



Training for NITRO Studio™

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Prerequisites

Ability to create lists in a SharePoint site

Ability to add new columns to a SharePoint list

Ability to create and have Full Control permissions over at least one subsite

NITRO Forms Training – approximately 1.5 hour

At the end of this training, the user should be able to create and configure a basic NITRO Form.

- 1) Creating NITRO Form from scratch
- 2) Managing Forms
- 3) Adding Columns and Updating Column Settings
- 4) Layout and Theme Settings
 - a) Tabs and Sections
 - b) Adding HTML to Forms
 - c) Table Layout and settings options
 - d) Column override controls
- 5) Adding Actions to the Form
 - a) Script Action
 - b) Submit Action
 - c) Custom Action
- 6) Form Settings
 - a) Auto-fill Settings
 - b) Lookup Settings
 - c) Associated Item Settings
 - d) External Data Columns



- e) Signature Pad Settings
- 7) Advanced Settings
 - a) Custom JavaScript
 - b) Custom CSS
 - c) Form Event Actions
 - d) Column Permissions
- 8) Global Settings

NITRO Workflows and Custom Actions Training – approximately 2 hours

At the end of this training, the user should be able to create and configure a custom actions and workflows.

- 1) Configuring Custom Actions
 - a) Add List Item
 - b) Update List Item
 - c) Delete List Item
 - d) Upload Document
 - e) Generate Document
 - f) Send Mail
 - g) Execute Script
 - h) Invoke Web Service
 - i) Invoke Workflow
 - j) Query List
 - i) Variable Feature
 - k) Invoke Custom Action
- 2) Configuring Workflow Settings
 - a) Differences from Custom Actions
 - i) Move Item
 - ii) WF Variable
 - iii) Management Permissions
- 3) Using Conditions



- 4) Creating a workflow for approving requests
- 5) Creating a branching workflow with multiple actions

NITRO Studio Training – approximately 1.5 hours

At the end of this training, the user will be familiar with the components of NITRO Studio, and how they work together.

- 1) Navigating the NITRO Studio page
- 2) NITRO Reports
 - a) Creating Reports
 - b) Adding Reports to a page
- 3) Print Manager
- 4) List Rollup
- 5) Advanced Lookup
- 6) AI Services
- 7) Branding
- 8) Cascaded Lookup
- 9) Conditional Formatting
- 10) Custom Actions
- 11) Email Manager
- 12) Email Sync
- 13) Linked Items
- 14) List Search
- 15) Print Manager
- 16) Tiles and Dials
- 17) User Info Filler

NITRO Power Portal Training – approximately 1 hour

At the end of this training, the user should be able to set up a portal from scratch with quick links and top menu links.

- 1) Modern vs Classic UI Portals (if applicable; Modern UI is only available in SharePoint 2019 and in SharePoint Online in Office 365)



- 2) Navigating the Portal
- 3) Portal Settings
 - a) Common UI Settings
 - b) Home Page Settings
 - c) Portal Pages
 - d) Portal Forms
 - e) Portal Themes
 - f) Security Settings
 - g) General Settings