



# **SELF-SERVICE ONBOARDING GUIDE**

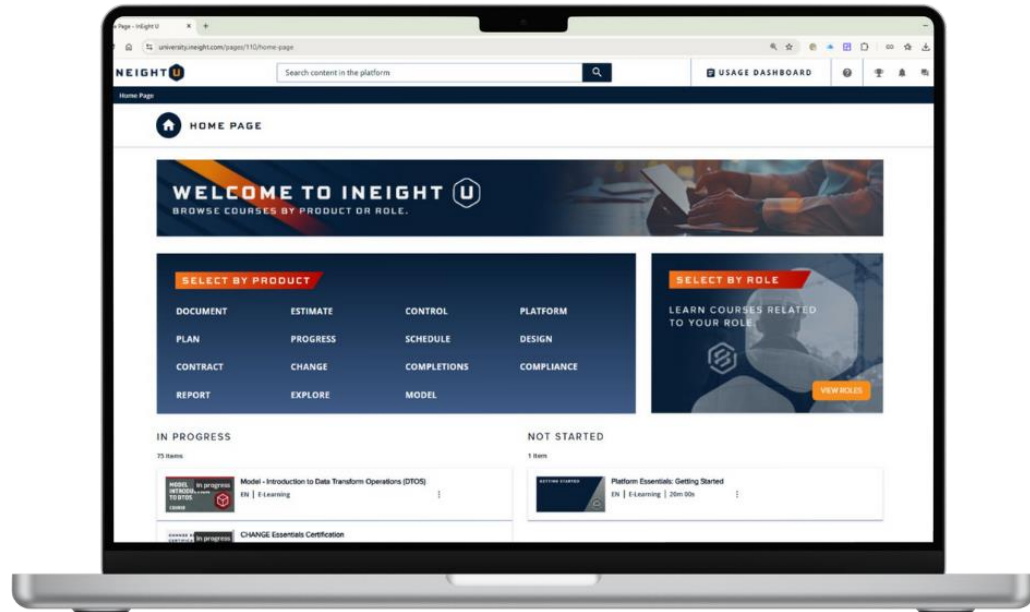


# OUR VISION

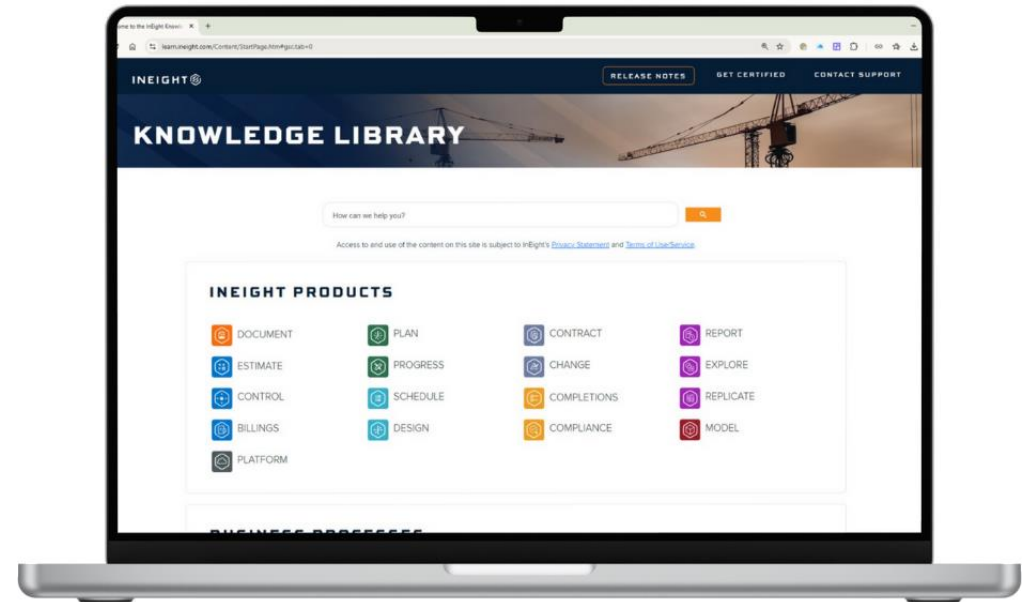
To support your adoption of InEight's Solutions with impactful learning experiences at every step of your journey with InEight.



