Education Services

Summary of Offerings

Nov 07, 2018

eFront

Table of Contents

1. Courses provided by Education Services

eFront Education Services provides both online and classroom training. The offerings provided are outlined in this document.

If you need a course which is not listed here, please, talk to your eFront point of contact.

1. Classroom courses

Currently classroom courses provided by Education Services are covering the scope of eFront business solutions with respective modules.
The trainings can be delivered in the eFront office in Belgrade (fully equipped room including computers), or in your company's premises, according to the agreement you make with eFront Education Services.

1.1. eFront Invest

Two eFront Invest classroom courses are provided: **eFront Invest Essentials** (eFI100) and **eFront Invest Configuration** (eFI200). **eFront Invest Essentials** (eFI100) focuses on how to use the business solution as end users and **eFront Invest Configuration** (eFI200) focuses on configuring the solution and is geared more towards super users and administrators of the system. Both of them are comprised of different modules of the eFront Invest Solution suite.

All the concepts and practices you have been exposed to during the training are based on READY packaged configuration that capitalizes on the best practices on the Alternative Investments' market.
The entire agenda both for eFI100 and for eFI200 is based on Private Equity test cases.

There are multiple training sessions scheduled each year, but more can be held as necessary (subject to request and availability of resources).

The classroom sessions can be held either in eFront Belgrade office in Serbia or on client premises (if attendees are more than 5).

Venue	eFI100	eFI200	Available seats	Cost per participant
Belgrade	Dates to confirm with your eFront contact		12	See appendix

1.1.1. eFront Invest Essentials (eFI100)

This is a one-week course (4,5 days). It lasts for eight hours each day with the fifth day being reserved for the two-hour test. The summary of the training agenda is described hereafter.

Note: * Some topics covered relate to the other eFront business solutions that are integrated with eFront Invest.

Modules	Topic
Day 1	
*** eFront Core** **(Mandatory Platform)**	Data Repository and Search Engine Contact Management Document Management *Description: navigation through software; introduction to different types of objects in the system and examples of contact relationship management; activity and task management; organization of files, document versioning, document search functions*
*** eFront Deal Flow** **(eFront Office)** **eFront Workflow**	Deal Flow Workflow *Description: navigation through deal flow and difference between deal flow and workflow*
eFront Investor	Investor Accounts Close-ended Fund Management *Description: Investor account and exercises for creating fund operations based on closed ended fund statuses with tracking investors' positions and performances*
Day 2	
eFront Investor	Close-ended Fund Management – (continued) *Description: Investor account and exercises for creating fund operations based on closed ended fund statuses with tracking investors' positions and performances and generating fund notices*
eFront Investment	Direct Investment Indirect Investment *Description: Direct and Indirect investment process with exercises covering the investment lifecycle of an equity holding and tracking investments in third party managed investee funds, through a full investment structure, to show you how to track the performance at the portfolio level, at the fund investment level or at the underlying investment level (transparency capability)*
Day 3	

Modules	Topic
eFront Investment	Indirect Investment – continuation *Description: tracking investments in third party managed investee funds, through a full investment structure, to show you how to track the performance at the portfolio level, at the fund investment level or at the underlying investment level (transparency capability)*
eFront Debt	Managing different schedules with varied time segments, rates and conditions with loan instrument type *Description: exercises regarding automation of management and booking of recurring transactions related to loan instruments*
eFront GL	Accounting *Description: manage Chart of Accounts and General Ledgers; lifecycle of GL entries*
	Day 4
eFront Settlement	Cash Management *Description: settle business transactions; manage cash transfers and performing bank reconciliation*
*** eFront Ware (Mandatory Platform)**	eFront Excel eFront Query Builder eFront Import *Description: Introduction to the use of the import tool for data migration and BI tools for data extraction.*
*** Reporting tools**	eFront Analytics Designer *Description: Introduction to purpose of using Reporting tools*
	Dedicated Q&A/ Assessment test preparation *Description: wrap up of previous days*
	Day 5
	Assessment test 2 hours

This course covers our diverse customer base including Limited Partner, General Partner and Fund Administrator solutions. By completing the course, you will understand the in-scope modules from each perspective and will be able to complete tasks necessary for your specific focus within the front, middle or back office.

1.1.2. eFront Invest Configuration (eFI200)

This is three days course. It lasts eight hours each day with the fourth day being reserved for preparation for the test and 3-hour test. The summary of the training agenda is described hereafter.

After the completion of this course you will be more comfortable with the configuration side of our eFront Invest solution. This will be most beneficial for those administering the eFront Invest solution or internal employee's at eFront who are tasked with deploying the software for our customer's.

Note: * Some topics covered relate to the other eFront business solutions that are integrated with eFront Invest.

