



**CUSTOMER
TRAINING**



TABLE OF CONTENTS

ABOUT TRAINING	4
TRAINING METHODOLOGY	5
DELIVERY FORMATS OF LEARNING.....	6
STANDARD TRAINING BY ROLE - INCLUDED	7
AVAILABLE ADD-ON TRAINING BY ROLE	8
MERIDIAN STANDARD TRAINING COURSES – SERVER USERS	9
SERVER FUNDAMENTALS.....	9
SERVER EXPLORER END USER	10
SERVER POWER END USER	11
SERVER SUPPORT ADMINISTRATOR	12
SERVER SUPPORT ADMINISTRATOR EXAM	13
SERVER BUSINESS ADMINISTRATOR	14
SERVER BUSINESS ADMINISTRATOR EXAM	15
SERVER PORTAL ADMINISTRATOR	16
MERIDIAN STANDARD TRAINING COURSES – CLOUD USERS	17
CLOUD FUNDAMENTALS.....	17
CLOUD END USER	18
CLOUD ADMINISTRATOR	19
CLOUD ADMINISTRATOR EXAM	20
MERIDIAN STANDARD TRAINING COURSES – CLOUD or SERVER USERS	21
MERIDIAN PORTAL END USER	21
MERIDIAN MOBILE	22
MERIDIAN ANALYTICS	23

MERIDIAN ADD-ON TRAINING COURSES.....	24
SERVER SUPPORT ADMINISTRATOR – INSTRUCTOR LED	24
SERVER SUPPORT ADMINISTRATOR – Q&A SESSION.....	25
SERVER BUSINESS ADMINISTRATOR – INSTRUCTOR LED	26
SERVER BUSINESS ADMINISTRATOR – Q&A SESSION	27
ONE ON ONE Q&A SESSION WITH PRODUCT TRAINER	28
SERVER SYSTEM ADMIN – INSTRUCTOR LED.....	29
MERIDIAN CLOUD END USER – INSTRUCTOR LED	30
SERVER END USER – INSTRUCTOR LED	31
SERVER UPGRADE WHAT’S NEW – INSTRUCTOR LED	32
ADDITIONAL PRODUCTS	33

