Time	Topic
09:30	Introduction and Overview of Administration Duties and Functions
09:45	Setting Client (User) Accounts ▪ Setting Business Unit and Data Level Access ▪ Understanding Account Types and Responsibilities ▪ Setting up Role Groups ▪ Allocating Menus ▪ Allocating Dashboards ▪ External auditor/contractor access
10:30	Dashboards ▪ Creating new Dashboards
10:45	Coffee/Tea
11:00	Utilities ▪ Removing/Deleting Documents ▪ Orphans, Duplicates ▪ Using the Document Admin views
11:20	Profiles & Categories ▪ Understanding Parameter Hierarchy and Naming Conventions ▪ Changing Login page and Home Page Text ▪ Amending/Adding Analysis Fields ▪ Amending Category lists ▪ Working with Owner lists. Using the Replace Owner function ▪ Exporting Parameters to a database and updating a second site ▪ Comparing parameters and categories
12:45	Lunch
13:30	Configuring Reports ▪ Adding, Removing, Renaming, Moving Excel/Word Reports ▪ Loading Templates Note that there is a separate 1-day reporting course to explain how to design reports and make them available to users.
14:20	Creating Help Links ▪ Adding help text to a label ▪ Adding hover text ▪ Creating and adding Pop ups
15:00	Tea/Coffee

Time	Topic
15:15	Event Log / Error Log ▪ Setting read log option ▪ Review and exporting the log ▪ Purging the log
15:30	Review of Admin Tools
15:45	Optional Casestudies using Technical Bulletins
16:15	Questions & Review
16:30	Close