Modules	Topic
	Day 1
* **eFront Ware** (Mandatory Platform)	Introduction to the framework and the data model *Description: general settings and options of configuring application*
* **eFront Deal Flow** (eFront Office) **eFront Workflow**	Workflow configuration Deal Flow configuration *Description: exercises regarding set up of workflow and deal flow processes*
	Day 2
* **eFront Ware** (Mandatory Platform)	Screen customization *Description: exercises regarding additional panels (sections) and customization of additional fields*
eFront GL	Accounting *Description: set up chart of accounts, accounting schemes, accounting characteristics and NAV fund operation through the closing*
* **eFront Ware** (Mandatory Platform)	eFront Imports Introduction to data import *Description: how to use import tool, how to build import templates: example of importing investment structure*
	Day 3
* **eFront Ware** (Mandatory Platform)	Access rights *Description: multiple examples of customization by using access rights*
* **eFront Ware** (Mandatory Platform)	Introduction to eFront Query Builder

Modules	Topic
	Description: general usage of Query Builder with exercises – how to access and navigate among the application's user interface, introduction to query, how to design your own query: query components, query scope and executing a query, filtering results, improve query dynamics: defining parameters, exporting results to excel
*** eFront Analytics Designer**	Introduction to eFront Analytics Designer *Description: general usage of Dashboards with exercises – how to access and navigate among the application's user interface, how to design your own dashboard: how to use cross table and pie chart to display the information needed*
*** eFront Ware (Mandatory Platform)**	Introduction to eFront Excel *Description: general usage of eFront Excel with exercises – how to design eFront Excel report: managing data sources: front-cube cubes and queries from the Query Builder, create a report table, edit a table, export a report table*
	Day 4
	Dedicated Q&A/Assessment test preparation *Description: wrap up of previous days*
	Assessment test 3 hours

2. eLearning courses

eFront provides interactive eLearning courses authored in the latest release of Adobe Captivate. The courses are delivered as animated and narrated videos that explain how eFront applications work, accompanied with software demonstrations and interactive exercises which allow learners to practice their software skills. Each eLearning course is followed by a quiz that enables learners to test their knowledge of the applications covered in the material.

The main characteristics of the eFront online courses are the following:

- **Relevant content** – important concepts are presented and explained, as well as hands-on 'how to' processes needed for mastering the application.
- **Interactivity** – learners are actively participating, rather than being passive observers. They are asked to complete a series of guided tasks throughout the course.
- **Strong business cases** – courses are rich in practical examples that help learners relate the presented concepts to the real-life needs of their organizations.

eFront eLearning courses can be accessed through our learning management system at any time where learners can go through the courses at their own pace. They can also track their deadlines, progress, check the completed courses and grades.

The eLearning courses are stand-alone courses that enable users to independently use essential features of eFront's applications, but they can also be used as a resourceful preparatory material for the classroom training. They cover modules of eFront Invest, eFront Office, Mandatory Platform, Reporting Tools, and Interfaces.

Our Education Services team is working to expand our offering and improve the available content. The current scope available for eLearning is below for your reference:

Product	Module / Course
eFront Invest	Get started with eFront Invest
eFront Invest	eFront Investment - Direct Equity
eFront Invest	eFront Investment - Indirect (Business Case - Closed Ended)
eFront Invest	eFront Debt
eFront Invest	eFront GL - Using the General Ledger
eFront Invest	eFront Investor - Commitment Based Funds
eFront Office	eFront Deal Flow
Reporting Tools	eFront Analytics Designer
Interfaces	eFront Outlook
Mandatory Platform	eFront Ware (1)
Mandatory Platform	eFront Core (2)
Other courses	Business Knowledge

(1) includes eFront Imports, eFront Query Builder (Foundation), eFront Excel

(2) includes Data repository and Search engine, eFront Contact Management, Document Management

For more information on how to contact us, see the Section 3.

2.1. eFront Invest

Regarding eFront Invest, several courses are provided for this solution. Each course is released independently and can thus be taken individually with no pre-requisites. However, if you don't have any previous knowledge of the application, we recommend you to go through the introductory course Get Started with eFront Invest in order to become familiar with the basic objects and navigation through eFront Invest.

Business modules covered in current courses are:

- an introduction to the eFront Invest business solution
- eFront Investment
- eFront Debt
- eFront Investor
- eFront GL

2.1.1. Get started with eFront Invest

Course title in the LMS	Get started with eFront Invest
Duration	45 min

This is our introductory course for our eFront Invest product. It is recommended to all to begin within this course before progressing to any specific module related courses. This course will help to establish the foundation necessary to continue your learning related to eFront Invest.

At the end of the unit the trainee will:

- Understand the positioning and key benefits of eFront Invest
- Be able to access the eFront Invest application
- Know the different modules comprising eFront Invest
- Know the different areas of the interface
- Be able to navigate within the application using the interface options
- Understand the purpose of data regions
- Understand the organization of the main objects.

In the table below, you can find the sections composing **Get started with eFront Invest** course as well as topics covered in those sections.