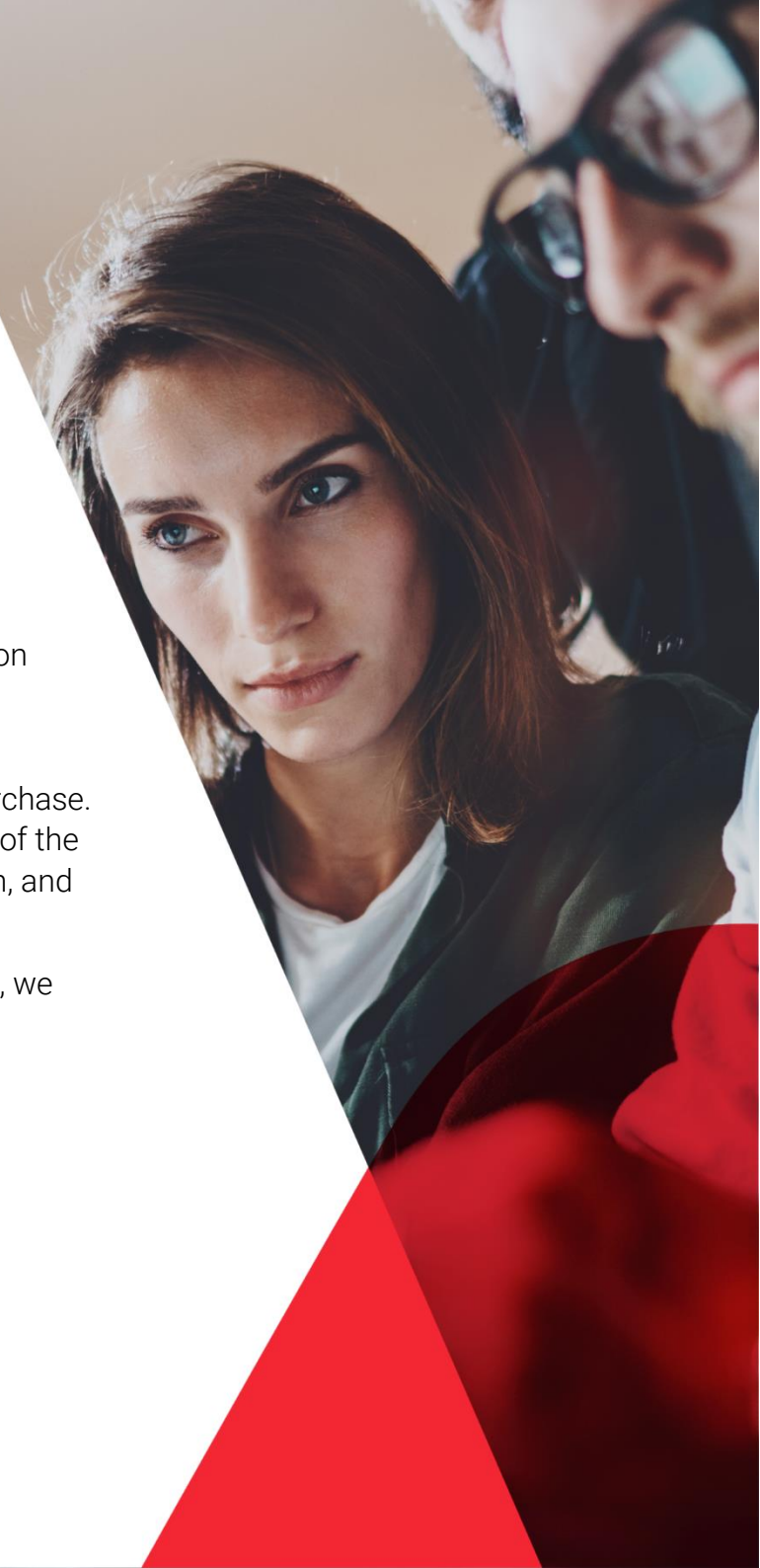
ABOUT TRAINING

Accruent Academy believes that helping your users understand our software's capabilities to quickly become proficient in the new systems is the key to your success. This takes serious training. The success of a major software application deployment or upgrade has a direct correlation with the thoroughness of the training provided. Accruent Academy is the solution to add value to the digital transformation occurring in your organization and enable your users to get the most out of their Accruent software.

In this catalog, you will find all the essential information on how to train the users in your organization to become in-house experts, with technical knowledge to use, manage, and maintain your Meridian solution.

Accruent Academy delivers world-class training solutions standard with your Meridian software purchase. Instead of purchasing separate training courses, a set of training licenses will be included as a part of the software product, increasing training access and leading to faster enablement, higher user adoption, and greater software ROI.

Whether you are new to Meridian software, part of an implementation team, or an experienced user, we have continuous training that will benefit you and your organization.



TRAINING METHODOLOGY

Our training courses will give your organization the expertise needed to utilize and maintain our products and are aligned with the different phases of the implementation process.

Our standard training portfolio contains the training needed to ensure your end users, system administrators, and support contacts have the knowledge and skills necessary to get the most out of your Meridian software.

The standard training courses include online eLearning courses as well as a targeted MicroLearning with content presented through demonstration videos, animated lectures, interactive text and graphics, and practice software simulations.

For additional in-depth training Accruent Academy also offers Add-On courses that can be purchased to supplement and expand on the provided standard training. Add-Ons include instructor led training, both virtual and in-person, with an expert Meridian Product Trainer.

To successfully adopt new solutions and ensure maximum product satisfaction, it is essential that training addresses the needs of your users. Custom training solutions can be developed to tailor the learning experience to your specific users and business processes. Each custom training project begins with a Training Needs Analysis workshop. This is conducted together with your core project team to understand the training requirements of your organization and develop a Training Plan to meet those unique requirements. Your Training Plan will be aligned with your implementation timeline and will serve to supplement the on-the-job training you will receive throughout your project.



DELIVERY FORMATS OF LEARNING

eLEARNING



Accruent's online learning environment — the Accruent Academy Learning Center — is web-based so you can access your training anywhere. Learners can register and connect from anywhere in the world to access their training content at any point in time.

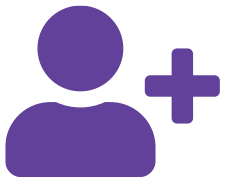
All online training courses contain interactive eLearning modules to learn about the software, simulated exercises for real-time application practice, and knowledge checks to ensure content comprehension. Training completion information can be viewed and exported through reporting, by the assigned training coordinator.

