



# Accruent Academy - BlueCielo Software Training

## Customer Training Catalog

Version 1 – June 12<sup>th</sup> 2018

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## INTRODUCTION AND TRAINING METHODOLOGY

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The Accruent Academy delivers both standard and custom-built training courses in the form of instructor led classrooms and online eLearning for all Meridian users within all different phases of the implementation that will give your organization the expertise that it needs in our products. Within our cloud products, our Meridian Cloud Fundamentals training is included to get you up to speeds in no time.

To successfully adopt new solutions and ensure maximum product satisfaction it is important that training address the desired training needs of your users. In order to understand what training is needed, we conduct a Training Needs Analysis Workshop together with your project team. This systematic approach provides you with a Training Plan that determines the training details per training course i.e. training curriculum, Learning Management System setup, exact duration of courses, and planning.

The Academy provides the 'Meridian Server Fundamentals Training Course' for the core Meridian project team at the start of the project to show all functions and features of the Meridian Solution.

By training Key Users, or Subject-Matter Experts (SME's) through our User Acceptance Training Course you will experience a smooth User Acceptance Testing process with everyone having the correct knowledge of executing their tasks. You also ensure that you create a stable user community when rolling out your new solution and increase user adoption rate.

By training your administrators and application managers through our Meridian System Administrator Training Course, you ensure that they have the knowledge to successfully maintain and operate Meridian.

Before go-live we provide standard or custom End User training via eLearning.

Accruent's online learning environment; the 'Accruent Academy Learning Center' is web-based and accessed through a software-based portal. All users can start their Meridian training at any point of time in this portal and allows you to track on training completion.

In the case that you already use an internal Learning Management System, Accruent Academy can provide custom or standard eLearning courses in SCORM format that can be uploaded and used to train all users continuously.

## TRAINING COURSES AND DELIVERY TYPES

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The Accruent Academy offers different types of product training via classroom and eLearning format, both standard and custom built.

### eLearning training courses



Accruent's online learning environment; the 'Accruent Academy Learning Center' is web-based and accessed through a software-based portal. Attendees can register free of charge and connect from everywhere in the world at any point in time and learn all training content immediately.

All online curriculums contains interactive eLearning modules to learn content, simulated Meridian exercises and knowledge checks to ensure content is learned.

Training completion can be extracted through reporting by the assigned training coordinator and uploaded into your HR system.

eLearning is provided for the following training courses:

- **Meridian Cloud Fundamentals**

Provides attendees with the understanding and definitions of the Meridian Cloud. This training ensures successful use of the Meridian Cloud environment within your organization. The training contains different eLearning modules for explaining the users the concepts of Meridian Cloud.

Target Group: Meridian Cloud End Users.

- **Meridian Server Fundamentals**

Provides attendees with the understanding and definitions of the Meridian Server. This training ensures successful use of the Meridian Server environment within your organization. The training contains different eLearning modules for explaining the users the concepts of Meridian Server.

Target Group: Meridian Server End Users.

- **Meridian Power**

Provides training on Power client functionality used on a daily basis by end users like viewing, creating, editing, approving documents, and send transmittals.

Target group: Contributing end users, i.e. Engineers (creators/editors/approvers).

- **Meridian Explorer**

Provides training on Explorer functionality used on a daily basis by end users like searching, viewing, printing documents.

Target Group: Consuming end users, i.e. Maintenance workers (viewers).

- **Meridian Portal**

Provides training on functionality used on a daily basis by end users like creating, viewing, editing and annotating documents for exchange with external contractors.

Target Group: Collaborating end users, i.e. External contractors.

- **Meridian System Administrator**  
Provides attendees with the understanding and skills required to use all standard functionalities of the Configurator of Meridian Server and skills required to ensure successful maintenance of their Meridian Environment. The training focusses on the functionality used by administrators including license and user management, backups and all applicable day-to-day maintenance activities.  
Target Group: System Administrators.
- **Meridian eLearning file delivery**  
When customers are already using an internal Learning Management System (LMS), Accruent Academy can deliver our standard eLearning files to upload into our customers LMS and used to train an unlimited amount of end users.
- **Meridian Custom Training**  
Provide training tailored to your environment, built from a collaboration between Our instructors and your SME's. Provided deliverables are eLearning files that can be uploaded into your LMS system.

Try our [eLearning courses](#) now!

