

## M-Files Training in Finland 26.–28.5.2010

Motive Systems will hold a three-day training session for M-Files administrators and advanced end users, beginning on Wednesday, May 26, 2010, in Helsinki, Finland. The purpose of the training is to provide the participants with comprehensive knowledge of the system as well as to help them in implementing the features of M-Files on-site in their own operating environment.

Each participant will use M-Files software and custom educational material throughout the session. Hence, participants will learn through useful exercises and practical examples.

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**Date: From Wednesday 26<sup>th</sup> to Friday 28<sup>th</sup> of May 2010**

**Place: Helsinki, Finland**

**The training place:**

MJK-Koulutus Oy

Street address: Iso Roobertinkatu 20 - 22 A, 4<sup>th</sup> floor

00120 Helsinki

FINLAND

[http://www.mjk.fi/index.php?option=com\\_content&view=article&id=91&Itemid=109](http://www.mjk.fi/index.php?option=com_content&view=article&id=91&Itemid=109)

Information on Finland:

[http://www.visitfinland.com/en\\_US/web/guest/finland-guide/home](http://www.visitfinland.com/en_US/web/guest/finland-guide/home)

Information on the city of Helsinki:

<http://www.helsinki.fi/en/>

**Price: 1,490 € / person**

The price includes three-day M-Files training, the training material, computer lab, and also lunch and snacks during the training. The price does not include VAT.

**Do not miss the opportunity to learn more about M-Files! Apply for the training by April 2010 by sending e-mail to us at [m-files@m-files.com](mailto:m-files@m-files.com).**

## Training schedule

### Day 1

Time	Topic
9:00–10:00am	In-depth review of the technical structure of M-Files <ul style="list-style-type: none"><li>• The components of M-Files</li><li>• Technologies used</li><li>• Network issues</li></ul>
10:00–10:20am	Break
10:20–11:30am	Upgrading M-Files <ul style="list-style-type: none"><li>• General information</li><li>• Deploying the M-Files Client application with Active Directory</li><li>• Upgrading M-Files to version 6.0</li></ul>
11:30–12:30	Lunch break
12:30–2:00pm	Microsoft SQL Server support <ul style="list-style-type: none"><li>• General information</li><li>• System requirements</li><li>• Examples:<ul style="list-style-type: none"><li>○ Creating a new MS-SQL-Server-based document vault</li><li>○ Transferring an existing document vault to an MS SQL database</li><li>○ Backups</li><li>○ Optimization</li></ul></li></ul>
2:00–2:20pm	Break
2:20–4:00pm	New scripting features <ul style="list-style-type: none"><li>• General information</li><li>• Improvements in the use of automatic values for properties</li><li>• Validation of property values</li><li>• Event handlers</li></ul>

**Day 2**

<b>Time</b>	<b>Topic</b>
<b>9:00–10:00am</b>	Metadata structure overview
<b>10:00–10:20am</b>	Break
<b>10:20–11:30am</b>	Class groups, classes, and properties <ul style="list-style-type: none"><li>• Modifying the class structure and using appropriate properties in classes</li><li>• Class groups</li><li>• The recommended number of classes</li><li>• The recommended number of properties in classes</li><li>• Optional vs. required properties</li><li>• Data types of properties</li></ul>
<b>11:30–12:30</b>	Lunch break
<b>12:30–2:00pm</b>	Creating new objects <ul style="list-style-type: none"><li>• Creating new object types</li><li>• Hierarchies of object types and value lists</li><li>• Using classes in object types</li></ul>
<b>2:00–2:20pm</b>	Break
<b>2:20–4:00pm</b>	Views <ul style="list-style-type: none"><li>• Creating views</li><li>• Common display settings</li><li>• Exporting view listings into Excel spreadsheets</li></ul>

**Day 3**

<b>Time</b>	<b>Topic</b>
<b>9:00–10:00am</b>	Notifications and workflows at glance <ul style="list-style-type: none"><li>• Using notifications as reminders</li><li>• Managing process flows with the Workflows feature</li></ul>
<b>10:00–10:20am</b>	Break
<b>10:20–11:30am</b>	Importing data from external sources <ul style="list-style-type: none"><li>• Importing files from network folders to M-Files documents</li><li>• Importing objects from databases</li></ul>
<b>11:30–12:30</b>	Lunch break
<b>12:30–2:00pm</b>	Document templates <ul style="list-style-type: none"><li>• Creating templates</li><li>• Automatically filled in templates</li><li>• Using document templates</li></ul>
<b>2:00–2:20pm</b>	Break
<b>2:20–4:00pm</b>	Questions & Answers <ul style="list-style-type: none"><li>• Trainers answering the questions that have arisen before and during the training</li></ul>

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