

Loftware Academy

Content catalog for Smartflow

Courses

Improve your skills and learn best practices in Software Academy.

IT administrators, operations managers, QA supervisors, label designers, and others can take specialized Academy courses and learn to use Software products to effectively design, manage, print, use applications, and automate labeling in your printing environment.

Academy courses range from 30 minutes to several hours and include interactive labs and quizzes to test your skills. We regularly add and update Academy courses.

Collection	Course Title	Difficulty	Description	Learning goals
General Knowledge	How to translate courses in Software Academy	Beginner	Learn how to translate Academy courses into your preferred language.	Learn how to translate Academy courses using Software Academy tools. Learn how to translate Academy courses using your browser tools.
Smartflow End-User Courses	Navigating Smartflow	Beginner	This course is designed to introduce new users to the Smartflow interface, covering the Dashboard and the Navigation Menu.	The parts of the Dashboard. Identify and describe the purpose of each icon on the navigation menu.
Smartflow End-User Courses	Creating and Managing Projects	Beginner	This course guides you through every step of creating and managing projects in Smartflow. You'll learn how to initiate new projects, configure tasks, collaborate with your team, and keep projects on track.	Create new projects Update or edit new projects Reassign, reschedule, and withdraw projects Put projects on hold and reinstate projects Activate projects
Smartflow End-User Courses	Reviewing with DaVinci	Beginner	This course will help you learn how to use the DaVinci tool in Smartflow to review, compare, and approve artwork files, whether you're new to Smartflow or just getting started with DaVinci.	Understand the purpose of DaVinci Navigate the DaVinci interface confidently Review and annotate artwork files Compare different versions of artwork files Measure artwork elements accurately Approve or reject artwork files Invite additional reviewers or approvers Customize DaVinci settings to improve workflow
Smartflow End-User Courses	Introduction to Smartflow	Beginner	Learn the advantages and features of Smartflow's artwork management system.	What is Smartflow What problems can Smartflow help you solve What are the key features and benefits of Smartflow

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Smartflow End-User Courses	Working with Projects	Beginner	This course will take you through the basics of completing tasks and navigating around the Projects interface.	<ul style="list-style-type: none"> What are Projects About the Request tab About the Projects Interface How to work with Tasks About the BL.INK Integration
Smartflow Administration	User Management	Intermediate	Learn to manage user access and permissions in Smartflow, focusing on Roles, Security Groups, Companies, Teams, and Users for secure workflow control.	<ul style="list-style-type: none"> Describe the purpose of Roles, Security Groups, Companies, Teams, and Users in Smartflow. Explain how Roles and Security Groups work together to define workflow responsibility and system access. Understand how Companies establish organizational boundaries and support external collaboration. Understand how Teams support collaboration and assignment.
Smartflow Administration	Project Type Configuration	Intermediate	This course explains how project types bring together data fields, tasks, checklists, flags, activities, and reporting controls to create consistent, well-structured project experiences.	<ul style="list-style-type: none"> How project type configuration controls project behavior from creation through completion How to configure roles, tasks, data fields, checklists, assets, and folders within a project type How task codes, reasons, flags, activation flags, and activities are applied through project type configuration How project type configuration supports consistent workflows, time and cost tracking, and accurate reporting
Smartflow Administration	Creating a Workflow Template	Intermediate	This course introduces how workflow templates work in Smartflow. You'll learn how templates define task flow, roles, and approvals, and why good template design supports consistency and scalability across projects.	<ul style="list-style-type: none"> Explain what workflow templates are and why they are essential in Smartflow. Create a workflow template. Add tasks, define dependencies, and configure task settings. Choose the right workflow type for your business process. Apply workflow options.

Learning Paths & Certifications

Certifications bundle multiple courses on a specific topic. Complete all courses in the certification to receive your certificate, which you can share on your CV or LinkedIn.

Certifications expire after a couple of years. You can renew them.

Title	Time estimate	Description	Recommended for
Smartflow System Administration	4 h	System Administrators learn how to efficiently configure and manage Smartflow.	IT, Smartflow administrators

