



OpenKM 



Advanced Level Certification

Training for Information
Professionals

Master Document Management with OpenKM Academy: Training for Information Professionals

Looking to boost your career in document management? [OpenKM Academy](#) offers a range of courses designed to meet the needs of professionals, businesses, and institutions. Our training combines theory and practice with the most advanced tools from OpenKM, the leading document management software.

Why choose OpenKM Academy?

- **Personalized Learning:** Discover courses adapted to your level and objectives.
- **Practical Experience:** Access practical exercises and real cases that reinforce your learning.
- **Recognized Certifications:** Earn credentials that validate your document management competencies.
- **Comprehensive Training:** From basic users to expert consultants, we have the ideal course for you.

Power Advanced User Certification

Advance to the next level by exploring audits, workflow customization, email integrations, and advanced analytics.

- **Advantages:** Expand your skills and improve collaboration in multidisciplinary teams.
- **Best for:** Users with basic OpenKM experience

MODULE 1. BASIC USER TRAINING

- Introduction
- Explorer and Properties
- Notes and Security
- History, Preview, and Relationships
- Workflows and digital signatures
- Extensions, stamping and automation
- Templates, reports and search engine
- Task Manager & OCR

MODULE 2. FUNCTIONALITY

- Zonal OCR
- Relations



- Reports
- Stamping
- Templates
- Workflows
- Workflow Approval
- Version Comparison
- Audit
- Search Engine
- Automations
- Emails Import
- Email archiving
- Task Management
- Categories
- Version Comparison