

Vision Alert v5.1+ for SunSystems

Duration: 1 Day

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 two types of alerts
- Understand the alert manager functions
- Set up a TCP port
- Create tasks and processes
- Conditionally process activities in a Vision workbook
- Test tasks
- Create an XL workbook alert
- Create and edit schedule tasks
- Export and import tasks
- Create a mail merge document

Course Content – Vision Alert v5.1+ for SunSystems

Introduction and Overview

- Overview of tasks, events, processes and activities
- Defining an alert in a Vision Executive workbook

Vision Workbook & Workstation Message Processes

- Creating Vision workbook processes
- Executing a task
- Editing an existing task
- Workstation message processes
- Arranging the process order
- Deleting a task

Scheduling Tasks

- Creating a schedule
- Editing a schedule

Remote Security

- Setting up remote security
- Testing remote security

Alert Listener

- Reviewing listener options
- Sending messages
- Disconnecting a user from the server

Excel Workbook Processes

- Adding an alert to an Excel workbook
- Excel workbook processes
- Creating a task with an Excel workbook process using override activity

Conditional Processing of Tasks

- Creating a task with conditional processing
- Alert functions
- SunSystems macros
- Rescheduling a task

Working with Tasks

- Creating a mail merge document
- Importing tasks
- Exporting tasks
- Displaying tasks