Section	Topic
Introduction to eFront Invest	Introduction to eFront Invest, key features, benefits and modules composing eFront Invest.
eFront Invest User Interface	How to log in to the software, navigate on the Homepage and customize basic user settings. Search of the companies, funds and other objects is presented, as well as filtering, object navigation and data regions.
Introduction to the Main Objects	Explanation of the main objects and information clusters within the system.

2.1.2. eFront Investment

The **eFront Investment** module covers both direct and indirect investments.

For the direct scope of investments, we offer the following course:
- eFront Investment - Direct Equity

Regarding the indirect investments, there is a set that includes two courses:
- eFront Investment – Indirect (Introduction)

- eFront Investment – Indirect (Business Case – Closed Ended)

2.1.2.1. eFront Investment – Direct Equity

Course title in the LMS	eFront Investment - Direct Equity
Duration	6 hours

The **eFront Investment** module enables clients to track and report on portfolio investment key metrics for both Direct and Indirect investments such as cost, value, realized gain (both FX and investment related), IRR and money multiple or commitment, unfunded, contribution, distribution and NAV.

Reports and dashboards are available to complement the module and allow users to slice and dice and report on customizable views of the data or custom metric information as of any date in multiple currencies (investor currency, investee currency and instrument or share currency).

At the end of this course the trainee will:

- Know and understand the different layers of an investment structure and associated objects
- Understand the concept of transactions and positions and how they function in eFront Invest, including knowing how to view information on the different pages in the system
- Understand the concept, use, and importance of the Capitalization Table, Portfolio page and Investors Accounts & Instruments page
- Be able to manage an equity investment through the following activities:
  - Creating investor account(s) and linking it to the investor(s)
  - Creating instruments, operations, and transactions
  - Distributing dividends in cash
  - Valuation of instruments
  - Converting stock options into shares
  - Exiting an investment
- Know and understand the different transactions available in the "Ready" edition regarding equity investment.

Two quizzes are included in this course.

In the table below, you can find the sections composing this course as well as topics covered in those sections.

Section	Topic
Introduction to eFront Invest	Introduction to eFront Investment module, direct investment private equity asset class features and direct equity instruments.
The Different Layers of an Investment Structure and Associated Objects	Explanations of different objects: the investor, investee company, investor account and instruments, transactions and operations.
Transactions, Capitalization Tables, Positions and Performances Calculations	The concept of transactions and positions in the eFront Invest user interface, the usage of Investors Accounts & Instruments page, Capitalization table and Portfolio page.
More Insight on Positions and Performances Calculation	More details regarding positions and performances calculation in the eFront Invest.
Business Case – The Life Cycle of an Equity Investment	The whole life cycle of an equity investment is covered. More specifically, creation of the investment structure is shown, initial investment with common shares, capital increase with common shares with 2 voting rights and stock options, distribution of dividends to the investors, valuations, conversion of stock options and final exit from the investment.
An Insight into Equity Instruments and Associated Transactions in the Ready Configuration	Different transaction types from the Ready configuration are explained as well as their business use.

2.1.2.2. eFront Investment – Indirect (Introduction)

Course title in the LMS	eFront Investment – Indirect (Introduction)
Duration	2 hours

For indirect investment, users are presented with a robust set of tools to track their investments in investee funds. This includes the capability to record manager or fund specific information, as well as business transactions, such as commitments, calls or distributions. Complex investment structures can also easily be created and maintained in the system.

The users can also track the performance at the portfolio level, at the fund investment level or at the underlying investment level.

At the end of this course you should:

- Be familiar with the scope of the eFront Investment module for indirect fund investments
- Understand how to create an investment structure linking together certain objects
- Understand how fund operations are used to capture investment transactions at the fund level
- Understand how fund amount types are used to capture the granular details within the fund operations
- Know how our calculation engine provides industry specific calculations and metrics to help you run your business
- Understand how to track the underlying portfolio

The course consists of all the important topics for the indirect investments and various tasks that help the learner to understand all the necessary steps. The course is followed by a quiz.

There are four sections in the course and a quiz at the end. The covered topics are presented below.

Section	Topic
Introduction to eFront Investment - Indirect	Introduction to eFront Investment module's main features, as well as the key features in the context of the indirect investments.
Key Objects for eFront Investment (Indirect)	Learn how to establish an investment structure and how to create all main objects such as the Fund, Investor Account, Fund Operation and Portfolio Object. Important operations within the Ready solution will be explained as well.
Calculation Engine - Introduction	How the Fund Amount Types impact the Calculation Engine of eFront Invest.
Tracking the Underlying Portfolio	This section covers the steps needed in order to track the underlying portfolio companies that the investment fund invested into.

2.1.2.3. eFront Investment – Indirect (Business Case – Closed Ended)

In continuation to the eFront Investment – Indirect (Introduction) course, you can go through the second course related to the indirect scope which is focused on a typical business case. The case reviews an indirect investment into a closed ended investee fund.