INSTRUCTOR LED TRAINING

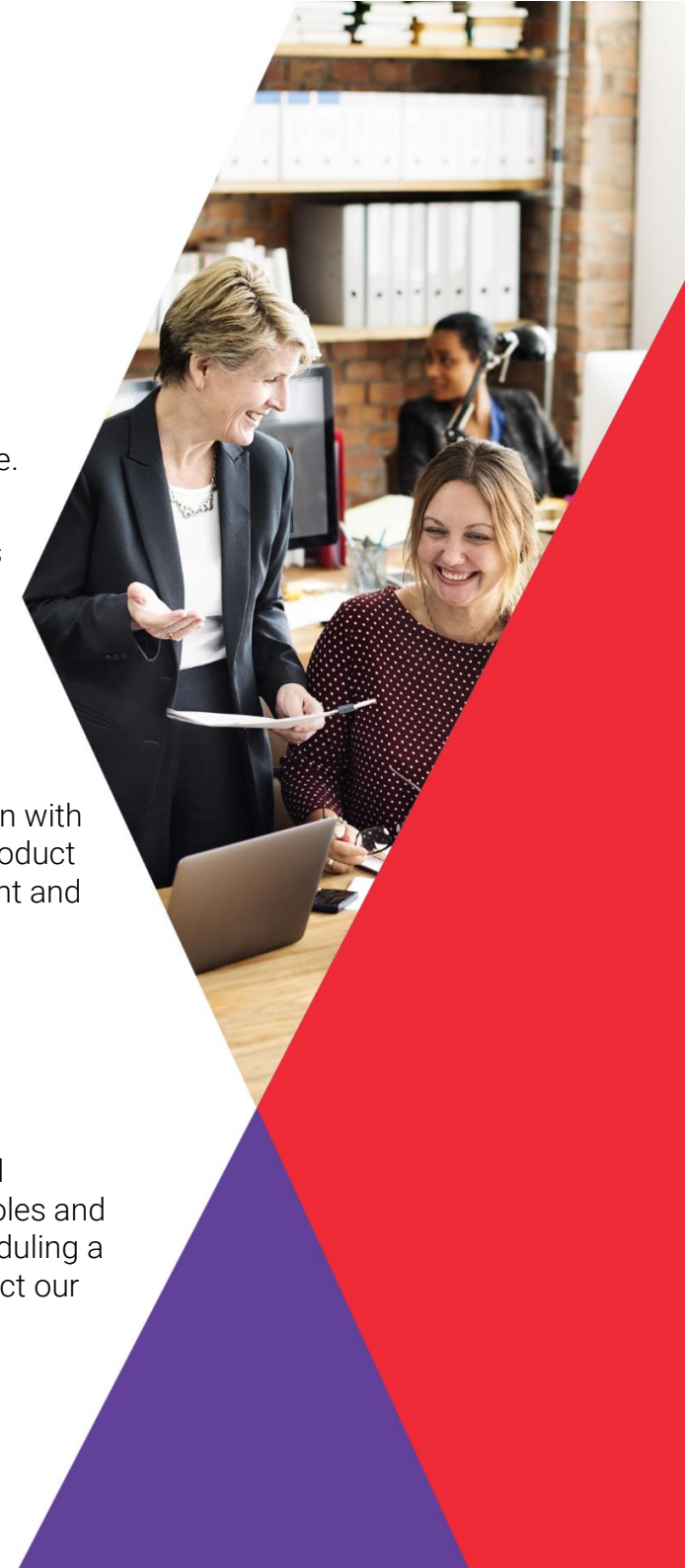


Virtual instructor led courses are also offered to combine the benefits of live instruction with the flexibility of online learning. These courses are led by our highly skilled Meridian Product Trainers. The classes allow for a maximum of 10 attendees to ensure high engagement and personal attention. In-person sessions are also available at the customer location.

CUSTOM-BUILT TRAINING



Accruent has its own training department with highly experienced Product Trainers and eLearning Developers. We offer custom training courses tailored to the different user roles and unique business processes in your organization. Our team begins this process by scheduling a meeting with you to ensure we are aware of and meet any training needs. Please contact our team if you would like to know more about our custom-built training possibilities.



STANDARD TRAINING BY ROLE – INCLUDED

Accruent Academy provides standard Meridian training courses included with your software contract for 25 users per customer account. These standard training courses are organized into Learning Paths by user role, so users can focus their learning on the courses that are most applicable to their position. The following Learning Paths are defined for Meridian Server and Cloud users. More detailed information on all courses is provided in subsequent sections. Additional standard training users can be purchased, as needed.

Course	Format	Role				
		Server End User	Server Support Admin	Server Business Admin	Cloud End User	Cloud Admin
Server Fundamentals	eLearning	x	x	x		
Server Explorer End User	eLearning	x	x	x		
Server Power End User	eLearning	x	x	x		
Server Support Admin	eLearning		x			
Server Business Admin	eLearning			x		
Server Portal Administrator	eLearning		x	x		
Server Support Admin Exam	Exam		x			
Server Business Admin Exam	Exam			x		
Cloud Fundamentals	eLearning				x	x
Cloud End User	eLearning				x	x
Cloud Administrator	eLearning					x
Cloud Administrator Exam	Exam					x
Meridian Portal End User	eLearning	x	x	x	x	x
Meridian Mobile	eLearning	x	x	x	x	x
Meridian Analytics	eLearning	x	x	x	x	x

AVAILABLE ADD-ON TRAINING BY ROLE

Accruent Academy also offers additional training courses for purchase via Accruent Academy or Statement of Work (SOW). More detailed information on all courses is provided in subsequent sections.

Course	Format	Role				
		Server End User	Server Support Admin	Server Business Admin	Cloud End User	Cloud Admin
Server Support Admin	Virtual Instructor Led		x			
Server Support Admin Q&A Session	Virtual Instructor Led		x			
Server Business Admin	Virtual Instructor Led			x		
Server Business Admin Q&A Session	Virtual Instructor Led			x		
One on One Q&A Session with Product Trainer	Virtual Instructor Led	x	x	x	x	x
Server System Admin	Virtual Instructor Led		x	x		
Cloud End User – Instructor Led	Virtual Instructor Led				x	x
Server End User – Instructor Led	Virtual Instructor Led	x		x		
Server Upgrade What's New – Instructor Led	Virtual Instructor Led	x	x	x		

MERIDIAN STANDARD TRAINING COURSES – SERVER USERS

The Accruent Academy offers the following standard training courses for Meridian Server Users, included in the software purchase.

