



Upland Cimpl University – Cimpl Administrator

Course Overview

This course will help you maximize your time in Cimpl by teaching you the ins and outs from a configuration and set-up aspect. Learn how to get the initial set up optimized to ensure the best fit for your team's specific situation, how to best utilize the admin role for your company and even configure things on-the-fly to continually update far down the road.

Course Objectives:

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

- Manage the HR hierarchy
- Configure the Executive Analytics Report
- Send Invoices and address Contested Invoices
- Work with email templates
- Configure workflows
- Use Contract Management
- Use Payment Readiness
- Work with your AP file

Course Logistics:

- New participants are enrolled each Monday
- Course access is available 24x7 for four weeks
- Includes approximately 1.5 hours of course material
- Get questions answered by the Cimpl training team

Pricing:

- \$525 CAD
- Course registration is non-refundable

Registration:

[Register Here](#)