Course title in the LMS	eFront Investment – Indirect (Business Case – Closed Ended)
Duration	2 hours

At the end of this course you should:

- Be familiar with the process of creation and linking of all necessary objects for the indirect investment into closed ended investment funds
- Learn how to create the following operations:
  - IF: Commitment, IF: Call, IF: Official NAV, IF: Distribution, IF: Secondary Sale
- Understand how the purchase of the underlying companies is performed through the creation of the needed instruments and transactions
- Understand how the positions can be monitored on the following pages: Portfolio page, Dashboard and Investor Positions page

Section	Topic
Business Case - Overview	Introduction to the course and the business case presentation.
Alpha Closed Ended Investment Fund	Learn how to build the investment structure, step by step and create the IF: Commitment and IF: Call fund operations. The purchase of the underlying companies is also covered, as well as the creation of the IF: Official NAV, IF: Distribution, IF: Secondary Sale fund operations and the GP Reports.

2.1.3. eFront Debt

Course title in the LMS	eFront Debt
Duration	2,5 hours

eFront Debt has been designed to manage complex schedules with varied time segments, rates and conditions using custom or pre-set amortization profiles. Also, managers can track payment history, calculate late payment interest and manage accruals. If needed, users can override the automatically generated schedules for transactions and payments.

Its powerful capabilities automate the management and booking of recurring transactions related to:

- Loans and mortgages of various types including financing, development, bridge and revolving loans
- Bonds such as fixed rate, floating rate, zero coupon, convertible and other streams based on data known today is available and any point in time accrual positions.

This interactive course is split into five (5) sections, including a dedicated practice business case, and contains a final quiz.

At the end of the course the trainee will:

- Know and understand the capabilities and main concepts of the eFront Debt.
- Be able to access eFront Debt and navigate its interface.
- Understand the concept of events as calculation models for:
  - Repayments
  - Cash Interests
  - Capitalized Interests
- Be able to manage a debt investment (loan and/or bond) by creating instruments, events, and transactions to cover the following activities:
  - loan advances/purchasing bonds
  - generating transactions and viewing updates to the Amortization schedule/table, and other relevant tables/positions
  - capturing repayments with added interests and traches, or selling bonds to 3rd parties
  - Calculating accrued interests
  - Writing off debts
- Know and understand the different transactions available in the "Ready" edition regarding debt investment.

In the table below, you can find the sections composing the course and covered topics

Section	Topic
About eFront Debt (Loan)	Introduction to eFront Debt

Section	Topic
eFront Debt (Loan) – Main Concepts and User Interface	Introduction to main concepts and user interface, how to access eFront Debt, explanations of events, FX rate tables, fixed vs. floating rates, calculation dates, generation of transactions and amortization table, as well as accruals.
Practice	Different exercises to go through loan and cash interest (fixed rate), loan with floating cash interest and tranche, loan with fixed capitalized interest and fixed cash interest, constant annuity loan and bond (floating rate with cap and floor).
An Insight into Debt Instruments and Associated eFront Loan Events and Transactions in the Ready Configuration	An Insight into commitment, advance/purchase/subscription, expense, repayment and redemption, cash interest, accrued and capitalized interest, redemption penalty and write off.

2.1.4. eFront Investor

Course title in the LMS	eFront Investor – Commitment Based Funds
Duration	2,5 hours

Subscription specific information is maintained for each subscription that the investor has made into each Fund. An investor's embedded dashboard provides an ILPA based view of the investing activity of the Investor through one subscription into a Fund. In the case of an investor subscribing into a Fund at a later date then an equalized view is also available.

Business fund operations (available in up to 4 currencies) model the selected investors who are participating in each investment/divestment activities (such as calls, subscriptions and distributions). From here notices can be produced and emailed directly from eFront Invest.

The cash flows between the Fund and the investor can be viewed at any point in time from either the investor's perspective or for the Fund as a whole.

By the end of the course the trainee will:

- Be able to navigate the eFront Invest fund and investor management interface.

- Know and understand the basic layers and objects of a fund structure.
- Be able to create and manage the objects dedicated to the fund structure in eFront Invest.
- Understand the life cycle of a commitment-based managed fund.
- Understand the implications of commitment-based managed fund operations and their impact on positions and performances.
- Be able to perform the processes associated with the life cycle of commitment-based managed funds within eFront Invest.
- Know and understand the different transactions available in the Ready edition.

In the table below, you can find the sections composing this course as well as the covered topics.

