



Introduction

It All Starts Here...

This Introduction to Microsoft Dynamics AX course focuses on the basic concepts and processes needed by a Microsoft Dynamics AX user. This session allows the user to function efficiently within the system and is the foundation for future training sessions.

Duration: Half Day**Cost: \$800 + GST + Travel****Additional Manuals + \$50 per attendee****Who Should Attend:**

- This course is intended for all novice users of the system and is seen as a prerequisite for all other courses.

Pre-Requisites:

- Windows knowledge.

- Review the methods of navigating through Dynamics AX 2009 including the travel buttons, address bar, breadcrumb bar and navigation pane.

- Learn how to find data using filters, reports, enquiries and global search.

- Explore ways to personalise menus, forms and reports to suit individual needs.

- Work with document handling to attach additional information or documents to data in Dynamics AX.

- Discover time-saving tips such as the field calculator, right-click menu, keyboard shortcuts and usage data.

- Understand how to use date and change based alerts to be notified of events relevant to your role.

- Experiment with templates, database log and the rename function to help you manage your data.

Professional Advantage training is costed in either half or full day sessions. Half day (approx 4 hrs) and full day (approx 7.5 hrs) training sessions may vary in length depending on competencies required by the customer. Room hire available upon request.

For additional information regarding this course, please email mstraining@pa.com.au