

Administrator Training

| Executive, Organization, Prospects | User | Document- Administrator | Authorization- Administrator | Process- Administrator |
|--|--|-----------------------------------|--|----------------------------------|
| Data protection in human resources | User Training Digital Personnel File | Basic Training Template-Design | aconso Assistant Training | Basic Training Process-Design |
| | | | aconso Cloud Assistant Training (remote) <i>Note: only for our cloud customers</i> | |

aconso Assistant Training

This training provides you all information to use the *aconso* Assistant effectively to structure your authorizations. This course aims to make the use and maintenance of the authorization as simple and resource friendly as possible, given at the same time the utmost security.

Content:

- User Management
- Mapping your organisational structure
- Assigning of authorizations
- Handling of special cases

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|----------------------|--------------------------------|
| Who? | Specialist Administrators |
| When? | on request |
| Duration: | 1 Day |
| Where? | is individually coordinated |
| Requirements: | none |
| Costs: | on request |

aconso Cloud Assistant Training (remote)

-> Note: only for our cloud customers

This training provides you with the contents of the operation of the *aconso* Assistant for the optimal installation of your authorization structure. This course aims to make the use and maintenance of the authorization as simple and resource friendly as possible, given at the same time the utmost security.

Content:

- User Management
- Mapping your organisational structure
- Assigning of authorizations
- Delete Manager
- License Management

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|----------------------|---|
| Who? | Specialist Administrators |
| When? | on request |
| Duration: | 0,5 Day |
| Where? | remote |
| Requirements: | Possibility of a team meeting or Skype meeting to share screen content |
| Costs: | on request |

Basic Training Template-Design

This Basic-Workshop provides general knowledge about the automated document creation with *aconso* automated document creation. Based on an existing Word template, a master template is created together with the participants, which is the basis for *aconso* templates. The aim of the training is to implement first, basic documents in the production system.

Content:

- General information about the *aconso* document management system
- Basic training of the *aconso* document creation
- Create and administer document templates in *aconso*
- Overview of the *aconso* authorization concept of document templates
- Analysis and implementation of selected customer-specific document templates

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|----------------------|---|
| Who? | Template Administrators |
| When? | on request |
| Duration: | 2 Days |
| Where? | is individually coordinated |
| Requirements: | Good knowledge Microsoft Word, high IT affinity |
| Costs: | on request |

Basic Training Process-Design

The introductory course provides participants with basic knowledge about the topic of *aconso* process automation. In this course, the training of digital forms for employees and executives will be taught. These forms are then automatically forwarded within the company, according to previously defined routes.

The modeling of the processes takes place in the specification language BPMN 2.0.

This graphical process representation can be individually adapted to customer requirements using the *aconso* process manager.

In the training acquired skills enable participants to provide various process participants with processes differentiated authorizations.

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|----------------------|---|
| Who? | Technical Administrators |
| When? | on request |
| Duration: | 2 Days |
| Where? | is individually coordinated |
| Requirements: | high IT affinity, basic understanding of process flows and of process design, preferable experience with Microsoft Visio or other process modeling programs, good English knowledge |
| Costs: | on request |

Content:

- Introduction to interfaces (frontend and administration)
- Basics of the specification language BPMN
- Graphical process modeling using the *aconso* process manager
- Configuration of individual process steps and linking to document creation