

FlowCentric Certification Training Overview

The following Certification Courses are on offer:

- FTS100 – FlowCentric.Net User Administration
- FTS101 - FlowCentric.Net User Administration & Basic Processes
- FTS201 – FlowCentric.Net Advanced Administration & Processes
- FTS202 – FlowCentric.Net Basic and Advanced Administration & Processes

FTS100 - FlowCentric.Net User Administration

Overview of the Course

The objective of the course is to enable a FlowCentric Administrator to manage user roles typically related to starters, movers and leavers within organizations, within the FlowCentric BPM and Workflow solution. On completion of the course an Administrator will be able to create roles and users, maintain passwords and user information. It serves as a foundation and pre-requisite for all other FlowCentric courses.

Target Interest Group

The course is tailored towards Process Owners or business users where the IT employee complement does not allow for system administration such as users and passwords. This course requires a license for the FlowCentric Process Suite which, if not already purchased by the employer, needs to be purchased prior to effectively applying the skills obtained in the working environment after certification on the course.

Topics Covered in the Course

An Introduction to Business Process Management and Workflow	Managing User Profiles and Passwords
	The Administrator Model
The FlowCentric Navigator Interface	Creating, Editing and Deleting Role Groups and Roles
The FlowCentric Process Suite Environment	Creating, Editing and Deleting Users

Course Pre-requisites

- The delegate must have thorough Windows skills and business knowledge.
- No other FlowCentric Certification is required to attend this course.

Expected Outcomes

After successful completion of this course, the delegate will have the ability to create new roles, role groups, users, and reset user passwords. The main aim of this course is to develop an understanding of FlowCentric and the skills to maintain existing sites.

Minimum Pass mark

95%

Training Path

Upon completion of this course, a user may attend an additional 3 day course to be certified in FTS101.

Assessment Criteria

Knowledge of the topic will be informally evaluated by the facilitator during the course. A formal practical assessment at the end of the course will determine successful completion.

FTS101 - FlowCentric.Net User Administration & Basic Processes

Overview of the Course

The objective of the course is to enable a FlowCentric Administrator to manage the day to day administrative requirements of the FlowCentric BPM and Workflow solution. On completion of the course an Administrator will be able to create roles and users, maintain password and user information, and create and maintain non-complex business processes.

Target Audience

The course is tailored towards IT Helpdesk or Support personnel or alternatively Process Owners with basic coding experience. This course requires a license for the FlowCentric Process Suite which, if not already purchased by the employer, needs to be purchased prior to effectively applying the skills obtained in the working environment after certification on the course.

Topics Covered in the Course

An Introduction to Business Process Management and Workflow	Managing User Profiles and Passwords
	Managing Meta Data
The FlowCentric Navigator Interface	The Process Model
The FlowCentric Process Suite Environment	Creating, Editing and Deleting Process Groups and Processes
Creating new FlowCentric Site Files	Creating, Editing and Deleting Activities
The Administrator Model	Creating, Editing and Deleting Objects or Form Fields
Creating, Editing and Deleting Role Groups and Roles	Creating Simple Triggers and Scripts
Creating, Editing and Deleting Users	Custom Error Messages

Course Pre-requisites

- The delegate must have thorough Windows skills and business knowledge.
- Experience and be comfortable with VBScripting or any other scripting language.
- No other FlowCentric Certifications are required to attend this course.

Expected Outcomes

After successful completion of this course, the delegate will have the ability to create new roles, role groups, users, and basic functional processes. The main aim of this course is to develop an understanding of FlowCentric and the skills to maintain existing sites.

Assessment Criteria

Knowledge of the topic will be informally evaluated by the facilitator during the course. A formal practical assessment at the end of the course will determine successful completion.

Minimum Pass mark

95%

Training Path

Upon completion of this course, a user may attend the FTS201 course.

FTS201 – FlowCentric.Net Advanced Administration & Processes

Overview of the Course

The objective of the course is to enable a FlowCentric Administrator/Solution Architect to create and maintain more complex processes.