# OUR EDUCATION & TRAINING PLATFORMS



**INEIGHT UNIVERSITY**  
university.ineight.com



**KNOWLEDGE LIBRARY**  
learn.ineight.com

# BENEFITS OF INEIGHT EDUCATION & TRAINING



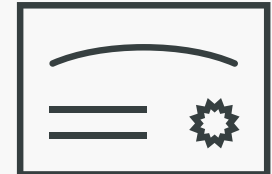
Fits into your  
busy schedule



Free & publicly  
available



Includes extensive  
resources



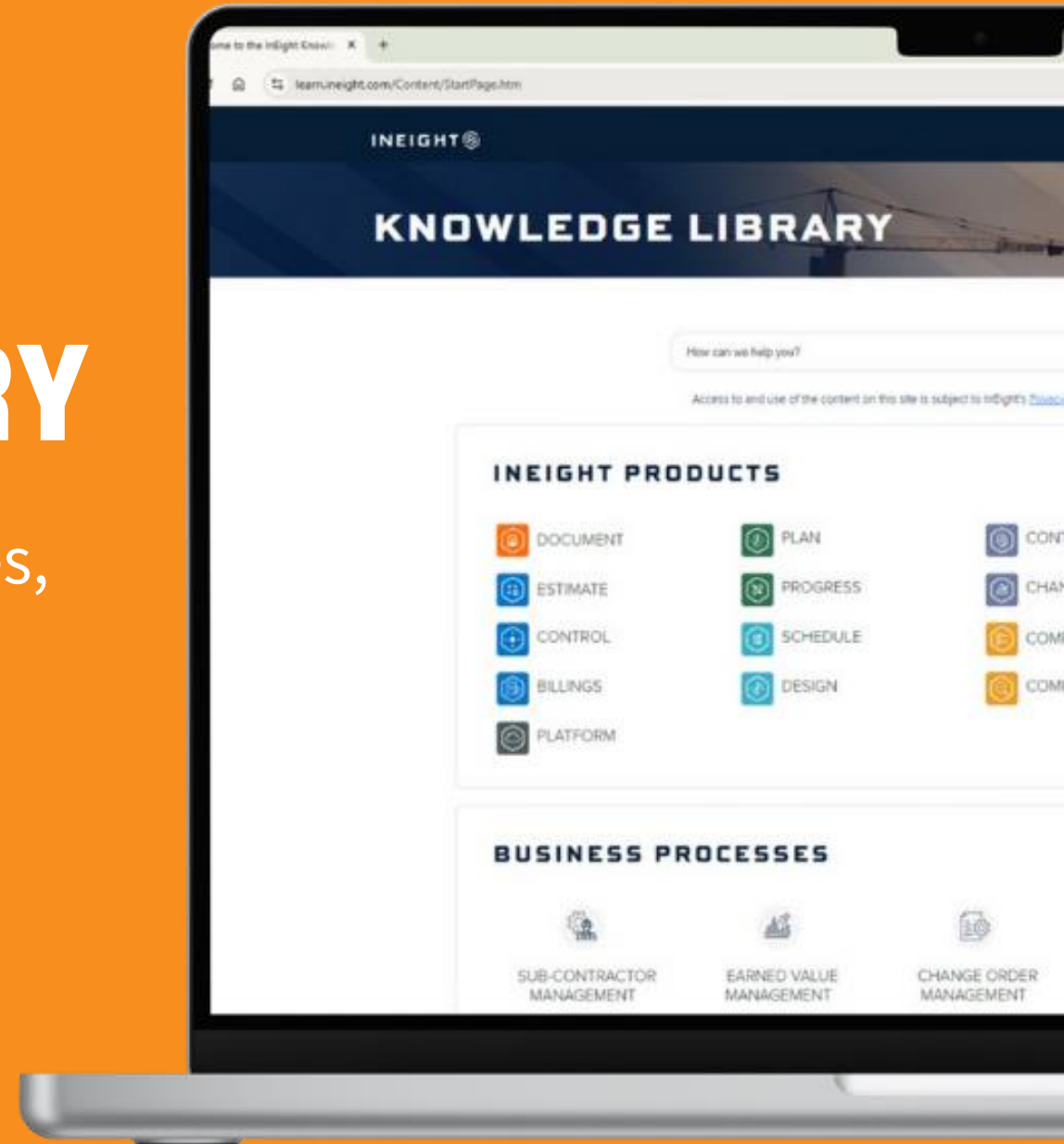
Offers certified  
training



# KNOWLEDGE LIBRARY

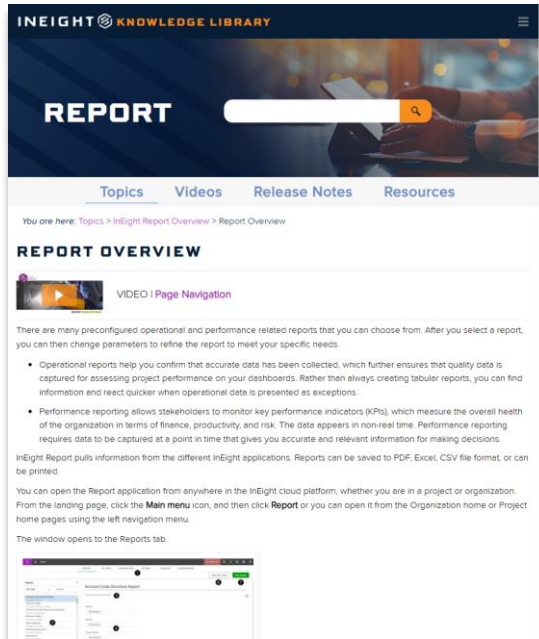
Our one stop shop for resources, articles, videos and release notes to help guide you through InEight's software.