SERVER FUNDAMENTALS

Length

30 min

Training Type

eLearning modules

Course Overview

This course provides an overview of all the features and functions of Meridian Server. This training is meant for the Meridian Server End User and Implementation Team members and contains eLearning modules that explain the key concepts needed to get started with Meridian Server.

Course Objectives

- Explain the concepts of Meridian Server
- Explain the use of the different Meridian clients

Course Topics

- Meridian Administration
- Managing your Meridian Server Environment
- Distributing Documentation at large in your company
- Document Exchange with External Parties
- Cloud Analytics

Course Audience

- Meridian Server Implementation Project Team
- All Meridian Server End Users

SERVER EXPLORER END USER

Length

1 hour

Training Type

eLearning modules

Course Overview

This training course provides the knowledge and skills required to use all standard functionality of Meridian Server Explorer. The training course contains different modules, interactive simulated exercises, and knowledge checks to ensure you know everything you need to know to use Meridian Server Explorer.

Course Objectives

- Be able to search, view, print documents
- Use the Meridian Explorer views successfully

Key tasks: Viewing Documents

Course Topics

- Explorer Interface
- Using Document View and Searching
- Viewing Documents and Comments
- Document Actions
- Collections and Packages
- Projects
- Tag Views
- Import Packages

Course Audience

- Document Viewers
- Maintenance workers

SERVER POWER END USER

Length

2 hours

Training Type

eLearning modules

Course Overview

This training course provides the knowledge and skills required to use all standard functionality of the Meridian Server Power client. The training contains different modules, recorded lectures, and interactive simulated exercises to ensure you know everything you need to know to use Meridian Server Power.

Course Objectives

- Work with documents, both existing and newly created
- Participate in Meridian workflow processes
- Explain how Meridian helps with concurrent engineering
- Demonstrate the relationships between documents and assets

Key tasks: Viewing, Creating, Editing, Approving Documents, and Sending documents to Meridian Portal

Course Topics

- Basic Navigation
- Accessing Existing Documents
- Working with Documents
- Workflow and Managed Change
- Advanced Actions
- Concurrent Engineering
- Create a Project Copy
- Release to Master
- Project Workflow
- Asset Management
- Managing Links

Course Audience

- Meridian Server Implementation Project Team
- Engineers, Creators, and Editors
- Approvers

SERVER SUPPORT ADMINISTRATOR

Length

2 hours

Training Type

eLearning modules

Course Overview

This in-depth training provides the knowledge and skills required to ensure successful maintenance of your Meridian Server Environment. The training focuses on the functionality used by administrators, including license and user management, backups, and all applicable day-to-day maintenance activities.

This training course is aimed at system administrators and/or application managers and will facilitate the installation, setup, and maintenance of the Meridian Server solution for your organization. Upon completion, access to Accruent's Self-Service Center is granted to create support cases in the customer portal. Cases will be handled by the Accruent Support department.

Course Objectives

- Manage key areas of the server to support vault health
- Perform regular maintenance such as backups to maintain an operational system
- Consult system logs
- Maintain an Explorer repository
- Manage Publisher jobs

Key tasks: Configuring, Maintaining, Installing, and Applying System Settings

Course Topics

- Accruent Customer Portal
- Pre-Installation tasks
- Installation
- Post- Installation Tasks
- Migration Scenarios
- Vault Management
- User Management
- System Logging
- Configuring Renditions
- Asset Management
- Synchronizing Meridian to Explorer
- Publisher
- Import / Export Options

Course Audience

- System Administrators and Business Administrators

SERVER SUPPORT ADMINISTRATOR EXAM

Length

2 hours

Training Type

Exam

Course Overview

The Meridian Server Support Administrator Exam tests that the Support Contact has the level of knowledge needed to perform the basic system administrative activities required to support end users and configure and maintain their Meridian implementation.

Exam Objectives

- Certify that the designated Support Contact has the necessary knowledge to perform the role

Exam Topics

- Meridian Server Fundamentals
- Meridian Server Power End User
- Meridian Server Explorer End User
- Meridian Server Portal End User
- Meridian Support Administration

Exam Audience

- Meridian users that will act as Support Contacts

SERVER BUSINESS ADMINISTRATOR

Length

6 hours

Training Type

eLearning modules

Course Overview

This in-depth training provides the knowledge and skills required to use all standard functionalities of the Configurator of Meridian Server. The training focuses on the functionality used by business administrators, including simple configuration changes, updates to system values, and applicable day-to-day maintenance activities.

This training course is aimed at system administrators and/or application managers and will facilitate the maintaining of the configuration options of the Meridian Server solution for your organization. Upon completion, access to Accruent's Self-Service Center is granted to create support cases in the customer portal. Cases will be handled by the Accruent Support department.

