ZAVANTA Software
Training Classes

COMPROSE Inc. provides a comprehensive training and consulting program to help you get the most from your Zavanta investment. Our internet-based training delivery lets you learn without leaving your office and can be scheduled at your convenience! All classes are live, instructor-led.

Class	Description / Intended Audience	# hours	Pricing
Foundations	This class covers setup features including, filters, document number, file manager, and categories. The goal of the class is to teach you how to lay the foundations of your Zavanta Online System and help you understand how they contribute to larger vision of creating, managing, and sharing your content.	1.5	$300 Unlimited # attendees
Portal Basics **(the website your employees log into)**	This class is an overview of planning and designing your Portal. This class covers how to publish content, the creation of filters in support of the Portal, an overview of your options in terms of the look and feel of your Portal, and how to build pages. The goal of the class is to provide you with the knowledge to create your Portal as well as help you understand the range of features within the Portal and Theme Designer.	1.5	$400 Up to 3 attendees
Content Management	This class covers creating and modifying overlays using the Content Overlay Designer, revision management, and Status Codes. The goal of this class is to teach you the features in Zavanta Online that allow you to capture the content you want and create best practices for content management based on your organization's needs.	1.5	$300 Up to 3 attendees
Security and User Permissions	This class provides and understanding of user roles and how to create them. It covers the general users types as well as setting security within the application and in the Portal.	1	$300 Up to 3 attendees
Basic Authoring	This is class is about writing. It includes best practices for writing policies and procedures as well as a understanding of how to use the authoring functions within the software. We also touch on some of the other types of content you can create in Zavanta such as Job Descriptions.	1.5	$300 Unlimited # attendees
Workflow **(Review Approval Automation)**	This class covers planning and implementing work flow in support of the review approval process. It includes both discussions of your review and approval needs and how to use the software to create the workflow that meets your needs.	1	$400 Up to 5 attendees
Operations Mapping ™	This class teaches our proprietary methodology for breaking high-level processes down into operating procedures (SOPs), tasks and linking to policies. This is the basic framework of your system. This will help you identify the documents you need to write and how they nest together. Once this framework is built, you can zero in on where you want to start and assign to authors or subject experts to provide content.	1.5	$400 Up to 5 attendees

To order email: training@comprose.com or call: 800-719-8964