

PRODUCT CERTIFICATION

Courses		Content Summary	Time to Complete	5 Certification Exams*
1	Introduction to Modeling	Explore the foundational elements: levels, accounts, currency, dimensions, time, versions, roles and permissions, and data import.	4-5 hours	1. Foundation (70 min)
2	Operational Modeling Basics	Build a model from scratch. Create standard sheets, build basic formulas, create modeled and cube sheets, and import data.	10-12 hours	2. Planning Basics (70 min) 3. Sheets and Formulas (65 min)
3	Flexible, Just-in-Time Reporting	Design, format, and share personalized ad hoc and management reports. Use dimensionality and create comparison reports.	3-4 hours	4. Reporting (65 min)
4	OfficeConnect: Telling the Story Behind the Numbers	Set up, format, and refresh your data connection with the Microsoft Office Suite. Learn to use time / version elements and filters.	4-5 hours	
5	Using Analytics to Monitor Your Performance at a Glance	Create charts and dashboards to visualize company performance.	3-4 hours	
6	Consolidation	Learn how consolidation can improve accuracy and collaboration while complying with US GAAP or IFRS reporting standards.	2 hours	
7	Using the Integration Framework to Take Control of Your Data	Automate data flows from external sources including spreadsheets and databases.	7-8 hours	5. Integration Framework (60 min)
8	Excel Interface for Planning	Learn how to access sheets in your Adaptive Insights model using Excel, enter data, and submit updates.	1 hour	
9	Managing Multi-Instances	Connect multiple instances, including linked levels, mapping accounts and dimensions.	2 hours	

For product-related questions, join a Q&A session with subject matter experts. Check the News section on the homepage for dates, time and call information.

*Product Certification requires the completion of all courses and exams within 90 days of start. All exams are online, timed, and require a passing score of 85%. Exams are locked after three attempts. Cost to certify is \$2,500. Please email training@adaptiveinsights.com with any questions.