

## **Systems Administration for SunSystems v5.2**

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**Duration:** 1.5 Days

**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 v5.2**

### ***Introduction to SunSystems 5.2***

- Overview of SunSystems 5.2
- Logging into SunSystems
- Changing passwords
- Working in Navigation manager
- Amending SunSystems preferences
- Using SunSystems forms
- Working in multiple business units
- Viewing current system defaults

### ***SunSystems Security***

- Overview of security
- Functional relationships
- Creating a new user account
- Creating operator groups
- Setting miscellaneous permissions
- Using navigation manager editor
- Creating and applying data access groups
- Defining a data audit plan
- Extracting the audit data

### ***Companion Product Maintenance***

- Reserialising companion products
- Functional security
- Data set security
- Creating users

### ***Q&A/Vision Maintenance***

- Overview of Q&A/Vision security
- Creating Q&A/Vision user profiles
- Creating Q&A/Vision users
- Assigning users to user profiles
- Allocating Q&A/Vision users
- Clearing locked Q&A/Vision users
- Reserialising Q&A/Vision

### ***General Maintenance***

- Steps to take after a system crash

- Re-serialising SunSystems
- Defining ledger setup rules
- Creating optional ledger tables
- Using business unit file backup and restore

### ***Working with Forms***

- Using form designer
- Working in various designer modes
- Checking out a form
- Form designer window
- Form controls
- Layout controls & toolbar
- Areas within forms designer
- Navigation controls
- Local compile
- Checking in a form
- Editing form permissions
- Accessing form permissions editor
- Editing permissions
- Default forms

### ***Filter Designer***

- Overview of Filter Designer
- Data item hierarchy
- Data item list
- Filter edit area
- Selecting result destinations

### ***Creating a New Business Unit***

- Using business unit create and setup
- Defining the business unit name
- Compiling forms for the new business unit
- Running filter designer data dictionary regeneration
- Copying data from an existing business unit