Accredited Unanet CRM Publisher with Microsoft Word Assessment Guide

The Unanet Accreditation Program is an industry standard that will help validate your level of skill and knowledge using Unanet products. Accreditation will help to set you apart in the competitive world of enterprise applications.

This exam guide is intended to provide you with an overview of the format and content of the accreditation exam. In this guide, you will find a list of categories and topics with their weight distribution, as well as suggested resources to prepare for the exam.

Exam Blueprint

- The exam consists of 25 multiple choice questions.
- This is a timed 30-minute exam.
- The minimum passing score for the exam is 80%.
- You will be given one attempt to pass the exam; if you do not pass, you will need to complete the recommended training listed below before attempting the exam again.
- The exam questions will include the categories and topics listed below and are weighted as shown:

CATEGORY	WEIGHT
Introduction to Publisher • Features and functions of Publisher 4.0 • Searching and filtering the grid • Configuring WYSIWYG settings for Publisher 4.0	**13%**
Resumes • Creating a Resume template • Creating List Data Formatting • Uploading a Resume template • Creating and generating a Resume record	**17%**
Project Profiles • Creating a Project Profile template • Uploading a Project Profile template • Creating and generating a Project Profile record	**17%**
Project Lists • Creating a Project List template • Uploading a Project List template • Creating and generating a Project List	**17%**
Knowledge Profiles • Creating a Knowledge template • Uploading a Knowledge template • Creating and generating a Knowledge Profile document	**13%**
Opportunity Profiles • Creating an Opportunity Profile template • Uploading an Opportunity Profile template • Creating and generating an Opportunity Profile document	**17%**
Batching Documents • Creating a batch job	**7%**

Exam Preparation

The exam is based on the training content listed below. While it is optional, we recommend you complete the following training before attempting the exam.

Instructor-Led Training OR Self-Directed Learning
Unanet CRM: Using Publisher with Microsoft Word (ILT) or (SDL)

As an alternative to our training content, you may also review the exam topics in our Help documentation and Support Portal.

Resource Documents
Support Portal: Upload Project List Templates, Publisher 4.0, Publisher 4.0 Resumes, Publisher 4.0 Opportunity Profiles, Publisher 4.0 Project Lists, Publisher 4.0 Project Profiles, Create Knowledge Profile Templates, Upload Resume/Profile Templates, Upload Knowledge Templates, List Data Formatting, Generate Resumes: Word or InDesign, Generate Project Profiles: Word or InDesign, Generate Opportunity Profiles: Word or InDesign, Create Resume Templates, Create Knowledge Profile Templates, Create Project Profiles, Template Images – InDesign, Generate Resume Projects, Batch Jobs

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