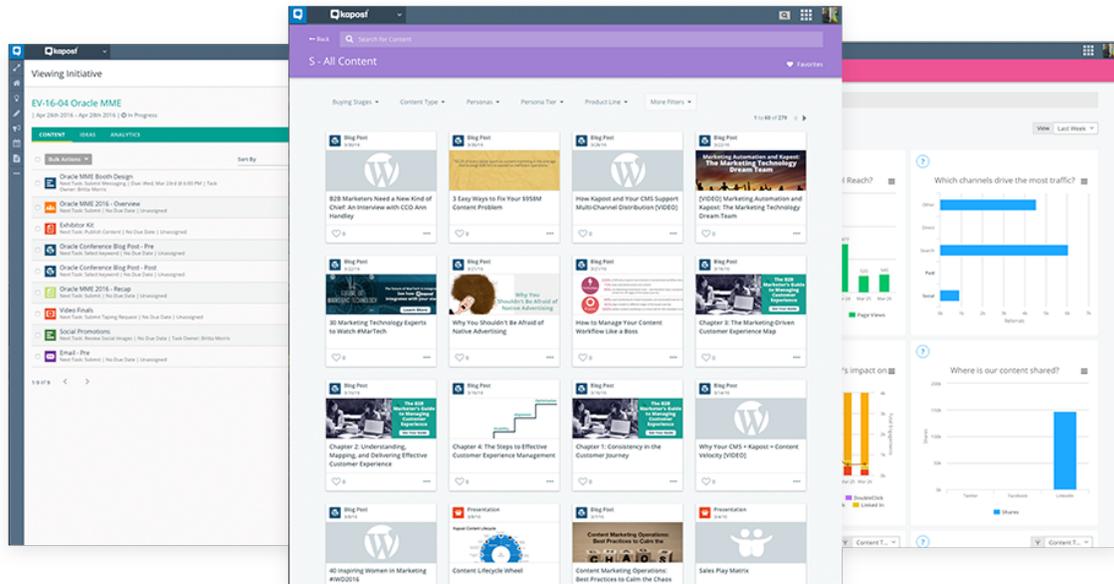


Kapost Platform Administrator Training



Build In-House Expertise to Fully Leverage Your Content Investment

A skilled Kapost admin is crucial for ensuring the Kapost platform supports teams across your organization in creating and delivering personalized content with a consistent message. Lead by your Kapost Implementation Manager, Kapost Administrator Training is focused on enabling your admin to gain a comprehensive understanding of the platform’s functionality and best practices. Individuals in the admin role have the unique opportunity to achieve long-term growth and success of content initiatives in your organization.

“We selected Kapost as the best platform for our fast-growing organization. Much like Hyland, Kapost is truly invested in the success of their customers and facilitates change through great discovery, engagement, training, and continuous learning opportunities. We know we are positioned better than ever to continuously improve our marketing results.”

– Jim Kondrat, Content Operations Manager, Hyland

How It Works

Training can be hosted remotely or on site with your primary admin and backup or supporting admins. Our team will cover best practices for the Kapost platform and prepare admins to leverage the capabilities that are most important to your organization. From content collections and taxonomy structure, to workflow templates and content types, your admin will become the go-to resource for Kapost expertise in your organization.

Outcomes You'll Achieve

Kapost Platform Administrator Training allows organizations to develop in-house expertise on the Kapost platform and enables the admin to manage an instance on behalf of your organization. This training prepares Kapost admins to successfully:

- Leverage an understanding of business objectives, marketing processes, and end-user processes to inform configuration and maintenance of Kapost
- Manage Kapost to help your organization achieve long-term objectives in accordance with your content operations roadmap
- Support the use of Kapost in daily marketing, sales, and communications efforts to plan, produce, distribute, and analyze content
- Manage technology and data governance processes to ensure data integrity
- Manage changes and updates to Kapost instance such as content types, workflow processes, custom fields, reporting, custom views, or user access settings
- Manage integrations with other technologies and understand the flow of data between systems
- Stay updated on product releases and new features and communicate necessary information to Kapost users