

Information and Tips for Success

- Available to users who have purchased training and have access to the Training Center
- The Product Certification Learning Path is sequenced and contains all modules, knowledge checks and exams to certify
- Plan on 40-50 hours to complete all of the training
 - Note: required courses that you have completed in other Learning Paths are indicated with a green checkmark



✓	Introduction to Modeling Overview
✓	Levels Overview
▶	Levels Demo

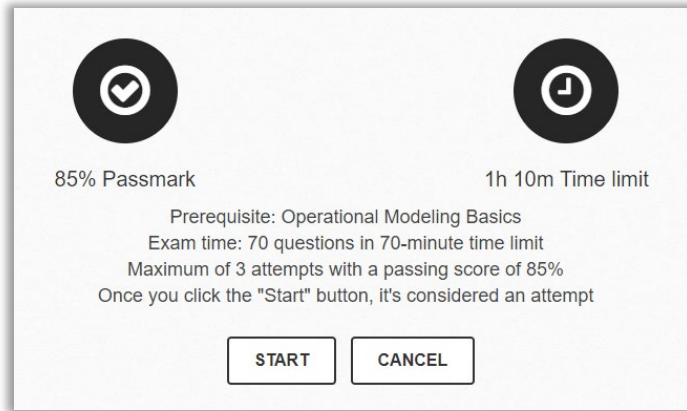
- Take advantage of the Q&A sessions with subject matter experts when needed; check the News section on the homepage for details
- Review all exam answers before submitting
- View the exam results to confirm your knowledge and see which areas require further study if you need to retake an exam

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.
- Certification is available to users who have purchased training and have access to the Training Center. Cost to certify is \$2,500. If you are interested, email your Customer Success Manager with any questions.

Taking the Exams

1. Know the time limit for each exam

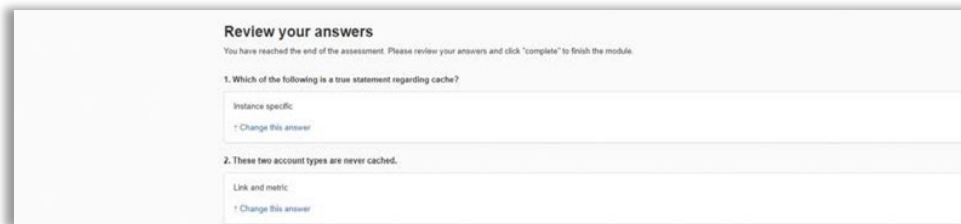


85% Passmark 1h 10m Time limit

Prerequisite: Operational Modeling Basics
Exam time: 70 questions in 70-minute time limit
Maximum of 3 attempts with a passing score of 85%
Once you click the "Start" button, it's considered an attempt

START CANCEL

2. Review your answers before submitting



Review your answers
You have reached the end of the assessment. Please review your answers and click "complete" to finish the module.

1. Which of the following is a true statement regarding cache?

Instance specific
* Change this answer

2. These two account types are never cached.

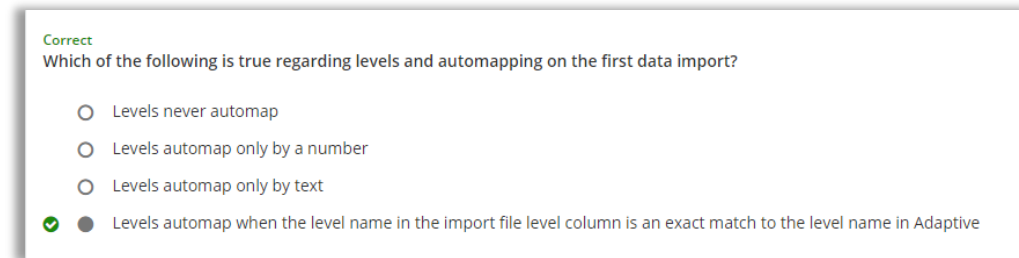
Link and metric
* Change this answer

3. Click the Results button to see your answers



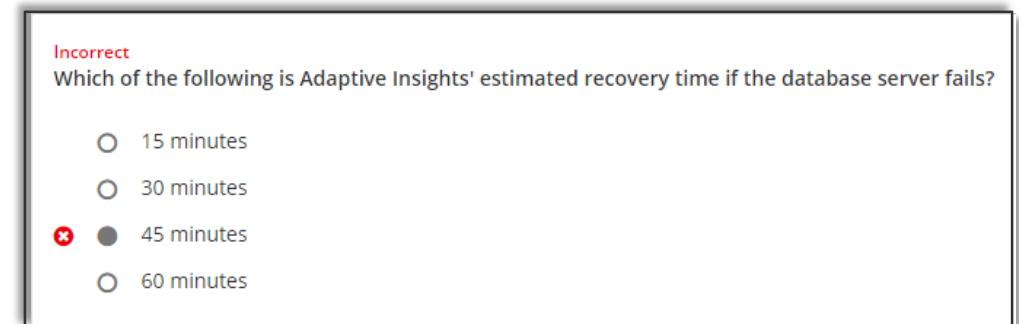
✓ Foundation Exam i Results

85% Passmark 87% My Score



Correct
Which of the following is true regarding levels and automapping on the first data import?

- Levels never automap
- Levels automap only by a number
- Levels automap only by text
- Levels automap when the level name in the import file level column is an exact match to the level name in Adaptive



Incorrect
Which of the following is Adaptive Insights' estimated recovery time if the database server fails?

- 15 minutes
- 30 minutes
- 45 minutes
- 60 minutes

Achieving Certification

1. At the completion of all exams and the final course module, the system will generate your certificate of completion
2. Go to the Achievements tab at the top of the homepage to view and download your Certificate of Completion
3. Email the certification to training@adaptiveinsights.com if you would like a badge (see right) for use in your email, business cards, website, or LinkedIn profile

