

CERTIFIED SUPER USER TRAINING



The Certification training is for you who want to **advance yours skills in the system**. It is typically users we see are more invested in the product that wants to prove your knowledge in the system.

It's a very **interactive session** in which you are allowed to bring up questions of your own as well as look into different existing user cases you might have.

The first part of the training is a run through of different parts of the system including some **tips and tricks** and the second part is the examination that contains of one theoretical test and one practical test.



AGENDA

- Import a word document
- Chapters + advanced settings
- General document settings
- Document Types
- Publish
- Tables
- Modules settings
- Page settings
- Compliance session
- Theoretical test
- Practical test



Length

Between 5-6 hours



Requirements

You must have taken the Editor training already and around 6 months of editorial work



Value

After passing the practical and theoretical test, you are Certified super user in WM.



Certification validity

3 years

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