

Systems Administration for SunSystems v5.3

Duration: 1 Day

Prerequisite: No knowledge of SunSystems is assumed.

Who Should Attend: Those responsible for maintaining the system such as IT personnel and the SunSystems System Administrator.

What You Will Learn: At the completion of this training session participants will be competent to:

- Assist in development of a strategy for implementing facilities such as security and general systems maintenance for SunSystems and its companion software.

Course Content – Systems Administration for SunSystems v5.3

Introduction to SunSystems 5.3

- Overview of SunSystems 5.3
- Logging into SunSystems
- Changing passwords
- Navigation manager
- Defining SunSystems preferences
- Using SunSystems forms
- Working in multiple Business Units

Global Security and User Manager

- Understanding the global security framework
- Working with User Manager
- Managing the security policy

Creating and Maintaining Users and Operator Groups

- Defining new SunSystems users
- Creating operator groups
- Defining miscellaneous permissions
- Applying menu items
- Using menu designer

Data Access and Auditing

- Creating and applying data access groups
- Auditing global security

General SunSystems Maintenance

- Maintaining the ledger setup
- Creating budget ledgers
- Using the SunSystems Super User
- Clearing locked users
- Reserialising SunSystems
- Business Unit Backup and restore

Q & A Maintenance

- Overview of Q&A Security
- Creating Q&A user profiles and users
- Allocating Q&A users
- Clearing locked Q&A users
- Reserialising Q&A

Companion Product Maintenance

- Reserialising companion products
- Functional Security
- Data Set Security
- Creating Users

Working with Forms

- Using form designer
- Checking out a form
- Using the form designer tools
- Performing a local compile
- Checking in a form
- Editing form permissions
- Applying and removing default forms