

Day 1:

1. Introduction to Sunsystems
2. Overview of Sunsystems
3. Logging into Sunsystems
4. Navigating Around Sunsystems
5. Changing Passwords
6. Accessing Sunsystems Help
7. Administration Functions Within User Manager
8. Creating Sunsystems Administrators
9. Creating A New Business Unit
10. Copying A Business Unit
11. Deleting A Business Unit Creating And Maintaining Users And Operator Groups
12. Users And Groups Security
13. Operator Setup
14. Operator Groups
15. Operator Maintenance
16. Group Maintenance
17. User Maintenance

Day 2:

Referesh+Knowledge check from previous day.

18. Creating A Favorites Group
- 19.. Working with Sunsystems Forms and Multiple Functions
20. Working with Multiple Business Units
21. Logging Out Of Sunsystems Global Security And User Manager / Business Units
22. Understanding The Global Security Framework
23. User Manager Functionality And Maintenance
24. Managing The Security Policy
25. Using The Operator Activity Monitor
26. Defining Miscellaneous Permissions
27. Defining Function And Action Permissions
28. Using Menu Designer Data Access And Auditing
29. Creating And Applying Data Access Groups
30. Auditing Global Security
31. Data Audit General Sunsystems Maintenance
32. Administration Functions Within Sunsystems
33. Archiving

Day 3

Refresher + knowledge check

34. User Group Menu Designer
35. Manipulating Menu Layout For Users
36. Q&A Maintenance
37. Overview Of Q&A Security
38. Creating Q&A User Profiles And Users
39. Allocating Vision Users
40. Clearing Locked Q&A Users
41. Reserialising Q&A
42. Companion Product Maintenance
43. Reserialising Companion Products
44. Functional Security
45. Data Set Security
46. Creating Users
47. Maintaining The Ledger Setup
48. Creating Budget Ledgers

Day 4

Refresher + knowledge check

49. The Sunsystems Super User
50. Clearing Locked Users
51. Handling A System Crash
52. Reserialising Sunsystems
53. Business Unit Backup And Restore
54. Working With Forms
55. Using Form Designer
56. Checking Out A Form
57. Using The Form Designer Tools
58. Performing A Local Compile
59. Checking In A Form
60. Editing Form Permissions
61. Form Permissions Editor
62. Filter Designer

Day 5

- Refresher of last 4 days
- Hands on practicals
- Q n A
- Best practices.