KOENIG SOLUTIONS · COURSE OUTLINE

Altium Workspace User

1 Day	12	36
DURATION	MODULES	TOPICS

COURSE OVERVIEW

This is a purpose-built training program for PCB designers, electrical engineers, and design team members who work — or will work — within an Altium Workspace environment. In a single intensive day, you'll move from workspace access and project migration through to team collaboration, design reviews, and a fully released manufacturing package — guided by expert instructors through every key designer workflow. Connect to and navigate the Altium Workspace as a designer, and migrate existing projects with version control enabled from the start. Work confidently with Git-based version control — committing, pushing, and reviewing project history directly in Altium Designer. Collaborate with your team in real time using Comments, Tasks, and structured Online Design Review workflows. Release your PCB designs using the Project Releaser and manage lifecycle states with a clear, repeatable process.

WHO THIS COURSE IS FOR

- PCB designers and electrical engineers working with Altium Designer and an Altium Workspace
- Design team members onboarding to a new Altium Workspace-connected design environment
- Engineers migrating from local design workflows to a team-connected Workspace setup
- Engineering team leads looking to standardise design processes and collaboration workflows across their team

TOOLS AND REQUIREMENTS

- A stable internet connection
- An invitation to the Altium Training Workspace (provided at registration)
- An active Altium account (see optional Module A for account creation)

COURSE SYLLABUS

12 Modules, 36 Topics

MODULE 01

01

Altium Training Workspace Access

TOPICS

- Locating and Accepting Workspace Invitations: Ensure all participants have access before training begins.
- Signing In to Altium Live: Complete two-factor authentication and connect to the Altium Training Workspace from Altium Designer.
- Navigating the Training Workspace: Familiarise yourself with the Altium Platform environment ahead of the core modules.

MODULE 02

02

Project Migration

TOPICS

- Making a Project Available Online: Migrate a local Altium Designer project to the Workspace and enable version control.
- Synchronising Project Elements: Sync sheet templates and components with managed Workspace items using the ECO workflow.
- Verifying Project Structure: Confirm the migrated project is correctly structured and accessible to the team.

MODULE 03

03

Workspace Templates

TOPICS

- Template Types and Locations: Explore project, schematic, Draftsman, OutJob, ActiveBOM, and component templates stored in the Workspace.
- Configuring Altium Designer to Use Workspace Templates: Set preferences and document paths so Designer pulls templates from the Workspace by default.
- Using Project and Draftsman Templates: Apply workspace-stored templates to new projects and documentation outputs.

MODULE 04

04

Project Creation

TOPICS

- Creating a Personal Folder in the Workspace: Set up a working area in the correct Workspace location.
- Launching the Create Project Dialog: Use menus and keyboard shortcuts to start a new project from a Workspace template.
- Configuring Project Settings: Set project name, description, parameters, version control, and constraint management from the start.

MODULE 05

05

Working with Projects

TOPICS

- Git Version Control Fundamentals: Understand how Git is used within Altium Designer and the Workspace — and why regular commits matter.
- Interpreting Version Control Status Icons: Read Git status information in the Projects panel to understand the state of your design files.
- Committing, Renaming, and Reviewing History: Perform an initial commit, rename project files, push changes to the server, and navigate project history.

MODULE 06

06

Permissions and Sharing

TOPICS

- Understanding Permission Levels: Distinguish between owner, administrator, and member access in Altium Workspace.
- Sharing a Project from Altium Designer and the Web Interface: Open the Share dialog from both environments and configure access for internal and external collaborators.
- Snapshots and Design Review Links: Create read-only Snapshots on the Web and generate shareable links for stakeholder review.

MODULE 07

07

Working with Components

TOPICS

- Browsing the Workspace Component Library: Use the Explorer panel (Folders and Search views) and Components panel to find managed components.
- Placing Managed Components in a Schematic: Place components directly from the Workspace library using the Components panel.
- Manufacturer Part Search: Search for and place components using Octopart-powered Manufacturer Part Search, and save parts to the Workspace.

MODULE 08

08

Collaboration — Comments and Tasks

TOPICS

- Adding Comments and Tasks: Place comments on design objects or areas and create Tasks to manage team to-do lists — from Altium Designer and the web interface.
- Viewing and Responding to Comments: Use the Comments and Tasks panel in Altium Designer to review, reply to, and resolve team feedback.
- Collaborating via the Web Interface: Access Comments and Tasks through the Workspace online interface and respond in real time.

MODULE 09

09

History and Design Comparisons

TOPICS

- Design Comparison Fundamentals: Configure Local History preferences and use Show Differences to compare document versions.
- Comparing Local vs. Workspace Documents: Run comparisons between local design files and Workspace-stored versions, including bi-directional updates.
- Project History Comparisons: Compare schematic, PCB, and BOM revisions across the full project history using the Workspace History panel.

MODULE 10

10

Online Design Review

TOPICS

- Design Review Process Overview: Understand the submitter, reviewer, and approver roles and how the Online Design Review workflow supports structured sign-off.
- Submitting a Design for Review: Initiate a review process from Altium Designer and configure the review with the correct team members.
- Completing a Review and Resolving Actions: Work through the review as a reviewer via the Workspace web interface, respond to checklists, and approve or reject the submission.

MODULE 11

11

Project Releaser

TOPICS

- Preparing for Release: Check and configure OutJob files, validate project name and revision, and commit and push before releasing.
- Running the Release Process: Execute the Project Releaser to generate all manufacturing outputs in a single, structured step.
- Reviewing History and Managing Lifecycle States: Review release outputs in the Workspace, run a second release if needed, and advance the design through lifecycle states.

12

Altium Account Creation (Optional)

TOPICS

- Account Registration and Verification: Walk through creating a new Altium account from scratch.
- License Association: Connect your account to the appropriate Altium license.
- Preparing for Platform Access: Ensure your account is fully configured and ready for training.

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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- Live Online Classes (ILO)
- Fly-Me-A-Trainer (FMAT)
- Flexi (Self-Paced)
- 1-on-1 Training

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info@koenig-solutions.com