**LEARN.INEIGHT**

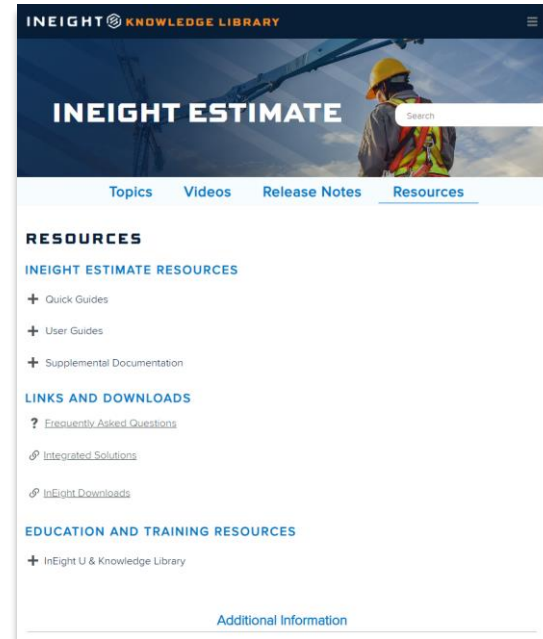




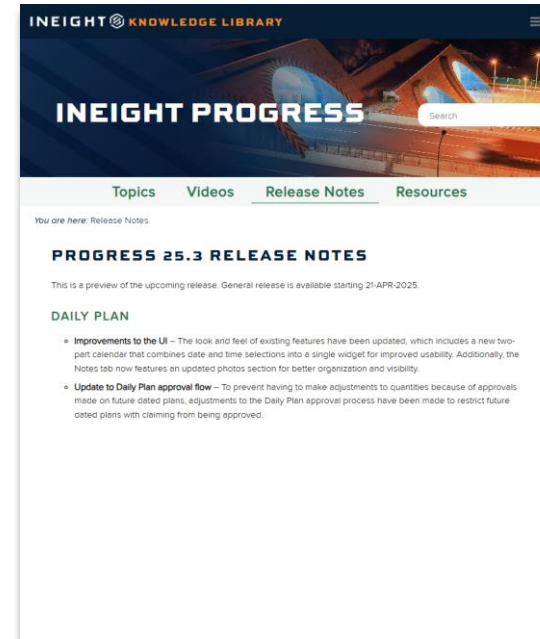
# EXPLORE THE KNOWLEDGE LIBRARY



