Vision Alert v6+ for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems, Vision Executive, Word and XL.

**Who Should
Attend:**   Users responsible for the reporting processes within an organisation who will also be using Vision Alert to automate frequently run activities.

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

- Define workbook alerts
- List and explain the components of Vision Alert
- List and explain the types of alerts
- Understand the alert manager functions
- Create tasks and processes
- Conditionally process activities in a Vision workbook
- Test tasks
- Create an XL workbook alert
- Create and edit schedule tasks

Please see over page for course content

Course Content – Vision Alert v6+ for SunSystems

Introduction and Overview

- Vision Alert Overview
- Implementation Options
- Using Vision Alert

Creating Alerts

- Overview of Creating Vision Alerts

Using Alerts

- Vision Alert Definitions
- Process Types
- Using the Toolbar
- How to Add a Task
- How to Add a Process
- Viewing Workbook Alerts

Conditionally Processing Alerts

- How to Apply Conditional Process Alerts

Scheduling Tasks

- How to Schedule a Task

Exporting & Importing Tasks

- Overview of Exporting & Importing Tasks

Displaying Tasks

- How to create a sortable list

Additional Alert Features

- Vision Executive Alerts
- Vision XL Alerts