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## Blended Learning



Blended learning is the recommended approach for the training courses by using a combination of instructor led virtual classes and eLearning. Blended learning offers flexible time frames offering them the ability to learn at their own pace. Our Instructors bring in depth knowledge through virtual classroom sessions and our eLearning course supports the learner not only throughout these sessions but also in their day-to-day jobs.

Blended Learning is provided for the following training courses:

- **Meridian System Administrator**
- Provides attendees with the understanding and skills required to use all standard functionalities of the Configurator of Meridian Server and skills required to ensure successful maintenance of their Meridian Environment. The training focusses on the functionality used by administrators including license and user management, backups and all applicable day-to-day maintenance activities.
- Target Group: System administrators.

## Instructor Led Classrooms

Accruent classroom training courses are conducted in Exton (PA), USA and in Hoofddorp, the Netherlands as well as on customer site on demand.

- All classroom courses are conducted via professional instructors from the Accruent Academy.
- The classes allow for a maximum of 10 attendees to ensure high engagement and attention.
- Attendees are required to bring their own laptops.
- Content is delivered, Accruent’s cloud based virtual machine is used to conduct all applicable laboratory exercises.

If an attendee is not able to attend the classroom training onsite there is an option to attend via virtual classroom provided via ‘Zoom Meeting’. This is only advisable if the attendee is not able to travel.

Accruent's Instructor-Led classroom training courses are conducted in the following format:



Virtual classroom via Zoom



Classroom on Accruent Premise;  
[The Netherlands, Hoofddorp](#)



Classroom on-site; on customer demand

Instructor Led-Training is provided for the following training courses:

- **Meridian System Administrator**  
Provides attendees with the understanding and skills required to use all standard functionalities of the Configurator of Meridian Server and skills required to ensure successful maintenance of their Meridian Environment. The training focusses on the functionality used by administrators including license and user management, backups and all applicable day-to-day maintenance activities.  
Target group: System administrators
- **Meridian User Acceptance Test (UAT)**  
This training is custom build to your configuration to ensure a smooth User Acceptance Testing process with everyone having the correct knowledge of executing their tasks. You also ensure that you create a stable user community when rolling out your new solution and increase user adoption rate.  
Target group: Project team, Key Users, SME’s
- **Meridian Server Fundamentals**  
This training provides an overview of all the features and functions of Meridian and takes place before the requirements workshops. This way you ensure the team understands the terminology and knows what is configurable or not.  
Target group: Project team
- **Meridian Custom Training**  
Provide training tailored to your environment, built from a collaboration between Our instructors and your SME’s. Provided deliverables are eLearning files that can be uploaded into your LMS system.

## CUSTOM TRAINING COURSES

Because these training courses are custom made, we always start by scheduling a meeting to discuss your requirements.

Contact [training@accruent.com](mailto:training@accruent.com) for a demonstration of eLearning courses or for any other questions you may have.

- **Meridian Training Needs Analysis Workshop**

To successfully adopt new solutions and ensure maximum product satisfaction it is important that training address the desired training needs of your users. In order to understand what training is required, we conduct a Training Needs Analysis workshop together with your project team. This systematic approach provides you with a Training Plan that determines the training details per training course i.e. training curriculum, Learning management system setup, exact duration of courses, and planning.

- **Meridian Custom Instructor Led Classroom Training**

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

- **Meridian Custom End User Training Course via eLearning**

When groups of users in multiple locations or larger groups need to be trained, 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 that can be uploaded and used within the Customers LMS system.

Multiple training courses can be created to accommodate all applicable different training groups.

Accruent Academy creates customized eLearning training courses using professional authoring tools, the “Articulate 360” suite. The courses are delivered in SCORM format.

When other languages are required, you can choose to subtitle or completely narrate the eLearning courses. Accruent

Academy can also use your existing materials to create the training within our learning environment.

### Investment custom training development and delivery

Pricing is time and material based and determined after the Training Needs Analysis workshop:

DURATION (DAYS)	CUSTOM TRAINING COURSES	EUR	USD	BRL
1	Meridian Custom classroom - create training materials by trainer	€ 1,350	\$1,900	R\$ 2,500
1	Meridian Custom classroom - training delivery by trainer	€ 2,500	\$3,000	R\$ 3,100
1	Meridian Custom eLearning - create training materials by consultant	€ 1,350	\$1,900	R\$ 2,500
1	Meridian Custom eLearning - create training materials by eLearning developer	€ 1,150	\$1,500	R\$ 2,000

