



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 off 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.

Advanced Courses



Applications Integrations

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



Supplier Self-Service Portal

The Supplier Portal allows credentialed Third Parties to view their organization's data, respond to surveys and initiate available processes. Learn more about this feature in this course.



Configuration Validator

This course will show you how to run a quality check on your various configuration elements, and your buyer configuration to include dashboards and reports.



Writing Expressions for Reports

Expressions allow users to create aliases for constant values, attributes, and functions then be used in the result and filter sections of reports. Learn how to create expressions and use within your reports to better refine your data.



Login Page Customizations

This course will walk you through how to customize the look of your Aravo login page with your organization's brand.



Questionnaires

Questionnaires are pulled from recipient information. They gather opinions or performance information and aggregate those responses. Learn how to configure this feature in this course.



Supplier Portal

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



Supplier Self-Registration

With Self-Registration a prospective supplier can nominate themselves for becoming an approved Supplier. This course will walk you through how to configure this feature.



Supplier Relationships

Third-Party Relationships allow users to view relationships between two or more supplier records within their buyer. This course shows you how to configure and use Supplier Relationships in Aravo.

Certifications

Certifications are a great way to track what you've accomplished and show others what you've learned. To earn a certification, you must complete the designated guides for the course and then successfully pass the final 'knowledge check' to earn your certification. Upon completion (and successfully passing – a score of at least 80%) the certification badge will be awarded, and you will get a certificate with your name and date certified, where you can opt to add to social media. Certifications will expire after one year. Since Aravo releases enhancements throughout the year, we want our certified users to come back and go through the guides again to make sure they stay in-tune with the newest features and enhancements.



Company Administration

This certification includes the guides for User Profiles and Company Administration. Once you have completed both, you will have a 'knowledge check' guide to check what you learned and see if you qualify to become an Aravo expert on Company Administration!

Upcoming Courses & Certifications

Updates 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



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).

Certifications



Configuration Certification(s)

This certification will be broken into a few sections since we have a lot of configuration areas. More to come!



Recurrences (Renewal Workflows)

Aravo Renewals, or "recurrences", are the workflows and workflow events scheduled in the system with a future date that allow users to review, update, or create new entities. Learn more in this course on how to configure renewal workflows.



Reporting & Analytics Certification

This certification includes the guides for Reporting, Expression Writing for Reports, and Visualizations & Dashboards. Once you have completed all 3, you will have a 'knowledge check' to see if you qualify to become an Aravo expert on Reporting & Analytics!