Course Objectives

- Navigate the Meridian Configurator to view all the settings of a Meridian configuration
- Use the Meridian Configurator to modify an existing Meridian configuration
- Configure an Explorer repository for document consumption
- Support your end users

Key tasks: Configuring, Maintaining, and Applying System Settings

Course Topics

- Accruent Customer Portal
- Fundamental Configurations
- Advanced Configurations
- Quality of Life Configurations
- Configuring Renditions
- Asset Management
- Introduction to Explorer
- Explorer Views
- Publisher
- Import / Export Options

Course Audience

- System Administrators
- Business Administrators

SERVER BUSINESS ADMINISTRATOR EXAM

Length

2 hours

Training Type

Exam

Course Overview

The Meridian Server Business Administrator Exam tests that the Support Contact has the level of knowledge needed to perform the basic system administrative activities required to support end users and configure and maintain their Meridian Server implementation.

Exam Objectives

- Certify that the designated Support Contact has the necessary knowledge to perform the role

Exam Topics

- Meridian Server Fundamentals
- Meridian Server Power End User
- Meridian Server Explorer End User
- Meridian Server Portal End User
- Meridian Business Administration

Exam Audience

- Meridian users that will act as Support Contacts

SERVER PORTAL ADMINISTRATOR

Length

1 hour

Training Type

eLearning modules

Course Overview

The training course provides an overview of all the features and functions of Meridian Portal administration. This training ensures successful use of the Meridian Portal environment within your organization while connected to your Meridian Server environment. The training contains different eLearning modules for explaining the key concepts of Meridian Portal functionality at the administration level and how to manage your various Meridian Portal projects.

Course Objectives

- Manage general Meridian Portal settings
- Manage the Meridian Portal project repositories
- Manage Meridian Portal users and their roles

Key tasks: Configuring, Maintaining, and Applying System Settings

Course Topics

- Logging in to Meridian Portal
- Configuring Meridian Portal settings
- Managing Meridian Portal project repositories

Course Audience

- System Administrators
- Business Administrators

MERIDIAN STANDARD TRAINING COURSES – CLOUD USERS

The Accruent Academy offers the following standard training courses for Meridian Server Users, included in the software purchase.

CLOUD FUNDAMENTALS

Length

0.5 hour

Training Type

eLearning modules

Course Overview

The training course introduces the features and functions of Meridian Cloud. The training contains eLearning modules explaining the key concepts of Meridian Cloud.

Course Objectives

- Introduce the concepts of Meridian Cloud
- Explain the use of the different Meridian clients

Course Topics

- Meridian Concepts and the Landing Page
- Key Concepts of Meridian Power
- Key Concepts of Meridian Explorer
- Key Concepts of Meridian Portal
- Key Concepts of Meridian Cloud Analytics

Course Audience

- Cloud Implementation Project Team
- Cloud End Users
- External contractors

CLOUD END USER

Length

2 hours

Training Type

eLearning modules

Course Overview

The training course provides the knowledge and skills required to work with Meridian Cloud. This training ensures successful use of the Meridian Cloud environment within your organization. The training contains different eLearning modules explaining how to use all aspects of Meridian Cloud on a day-to-day basis.

Course Objectives

- Explain and demonstrate the various functionalities of all the Meridian Cloud clients

Course Topics

- Accessing Existing Documents
- Working with Documents and Concurrent Engineering
- Workflows
- Working with Assets
- Using Explorer
- Maintenance Connection Integration
- Meridian Cloud for Life Sciences: End User

Key tasks: Editing, Approving, and Collaborating in Meridian Cloud

Course Audience

- Cloud End Users
- External contractors

CLOUD ADMINISTRATOR

Length

2 hours

Training Type

eLearning modules

Course Overview

The training course provides the knowledge and skills required to manage your Meridian Cloud environment, including configuring System Settings, User Groups, and applying security settings for your organization. The training contains different eLearning modules and hands-on exercises to gain in-depth knowledge of Meridian Cloud and its configuration.

Course Objectives

- Explain the concepts of Meridian Cloud
- Manage the users connected to the Meridian Cloud tenancy for all clients
- Configure Meridian Cloud settings
- Manage Meridian Portal project repositories

Key tasks: Configuring System Settings, Configuring Metadata Quality, Configuring Meridian Portal and Power connection, Managing User Groups and applying security settings, Installing Application Integration

Course Topics

- Meridian Cloud Overview
- Deploying Meridian Cloud
- Configuring Meridian Cloud
- Managing Portal Project Repositories
- Watermarks and eSignatures
- Meridian Cloud for Life Sciences: Cloud Admin

Course Audience

- Cloud Administrators
- Business Administrators

CLOUD ADMINISTRATOR EXAM

Length

1 hour

Training Type

Exam

Course Overview

The Meridian Cloud Administrator Exam tests that the Support Contact has the level of knowledge needed to perform the basic system administrative activities required to support end users and configure and maintain their Meridian Cloud implementation.

