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Marco's M-Files
Cheat Sheet

Whether you're just starting out with M-Files or you'd like it to work harder for you, we can help! Keep this flyer handy, and feel free to take advantage of any of the free resources listed below.

WHAT M-FILES OFFERS

M-Files Help Center

Visit **help.m-files.com** to find quick and easy answers, whether you're just starting out or you're looking to add advanced skills. You can also access the help center from M-Files by clicking the help button in the top right corner.

M-Files Academy

While M-Files offers common training events and classroom learning opportunities, you can always attend the virtual M-Files Academy at **customer-mfiles.talentlms.com**. Online courses are available on a wide range of topics, many of which are tailored to specific roles within your organization.

Here are just a few highlights:

Essentials:

An overview of the M-Files mindset, terminology, best practices, and design principles

User:

An M-Files 101 for those who will be using the software in their daily routines

Business Administrator:

A specialized course that offers more specialized instruction on metadata structure, views, workflows, and permissions

IT Administrator:

Another advanced course that includes tips on how to support and maintain the M-Files environment

Get Started Today

800.847.3098 | software@marconet.com

Simple. Secure. **Better.**

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WHAT MARCO OFFERS

MARCO KNOWLEDGE BASE

Visit our Knowledge Base at https://help-ecm.marconet.com/ at any time to find helpful resources to learn at your own pace. You'll find tons of helpful videos and can take deeper dives on a particular topic.

INTRODUCTORY TRAINING

We offer an on-site or virtual 4-hour introductory training session, so you can receive specialized instruction that's customized to your organization and how you work. Contact our client success team for scheduling at software@marconet.com.

CUSTOM TRAINING

Get additional training as needed, either in person or virtually, when your staff would like to skill up on more advanced M-Files functions. Contact our client success team to get started!