Aravo Academy Course Catalog

Self-Paced Courses

Aravo's self-paced e-learning courses allow you to access training at a time and place that's most convenient for you. Our self-paced courses are designed to help get you comfortable with the platform, its capabilities, and how to make the most of your Aravo setup.

The Fundamentals

Bulk Import
This course will provide an overview of Bulk Import within Aravo, including upfront requirements, how to successfully use the Bulk Import Tool, and post-upload best practices.

Data Collection
This course is an overview of how Aravo collects data using Request Forms, Surveys, and Association Viewers. Learn when to use each different mode of data collection and how to configure them successfully.

Company Administration
Company Administration doesn't just involve managing users. This course teaches how to audit changes made to user profiles, manage both the internal buyer and the third party security policies, and read/manage trusted certificates and private keys from the Aravo KeyStore repository.

Data Dictionary
The Data Dictionary is where you'll spend a lot of your time during Configuration. This course will help you better understand Aravo's Data Dictionary and data model, and teach you how to create Attributes, Text Fields, Selection Lists, and Selection Hierarchies.

Configuration Overview
Configuration is critical to the successful setup of a program within Aravo. This course will be your first exposure to Aravo terminology and help get you familiarized with Aravo Configuration. If you'll be involved in configuring your Aravo instance, this is the first course you should reference!

Managing Configuration Changes Pt 1.
The Managing Configuration Changes courses will teach you how to make basic changes to your Configuration in Aravo. Part 1 focuses on understanding how these changes can impact your Configuration, a critical lesson to learn before any updates or changes are executed.

Managing Configuration Changes Pt. 2
After taking time to understand impact, Part 2 of Managing Configuration Changes will show you how to perform basic configuration changes.

Fundamental Courses Continued

Potential Matches Search
Potential Matches Search is utilized to identify potentially duplicate data in Aravo. This course will teach you how to configure and apply this type of search.

Universal Search
Universal Search is a way to search for things across the buyer system instead of at a specific entity, process, task, and such. This course will teach you how to configure and access Universal Search.

Projects
Learn how to leverage Projects in Aravo to kick of multiple Workflows and simplify your process.

User Profiles
This course will help you understand what User Profiles are and why they matter. Learn how to create a new User Profile, how to update key assignments, and how to ensure that your users are properly set up to access various Business Process tasks.

Reading & Learning Existing Configurations
There are many layers to Configuration. In this course, you'll receive best practices for reading and learning about existing Configurations within the Aravo platform.

Viewing Supplier Data
This course will provide best practices on how to navigate and view critical supplier data in Aravo.

Reporting
Aravo has a wealth of data- if you know how to find it. This course will help you understand the reporting structure in Aravo, learn how to translate business requirements into report outlines, and successfully build a new report in Aravo.

Visualizations & Dashboards
Visualizations and Dashboards are used to view data in a more visual and engaging way within Aravo. In this course, learn how to build and publish Visualizations & Dashboards to make your instance of Aravo work for you.

Request Forms
Request Forms are critical to collecting data in Aravo. This course will teach you how to create and publish effective Request Forms in the system and provide some best practices from our own experts' experiences.

Workflow Basics
This course will help you understand the basic components of Workflows in Aravo, and teach you how to configure Task Actions, Templates, Roles, Email Templates, and more.

Spreadsheets
Learn how to use spreadsheets to extract data from Aravo, run calculations, and return the results to Aravo during a business process.

Workflow Search
This course will teach you how to configure workflow searches that your users can access to search for tasks or business processes.

Supplier Searches
This course will help you understand how to effectively perform basic, advanced, and custom searches in Aravo.

Workflow Task Actions
Dig into more details about what Workflow Task Actions are, and what can be configured in Aravo.

Upcoming Courses

Courses will be added to the Aravo Academy on a quarterly basis. Over time, we will be adding more Advanced Courses, the ability to sign up for instructor-led training (ILT), and Aravo Certifications.

Advanced

Applications Integrations
Learn about the integrations that come with the out of box TPM application.

Evaluate
Evaluate is Aravo's risk scoring feature. This course will help you understand how Evaluate takes attribute responses and turns them into one or more scores (such as the Inherent risk score & tier).

Supplier Portal
The Supplier Portal enables suppliers to have access to their data, work on assigned tasks, and (if allowed) be proactive to self-manage submitting profile updates. This course will teach you how to manage the configuration for the Supplier Portal.

Supplier Relationships
Third Party Relationships allow users to view relationships between two or more supplier records in their buyer. Learn how to configure and use Supplier Relationships in Aravo.