## MERIDIAN IN-PROJECT TRAINING

### Meridian Training Needs Analysis Workshop

#### Overview



**Duration:** 1 day onsite and 0.5 day presentation  
**Language(s):** English  
**Audience(s):** Project Team and Learning and Development  
**Delivery type:** Workshop Instructor-Led; Classroom on-site on customer demand  
**List Price:**

DURATION (DAYS)	BASIC TRAINING COURSES	EUR	USD	BRL
2	Meridian Training Needs Analysis Workshop	€ 5,000	\$6,000	R\$ 6,200

#### About this training

To successfully adopt new solutions and ensure maximum product satisfaction it is important that training address the desired training needs of your users. In order to understand what training is required, we conduct a Training Needs Analysis workshop together with your project team. This systematic approach provides you with a Training Plan that determines the training details per training course i.e. training curriculum, Learning management system setup, exact duration of courses, and planning.

#### Workshop Structure

- Part 1 – One hour remote: introduction, information and planning of Training Needs Analysis Workshop
- Part 2 – One day onsite: Conducting the training needs analysis
- Part 3 – Half a day remote: Review plan and follow-up steps
- Part 4 - Signoff and planning

#### Training Schedule and Registration

- [Scheduled on demand](#) <- Click to request this session



## Meridian Server Fundamentals Training Course

### Overview



**Duration:** 1 day onsite  
**Language(s):** English  
**Audience(s):** Project team  
**Delivery type:** Instructor-Led; Classroom on-site on customer demand  
**List Price:**

DURATION (DAYS)	BASIC TRAINING COURSES	EUR	USD	BRL
1	Meridian Server Fundamentals Training Course	€ 2,500	\$3,000	R\$ 3,100

### About this training

This training provides an overview of all system components and fundamentals of Meridian. It explains the features and functions of Meridian and takes place before the requirements workshops. This way you ensure the Project Team understands the terminology and knows what is configurable or not.

### Training Structure

- Part 1 – Delivery Onsite

### Training Schedule and Registration

- [Scheduled on demand](#) <- Click to request this session

## MERIDIAN END USER TRAINING

### Audience profile, roles and knowledge

Accruent Academy offers online learning solutions. This training is targeted to accommodate all Meridian End Users. Refer to the “Custom eLearning or Classroom Training” chapter for options on tailoring eLearning courses to your environment.

The table below outlines the recommended training per role.

	Maintenance workers	Project Managers	Engineers	Document Controllers	Contractors
<i>Meridian Cloud Fundamentals</i>	Recommended	Recommended	Recommended	Recommended	Recommended
<i>Meridian Server Fundamentals</i>	Recommended	Recommended	Recommended	Recommended	Recommended
<i>End User Explorer</i>	Recommended	Recommended	Recommended	Recommended	
<i>End User Power</i>		Recommended	Recommended	Recommended	
<i>End User Portal</i>		Recommended	Recommended	Recommended	Recommended
<i>Meridian Update Training</i>	Recommended after upgrade				

### Meridian Cloud Fundamentals Training Course

#### Overview



<b>Duration:</b>	1.5 hours
<b>Language(s):</b>	English
<b>Audience(s):</b>	Meridian Cloud End Users
<b>Delivery type:</b>	Integrated eLearning modules within Meridian Cloud
<b>List Price:</b>	Free of charge
<b>eLearning file:</b>	Available upon request to upload file in your LMS

#### About this training

These training modules provide attendees with the understanding and definitions of the Meridian Cloud. This training ensures successful use of the Meridian Cloud environment within your organization. The training contains different eLearning modules for explaining the users the concepts of Meridian Cloud configuration.

#### Training Outline

- Meridian Cloud Fundamentals and Landing Page
- Explanation of Explorer
- Explanation of Power
- Explanation of Portal
- Explanation of Cloud Analytics
- Tenant Settings
- Document Exchange between clients

## Meridian Power Training Course

### Overview



**Duration:** 3 hours  
**Language(s):** English  
**Subtitles:** English, Finnish and Portuguese  
**Audience(s):** Project Managers, Engineers, Document Controllers  
**Delivery type:** eLearning  
**List price:**

DURATION (HOURS)	END USER TRAINING COURSE IN ACADEMY LEARNING CENTER	EUR	USD	BRL
3	*End User - Meridian Power Training Course	€ 275	\$325	R\$ 925

\* Volume pricing applies; review the Accruent Academy – BlueCielo Software Pricelist for more information

DURATION (HOURS)	ELEARNING FILE	EUR	USD	BRL
3	End User - Meridian Power eLearning file delivery	€ 49,950	\$59,950	R\$ 99,995

### About this training

This training course provides attendees with the understanding and skills required to use all standard functionality of the Power client. The training contains different modules, recorded lectures and interactive simulated exercises to ensure you know everything you need to know to get started today. The functionalities trained on are used on a daily basis by end users like viewing, creating, editing, approving documents, and send transmittals.