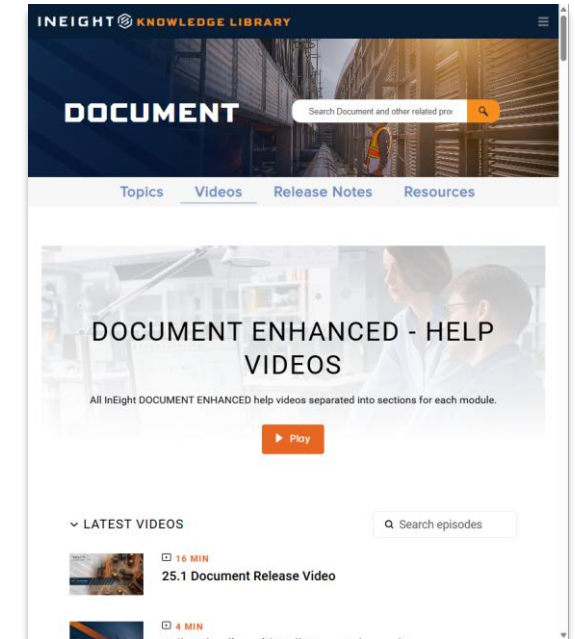
## Knowledge Articles



## FAQs & Resources



## Release Notes



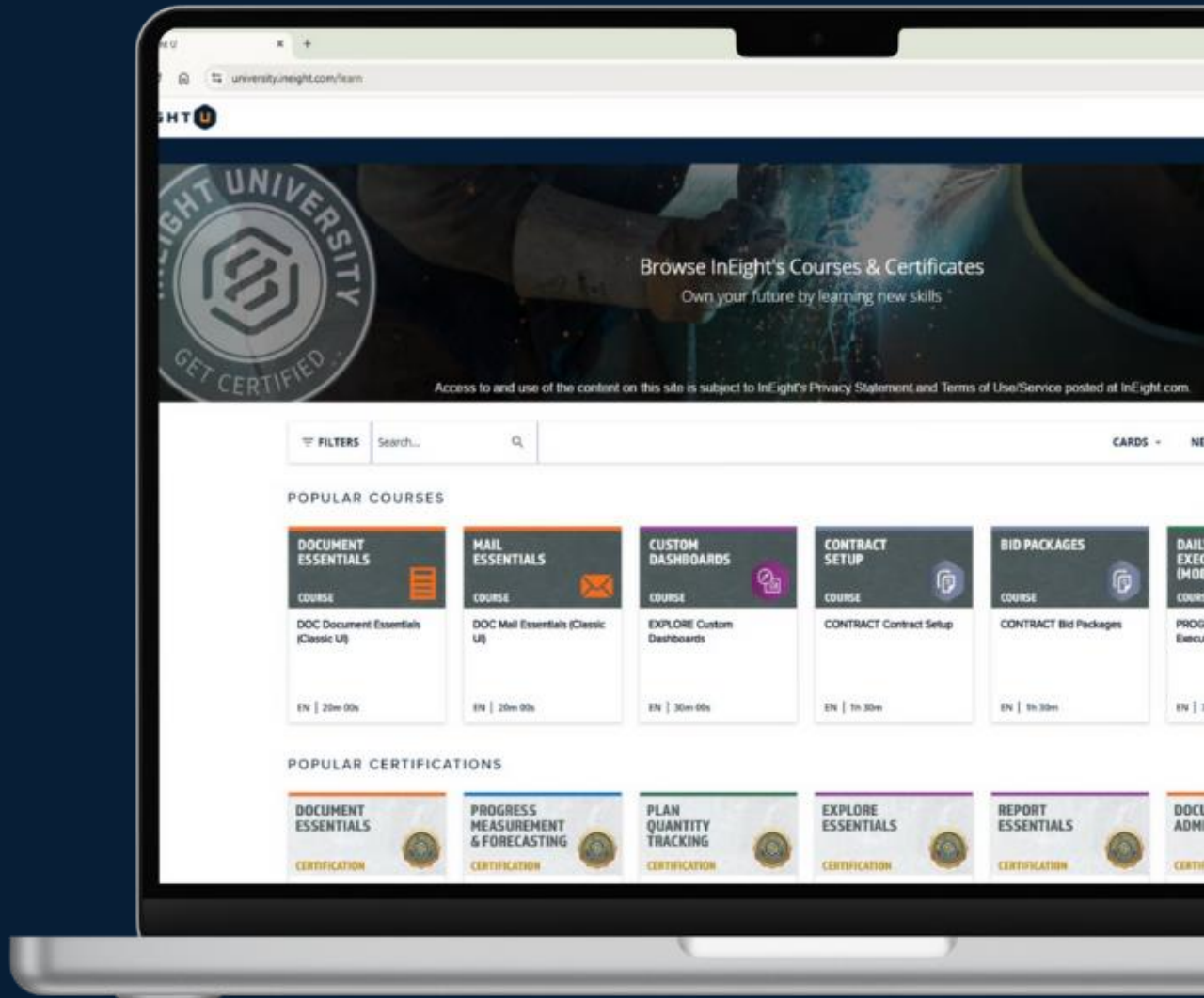