Target Audience

The course is tailored towards IT Development personnel typically fulfilling the role of Systems or Applications Developer. This course requires a license for the FlowCentric Process Suite which, if not already purchased by the employer, needs to be purchased prior to effectively applying the skills obtained in the working environment after certification on the course.

Topics Covered in the Course

Managing Meta Data	The Team Select Object
Advanced Object Scripting	The Employee Lookup Object
Doing Formulas using VBScript	Business Rules
Object Groups and Object Group scripts	Custom Error Messages
Database Connectivity and Lookups	Multi Language Support
Browse Pages	Site Management Tools

Course Pre-requisites

- FTS101 certification obtained within the last 12 months is required prior to attending this course (1 day refresher courses can be arranged on request).
- FTS201 can be done directly after the successful completion of FTS101.
- VBScripting, SQL and .Net experience (skills rating level of no less than 3) highly recommended.

Expected Outcomes

After successful completion of this course, the delegate will have the ability to create more complex processes with object scripts and more advanced non-dll triggers. The main aim of the course is to teach an understanding of how the FlowCentric Activity Server works. The focus of this course is on using the FlowCentric Process Suite and provides a solid baseline of the capability of the toolset.

Assessment Criteria

Knowledge of the topic will be informally evaluated by the facilitator during the course. A formal practical assessment at the end of the course will determine successful completion.

Minimum Pass mark

90%

Training Path

Upon completion of this course, a user may attend upgrade courses and round tables offered by FlowCentric for the more advanced Administrator.

FTS202 – FlowCentric.Net Basic and Advanced Administration & Processes

Overview of the Course

The course is in essence a combination of FTS101 and 201, in a shorter timeframe. The objective of the course is to enable a FlowCentric Administrator/Solution Architect to create and maintain more complex processes as well as administer, and maintain sites, users and roles.

Target Audience

The course is tailored towards IT Development personnel typically fulfilling the role of Systems or Applications Developer. This course requires a license for the FlowCentric Process Suite which, if not already purchased by the employer, needs to be purchased prior to effectively applying the skills obtained in the working environment after certification on the course.

Topics Covered in the Course

An Introduction to Business Process Management and Workflow	Creating Simple Triggers and Scripts
	Custom Error Messages
The FlowCentric Navigator Interface	Managing Meta Data
The FlowCentric Process Suite Environment	Advanced Object Scripting
Creating new FlowCentric Site Files	Doing Formulas using VBScript
The Administrator Model	Object Groups and Object Group scripts
Creating, Editing and Deleting Role Groups and Roles	Database Connectivity and Lookups
Creating, Editing and Deleting Users	Browse Pages
Managing User Profiles and Passwords	The Team Select Object
Managing Meta Data	The Employee Lookup Object
The Process Model	Business Rules
Creating, Editing and Deleting Process Groups and Processes	Custom Error Messages
Creating, Editing and Deleting Activities	Multi Language Support
Creating, Editing and Deleting Objects or Form Fields	Site Management Tools

Course Pre-requisites

- No prior certifications are required prior to attending this course.
- VBScripting, SQL and .Net experience (skills rating level of no less than 3) highly recommended.

Expected Outcomes

After successful completion of this course, the delegate will have the ability to create more complex processes with object scripts and more advanced non-dll triggers. The main aim of the course is to teach an understanding of how the FlowCentric Activity Server works. The focus of this course is on using the FlowCentric Process Suite and provides a solid baseline of the capability of the toolset inclusive of the administration capabilities and supporting a FlowCentric site.

Assessment Criteria

Knowledge of the topic will be informally evaluated by the facilitator during the course. A formal practical assessment at the end of the course will determine successful completion.

Minimum Pass mark

Assessment 1 95%

Assessment 2 90%

A delegate cannot continue to write the second assessment or be certified in FTS202 if the minimum Pass mark for Assessment 1 is not obtained. An individual may rewrite both exams within a month after attending the course unsuccessfully. These need to be arranged as exams have to be written on site at FlowCentric.

Training Path

Upon completion of this course, a user may attend upgrade courses and round tables offered by FlowCentric for the more advanced Administrator.