### Training Outline

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

### Training Schedule and Registration

- All training courses are available to you via the Accruent Academy Learning Center.
- [Register here to start your training now!](#)

## Meridian Explorer Training Course

### Overview



**Duration:** 2 hours  
**Language(s):** English  
**Subtitles:** English, Finnish and Portuguese (Brazil)  
**Audience(s):** All document consumer, i.e. Maintenance workers  
**Delivery type:** eLearning  
**List price:**

DURATION (HOURS)	END USER TRAINING COURSE IN ACADEMY LEARNING CENTER	EUR	USD	BRL
2	*End User - Meridian Explorer Training Course	€ 150	\$175	R\$ 500

\* Volume pricing applies; review the Accruent Academy – BlueCielo Software Pricelist for more information

DURATION (HOURS)	ELEARNING FILE	EUR	USD	BRL
2	End User - Meridian Explorer eLearning file delivery	€ 19,995	\$24,500	R\$ 79,995

### About this training

This training course provides attendees with the understanding and skills required to use all standard functionality of the Explorer client. The training course contains different modules, interactive simulated exercises and knowledge checks to ensure you know everything you need to know to get started today.

### Training outline

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

### Training Schedule and Registration

- All training courses are available to you via the Accruent Academy Learning Center.
- [Register here to start your training now!](#)

## Meridian Portal Training Course

### Overview



**Duration:** 2 hours  
**Language(s):** English  
**Subtitles:** English, Finnish and Portuguese (Brazil)  
**Audience(s):** Document Controllers, Project Managers and Contractors  
**Delivery type:** eLearning  
**List price:**

DURATION (HOURS)	END USER TRAINING COURSE IN ACADEMY LEARNING CENTER	EUR	USD	BRL
2	*End User - Meridian Portal Training Course	€ 150	\$175	R\$ 500

\* Volume pricing applies; review the Accruent Academy – BlueCielo Software Pricelist for more information

DURATION (HOURS)	ELEARNING FILE	EUR	USD	BRL
2	End User - Meridian Portal eLearning file delivery	€ 19,995	\$24,500	R\$ 79,995

### About this training

This training provides attendees with the understanding and skills required to use all standard functionality of the Portal. The training contains different modules, interactive simulated exercises and knowledge checks to ensure you know everything you need to know to get started today and how to collaborate with other users.

### Training Outline

- Logging in for the first time
- Working with project repositories
- Working with review packages
- Working with Quick Shares
- Viewing documents

### Training Schedule and Registration

- All training courses are available to you via the Accruent Academy Learning Center.
- [Register here to start your training now!](#)

## MERIDIAN SYSTEM ADMINISTRATOR TRAINING

### Audience profile

This training course is aimed at system administrators and/or application managers. Upon completion, access to our Self Service Center is granted to create support cases in the portal. Cases will be handled by the Accruent Support department.

This training course must be completed by at least two of your system administrators or application managers.

### System Administration Training Course

#### Overview Blended Learning



**Delivery type:** Blended Learning

**Language(s):** English

**Audience(s):** System Administrators

**Duration Blended Learning:** 16-20 hours of eLearning and 12 hours of virtual classroom over a period of 4 weeks.

**Investment:**

DURATION	SYSTEM ADMINISTRATION TRAINING COURSES	EUR	USD	BRL
20 HOURS	Meridian System Administration Training Course - Blended Learning	€ 2,450	\$2.950	R\$ 7,500

### About this training

This training course will facilitate the installation and setup of the Meridian Server and its configuration options to help you configure and maintain your Meridian Solutions for your organization. Access to our Customer Self Service Center will be provided to trained attendees after successful training completion.

Blended learning is the recommended approach for the System Administrator training course by using a combination of instructor led virtual classes and eLearning. Blended learning offers flexible time frames offering them the ability to learn at their own pace. Our Instructors bring in depth knowledge through virtual classroom session and our eLearning modules support the learner not only throughout these sessions but also in their day-to-day jobs.

