



Elcom Training Courses Overview

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Elcom Training

Elcom offers the following types of training to help your Content Authors, Front End Developers and Developers achieve their project objectives:

1. Publisher Training
2. Module Training
3. Administrator Training
4. Implementation Training
5. Developer Training
6. Training Manager Training

Training can be delivered:

- Onsite
- At our Sydney office
- Online via GoToMeeting

Training is conducted by our qualified trainer and is customised to meet your requirements. You can set the pace and decide when you want to take each stage of training.

Publisher Training

To get you up and running, Publisher Training is included as part of your initial deployment, and will take 6 hours or more depending on your requirements. This is an excellent forum for your content authors and marketing professionals to really get into elcomCMS and understand how they can populate their site the way they want.

Core competencies include:

- Create, edit, manage and delete folders and articles
- Manage articles and folders by copying, moving and making them inactive
- Using Version Control
- Using the WYSIWYG content editor
- Add and edit external web, document and internal page links
- Create and edit tables
- Create and apply pre-defined styles to headings and content text
- Upload, edit and manage images
- Upload, edit and manage documents
- Create and use Dynamic widgets
- Create and use Forms
- Form Reporting

Prerequisites

- Basic knowledge of computers
- Basic word-processing knowledge i.e. Microsoft Word

Duration

- 1 day

Groups

- 1 - 6 trainees at Elcom
- 1 - 10 onsite at client office
- 1 - 4 online via GoToMeeting

Administrator Training

The Administrator Training course will help your site administrator(s) understand how to manage and define the access, security and permissions of your site(s) for your individual users and groups. This course provides you with valuable knowledge for user management, and permissions.

Core competencies include:

- Create, edit, delete Users
- Create, edit, delete Groups
- Define, apply and manage user permissions
- Manage an Extranet
- Access and review system reports
- Define and manage global site settings
- Enterprise Search
- Taxonomy (Optional)
- Setup and use Workflow (Optional)
- Active Directory (Optional)

Prerequisites

- Publisher Training completed
- Basic knowledge of computers
- Basic word-processing knowledge i.e. Microsoft Word

Duration

- 4-6 hours

Groups

- 1 - 6 trainees at Elcom
- 1 - 10 onsite at client office
- 1 - 4 online via GoToMeeting

Module Training

The Module Training course focuses on training your staff to use the additional elcomCMS modules that you have purchased.

Training is customised for your specific requirements and averages approximately 4 hours per 5 elcomCMS modules or elcomCMS pack.

The Module Training course can include:

- Calendars
- Carousels
- Social Modules
- Corporate Directory
- Document List
- Email Marketing
- Events
- Membership Module
- Menu Manager
- Online Dictionary
- FAQ

Prerequisites

- Basic knowledge of computers
- Basic word-processing knowledge i.e. Microsoft Word
- Publisher Training completed

Duration

- ½ hour per basic module
- 1 hour per advanced module

Groups

- 1 - 6 trainees at Elcom
- 1 - 10 onsite at client office
- 1 - 4 online via GoToMeeting

Implementation training

The Implementation Training course is a technical course designed for front-end developers or site implementers. This course is highly recommended for clients and partners who prefer to implement their website in-house; and should be taken prior to the implementation phase of your project. A qualified Elcom implementation trainer will be walking trainees through elcomCMS from an implementation perspective.

Core competencies include:

- Fundamentals of Publisher training
- Fundamentals of Administrator training
- Master pages
- CSS, images and scripts handling
- Menus
- Embedding Articles
- Templates
- Mobile devices Options
- Look up tables
- Search
- Breadcrumbs
- elements

Prerequisites

- Knowledge of website principals
- Intermediate experience in HTML and CSS

Duration

- 1 Day

Groups

- 1 - 6 trainees at Elcom
- 1 - 10 onsite at client office
- 1 - 4 online via GoToMeeting

Developer Training

The Developer Training course is an advanced course which provides Web Developers with technical understanding of the elcomCMS platform. Having completed the course, your developers will have the knowledge and skills to customise and configure elcomCMS to meet your specific technical project requirements.

Core competencies include:

- Software installation
- Hardware architecture
- Basic elcomCMS API Concepts and best-practice tips
 - The elcomCMS API Framework
 - Code Library API
- Code Library API
 - Elcom.API
 - Data Types
 - General Tasks
- Web Service API
 - Authentication Service
 - Windows Authentication Service
 - Document Web Service
 - Dynamic Widget Web Service
- Other Common Tasks
 - Authenticating to elcomCMS using a Payload

Perquisite

- Advanced experience in HTML and CSS
- Advanced experience in .NET and Visual Studio

Duration

- 1 Day - Advanced developer training with a senior developer

Groups

- 1 - 6 trainees at Elcom
- 1 - 10 onsite at client office
- 1 - 4 online via GoToMeeting

Training Manager Training

The Training Manager LMS Training course is a course based on the modules that are related to the Training Manager module. Having completed the course, your users will have the knowledge and skills to be able to add courses for their users to complete.

Core competencies include:

- Adding new Courses with Units and Activities
- Creating Internal Online training packages
- Uploading SCORM Packages
- Adding and managing face to face training
- Creating surveys
- Setting up training users and training security groups
- Setting up emails and LMS settings

Perquisite

- Basic knowledge of computers
- Basic word-processing knowledge i.e. Microsoft Word

Duration

- 4-6 hours - depending on modules purchased

Groups

- 1 - 6 trainees at Elcom
- 1 - 10 onsite at client office
- 1 - 4 online via GoToMeeting