# comidor



# CHECKLIST FOR PARTNERS TRAINING

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## Day 1: 1,5 hr

# CHECKLIST FOR PARTNERS TRAINING

Business Setup	<ul> <li>Corporate, Division, Company, Location</li> <li>Currencies, Languages</li> <li>Regional settings</li> </ul>
Users & application rights	<ul> <li>How to create users</li> <li>Application rights &amp; roles</li> <li>Personnel</li> <li>Managers</li> </ul>
Organizational Chart	<ul><li>Groups and people</li><li>Create and connect groups</li><li>How to check inside groups</li></ul>
Home	<ul> <li>Search</li> <li>Menu</li> <li>User settings &amp; User profile</li> <li>Customise layout and tiles</li> <li>Create multiple tabs</li> </ul>
Notifications Bar	<ul><li>Explain info-boxes purpose and functionality</li><li>Unit that can re-activate notifications</li></ul>
Notes to communicate	<ul><li>Send note between 2 colleagues</li><li>Where to receive notification</li></ul>
Tasks	<ul><li>Create task</li><li>Task status</li><li>Manage tasks</li></ul>
Calendar	<ul> <li>Access Calendar</li> <li>Monitor</li> <li>Complete tasks</li> </ul>

| LOW-CODE BPM | RPA | DMS | PM | HR | CRM | REPORTING | COLLABORATION |

## Day 2: 1.5 hr

# CHECKLIST FOR PARTNERS TRAINING

Business Process Management	<ul> <li>How to create a process</li> <li>Scheduling</li> <li>Relations and links, comments</li> <li>Drag-n-drop files</li> <li>File Versioning</li> <li>Sub-processes</li> <li>Add tasks to a process</li> <li>Complete a process</li> </ul>
Workbench/ Dashboard	<ul><li>Filters</li><li>How to monitor</li></ul>
Quick Adds	<ul><li>Back screen linking</li><li>Basic fields</li></ul>
Key BPMN 2.0 diagram elements and symbols	<ul> <li>Flow objects: events, activities, gateways</li> <li>Data: data objects, data inputs, data outputs, data stores</li> <li>Connecting objects: sequence flow, message flow, association, data association</li> </ul>

- Swim lanes: pool or lane
- Artifacts: group, text annotation, annotation



## Day 3: 2 hrs

# CHECKLIST FOR PARTNERS TRAINING

Workflow Creation	<ul> <li>Workflow design with an example case</li> <li>Add elements</li> <li>Add connectors / Gateways</li> </ul>
App Builder	<ul> <li>10 steps of App builder: Process-enabled applications</li> <li>Basic info</li> <li>User field creation</li> <li>User form designing</li> <li>Workflow in app builder</li> <li>Overview</li> <li>Publish</li> </ul>
Workflow Execution	<ul><li>Execution of process/app with workflow</li><li>Monitor a workflow in a process</li></ul>
Workflows repository	<ul> <li>Workflow designs and categories</li> <li>Workflow reports (RACI, User activities report)</li> <li>Analytics</li> <li>Business Process Document, Business Process Guidelines</li> </ul>

## Day 4: 2 hrs

# CHECKLIST FOR PARTNERS TRAINING

#### App Builder

#### **Business Rules**

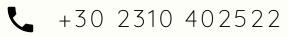
#### Robotic Process Automation

#### **Enterprise Architecture**

- Non-Process enabled applications
- Report Type applications
- Kanban Type applications
- Widgets
- Tabs
- How to maintain/edit apps
- Copy/import
- Field rules
- Conditions
- Gateways
- Rest services
- Shell scripts
- Scripts before save
- RPA components
- Al components
- ML components
- Enterprise canvas
- Create & connect various canvases
- Link canvases with workflow categories or directly to workflows
- Customise the elements
- Operating model

#### FOR MORE INFORMATION PLEASE CONTACT:

## Customer Success Team







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