

## Query & Analysis Alert v10+ for SunSystems

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**Duration:** 1 Day – scheduled on demand

**Prerequisite:** Knowledge of SunSystems, Q&A Executive, Word and XL.

**Who Should Attend:**

Users responsible for the reporting processes within an organisation who will also be using Q&A 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 Q&A Alert
- List and explain the types of alerts
- Understand the alert manager functions
- Create tasks and processes
- Conditionally process activities in a Q&A workbook
- Test tasks
- Create an XL workbook alert
- Create and edit schedule tasks

**Please see over page for course content**

## **Course Content – Q&A Alert v10+ for SunSystems**

### ***Introduction and Overview***

- Q&A Alert Overview
- Implementation Options
- Q&A Alert (Stand alone)
- Q&A Alert Server
- Using Q&A Alert

### ***Creating Alerts***

- Overview of Creating Q&A Alerts

### ***Using Alerts***

- Q&A Alert Definitions
- Process Types
- Using the Toolbar
- Starting Q&A Alert Manager
- Starting Q&A Alert Listener
- Starting eAlert
- 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 Folder view

### ***Additional Alert Features***

- Q&A Executive Alerts
- Q&A XL Alerts