Exam Topics

- Meridian Cloud Overview
- Deploying Meridian Cloud
- Configuring Meridian Cloud
- Meridian Portal Overview
- Managing Portal Project Repositories

Exam Audience

- Cloud Administrators
- Business Administrators

MERIDIAN STANDARD TRAINING COURSES – CLOUD OR SERVER USERS

Accruent Academy offers the following standard training courses for all Meridian users, included with the software contract.

MERIDIAN PORTAL END USER

Length

1 hour

Training Type

eLearning modules

Course Overview

This training provides the knowledge and skills required to use all standard functionality of Meridian Portal. The training contains different modules, interactive simulated exercises, and knowledge checks to ensure you know everything you need to collaborate with external users using Meridian Portal.

Course Objectives

- Explain the concept of Meridian Portal and why you would use it
- Send and receive documents to/from contractors
- Participate in a review cycle

Key tasks: Exchanging documents with external parties, routing documents through workflow for review and approval, downloading and uploading documents as an external party

Course Topics

- Logging in for the first time
- Working with Projects Repositories
- Working with Review Packages
- Working with Quick Shares
- Viewing Documents

Course Audience

- Collaborating End Users
- External contractors

MERIDIAN MOBILE

Length

30 minutes

Training Type

eLearning modules

Course Overview

This training will cover the Meridian Mobile client. After this course, Meridian end users will be able to demonstrate how to download and log in to the Meridian Mobile application and explain how to use the Mobile application.

Course Objectives

- Download the Mobile application
- Log on to the Mobile application
- Demonstrate how to use the Mobile application

Key tasks: Downloading Mobile application, Logging into Mobile application, navigating within the application, Locating documents within application

Course Topics

- Downloading and logging on to Meridian Mobile
- Using Meridian Mobile

Course Audience

- End Users
- System Administrators

MERIDIAN ANALYTICS

Length

30 minutes

Training Type

eLearning modules

Course Overview

This training will cover the Meridian Analytics client. After this course, Meridian end users will be able to demonstrate how to configure metadata analysis, explain how to use the vault information dashboard, and demonstrate how to enable the workflow analysis module for use with a PowerBI dashboard.

Course Objectives

- Use the vault information dashboard
- Configure metadata analysis
- Enable the workflow analysis module for use with a PowerBI dashboard

Key tasks: Explain what Meridian Analytics does, understand how to use the Vault Usage module of Analytics, demonstrate how to generate a Meridian Analytics report on metadata quality, and configure the Workflow Analysis module

Course Topics

- What is Analytics?
- Vault Usage
- Metadata Quality Analysis
- Workflow Analysis

Course Audience

- End Users
- System Administrators

MERIDIAN ADD-ON TRAINING COURSES

The Accruent Academy offers the following Add-on training courses for Meridian users. These can be purchased through Accruent Academy or a statement of work.

SERVER SUPPORT ADMINISTRATOR – INSTRUCTOR LED

Length

4 hours

Training Type

Virtual Classroom

Course Overview

This virtual classroom training builds on the standard Server Support Administrator course, providing more detail, live demonstrations, and instructor Q&A, covering license and user management, backups, and all applicable day-to-day maintenance activities. This training course is aimed at system administrators and/or application managers and will facilitate the installation, setup, and maintenance of the Meridian Server solution for your organization. Completion of the standard Support Admin eLearning course is a prerequisite.

Course Objectives

- Manage key areas of the server to support vault health
- Perform regular maintenance such as backups to maintain an operational system
- Consult system logs
- Maintain an Explorer repository
- Manage rendition generation from configuration to supporting errors

Key tasks: Configuring, Maintaining, Installing, and Applying System Settings

Course Topics

- Accruent Customer Portal
- Pre-Installation tasks
- Installation
- Post- Installation Tasks
- Migration Scenarios
- Vault Management
- User Management
- System Logging
- Configuring Renditions
- Asset Management
- Synchronizing Meridian to Explorer
- Publisher
- Import / Export Options

Course Audience

- System Administrators, Business Administrators

SERVER SUPPORT ADMINISTRATOR – Q&A SESSION

Length

2 hours

Training Type

Virtual Classroom

Course Overview

This Q&A session supplements the standard Meridian Server Support Administrator course, providing learners the ability to ask questions on topics covered in the eLearning course in a group session. Enrollment in the standard Support Admin eLearning course is a prerequisite.

Course Objectives

- Answer questions regarding Meridian Server Support Administrator training

Key tasks: Configuring, Maintaining, Installing, and Applying System Settings

Course Topics: Topics to be reviewed will depend on questions asked during the session but may include some or all the listed topics.

- Accruent Customer Portal
- Pre-Installation tasks
- Installation
- Post- Installation Tasks
- Migration Scenarios
- Vault Management
- User Management
- System Logging
- Configuring Renditions
- Asset Management
- Synchronizing Meridian to Explorer
- Publisher
- Import / Export Options

Course Audience

- System Administrators
- Business Administrators

SERVER BUSINESS ADMINISTRATOR – INSTRUCTOR LED

Length

9 hours

Training Type

Virtual Classroom

Course Overview

This virtual classroom training builds on the standard Server Business Administrator course, providing more detail, live demonstrations, and instructor Q&A on simple configuration changes, updates to system values, and applicable day-to-day maintenance activities.

