



PINPOINT LABS HARVESTER CERTIFICATION AND TRAINING



PINPOINT LABS HARVESTER CERTIFICATION



HARVESTER CERTIFICATION COURSE DESCRIPTIONS

Harvester Certified Specialist (HCS)

The HCS certification teaches students how to use Harvester Portable's key features which are also important for Harvester Server usage. A few of the sessions highlight include:

- 1) Activating and deactivating Harvester licenses.
- 2) Creating, editing and running job profiles that address common customer projects.
- 3) Reviewing available settings that allow project customization.
- 4) Understanding Harvester processing stages.
- 5) Obtaining valuable project information without copying files using Data Assessment.

The steps and procedures learned will also apply to using Harvester Servers job profile functions and an understanding of how Harvester projects run on remote systems. This course is a prerequisite for all other Harvester courses. Anyone responsible for running Harvester will greatly benefit from completing this certification.

PREREQUISITES – NONE

Click [here](#) to download full course description

Harvester Certified Administrator (HCA)

The HCA certification ensures that team leaders and administrators fully understand Harvester Portable capabilities. A few of the session highlights include:

- 1) Creating batch files for automated collection jobs.
- 2) Reviewing all Harvester logging options and the data included in each log.
- 3) Using source and target variables.
- 4) Understanding Harvester job profile and .scj structures.
- 5) Creating temp and alias licensing options using the Portable License Manager (PLM).



HCA's will learn to maximize the software's flexibility and provide an intuitive interface for end users. The lessons covered in this certification will directly apply towards the Harvester Server Certified Administrator.

PREREQUISITES – HCS

[Click here to download full course description](#)

Harvester Server Certified Administrator (HSCA)

This HSCA Administrator certification ensures that Harvester Server administrators fully understand how to install, configure, and administer Harvester Server projects. A few of the session highlights include:

- 1) Activating Harvester Server.
- 2) Creating and editing job profiles.
- 3) Creating Projects and choosing optimal global settings.
- 4) Identifying the best remote job profile launch options.
- 5) Understanding Harvester job stages.
- 6) Creating progress reports.
- 7) Resuming jobs, reprocessing errors, and analyzing error reports.

HSCA's will learn the most efficient way to manage and monitor Harvester jobs across the network. They will also learn to identify and resolve common issues related to network installations.

PREREQUISITES – HCS/HCA



Harvester Certified Specialist (HCS) Certification

The HCS certification teaches students how to use Harvester Portable's key features which are also important for Harvester Server usage. A few of the sessions highlights include:

- 1) Activating and deactivating Harvester licenses.
- 2) Creating, editing and running job profiles that address common customer projects.
- 3) Reviewing available settings that allow project customization.
- 4) Understanding Harvester processing stages.
- 5) Obtaining valuable project information without copying files using Data Assessment.

The steps and procedures learned will also apply to using Harvester Servers job profile functions and to establishing an understanding of how Harvester projects run on remote systems. This course is a prerequisite for all other Harvester courses. Anyone responsible for running Harvester will greatly benefit from completing this certification.

PREREQUISITES – NONE

What are the costs and payment options?

- The HCA Course costs \$250 per person.
- Retake courses are also \$250. Payment for the course is required by credit card when registering.
- Exam fees are non-refundable. If you are unable to start an exam in the calendar date you've registered for, please contact the Pinpoint Labs Certification team at training@pinpointlabs.com at least two business days prior to the Course Start Date to reschedule.
- Your advance notice will help us better accommodate individuals on the waitlist and better serve you in the future.

Can I take the course online?

Yes, we offer the entire course online. A five (5) calendar day time limit is imposed for completion.

Can I pre-register for a course?

Yes, paying in advance is recommended as space is limited and will be reserved on a first-come, first served basis. Scheduling will be updated on a bi-weekly basis

Course Details

What version of Harvester is the Course on?

All Courses run the most recent release of Harvester. For example, the most recent release is Harvester 4.1.135. Courses are updated with the release bi-annually.

How can I prepare for the Course?

There are several ways to successfully prepare:

Be familiar with the documentation:

- Harvester Training Manual
- Quick reference guides
- PDF downloads
- Practice with hands-on project templates.

Familiarize yourself with the following pages of our website:

- Documentation
- [Videos](#)
- [Frequently Asked Questions](#)

Where can I find demo (practice) projects?

You can find the hands-on demo projects on the Pinpoint Labs Customer Portal. If you are registered for the Course, you can have access to the Customer Portal. Please email training@pinpointlabs.com to request credentials.



Harvester Certified Specialist (HCS) Certification

Can you give training for the courses at my location?

We do not normally go onsite for training. Please see the certifications page of the Pinpoint Labs website Customer Portal for webinar training dates.