Section	Topic
The Different Layers of a Fund Structure and Associated Objects	Introduction to the fund, investor, investor account, fund operations and notices
Fund Operations, Positions and Performances Calculation	The concept of fund operations and positions and fund operations and positions in the eFront Invest user interface specifically
Business Case – The Life Cycle of a Commitment-Based Managed Fund	Practical business case that cover different aspects of the life cycle of a commitment based managed fund. This includes: creation of the investment structure, initial commitment, first capital call, generation and sending of a notice to the investors, subsequent closing with true up, following capital call, valuation and distribution.
An Insight into Fund Operations for Commitment-Based Managed Funds in the Ready Configuration	An insight into MF: Commitment, MF: Call, MF: Subsequent Closing with True Up, MF: Return of Call (Negative Call), MF: Net Asset Value, MF: Distribution, MF: Distribution in Kind, MF: Transfer

2.1.5. eFront GL

Course title in the LMS	eFront GL – Using the General Ledger
Duration	3 hours

In this course trainee will learn how to use the eFront GL module to support the accounting workflow, to setup basic tools and use it in the regular business activities.

The course is designed for the end User to provide confidence in using the eFront GL module through the creation and maintenance of the ledger, processing of entries, periodic closing position and review.

To support learning experience, many interactive parts are available, enabling your engagement and practice time.

By the end of the online course the trainee will:

- Understand the automation of GL entries into the General Ledger in a Business as Usual environment
- Create the General Ledger and link it to the selected Chart of Accounts
- Create the subledgers and understand the best practices in eFront Invest related to the subledgers
- Review the trial balance and navigation of the General Ledger pages
- Review and understand the subledgers and their relationship to the main General Ledger
- Understand the accounting impact of different allocation rules
- Manage closings

Section	Topic
Introduction	Introduction to the key concepts of the course.
Day to Day Usage of the General Ledger	Explanation of the entries generation, basic navigation and use cases in the business as usual accounting procedures.
General Ledgers	Basics of Chart of Accounts and relation to the specific ledgers. Procedure to create a new general ledger. Linking the entity to the general ledger.
Subledgers	This section contains the following topics: Navigation through the subledgers, detailed explanation and extensive exercises on allocation rules, setting up and applying the allocation rules, analyzing their impact to the subledger accounting, the impact of subsequent closes on the subledger and impact of transfers on the subledger.
Managing Closings	Detailed explanation of closing process in eFront Invest, covering all relevant closing procedures such as: The generation of FX revaluations, interest accruals calculation, generation of subledgers, generation of pre-GAV

Section	Topic
	and post-GAV fee accruals, generation of GAV and NAV operations, transfer of account, soft close and hard close.

2.2. eFront Office

eFront Office is a product designed to assist our customers front office in capturing their network of contacts, companies and prospective investments (i.e. deals) or investors.

2.2.1. eFront Deal Flow

Course title in the LMS	eFront Deal Flow
Duration	1,5 hours

eFront Deal Flow provides the users with a comprehensive tool for managing potential new investment opportunities throughout the deal lifecycle. Against each deal the user is able to enter key metrics and due diligence information which is customizable to the client. Daily, weekly and periodic review dashboards can be used to analyze both individual deals and all deals.

The interactive online course is split into four sections and contains a final quiz.

By the end of the online course the trainee will:

- Understand the basic principles of the Deal Flow process.
- Be able to navigate through the relevant interface area and apply the deal object-related features.
- Be able to create/remove and manage the different steps of a deal.
- Track different deals by utilizing dashboards.

In the table below, you can find the sections composing the Deal Flow course as well as the covered topics.

Section	Topic
Introduction to Deal Flow Process	The functioning of the deal flow process in the eFront Invest and main navigation
Main Pages of the Deal Object	Explanation of the main pages of the deal flow objects
Create and Manage a Deal	Creation of a deal from scratch
Deal Dashboards	Introduction to Deal Dashboards which display all important information about the deal

2.3. Mandatory Platform

The eFront modules here are grouped into two categories: eFront Ware and eFront Core.

The modules covered in current online courses are:

- eFront Ware
  - eFront Query Builder (Foundation)
  - eFront Excel
  - eFront Imports
- eFront Core
  - Document Management
  - eFront CRM

2.3.1. eFront Ware

2.3.1.1. eFront Query Builder

Course title in the LMS	**eFront Query Builder (Foundation)**
Duration	2 hours

Query Builder is a point and click tool that enables users to query eFront data and create ad hoc data sets that can then be used for reporting and dashboarding purposes. The data extracted with the query builder can be exported to Excel, used in dashboards, accessed via eFront Excel Add-in and leveraged via reports designed with eFront Report Designer.
To build such a query, business users navigate among scopes of organized data that are named the same way as they appear in eFront pages. Developer skills are not required to create queries.

In this course, you will learn how to use eFront Query Builder to design queries that will generate the specific reporting information you need.
This course contains five sections. Beginning in Section 2 there will be exercises scattered throughout each section so you will have many chances to practice the content.

By the end of the online course the trainee will be able to:

- Design your first queries
- Use filtering and grouping to further customize the results
- Build queries focusing on Investment Portfolios
- Build queries focusing on the other data models in eFront Query Builder
- Export your results to Excel

Find the course sections and covered topics listed below.