## Product Training Videos



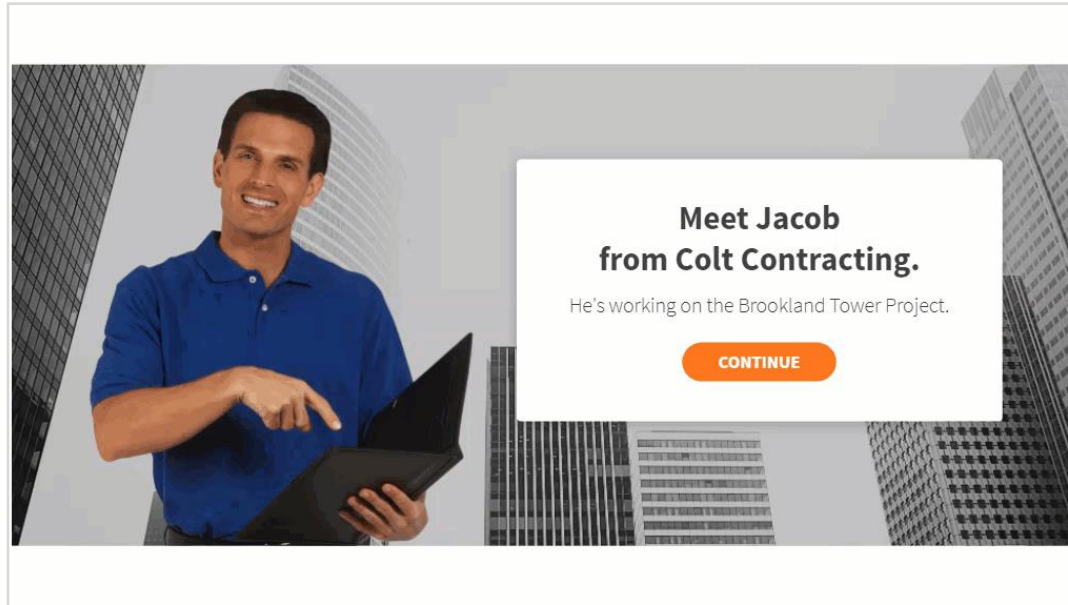
# INEIGHT

Learn InEight software  
functionality through interactive  
courses and certifications.

