

## **Systems Administration for SunSystems v5.4 & v6**

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**Duration:** 1 Day

**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.

**Please see over page for course content**

## **Course Content – Systems Administration for SunSystems v5.4 & v6**

### ***Introduction to SunSystems 5.4 & v6***

- Overview of SunSystems
- Logging into SunSystems
- Navigating around SunSystems
- Changing passwords
- Creating a Favourites group
- Working with SunSystems Forms and multiple functions
- Working with multiple business units
- Accessing SunSystems help
- Logging out of SunSystems

### ***Global Security and User Manager***

- Understanding the global security framework
- Working with User Manager
- Managing the security policy
- Creating SunSystems Administrators
- Using the Operator Activity Monitor

### ***Creating and Maintaining Users and Operator Groups***

- Defining new SunSystems users
- Creating operator groups
- Defining miscellaneous permissions
- Defining Function and Action permissions
- Using menu designer

### ***Data Access and Auditing***

- Creating and applying data access groups
- Auditing global security

### ***General SunSystems Maintenance***

- Maintaining the ledger setup
- Creating budget ledgers
- The SunSystems Super User
- Clearing locked users
- Handling a systems crash
- Reserialising SunSystems
- Business Unit Backup and restore

### ***Q&A Maintenance***

- Overview of Q&A Security
- Creating Q&A user profiles and users
- Allocating Vision users
- Clearing locked Q&A users
- Reserialising Q&A

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

- Reserialising companion products
- Functional Security
- Data Set Security
- Creating Users

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

- Using form designer
- Checking out a form
- Using the form designer tools
- Performing a local compile
- Checking in a form
- Editing form permissions