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| Course Title | Introduction to Nintex Workflow, Form & Mobile for Office 365 (1 day) |
| Course Code | NWFFM3651D-062018-001 |
| Overview | <p>This one-day instructor-led course will show you briefly how to use the Nintex Workflow app and the Nintex Forms app in Office 365.</p> <p>Nintex Workflow for Office 365 extends Office 365 and allows you as a site owner to automate business processes. Creating workflows might have previously been a job for a developer but Nintex Workflow aims to bring workflow design within reach of all SharePoint site owners. This class looks in detail at all the options available in the Nintex Workflow for Office 365 app including the design interface, types of workflow that can be created and a wide variety of workflow commands known as actions to automate business processes from approvals to language translation.</p> <p>Nintex Forms for Office 365 does the same job for form design allowing users to create and edit forms without the need for programming. We will review the design interface and create forms in a variety of business scenarios.</p> |
| Duration | 1 day |
| Venue | Client premise |
| Audience | All Users |
| Class Size | Limit to 5-8 attendees to have an effective learning experience |
| Workshop Agenda | <ol style="list-style-type: none"> <u>Introduction of Nintex Forms and Workflow</u> You will learn about overview of Nintex Forms and Workflow, Different types of forms, Control types with forms, Different types of workflow and Various actions of Nintex workflow. |

2. Getting started with Nintex Forms

- Differences between Classic form and responsive form
- Overview on Nintex form designer
- Creating Form using Responsive Form
- More details for Nintex Form Controls
 - General Controls (SharePoint fields such as people picker, Date/Time, Multiple Choices and so on)
 - Adding Rules
 - Calculation
 - Validation
- Save & Publish Form
- Hands-on sessions (Basic Lab Exercise)

3. Nintex Mobile

- Publishing Nintex forms to Nintex Mobile
- Setting up Nintex Mobile on mobile

4. Getting started with Nintex Workflow

- Overview on Nintex Workflow Designer
- Overview on Nintex Workflow Actions
 - Integration
 - Libraries and Lists
 - Logic and Flow
 - Operations
 - Provisioning
 - Social
 - User Interaction
 - Utility
- Nintex Workflow settings work around
- Creating Nintex Workflow (List Workflow)
- Creating Nintex Workflow (Site Workflow)
- Managing Workflow
- Hands-on Session (Basic Lab Exercises)

5. Discussion and Q&A

- Discussion
Q&A

Note:

1. Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
2. Trainee agreed to provide the feedback form on the last day of the class.
3. Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.