

Query & Analysis Alert v10+ for SunSystems

Duration: 1 Day

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

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