Section	Topic
Introduction	Covers the foundation information for using Query Builder. The trainee is introduced to the main spaces, icons and constituents of the Query Builder.
Design Your First Queries	Shows how to access eFront Query Builder, Query Builder components, explains the query scope and how to execute a query and group and filter results.
Improve Query Dynamics	Covers query constituent properties including explanations of the most frequently used properties and Excel formatting rules for numbers.
Understanding the Data Model	This section is dedicated to different points of view within the Query Builder tool such as the top-down and bottom-up point of view described using the investment portfolios. The data model related to fund investors is also explained. You will be able to see the path for the most frequently used indicators for investment portfolios and fund investors, as well as a kick introduction to the other scopes.
Using Query Results	Cover the results exporting to Excel.

2.3.1.2. eFront Excel

Course title in the LMS	eFront Excel
Duration	5 hours

eFront's Add-in for Microsoft Excel, enables users to access data residing in the eFront Core database and leverage it within an Excel spreadsheet. eFront Excel provides numerous powerful features that support the development of reports that fully benefits from the native Excel capabilities.

eFront Excel allows combining the power of a database, with the flexibility of Excel so that reporting can be produced easily.

The interactive online course consists of five modules and concludes with a quiz.

- Understand the purpose of eFront Excel.
- Be able to access eFront Excel.
- Know and be able to navigate among the add-in's user interface.
- Understand and be able to use the various options provided in eFront Excel.
- Be able to add data into eFront Excel using several means.
- Understand the differences between regular Excel and eFront Excel formulae for specific calculations.
- Be able to use a combination of regular Excel and eFront Excel features and formulae to retrieve data.
- Understand the uses and structure of eFront Excel formulae.
- Be able to create and use various eFront Excel formulae.
- Be able to create, edit, format, and generally manage report tables within eFront Excel.
- Create charts based on report tables and pivot tables.
- Be able to export eFront Excel files so they are useful to those without the add-in.

Find the course sections and covered topics in the table below.

Section	Topic
Get Started with eFront Excel	Introduction to eFront Excel Add-In and its main features – how to access it and get acquainted with its main options for retrieving and managing the data utilized in eFront Excel.
Cell Formulae	Examines how to use cell formulae. The emphasis here will be on the eFront Excel formulae (eGet, eGetSum, eGetParam, eGetIRR), but obviously all the regular Excel formulae remain available.
Duplicate Sheet	The purposes and applications of the Sheet Duplication option are presented.
Report Tables	Report Tables are a very powerful way to retrieve data by dynamically managing the expansion of the rows, groups, and breaks, as well as the formatting of your tables. Report Tables also allow the user to execute versatile advanced calculations with formulae provided by eFront (eGet, eGetSum) or any regular Excel formulae. This module details how to design and utilize the Report Tables.
Tips and Tricks	Details tips and tricks that are good to know when using eFront Excel such as: how to create Excel charts that are

Section	Topic
	directly based on a Report Table; how to connect an Excel Pivot Table to a Report Table and understand the added value it brings in calculating aggregated values or sums; how to create charts with aggregated values based on a Pivot Table; how to manage the expansion of rows in a Report Table; useful things to know about formatting; How to use the Export feature.

2.3.1.3. eFront Imports

Course title in the LMS	eFront Imports
Duration	2 hours

This course introduces the main features, benefits and use cases for our Import tool within eFront Invest. It will explain how to migrate data into the eFront Invest application utilizing MS Excel based import templates. Additionally, this course provides the best practices and recommendations for the process of data migration. It introduces the mapping between Microsoft Excel and the eFront database.

The content of the eFront Imports course is highly interactive – learners are supported by various exercises and software simulations. Moreover, the complete Microsoft Excel file is embedded to be used by learners with a training environment available.

By the end of the online course the trainee will:

- Understand common procedures used when working with imports.
- Be able to create and update an import template either based on the import tool or the Microsoft Excel based import template.
- Understand the behavior to determine when a record is either updated or created based on either the defined import mode or the efcol/efkey structure.
- Understand the journal to determine the status of the import and the end result following its successful execution.
- Become familiar with the typical use cases for our import tool.

- Understand our recommended progression for any data migration efforts for both execution and the order of the objects to be imported.

The sections of the course are listed below, as well as the covered topics.

