



Adobe Workfront

Administer and Maintain Adobe Workfront I

Course description: Administer and Maintain Adobe Workfront I is a 3-day, instructor-led (classroom or virtual) class that focuses on the role of the Adobe Workfront system or group administrator. This class is designed for new Workfront administrators who have been in their role six months or less. Sessions focus on initial setup, global system settings, and workflow creation in Adobe Workfront, including user creation, access levels and permissions, schedules, and notification setup. Workflow management topics include custom statuses, global approval processes, project templates, and custom forms. Put these workflow settings together to create a functional request queue with routing rules and queue topics. Agile and Workfront proofing are also covered, along with report and dashboard creation. You'll learn how to create layout templates that help improve the user experience, and an adoption session shares best practices for increasing user adoption.

Prerequisites: None

Target audience: Workfront system or group administrators who have been in their role less than six months.

Objectives

After completing this course, you will be able to:

- Create Adobe Workfront users with the appropriate access levels and layout templates.
- Create and apply schedules for the various work units in your organization.
- Create and manage the organizational structure within your instance of Workfront.
- Set and maintain event notifications for your Workfront users.
- Create and manage global or group custom statuses to match your organization's needs.
- Create and manage global approval processes for projects, tasks, and issues.
- Configure system-wide or group preferences for your projects, tasks, and issues.
- Create and manage project templates.
- Create and manage custom information using custom forms.
- Create and manage request queues for work intake processes.
- Create Agile teams and set up the Scrum or Kanban board and story cards.
- Manage your proofing users and maintain the proofing tool settings.
- Create Workfront reports including charts, calendars, custom lists, and dashboards.

Course Materials

- Administer and Maintain Adobe Workfront I Participant Guide

TOPICS

- Introduction to Adobe Workfront
- Access Levels
 - > Licenses
 - > Permissions
- Schedules
 - > Default, User, Project
- User Organization
 - > Companies, Groups, Teams
 - > Job Roles
- Notifications
 - > Event
 - > Subscriptions
 - > Announcements
- User Creation
- Custom Statuses
 - > Global
 - > Group
- Global Approvals
- System Preferences
 - > Global
 - > Group
- Project Templates
- Custom Forms
- Request Queues
- Agile in Workfront
- Workfront Proofing Administration
- Reporting
 - > Reporting Elements
 - > Custom Reports
 - > Charts
- Adoption
 - > Dashboards
 - > Layout Templates