
M-Files Training in Finland 23.–25.4.2011

Motive Systems will hold a three-day training session for M-Files administrators and advanced end users, beginning on Monday, April 23, 2011, 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.

Date: From Monday 23rd to Wednesday 25th of April 2012

Place: Helsinki, Finland

The training place:

MJK-Koulutus Oy
Street address: Iso Roobertinkatu 20 - 22 A, 4th floor
00120 Helsinki
FINLAND

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

Information on the city of Helsinki:

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

Price: 1,495 € / 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 sending e-mail to us at training@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">• The components of M-Files• Technologies used• Network issues
10:00–10:20am	Break
10:20–11:30am	Upgrading M-Files <ul style="list-style-type: none">• General information• Deploying the M-Files Client application with Active Directory• Upgrading M-Files to version 8.0
11:30–12:30	Lunch break
12:30–2:00pm	Microsoft SQL Server support <ul style="list-style-type: none">• General information• System requirements• Examples:<ul style="list-style-type: none">○ Creating a new MS SQL Server based document vault○ Transferring an existing document vault to an MS SQL database○ Backups○ Optimization
2:00–2:20pm	Break
2:20–4:00pm	Scripting features <ul style="list-style-type: none">• General information• Improvements in the use of automatic values for properties• Validation of property values• Event handlers

Day 2

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

Day 3

Time	Topic
9:00–10:00am	Notifications and workflows at glance <ul style="list-style-type: none">• Using notifications as reminders• Managing process flows with the Workflows feature
10:00–10:20am	Break
10:20–11:30am	Importing data from external sources <ul style="list-style-type: none">• Importing files from network folders to M-Files documents• Importing objects from databases
11:30–12:30	Lunch break
12:30–2:00pm	Document templates <ul style="list-style-type: none">• Creating templates• Automatically filled in templates• Using document templates Daily use of M-Files, part 1 <ul style="list-style-type: none">• General about daily use of M-Files
2:00–2:20pm	Break
2:20–4:00pm	Daily use of M-Files, part 2 <ul style="list-style-type: none">• Saving documents• Finding information from M-Files• Modifying objects Questions & Answers <ul style="list-style-type: none">• Trainers answer the questions that have arisen before and during the training

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