After the Course

When will I get my results?

The results will be sent to you via email within 48 hours after completion of your Course.

What if I don't pass?

The full HCA Course must be taken again, for \$250. Upon failing, you must wait 30 calendar days to retake the Course. For each subsequent attempt, you must wait 30 calendar days. A maximum of four attempts per year are allowed. If you do not pass, it is possible to receive the same project again.

When does my certification expire?

Your certification is valid for 12 months. In order to remain current, you can pay a \$200 certification renewal fee and successfully complete additional lessons related to new product releases.



Harvester Certified Administrator (HCA) Certification

Harvester Certified Administrator (HCA)

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- 2) Reviewing all Harvester logging options and the data included in each log.
- 3) Using source and target variables.
- 4) Understanding Harvester job profile and .scj structures.
- 5) Creating temp and alias licensing options using the Portable License Manager (PLM).

HCA's will learn to maximize the software's flexibility and provide an intuitive interface for end users. The lessons covered in this certification will directly apply towards the Harvester Server Certified Administrator.

PREREQUISITES – HCS

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- **PDF downloads**
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- [Frequently Asked Questions](#)



Harvester Certified Administrator (HCA) Certification

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After the Course

When will I get my results?

The results will be sent to you via email within 48 hours after completion of your Course.

What if I don't pass?

The full HCA Course must be taken again, for \$125. Upon failing, you must wait 30 calendar days to retake the Course. For each subsequent attempt, you must wait 30 calendar days. A maximum of four attempts per year are allowed. If you do not pass, it is possible to receive the same project again.

When does my certification expire?

Your certification is valid for 12 months. In order to remain current, you can pay a \$125 certification renewal fee and successfully complete additional assignments related to new product releases.



Harvester Certified Server Administrator (HCSA)

Harvester Server Certified Administrator (HSCA)

This HSCA Administrator certification ensures that Harvester Server administrators fully understand how to install, configure, and administer Harvester Server projects. A few of the session highlights include:

- 1) Activating Harvester Server.
- 2) Creating and editing job profiles.
- 3) Creating Projects and choosing optimal global settings.
- 4) Identifying the best remote job profile launch options.
- 5) Understanding Harvester job stages.
- 6) Creating progress reports.
- 7) Resuming jobs, reprocessing errors, and analyzing error reports.

HSCA's will learn the most efficient way to manage and monitor Harvester jobs across the network. It will also train them to identify and resolve common issues related to network installations.

PREREQUISITES – HCS/HCA

What are the costs and payment options?

- The HCA Course costs \$250 per person.
- Retake courses are also \$250. Payment for the course is required by credit card when registering or by check which must be received before scheduling classes.
- Exam fees are non-refundable. If you are unable to start an exam in the calendar date you've registered for, please contact the Pinpoint Labs Certification team at

training@pinpointlabs.com at least two business days prior to the Course Start Date to reschedule.

- Your advance notice will help us better accommodate individuals on the waitlist and better serve you in the future.

Can I take the course online?

Yes, we offer the entire course online. A seven (7) calendar day time limit is imposed for completion.

Can I pre-register for a course?

Yes, paying in advance is recommended as space is limited and will be reserved on a first-come, first served basis. Scheduling will be updated on a bi-weekly basis

Course Details

What version of Harvester is the Course on?

All Courses run the most recent release of Harvester. For example, the most recent release is Harvester 5.0.1235. Courses are updated with the release bi-annually.

How can I prepare for the Course?

There are several ways to successfully prepare: Be familiar with the documentation:

- [Pinpoint Labs Resource Library](#)
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- Practice with hands-on project templates.

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Harvester Certified Server Administrator (HCSA)

Where can I find demo (practice) projects?

You can find the hands-on demo projects on the Pinpoint Labs Customer Portal. If you are registered for the Course, you can have access to the Customer Portal. Please email training@pinpointlabs.com to request credentials.

Is there a Demo Course?

Pinpoint Labs has developed a *sample* course designed primarily for litigation support and law students, for the sole purpose of a Harvester overview. You will be able to view this sample course **Harvester Portable - Fundamentals** by Self-registration on the certification portal <http://training.pinpointlabs.com>.

Can you give training for the courses at my location?

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After the Course

When will I get my results?

The results will be sent to you via email within 48 hours after completion of your Course.

What if I don't pass?

The full HCA Course must be taken again, for **\$250**. Upon failing, you must wait 30 calendar days to retake the Course. For each subsequent attempt, you must wait 30 calendar days. A maximum of four attempts per year are allowed. If you do not pass, it is possible to receive the same project again.

When does my certification expire?

Your certification is valid for 12 months. In order to remain current, you can pay a \$125 certification renewal fee and successfully complete all assignments related to product updates.