### Training Outline

- Installation and licensing
- Administrative tasks
- User management
- Vault configuration
- Vault maintenance
- Security
- Explorer configuration
- Publisher configuration
- Portal integration
- Project and Concurrent Engineering
- Asset Management

## Training Schedule and Registration Blended Learning

- All training courses are available to you via the Accruent Academy Learning Center.
- For our Blended System Administrator Training course, we plan 4 sessions of 3 hours over a period for 4 weeks.

1. [Meridian System Administrator 2018 \(26/04 - 17/05\)](#) <- Click to register

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- a. 26- April
- b. 3-May
- c. 10-May
- d. 17-May

2. [Meridian System Administrator 2018 \(1/6 - 22/6\)](#) <- Click to register

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- a. 01-June
- b. 08-June
- c. 15-June
- d. 22-June

3. [Meridian System Administrator 2018 \(7/9-28/9\)](#) <- Click to register

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- a. 07-September
- b. 14-September
- c. 21-September
- d. 28-September

4. [Meridian System Administrator 2018 \(09/11-30/11\)](#) <- Click to register

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- a. 9-November
- b. 16-November
- c. 23-November
- d. 30-November

## Overview Instructor-Led Onsite



**Delivery type:** Instructor-Led; classroom onsite

**Language(s):** English

**Audience(s):** System Administrators

**Duration Blended Learning:** 4 days

**Investment:**

DURATION	SYSTEM ADMINISTRATION TRAINING COURSES	EUR	USD	BRL
4 DAYS	Meridian System Administration Training Course	€ 11,350	\$13.900	R\$ 12,400

### About this training

This training course will facilitate the installation and setup of the Meridian Server and its configuration options to help you configure and maintain your Meridian Solutions for your organization. Access to our Customer Self Service Center will be provided to trained attendees after successful training completion.

### Training Outline

- Installation and licensing
- Administrative tasks
- User management
- Vault configuration
- Vault maintenance
- Security
- Explorer configuration
- Publisher configuration
- Portal integration
- Project and Concurrent Engineering
- Asset Management

### Training Schedule and Registration Instructor Led

- [Scheduled on demand](#) <- Click to request this session



## TRAINING CONDITIONS AND PREREQUISITES

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### Registration, Payment and Training Assignment

Upon signing of this SOW, registration must be done in the Accruent Learning Center via this self-registration link:

Payment can be done by credit card or per invoice. Accruent must have received the payment prior to the beginning of training. If payment is late, Accruent reserves the right to deny an attendee access to the training.

To receive the ordered training courses, we assign the training courses to the attendees directly in the “Accruent Academy Learning Center”

### Group Size

In order to guarantee the quality of training, the maximum number of attendees per training session is 10. For scheduled trainings, the minimum number of attendees is 4. Accruent reserves the right to cancel a class if a minimum number of participants have not confirmed three weeks prior to the start of the class.

### Scheduling

All classes start at 9:00am and finish at 4:00pm local time unless indicated or agreed upon otherwise. There are two coffee breaks of 15 minutes and a 60 minute lunch break. Attendees arriving by plane are strongly advised to allow enough time between arrival at the airport and the start of class and the end of class and departure.

Please do not book non-refundable travel expenses prior to receiving confirmation of class enrollment and confirmed class date/time per Terms above.

### Meals

Lunch will be provided.

### Language

All training sessions are conducted in English. Instructors with additional language capabilities are available; Dutch and French. Training materials are provided in English only, unless otherwise agreed upon and at additional costs.

### Cancellation

Cancellation of a training session must be done in writing and be received and confirmed by email by Accruent. Should the Client (or Participant) cancel training session (or attendance) more than five (5) business days but less than ten (10) business days prior to the date that such engagement was scheduled to commence, the Client shall pay Accruent fifty percent (50%) of the Training Session fees.

Should the Client (or Participant) cancel training session (or attendance) five (5) days or less prior to the date that such engagement was scheduled to commence, the Client shall pay Accruent one hundred percent (100%) of the Training Session fees.

### Onsite training

For onsite training travel and lodging will be charged at cost. For all details, [contact us](#).

### Hardware and Software

Attendees are required to bring a notebook PC to the training that meets the following minimum requirements:

- Username/password with administrative rights to the PC
- Power outlet adaptor suitable for the location of the training
- Microsoft Excel installed on the laptop

**CATALOG**

**May 30<sup>th</sup> 2018**

**Accruent LLC**

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