**[UNIVERSITY.INEIGHT.COM](https://university.ineight.com)**

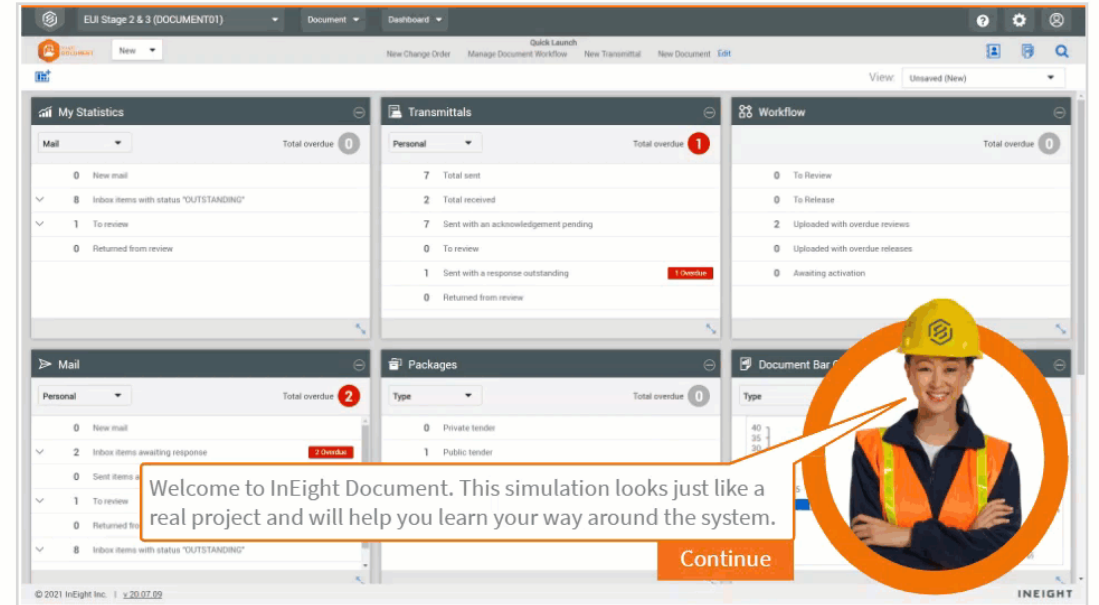


# LEARN WITH INTERACTIVE CONTENT



## SCENARIOS

Characters guide you through a series of realistic scenarios








## SIMULATIONS

Practice using the software in a simulated environment



# TEST YOUR SKILLS

Drag terms from the left column to match their definition on the right.

 Currencies	When set up on the back end, will help compare your cost and production rate.
 WBS	Used to group and filter your items.
 Units of Measure	Used when you need to have multiple variations and summary reports of an estimate.
 Tags	Standardized as a base, and related to another by a conversion factor.
 Account Codes	US Dollar is the default, but can also enter an exchange rate, and multiples can be used.

**SUBMIT**

## QUESTIONS

Confirm your progress with interactive knowledge checks

These are considered the “building blocks” of the job – you employ them to cost items to develop your estimate:

- ☐ Cost Items
- ☐ Resources
- ☐ Assemblies
- ☐ Pay Items

They're organized into seven categories or types:

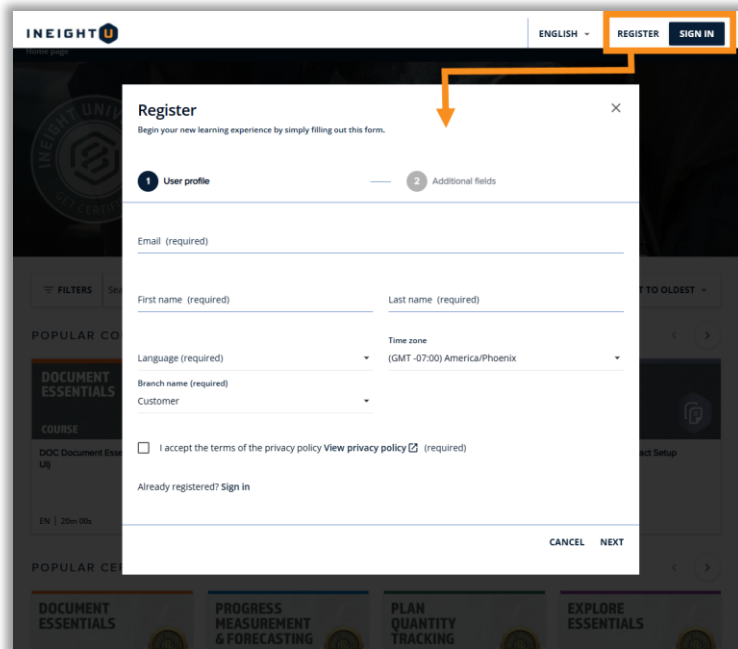
1. Labor
2. Construction Equipment
3. Rented Construction Equipment
4. Installed Equipment
5. Installed Materials
6. Supplies
7. Unique

