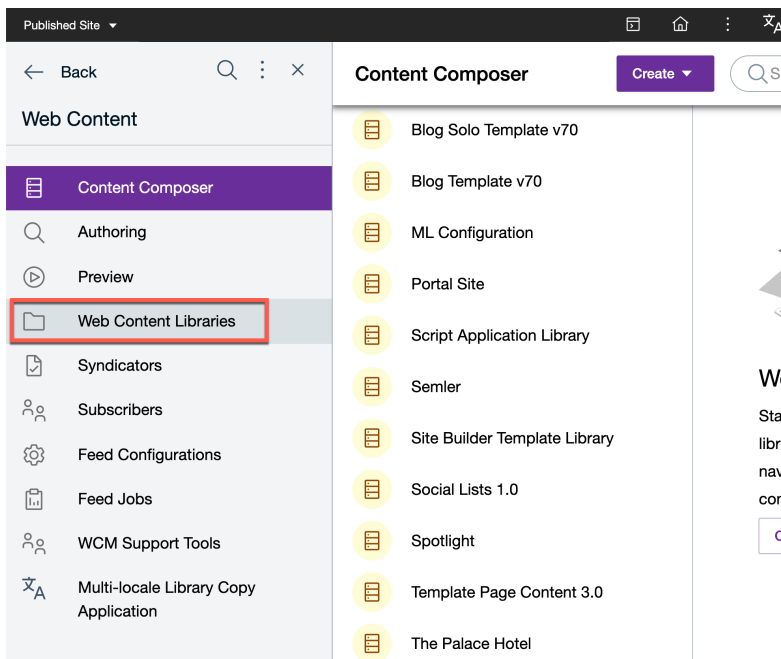
1. Go to Web Content. Either go back and select Web Content or use the Applications Menu and open Web Content directly.



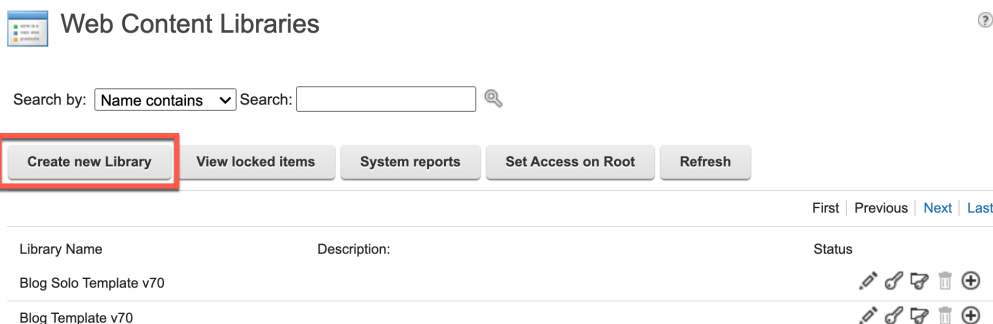
2. Then open the Web Content section.



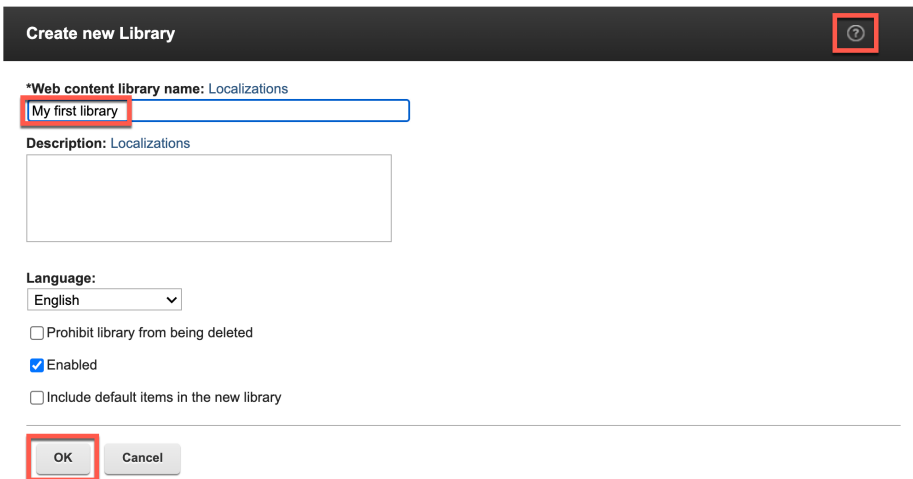
- This brings you to the Content Composer. Now go to Web Content Libraries. Click **Web Content Libraries**.



- Here you have access to all the libraries and you are able to set the root access that applies to all libraries. First create a new library. Click **Create new library**.



- Give you Web Content library a name. Notice the online help and other options, such as localizations for multilingual use, prohibit from being deleted and include default items in the new library, and click **OK**.



6. Then ensure, the library is available to developers.

You have successfully created a new Web Content library.

## Conclusion

Using this lab tutorial, you have learned how to use the Practitioner Studio for administration purposes. You have learned how to navigate around and do some basic tasks, like creating a Web Content library.

## Resources

Refer to the following resources to learn more:

HCL Digital Experience Home - <https://hclsw.co/dx>

HCL Digital Experience on HCL Solutions Factory (SoFy) - <https://hclsofy.com/>

HCL Software - <https://hclsw.co/software>

HCL Product Support - <https://hclsw.co/product-support>

HCL DX Product Documentation - <https://hclsw.co/dx-product-documentation>

HCL DX Support Q&A Forum - <https://hclsw.co/dx-support-forum>

HCL DX Video Playlist on YouTube - <https://hclsw.co/dx-video-playlist>

HCL DX Product Ideas - <https://hclsw.co/dx-ideas>

HCL DX Product Demos - <https://hclsw.co/dx-product-demo>

HCL DX Did You Know? Videos - <https://hclsw.co/dx-dyk-videos>

HCL DX GitHub - <https://hclsw.co/dx-github>

HCL DX Web Developer Toolkit - <https://github.com/HCL-TECH-SOFTWARE/WebDevToolkitForDx>

## Legal statements

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