



Kapost Admin Configurations

Course Overview

Kapost administrators can configure Custom Fields, Initiative Types, Initiative Templates and Content Types so that the product is optimized to support the nuances of how their team works with Kapost. This course will give admins the instruction they need to both strategically consider when to adjust configurations and the steps for making the changes. Hands-on activities in a Kapost sandbox provide real-time application of the changes in a safe environment.

Course Objectives:

By the end of this course, participants will be able to:

- Utilize & edit existing configurations
- Create & update Custom Fields
- Identify Initiative Types & create consistent Workflows
- Identify Content Types & create consistent Workflows
- Design repeatable Initiative Templates
- Utilize the App Center
- Manage memberships

Course Logistics:

- 24/7 access to Online Guided Learning course for four weeks
- New enrollments begin each Monday
- Personalized activity feedback and interaction with instructor
- Hands-on activities in Kapost sandbox account
- Downloadable handbook to keep

Price & Registration:

- \$395 per participant

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