**SUBMIT** ✓

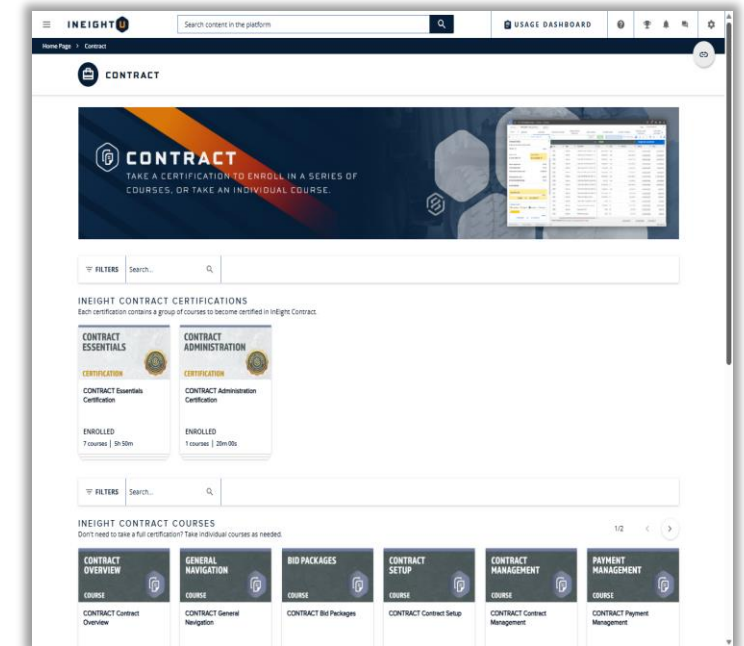
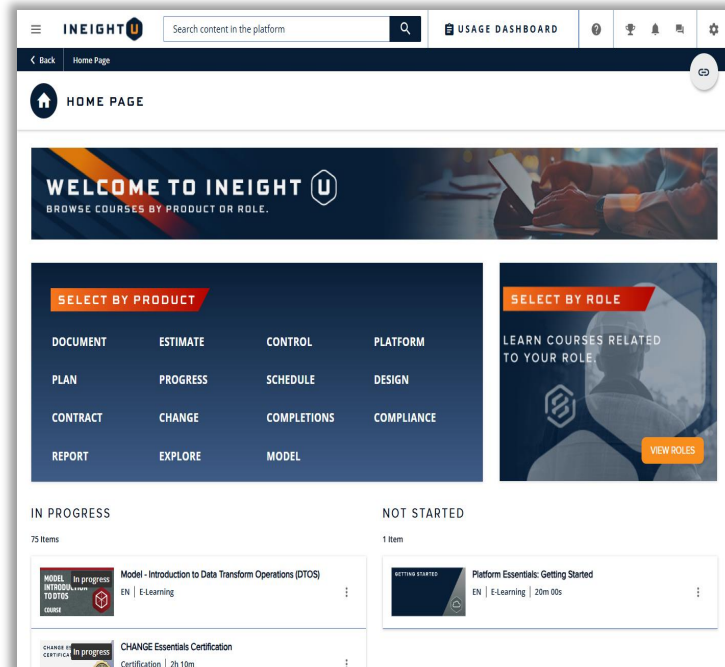
## QUIZZES

