SmartDocuments Academy

Training offer

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Version	**1.0**

Basic Course SmartDocuments – Your Start as an Application Administrator or Template Builder!

Description

Start working professionally with SmartDocuments! In this practical two-day basic training, you'll learn all the essential skills to work effectively with SmartDocuments as an application administrator or template builder. The focus is on independently creating templates so you can immediately add value to your organization.

What you'll learn

- **Building templates:** Learn step by step how to create smart and reusable templates.
- **Basic Microsoft Word knowledge:** Discover useful Word features essential for template creation.
- **Application setup:** Gain insight into how to optimally configure SmartDocuments for your organization.
- **User and permissions management:** Add users and manage their access rights.

Extra topics (time permitting):

- **Integration with other systems**.
- **Automatic document storage**
- **Practical tips & tricks** for efficient and user-friendly work.

Why choose this training?

SmartDocuments works as a standalone solution but also allows easy integration of data from other systems. This training helps you get the most out of the platform, both technically and functionally.

Requirements

- Access to the SmartDocuments environment as an administrator.
- Access to SmartEditor to edit templates.

Practical information

- **Location:** Online, on-site, or at SmartDocuments' office in Deventer.
- **Duration:** 2 days
- **Time:** 09.30 - 16.00
- **Costs:**
  - At SmartDocuments in Deventer: € 940,- per person
  - Online or on-site: €3,500.- per course (up to 4 participants)
- **Group size:** Standard 4 participants. (Expansion possible at additonal costs).

SmartEditor Training – Become an Expert in Text Editing Within Templates!

Description

Would you like to get more out of your SmartDocuments environment? In this practical training, you'll learn everything about making textual and editorial adjustments within existing templates — quickly, efficiently, and error-free.

Note:

This is **not** a shortened basic training. It focuses specifically on editing texts in existing templates.

What you'll learn

- **Find templates** and **edit texts** in SmartEditor.
- **Manage and improve text** in blocks
- Efficiently **adjust text fragments**
- **Apply version control** for templates and components

Who is it for?

Administrators responsible for textual and editorial changes in documents — ideal for maintaining text quality and consistency within your organization.

Requirements

- Access to the SmartDocuments environment as an administrator.
- Access to SmartEditor to edit templates.

Practical information

- **Location:** On-site.
- **Duration:** 1 day
- **Time:** 09.30 - 16.00
- **Costs:** €1,750 per training
- **Group size:** Up to 8 participants.

Advanced Training SmartDocuments – Take Your Template Management to the Next Level!

Description

Have you completed the basic training and are ready for the next step? This advanced training dives deeper into your specific needs and challenges. Whether you want your templates reviewed and improved, learn about integrations with your case management system, or address advanced questions — this training offers tailored learning and hands-on support.

What you'll learn

The content is fully customized based on your learning goals and real-world experience. Together with the trainer, you define the topics to ensure the training perfectly fits your situation.

Who is it for?

Application managers who have completed the basic training and want to deepen their knowledge or solve practical issues.

Requirements

- Access to the SmartDocuments environment as an administrator.
- Access to SmartEditor to edit templates.
- Completion of the Basic Course

Practical information

- **Location:** On-site.
- **Duration:** 1 day
- **Time:** 09.30 - 16.00
- **Costs:** €1,750 per training
- **Group size:** Up to 4 participants.

Walk-In Sessions – The Ideal Introduction to SmartDocuments Within Your Organization

Description

Our interactive walk-in sessions help your colleagues confidently start using SmartDocuments. Together with your organization's application administrator, we organize one or more on-site sessions where employees are introduced to the new application in an accessible and practical way.

What to expect

1. **Introduction**: Explanation of the new way of working and SmartDocuments application.
2. **Demonstration:** Live demo of one or more processes, including the question wizard and document generation.
3. **Q&A:** Room for questions with clear, applicable answers.

Requirements

- A room with a large screen or projector.
- The presence of your organization's application administrator for support.

Practical details

Walk-in sessions are preferably held on-site but can also be done online for flexibility.

Make the transition to SmartDocuments easy and enjoyable for the whole team with our walk-in sessions!

Workshop “Accessible Documents”

Why this workshop?

In the Netherlands, accessibility standards for digital documents are legally required. This workshop helps organizations meet these obligations. Specifically designed for template managers, it covers why digital accessibility matters and how to create templates that produce accessible documents.

What is digital accessibility?

Digital accessibility means that all information in a digital document must be perceivable not only for people without disabilities but also for those with visual impairments. Documents are tested against the WCAG 2 guidelines, and this workshop focuses on the aspects relevant for accessible template design.

What you’ll learn

- What WCAG guidelines are and why they matter.
- Legal accessibility requirements for documents.
- What can be automated and what remains manual work.
- What should you pay attention to when creating templates?
- What should or shouldn’t you include in the header, and why?
- How do you ensure accessible text alignment?
- How do you handle images and tables in accessible documents?

Requirements

- Access to the SmartDocuments environment as an administrator.
- Access to SmartEditor to edit templates.
- Completion of the Basic Course.

Practical information

- **Location:**
  - On-site (using your organization’s corporate identity)
  - At SmartDocuments in Deventer (using a sample style guide)
- **Duration:** 10.00 - 15.30 (including break)
- **Costs:**
  - On-site: €1,750.- per training
  - At SmartDocuments in Deventer: €495 per person

After this workshop, you can immediately start adapting your templates so all documents meet legal accessibility standards.
Do you want to make your documents truly accessible to everyone and comply with the law? Then sign up for this workshop!