This training course is aimed at system administrators and/or application managers and will facilitate the maintaining of the configuration options of the Meridian Server solution for your organization. Completion of the standard Business Admin eLearning course is a prerequisite.

Course Objectives

- Navigate the Meridian Configurator to view all the settings of a Meridian configuration
- Use the Meridian Configurator to modify an existing Meridian configuration
- Configure an Explorer repository for document consumption
- Support your end users
- Manage rendition generation from configuration to supporting errors

Key tasks: Configuring, Maintaining, and Applying System Settings

Course Topics

- Accruent Customer Portal
- Fundamental Configurations
- Advanced Configurations
- Quality of Life Configurations
- Configuring Renditions
- Asset Management
- Introduction to Explorer
- Explorer Views
- Publisher
- Import / Export Option

Course Audience

- System Administrators
- Business Administrators

SERVER BUSINESS ADMINISTRATOR – Q&A SESSION

Length

2 hours

Training Type

Virtual Classroom

Course Overview

This Q&A session supplements the standard Meridian Server Business Administrator course, providing learners the ability to ask questions on topics covered in the eLearning course in a group session. Enrollment in the standard Support Admin eLearning course is a prerequisite.

Course Objectives

- Answer questions regarding Meridian Server Business Administrator training

Key tasks: Configuring, Maintaining, and Applying System Settings

Course Topics: Topics to be reviewed will depend on questions asked during the session but may include some or all the listed topics.

- Accruent Customer Portal
- Fundamental Configurations
- Advanced Configurations
- Quality of Life Configurations
- Configuring Renditions
- Asset Management
- Introduction to Explorer
- Explorer Views
- Publisher
- Import / Export Option

Course Audience

- System Administrators
- Business Administrators

ONE ON ONE Q&A SESSION WITH PRODUCT TRAINER

Length

2 hours

Training Type

Virtual Classroom

Course Overview

This is a one-on-one session with an experienced product trainer, providing learners the ability to ask questions on Meridian topics. Initial question list to be provided by attendees, prior to the session. This can also be delivered in a group setting by request.

Course Objectives

- Answer questions regarding Meridian Server or Meridian Cloud

Course Topics: Topics to be reviewed will depend on questions asked during the session but may include some or all the listed topics.

- Meridian Server
- Meridian Cloud

Course Audience

- All Meridian Server and Cloud Users

SERVER SYSTEM ADMIN – INSTRUCTOR LED

Length

16 Hours

Training Type

Virtual Classroom

Course Overview

This course is perfect for Admins who prefer completing their training with our Meridian Product Trainer rather than through the self-paced eLearning modules. The Server System Admin Instructor Led training combines the knowledge from both the Support and Business Admin eLearning courses to provide the skills and understanding required to maintain your Meridian Server Environment.

Course Objectives

- Manage key areas of the server to support vault health
- Perform regular maintenance such as backups
- Consult system logs
- Maintain an Explorer repository
- Navigate the Meridian Configurator
- Use the Meridian Configurator
- Configure an Explorer repository
- Support your end users
- Manage rendition generation from configuration to supporting errors

Key Tasks: Configuring, Maintaining, Installing and Applying System Settings

Course Topics

- Accruent Customer Portal
- Pre-Installation tasks
- Installation
- Post- Installation Tasks
- Migration Scenarios
- Vault Management
- User Management
- System Logging
- Fundamental Configuration
- Advanced Configuration
- Quality of Life Configurations
- Configuring Renditions
- Asset Management
- Introduction to Explorer
- Synchronizing Meridian to Explorer
- Explorer Views
- Publisher
- Import / Export Options

Course Audience

- System Administrators
- Business Administrators

MERIDIAN CLOUD END USER – INSTRUCTOR LED

Length

12 hours

Training Type

Virtual Instructor Led

Course Overview

This course is perfect for Meridian Cloud users who prefer completing their training with our Meridian Product Trainer rather than through the self-paced eLearning modules. This virtual classroom training builds on the standard Cloud End User and Administrator eLearning courses, providing more detail, live demonstrations, and instructor Q&A on simple configuration changes, updates to system values, and applicable day-to-day maintenance activities.

Course Objectives

- Explain and demonstrate the various functionalities of all the Meridian Cloud clients

Course Topics

- What is Meridian Cloud?
- Using Meridian PowerWeb
- Using Meridian Explorer
- Using Meridian Portal
- Using other clients

Key tasks: Editing, Approving, and Collaborating in Meridian Cloud

Course Audience

- Cloud End Users
- Cloud Admins
- External contractors
- Implementation Team

SERVER END USER – INSTRUCTOR LED

Length

10 hours

Training Type

Virtual Instructor Led

Course Overview

This course is perfect for Server End Users who prefer completing their training with our Meridian Product Trainer rather than through the self-paced eLearning modules. This virtual classroom training builds on the standard Server End User eLearning courses, providing more detail, live demonstrations, and instructor Q&A on day-to-day activities.

