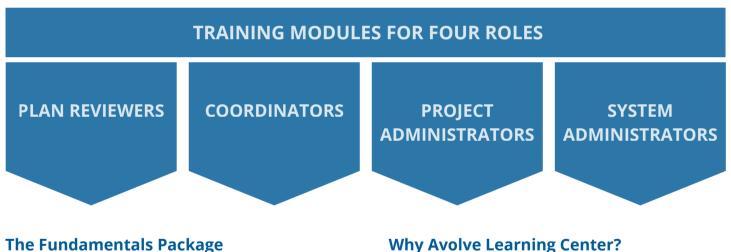# Avolve Learning Center

maximize your investment in ProjectDox

ProjectDox

With Avolve Learning Center you have access to on-demand, role-based training on ProjectDox, that enhances current user knowledge and supports new employee onboarding.

TRAINING MODULES FOR FOUR ROLES

| PLAN REVIEWERS | COORDINATORS | PROJECT ADMINISTRATORS | SYSTEM ADMINISTRATORS |

The Fundamentals Package

The Fundamentals Package provides you with all the knowledge required for the foundational aspects of ProjectDox 9.2.

The Reviewer, Coordinator, and Project Administrator modules are available now, with System Administrator module due to be launched by the end of 2022.

Avolve Learning Center will be built upon with additional training on system upgrades, new features, and advanced topics planned for 2023.

Why Avolve Learning Center?

- Asynchronous self-paced learning

- Available 24/7 to licensed users

- Simplifies new employee onboarding

- New content added over time

- Customized learning paths

- Reduces training costs

Avolve's Learning Center complements Avolve's custom in-person training, providing customers with quick-access resources, and learning that supports your jurisdiction's needs.

Find out more by contacting your account manager or email info@avolvesoftware.com

The Modules

Reviewer

- Home Page Overview and Basic Navigation
- In Project Navigation
- Workflow Concepts
- Tasks
- Task Assignments – Accepting a Task
- eForm
- Accessing Files
- Viewer Overview
- Measurement
- Markup/Changemarks
- How to Add Review Comments
- Completing a Task
- Subsequent Review Cycles Difference

Coordinator

- Home Page Overview and Basic Navigation
- In Project Navigation
- Workflow Concepts
- Task Assignments – Accepting a task
- Overview of Coordinator Tasks
- Coordinator Tasks and the Corresponding Work at Each Step
- Prescreen Review
- Assign Reviewers
- Review Complete
- Resubmit Review
- Verify Payment
- Scheduled Batch Stamp
- Review Assignment Manager

Project Administrator

Includes all Coordinator material, plus:
- Navigate PA Tabs
- Manage Users
- Reassign Task(s)
- Archive/Unarchive Projects

System Administrator

- User Management
- Project Templates
- Comments Manager
- Unpublished Files Report
- Republish Troubleshooting Tool
- Tool to Access All Projects

Find out more by contacting your account manager or email info@avolvesoftware.com

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