



## COURSE CATALOGUE

The iFormBuilder Implementation Training team works with enterprise customers around the world offering comprehensive on-site and off-site training for every level of iFormBuilder. With interactive training modules available for End Users, Company Admins, Server Admins, Form Builders, Data Architects and API Developers, our experts will be able to help your team get up to speed and get the most out of the iFormBuilder platform.

Each course is designed to help you and your team:

- Learn about the iFormBuilder platform and solutions through hands-on activities.
- Work directly with iFormBuilder knowledge experts to gain familiarity with the product and its capabilities.
- Gain confidence to make informed decisions.

Contact [Sales](#) to learn more about pricing and how to register for a course.



The KickStart Program is a personalized training that is **included** with the *Exploring*, *Growing* and *Emerging* plans.

The *Exploring* plan includes 2 hours of training in the following areas:

- o iFormBuilder Tools & Tips
- o Platform Overview
- o Management of forms, users and devices
- o Form Building 101

The *Growing* and *Emerging* plans include 4 hours of training in the following areas:

- o iFormBuilder Tools & Tips
- o Platform Overview
- o iFormBuilder Process
- o Management of forms, users and devices
- o Management of Dedicated Database as the Server Admin
- o Form Building 101



End User training is a **half day** designed for data collectors to learn how to efficiently and effectively collect data on their devices, successfully troubleshoot in the field and manage data views.

Some of the topics included are:

- o Setting up the iForm App on the device
- o How to use the iForm App
- o How to input data depending on the element type
- o How to manage and view collected records
- o Troubleshooting in the field

## 103: COMPANY ADMIN

Company Admin training is **one day** dedicated to teaching how to successfully manage accounts, users and forms and implement basic workflow.

Some of the topics included are:

- o Overview of the Company Admin's role
- o Workflow and best practices
- o How to manage users and user groups
- o The management of forms and form groups
- o The basics of data collection
- o Customizing the view of records

## 105: SERVER ADMIN

**One day** training for Server Admins to successfully manage profiles, licensing, branding and workflow management.

\*Course 103: Company Admin is a prerequisite to be eligible for course

Some of the topics included are:

- o Server Admin role
- o In depth look at the Server Info: Licensing, E-mail Alert Configuration, Custom Color Scheme, Portal Branding, Navigation Tab Customization and Help Desk Customization
- o How to manage profiles efficiently
- o How to copy forms to different profiles

## 201: FORM BUILDING 1

**One day** training dedicated to introducing form building, workflow design and implementation

Some of the topics included are:

- o Becoming familiar with form building best practices
- o Basics of form building: the different input properties, subforms, option lists, etc.
- o Troubleshooting

## 203: FORM BUILDING 2

**One day** training dedicated to advanced form building, leveraging data feeds and workflow implementation.

\*Course 201: Form Building 1 is a prerequisite to be eligible for course.

Some of the topics included are:

- o Best practices and workflow of form building
- o Dynamic option list functions
- o JavaScript functions
- o Effective use and design of Smart Lookup Tables
- o Reference ID basics

## 301: DATA ARCHITECT

**One day** training for data analyst to learn how to effectively manage data via the admin control panel.

Some of the topics included are:

- o Data Architect Toolbox
- o Basic Reporting
- o Data Sharing
- o Meta Data
- o Subform Data
- o Leveraging Filters
- o Data on a device

## 303: INTRODUCTION TO API

**One day** training for developers to fully engage the iFormBuilder API's and iFormBuilder integration. Course addresses basic REST API usage and appropriate SDK based on audiences desired development language and background. \*Course 201: Form Building 1 is highly recommended.

Some of the topics included are:

- o Understanding the platform
- o Getting Started with API in iFormBuilder
- o API calls to different element types
- o API calls to user profiles
- o Common Errors

## 360 IMPLEMENTATION

360 Implementation includes up to 40 hours of on-site or remote service by a dedicated iFormBuilder expert that works with you to outline how to best utilize your implementation team. Depending on your specific business and training needs, iFormBuilder offers a fully customizable service.

Professional 360 Implementations can be leveraged in a variety of ways, including:

- Build forms for desired workflow
- Develop an Implementation Strategy
- Develop a Deployment Strategy
- Establish data structure standards
- Review Best Practices and Methodology for workflow
- Implement workflow

## HOW TO REGISTER

Contact [Sales](#) to learn more about pricing and how to register for a course.

Need more information about a specific course?

Contact [Training](#)

## COURSE REQUIREMENTS

- iFormbuilder.com account and username
- Computer ( Except for End User training)
- Device for testing: Android or iOS pre-loaded with app