Course Objectives

- Explain and demonstrate the various functionalities of all the Meridian Server clients

Course Topics

- Using Meridian PowerWeb
- Using Meridian Explorer
- Using Meridian Portal

Key tasks: Viewing, Searching, Creating, Editing, Approving Documents, Sending documents to/from Meridian PowerWeb and Portal

Course Audience

- End Users
- Business Admins
- Implementation Team

SERVER UPGRADE WHAT'S NEW – INSTRUCTOR LED

Length

3 hours

Training Type

Virtual Instructor Led

Course Overview

This virtual classroom training provides a high-level overview of the new features of Meridian Server and is targeted at upgrade customers.

Course Objectives

- Explain and demonstrate what has changed and what is new in the Meridian Server software

Course Topics

- Will vary depending on the products upgraded and the starting point of the customer

Key tasks: Will vary depending on the products upgraded and the starting point of the customer

Course Audience

- Server End Users
- Server Business Admins
- Implementation Team

ADDITIONAL PRODUCTS

eLEARNING FILES

Meridian eLearning file delivery

If customers are already using an internal Learning Management System (LMS), Accruent Academy can deliver our standard eLearning files to upload into our customer's LMS. These files can be used to train an unlimited number of end users. The approved courses are offered in SCORM or AICC format.

Available training courses for this option:

- Server Power End User
- Server Explorer End User
- Cloud End User (includes Portal)
- Portal End User

MICROLEARNINGS

Accruent Academy offers MicroLearnings as an economical option for semi-customized training. A MicroLearning is our standard bite-size learning content that focuses on a specific topic or task, approximately 4-6 minutes in duration. MicroLearnings include text, screenshots, video demonstrations, and a quiz. This is a targeted micro training option that allows your organization to focus on a feature or process that will have the most impact on your business.

MicroLearnings can be customized to your organization's branding, and the content can be recorded on your Accruent software environment. They are delivered in SCORM or AICC format that can be loaded into your organization's Learning Management System or placed in a shared location for access. MicroLearnings can be purchased in packs of 5, 7, 10, 15, and 20.

TECHTALKS

Accruent Academy offers TechTalks that cover technical concepts and tasks that are valuable to share with the Accruent learner community. TechTalks are delivered virtually by our expert Product Trainers and typically last 30 minutes. Each TechTalk is recorded and made available in Accruent Academy for reference, to those who attend.

CUSTOM BUILT

Meridian Training Needs Analysis Workshop

A Meridian Training Needs Analysis workshop can be conducted together with your core project team to understand the training requirements of your organization and develop a Training Plan to meet those requirements.

Training Needs Analysis Workshop Structure

- Part 1 – One-hour remote session for introduction, information, and planning for Training Needs Analysis Workshop
- Part 2 – Up to 4 remote sessions of 2 hours conducting the training needs analysis. This could also be done on-site in 1 day
- Part 3 – 1 remote session of 1 hour to review the plan and follow-up steps
- Part 4 – Signoff and planning

Meridian Custom Training

We can provide training tailored to your environment, built from a collaboration between our training team and your Subject Matter Expert. The provided deliverables are eLearning files that can be uploaded into your LMS or classroom materials that can be reused for future training sessions.

Meridian Custom End User Training Courses via eLearning

When training groups of users in multiple locations or larger groups, we recommend training via eLearning courses. When customers are already using an internal Learning Management System (LMS), Accruent Academy proposes to create customized eLearning courses and MicroLearnings that can be uploaded and used within the customers' LMS.

Multiple training courses can be developed to accommodate all applicable training groups. Accruent Academy develops customized eLearning training courses using professional authoring tools. A highly knowledgeable Product Trainer will write the content for your course in collaboration with a Subject Matter Expert. Afterward, a highly experienced eLearning Developer will develop a customized course in your branding and aligned to your business processes. The courses are delivered in SCORM or AICC format. When other languages are required, you can choose to subtitle or fully narrate the eLearning courses in multiple languages.

ON DEMAND**Meridian Instructor Led Classroom Training – Standard or Customized**

Accruent Academy offers training that provides individual attention while you learn about the new system. Since the Meridian solution can be customized to your business processes, it is important to receive training on your specific system configuration. Accruent makes this easier by allowing you to train users at your location or remotely using your configuration.

The Accruent Academy provides classroom training using either standard or custom-built course materials to train your users. The recommended number of attendees for this class is between 3 and 6. Registration is limited to 10 attendees per class for one Product Trainer. Reach out to the Accruent Academy Team (Training@accruent.com) for more options.



Please contact the Accruent Academy at Training@accruent.com for more information on Meridian Training

Catalog Disclosure

The online catalog is converted to a PDF and published once a year. All information in the published and PDF versions of the catalog is correct at the time of publication. However, Accruent Academy reserves the right to change its policies or course offerings at any time.