Section	Topic
Introduction to eFront Imports	Introduction to the key features of this functionality with some common use cases. Detail regarding basic navigation and the various components of the eFront Imports page.
Recommended Progression	Understanding the recommended progression to achieve success when performing a data migration.
Import Templates	Detailed review of the various components including Folders, Templates and the Data model. Guidance towards influencing the import behavior by either the import mode or the usage of key columns.
Creating a New Import (manually via Column Editor)	Detailed review of the step by step process with associated practice for the trainee. The scope is the creation of an import focused on the contact object from scratch.
Import Files	Detailed review of the various components including the mapping rows (Row 1 and 2) and specific column behavior/reference information for the user. We discuss some of the latest features to be released to improve the user experience for those working with the import tool.
Creating a New Import (via an existing import file)	Detailed review of the step by step process with associated practice for the trainee. The scope is the creation of an import based on an already existing import template (MS Excel).
Modifying an Existing Import (manually via Column Editor)	Detailed review of the step by step process with associated practice for the trainee. The scope is the modification of an existing import.
Journal	Additional information regarding the contents of the Import Journal to provide the knowledge necessary to resolve error messages during the process of executing an import or full data migration.
Miscellaneous	Review of numerous miscellaneous topics related to the import tool. These topics vary greatly but all can improve

Section	Topic
	the user experience when executing an import or full data migration. They include but are not limited to the following: Background Tasks System Workflows eFront CMD Query Builder Mass Delete Tool
Appendices	Embedded as separate files: 1. ImportExercise.xls – material for exercise 2. ExampleDataStructureDescription.pdf 3. ListOfAvailableImports.pdf

2.3.2. eFront Core

eFront Core is grouping a set of functionalities available to all clients that are cross products that will enhance the usability such as the search Engine, Contact and Company management, and Document managements.

2.3.2.1. Document Management

Course title in the LMS	Document Management
Duration	20 min

This module provides the capturing of unstructured data such as files and attachments to be stored within the database. Numerous features are available addressing the following key topics:

- Organization of files to simplify the access across your organization
- Security and permissions to ensure availability and integrity of information
- Search functions to simplify the process required to provide context from supporting documentation

Our industry demands significant commentary to provide context to the overall financials. Our document management capabilities provide the ability to structure this information in way which provides easy access and maximizes customer's ability to benefit from this supplementary information.

The interactive online course is split into four sections and contains a final quiz.

By the end of the online course the trainee will:

- Understand the uses of the document management function
- Be able to access existing files and upload new files using the Document Management system
- Be able to manage files that are being used by multiple people at the same time
- Be able to conduct standard and advanced file searches

The sections of the course are listed below, as well as the covered topics.

Section	Topic
Introduction to Document Management	Introduction to Document Management module and its key features
Accessing, Uploading and Downloading Files	How to access the files and how to manage them from the main objects (e.g, Fund, Company, Property, Deal), as well as store, upload and download
Simultaneous Document Access	Check-in and Check-out features and deleting a document version
Standard and Advanced Search	More about the search options available within the files page

2.3.2.2. eFront Contact Management

Course title in the LMS	eFront Contact Management
Duration	45 min

The scope of this module includes the following key features:

- Contact Relationship Management (e.g., Contact, Company)
- Activities Management (Meetings, Phone calls, E-mails, Notes) including calculated statistics for CRM entities based on the activities

- Task management (Task)

The interactive online course is split into four sections and contains a final quiz.

By the end of the online course the trainee will:

- Understand the basic concept of eFront CRM.
- Be able to navigate through the related interface areas and use the CRM features provided by eFront Invest.
- Be able to manage contacts, and their respective tasks, notes, and activities.

Find the course sections and covered topics listed below.

Section	Topic
Introduction to CRM	Basic introduction to the eFront CRM Module
Manage contacts in eFront CRM	Navigation, creation of the new contacts, search bar, General page of the contacts, main fields and options and how to import contacts from Excel
Track Activities in eFront CRM	More about Activities page and synchronization between eFront CRM and Outlook (with eFront Outlook add-in)

2.4. Reporting Tools

2.4.1. eFront Analytics Designer

Course title in the LMS	eFront Analytics Designer
Duration	8 hours

eFront Analytics Designer is a powerful decision support tool that allows users to perform data analysis on a real-time basis. The underlying data can come from multiple sources, such as cubes (from Cube Server), libraries, queries (from the Query Builder) then allowing to drill into data from various viewpoints, to set different analyses side-by-side so as to visualize and grab the key elements.

Users can focus on particular axis of analysis and zoom into a deeper level of inquiry. Performance calculations with multiple indicators are easily done. It enables playing with the figures in real time and view the charts that are most appropriate.

This module also provides numerous formatting options to build nice looking dashboards that can then be exported either a PDF document or an Excel file.

There are 11 modules in the interactive online course, with practice exercises throughout, and also a quiz at the end.

By the end of the online course the trainee will:

- Understand the purpose of the dashboard application
- Know how to access the dashboard
- Know and be able to navigate among the application’s user interface
- Be able to add data into dashboards using several means (standard libraries, eFront Report tables, Excel)
- Know how to use the various charts to display the information needed
- Be able to format the charts for aesthetic appeal
- Be able to enhance the data cubes by adding additional fields and columns through various processes and formulae
- Be able to increase the dashboard’s dynamics through multi-tab filters, links between areas, axis management, and navigation.

Read more about the section within the course and all covered topics in the table below.

