avolve® Learning Center

Maximize your ProjectDox Investment

Thank you for being part of the ProjectDox family! By choosing our platform, you've made an investment that drives real impact for your community.

Whether you're just beginning in-person training or have been a loyal customer for years, one thing remains constant: **people change, roles evolve, and software is updated**.

That's why we created the **Avolve Learning Center (ALC)**—an on-demand extension of your in-person training.

With role-specific courses, up-to-date videos, and flexible, self-paced learning plans, ALC ensures your entire team stays current, confident and productive.

Whether facing internal turnover or software upgrades, we help you maintain a strong return on your investment.

Find out how ALC can assist your team

USA: +1 602-714-9774

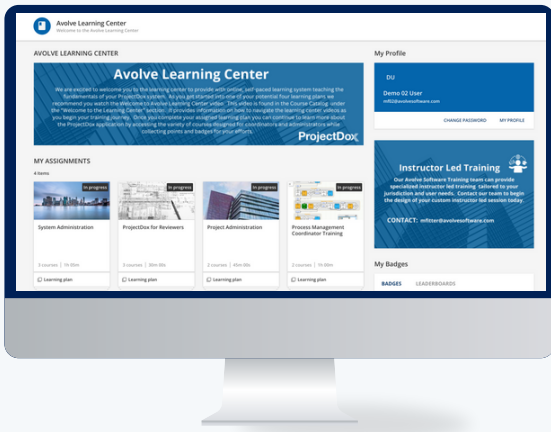Email: sales@avolvesoftware.com

or Contact your account manager

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ProjectDox

Your on-demand training hub for ProjectDox

ALC complements our custom instructor-led training program and is designed to keep users confident, current, and ready to navigate ProjectDox.

Why choose ALC?

- Asynchronous self-paced learning
- Available to licensed users at their convenience
- Simplifies new employee onboarding
- Role-based learning paths
- Reduces training costs
- New features & refresher training for current users

ALC Fundamentals Package

✓ Covers essential ProjectDox functions by role

✓ Includes content for current and future versions, updated at no extra cost

Role-Based Training Modules

PLAN REVIEWER	PROCESS MANAGEMENT	PROJECT ADMINISTRATOR	SYSTEM ADMINISTRATOR

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Learning Paths in Modules

Plan Reviewer

- Homepage Overview and Basic Navigation
- Project Navigation
- eForms
- File Access
- Viewer Tools
- Measurement Tools
- Markup Tools
- Add Review Comments
- Initial Review Cycle
- Subsequent Review Cycles
- Resolve Review Comments

Process Management

- Homepage Overview and Basic Navigation
- Project Navigation
- Tasks and eForms
- Prescreen Reviews
- Assign Plan Reviews
- Manage Review Assignments
- Payment Verification
- Stamping Plans
- Schedule Batch Stamp
- **Limited Administrator**
  - Task Management
  - User Management

Project Administrator

- Project Template Overview
- Individual Projects
  - Manage Users, Tasks and the Workflow Instance
- Project Admin Tools
- Manage Project Templates
  - Users and Groups
  - Permissions Presets
  - Folders
  - PDF Submission Policy
- Manage Stamping
  - Stamp Templates
- User Task Reassignment (Template Level)

System Administrator
All Project Administrator Topics Plus:

- Project Management
- Manage Workflow Definitions
- Plan Review Configuration
- Comments Manager
- Troubleshooting
- Managing site-wide users
- Add/Edit/Delete Project Templates
- Report Management
- Email Template Management
- Avolve Login Page Administration

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