Complete a series of questions at the end of each course

# SIGNING UP TO INEIGHT U IS EASY



The screenshot shows the INEIGHT U registration form. At the top right, the 'REGISTER' button is highlighted with an orange box, and an orange arrow points from it to the 'Register' modal. The modal has a title 'Register' and a subtitle 'Begin your new learning experience by simply filling out this form.' It is divided into two steps: '1 User profile' and '2 Additional fields'. The 'User profile' step contains fields for 'Email (required)', 'First name (required)', 'Last name (required)', 'Language (required)' (a dropdown menu), 'Time zone' (a dropdown menu showing '(GMT -07:00) America/Phoenix'), and 'Branch name (required)' (a dropdown menu showing 'Customer'). There is a checkbox for 'I accept the terms of the privacy policy View privacy policy (required)'. At the bottom of the modal, it says 'Already registered? Sign in' and has 'CANCEL' and 'NEXT' buttons.



1 Self register & sign in

2 Select the product category or role page

3 Browse courses and certifications

# ENROLL BY PRODUCT OR ROLE

1

The screenshot shows the InEight U homepage. At the top, there's a navigation bar with the InEight U logo, a search bar, and a 'USAGE DASHBOARD' link. Below the navigation bar is a 'HOME PAGE' section with a 'WELCOME TO INEIGHT U' banner and the text 'BROWSE COURSES BY PRODUCT OR ROLE.' Below the banner are two main sections: 'SELECT BY PRODUCT' and 'SELECT BY ROLE'. The 'SELECT BY PRODUCT' section is highlighted with an orange border and contains a grid of buttons: DOCUMENT, ESTIMATE, CONTROL, PLATFORM, PLAN, PROGRESS, SCHEDULE, DESIGN, CONTRACT, CHANGE, COMPLETIONS, COMPLIANCE, REPORT, EXPLORE, and MODEL. The 'SELECT BY ROLE' section is titled 'LEARN COURSES RELATED TO YOUR ROLE' and has a 'VIEW ROLES' button. Below these sections are two columns: 'IN PROGRESS' (75 Items) and 'NOT STARTED' (1 Item). The 'IN PROGRESS' column shows two items: 'Model - Introduction to Data Transform Operations (DTOS)' and 'CHANGE Essentials Certification'. The 'NOT STARTED' column shows one item: 'Platform Essentials: Getting Started'.

# LOCATE A COURSE OR CERTIFICATION

2

The screenshot shows the 'CONTRACT Essentials Certification' page. The page has a dark blue header with the title 'CONTRACT Essentials Certification' and a 'SHARE' button. Below the header is a 'Certification Description' section with an 'Overview' subsection. The overview text states: 'This Contract Essentials certification teaches you the essentials for managing contracts using the InEight Contract software, including:'. It lists two bullet points: 'Overview of the InEight Contract application' and 'General Navigation of InEight Contract'. There is a 'Show more' link. To the right of the description is an 'Enrollment options' section with a prominent 'ENROLL' button. Below the enrollment options is a 'Learning plan details' section showing 'Average completion time' as '5 hours 50 minutes' and 'Time to complete' as 'Unlimited access'. At the bottom, there is a 'COURSES IN THE LEARNING PLAN' section with a list of courses, including 'CONTRACT OVERVIEW' and 'CONTRACT Contract Overview'.

Click the ENROLL button to start the course or certificate

# POWER USER ACCESS (ENTERPRISE CUSTOMERS)

Enterprise clients may wish to assign a power user\* (system administrator) to perform some or all of these tasks:

- reporting and statistics
- course enrollments
- user account creation/admin

Contact your InEight Representative for more information about Power Users.

\*Creation of Power users is at the discretion of InEight based on the client's requirements. Power Users are required to pass a short online course before qualifying for this additional level of access to InEight U.



## **KNOWLEDGE LIBRARY**

[learn.ineight.com](https://learn.ineight.com)



## **INEIGHT U**

[university.ineight.com](https://university.ineight.com)



## **TECHNICAL SUPPORT**

[ineight.com/help-support](https://ineight.com/help-support)





# THANK YOU

**FOR ANY FURTHER QUESTIONS CONTACT:**  
[support@ineight.com](mailto:support@ineight.com)