Section	Topic
Introduction to Dashboard	Introduction to the basic information needed to understand the purpose, look, and functions of eFront Analytics Dashboard.
The Basics of Utilizing Dashboard	Each section of the interface (introduced in Module I) is examined in greater detail to see the options that each offers for managing the dashboard.
Add Data to the Dashboard	Examines how to insert data from the various sources into the dashboard.
More on Properties	Examining the various options in each of the properties panels for greater understanding in order to move on to learning how to enhance the data.
Forms and Simple Tables	Examines in more detail the nature and uses of simple tables and forms.
Cross Tables	Delves into how to effectively utilize the Cross Table.
More on Charts	Examines how to utilize the various charts, outside of those already examined in Modules 5 and 6, provided in the Standard Charts and Table Charts of the Design Tool Area.
Operators and Parameters	Knowing about operators for indicators and understanding their functions is important. Therefore, in this examines types and uses of operators, how to create custom operators, and how parameters are related to the operators.
Workbooks	Details how to use Workbooks in the dashboard and how they can be used in conjunction with Sheet Areas.
Enhance Data Cubes	The previous modules examined how to enhance the information retrieved using the various design tools. This module, however, is dedicated to showing how changes can be made to the data cubes/tables themselves in order to enhance the information returned.
Increase Dashboard Dynamics	Examines how to optimize navigation between data within the dashboard (multi-table filters and axis management), between dashboards, and from dashboards to the wider eFront Invest application.

2.5. Interfaces

2.5.1. eFront Outlook

Course title in the LMS	eFront Outlook
Duration	25 min

The scope of the MS Outlook add-in includes the following key features:

- eFront Outlook in Sync-mode – information related to contacts and related companies is displayed within a dedicated panel within MS Outlook to expose eFront Invest information into MS Outlook.
- Notes and Activities Management
- Subscription to organize contacts based on importance

The interactive online course is split into four sections and contains a final quiz.

By the end of the unit the trainee will be able to:

- Download and install eFront Outlook add-in.
- Manage synchronization between Outlook and eFront Office.
- Manage meetings, notes, and attachments.

Find the course sections and covered topics below.

Section	Topic
Introduction to eFront Outlook	Introduction to eFront Outlook module and its key features
Downloading and Installing	The procedure for downloading and installing eFront Outlook
Using eFront Outlook	eFront Outlook buttons, creation and synchronization of the meetings, eFront Outlook Panel

3. Contact Us

As already mentioned, in the case you need a course which is not listed here, you should talk to your eFront point of contact.

If you would like to learn more about how our online courses work and how the eLearning platform functions, you can schedule a demo presentation as well.

To try our courses, please, ask for eLearning Demo that can be sent directly to you.

For all other questions, send an email at university@front.net.

4. Appendix

4.1. Roadmap 2019

The Education Services team is constantly developing new courses. In 2019, we are planning to build three advanced courses and to cover various modules of eFront Invest:

- eFront GL (Advanced)
- eFront Fees
- eFront Compliance
- eFront Workflow
- eFront Query Builder (Advanced)
- eFront Excel (Advanced)

We are also working on the update of the existing courses. In 2019, the courses that are planned to be updated are for the following modules:

- eFront Investor
- eFront Debt
- eFront Deal Flow
- eFront Excel (Foundation)
- eFront Core (Data Repository and Search engine, eFront Contact Management, Document Management)

4.2. Classroom training sessions fees

The cost is 2,500 for each participant attending the eFI100 session.

The cost is 2,500 for each participant attending the eFI200 session.

Training sessions can be delivered on client's premises. Please be aware that such arrangements would increase the total cost, including the travel costs of eFront employee(s) in charge for trainings.

4.3. eLearning courses fees

The price of an eLearning course varies according to the complexity and the duration of the course. There are 4 course categories. The course price **per user** is:

- 100 for low complexity courses
- 300 for medium complexity courses
- 500 for high complexity courses
- 1,000 for very high complexity courses

The access to a course is for a period of 6 months.

		Course pricing
Product	**Module / Course**	**Price**
eFront Invest	Get started with eFront Invest	100
eFront Invest	eFront Investment - Direct Equity	500
eFront Invest	eFront Investment - Indirect (Business Case - Closed Ended)	500
eFront Invest	eFront Debt	300
eFront Invest	eFront GL - Using the General Ledger	500
eFront Invest	eFront Investor - Commitment Based Funds	500
eFront Office	eFront Deal Flow	300
Reporting Tools	eFront Analytics Designer	300
Interfaces	eFront Outlook	100
Mandatory Platform	eFront Ware (1)	500
Mandatory Platform	eFront Core (2)	300
Other courses	Business Knowledge	1 000

(1) includes eFront Imports, eFront Query Builder (Foundation), eFront Excel
(2) includes Data repository and Search engine, eFront Contact Management, Document Management

Discounts can be applied as follows:

Discounts to apply when the purchase order is greater than	Discount
20K	10%
40K	20%
60K	30%