



READY TO LEARN?

The M-Files Academy enables users, system administrators and M-Files channel partners to receive comprehensive training on the M-Files dynamic content management platform.

Once signed up, enroll in the courses most important to you. Course material is available for 2 years from the date of course completion.

TRAINING CURRICULUMS

M-Files Essentials *(Available Online)*

- Welcome to M-Files
- Basics of Working in M-Files
- Sales Process and Project Turnover

M-Files User *(Available Online)*

- Welcome to M-Files
- Working in M-Files
- Processes and Workflows in M-Files
- M-Files Email and External Systems

M-Files Business Administrator *(Available Online)*

- Management of the M-Files Metadata Structure
- Definition and Use of M-Files Views
- Management of Processes and Workflows with M-Files
- Versatile Management of M-Files Permissions

M-Files IT Administrator *(Available Online)*

- Implementation of the M-Files System
- Efficient M-Files System Maintenance
- M-Files in Intranet and Extranet Use
- Replication of Data

M-Files QMS User *(Available Online)*

- Welcome to M-Files QMS
- Controlled Document Creation in M-Files QMS
- Learning Management in M-Files QMS

ONLINE TRAINING CURRICULUMS

M-Files User

The M-Files User Program is valuable for anyone that will have access to the M-Files System. It will give a general overview of many of the everyday features that most users will need to understand. It is delivered via on-demand eLearning. The total time necessary to successfully complete the course can range from between 3-7 hours.

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|--|--|
| What is M-Files | Searching M-Files |
| Metadata | Annotation & Redlining |
| Saving & Creating Documents | Offline Mode |
| Permissions | Co-Authoring & Publishing |
| Multi-File Documents & Document Collections | Assignments, Workflows, Notifications |
| M-Files Web | M-Files Mobile |

M-Files Business Administrator

The Business Administrator Program is intended for those users that will have Administrative access to their vault. This role is primarily responsible for metadata structure and permissions. It is delivered via on-demand eLearning. The total time necessary to complete the course can range from between 5-7 hours.

Management of M-Files Metadata Structure

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|--|---------------------------|
| Metadata Terminology | Automatic Values |
| Creating New Objects | Validation |
| Class & Class Group Structure | Importing Objects |
| Value Lists | OCR |
| Class Properties | Document Templates |
| Objects & Object Types | |

Definition and Use of Views

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|------------------------|--|
| Indirect Views | Virtual Folders |
| Display Modes | User-Specific Folder Selections |
| Column Settings | Indexing Views |

Management of Processes and Workflows

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|--------------------|-------------------------|
| Workflows | Notifications |
| Assignments | Substitute Users |

Versatile Management of M-Files Permissions

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| Login Accounts & Vault Users | Manual Permissions |
| Named Access Control Lists | Automatic Permissions |
| Default Permissions | |

M-Files IT Administrator

The IT Administrator Program is for users responsible for the implementation and local maintenance of the M-Files system. It is delivered via on-demand eLearning. The total time necessary to successfully complete the course can range from 5-10 hours.

Implementation of the M-Files System

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|------------------------------------|-------------------------------|
| M-Files Technical Structure | Authentication Methods |
| M-Files Installation | Modifying Accounts |
| Firewall Settings | Client Settings |
| Licenses and Login Accounts | Automatic Delivery |

Efficient M-Files System Maintenance

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| Deleting, Undeleting, Destroying | Rebuild Full-Text Search Index |
| Vault Maintenance | Monitoring & Using Event Logs |
| Vault Optimization | Backups |

M-Files in Intranet and Extranet Use

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|---------------------------------|-------------------------|
| Web Access | M-Files URLs |
| Mobile Access | Publisher Vaults |
| M-Files & SharePoint | |

Replication of Data

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|------------------------------|---------------------------|
| Cached Replica Vaults | Server Replication |
| Full Replication | Publishing Content |

M-Files QMS User

The QMS User Program is for users responsible for the creation, review, approval, release, and learning of controlled quality documents. The total time necessary to successfully complete the course can range from 5-10 hours.

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|--------------------------------------|-----------------------------|
| QMS User Interface | Periodic Review |
| Controlled Documents | Document Retirement |
| Request a Controlled Document | Learning Rules |
| Supporting Documents | Training Assignments |
| Review Process | Course Lists |
| Approve and Authorize | Training Events |
| Release Controlled Documents | Document Re-learning |

**For more information on courses,
e-mail us at academy@m-files.com**