



DUCO CERTIFIED BUILDER CHECKLIST

The Duco Certified Builder Exam will test you on the functionality listed below. Use this checklist as you prepare for your exam, to ensure you have the skills necessary to pass!

I know how to...

- ☐ Upload data for a new process
- ☐ Match fields both manually and using Alpha predictive matching
- ☐ Add rules & rule sets to a process
- ☐ Add both standard Reported fields and Difference fields
- ☐ Add filters
- ☐ Add roll-up rules
- ☐ Sum-up more than one value on a roll-up rule
- ☐ Use multi-pass
- ☐ Add rule-sets and roll-up rules to a pass
- ☐ Link an existing reference table to a process
- ☐ Use NRL to extract a value from a field
- ☐ Use NRL to normalize values
- ☐ Use NRL to leverage a value from a reference table
- ☐ Permission new users to an existing process