



Super User Training Catalogue 2019

Super User Training for Business World Milestone 7 Users

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Section 1: Introduction

Highpoint Implementation and Training Services Ltd (Highpoint), in association with Unit4, are pleased to provide this course catalogue for Super User training on the Unit4 Business World software.

This document details the courses that we currently offer as well as giving an overview to the content of the courses.

Please note that this document focuses purely on our Super User courses and does not go into any detail with regards to other training services we provide, for example;

- Build training
- Familiarisation training
- End User training

Should you require further information on any of these options please do not hesitate to contact us by way of one of the below means.

We look forward to discussing any training opportunity.

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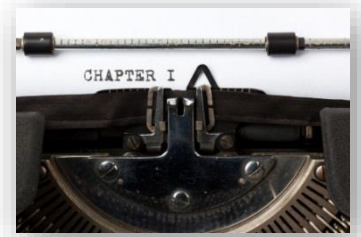
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Strategic Training Partner of

UNIT4

Section 2: Highpoint: Our Story

Highpoint Implementation and Training Services Limited is an independent firm of Unit4 Business World (formerly known as Agresso) specialists providing a range of services including Business World (BW) consultancy, wide-ranging BW training options, and project management to clients operating within a diverse range of sectors.



We believe in the delivery of an excellent service to our clients and the continued development of our people.

Our role is to share our skills, expertise, and experience to help clients get the best possible return on their investment and ensure that knowledge and skills are retained 'in-house'.

We draw on our expertise and specialist knowledge to provide support ranging from BW consultancy and project management to build team training, consultant training and end-user training. Whether an organisation is implementing BW, upgrading to the latest version, using new modules, or requiring system integration, Highpoint can supply what is needed.

Many of our consultants and trainers have passed the Unit4 accreditation exam. We have a proven track record of excellence established over many years working with and training project teams implementing and supporting BW.

Our intent is to share our skills, expertise, and experience to help clients get the best possible return on their investment, and to ensure that knowledge and skills are retained 'in-house' to support the BW application once deployed. We are uniquely positioned to provide the highest level of BW training services, ensuring users achieve a level of confidence that realises the true business value.

Section 3: Super User Courses Overview

Highpoint and Unit4 have been working together to create new Super User Courses designed specifically for Advanced Users / System Administrators to help them maintain and improve their Business World solution.

Our new Super User Courses are built upon previous training offered by Unit4 and Highpoint but have been revised, re-focussed and up dated for Business World and are entirely consistent with the latest Unit4 implementation methodology.

What is it?

The new Super User Courses are:

- designed specifically for your advanced users' / system administrators to help them maintain and improve your Business World solution
- entirely consistent with the latest Unit4 implementation methodology
- classroom or Webinar based (available as public or client courses), supported by e-Learning content delivered using the Highpoint Knowledge Base.

The training database has been updated to Business World Milestone 7 and is available via the Highpoint Cloud.

Who is it for?

Advanced Users

You have a detailed understanding of your business or functional area from an operational perspective. You may be a Business Analyst or have a management role.

Super Users

You have an understanding of the business or functional area and the information systems used to support them. You are a part of the implementation team and will be required to have an understanding of how Business World works from a functional perspective.

These courses can be delivered as public courses or private events on a customer site.

Section 4: Super User Courses

4.1 The Courses

Course title	Duration (Days)
Introduction to Business World for Super Users	1.0
System Administration for Business World Super Users	2.0
Reports and Enquiries for Business World Super Users (Enquiry, Browser, Information Pages, Information Browser and Analyser)	2.0
Excelerator Basics for Business World Super Users	1.0
Workflow for Business World Super Users	1.0
Flexi-fields, Forms and Action Overview for Business World Super Users	1.0
IntellAgent, Document Archive and Links for Business World Super Users	1.0
Data Import for Business World Users	1.0

A summary of each of these courses is provided in the following section.

4.2 Course Materials

Materials included in the course are:

- Course manual for each module
- Exercise Workbook for each module

Plus, access to a cloud-based Training Environment and a Trainer.

4.3 Course Schedule

The latest course schedule, showing the dates of the next public courses is available to view at:

<https://highpoint-services.co.uk/training-services/super-user-training/>

4.4 Course Costing

Delivery Option	Duration
Public Classroom Course	£350.00 plus VAT per attendee, per day
Private Classroom Course	£1,430.00 plus VAT and expenses. Delivered on-site to a maximum of six attendees. Each additional attendee is £350.00 plus VAT.
Public Webinar Course	£475.00 plus VAT per attendee, per day. A day consists of two three-hour sessions.
Private Webinar Course	£1,200.00 plus VAT for a maximum of three attendees. Each additional attendee is £175.00 plus VAT.

Section 5: Super User Course Syllabus

This section provides an outline of each of the Super User courses.

5.1 Introduction to Business World for Super Users

Audience:	Advanced and Super Users	Duration:	1.0 Days
Interface:	Web and Desktop Milestone 7	Maximum number of delegates: 6	
Prerequisite Courses:	None		
Content:	<p>This course covers the core concepts of the Business World system and introduces the Web and Desktop applications.</p> <p>The following areas are covered:</p> <ul style="list-style-type: none"> • Accessing Business World • Navigation • The key concepts of Business World <ul style="list-style-type: none"> ▪ Attributes and Relations ▪ Balance Tables ▪ Account Rules ▪ Reporting • Maintenance of Ordered Reports • Passwords • Favourites • Start Pages • My Tasks and Workflow • Substitutes • Value Lookup • Enquiries • Information Pages • Document Archive • Help 		
Deliverables:	<ul style="list-style-type: none"> • Training environment accessed via the cloud • Course manual and Exercise Workbook 		

5.2 System Administration for Business World Super Users

Audience:	Advanced and Super Users	Duration:	2.0 Days
Interface:	Desktop and Web Milestone 7	Maximum number of delegates: 6	
Prerequisite Courses:	Introduction to Business World for Super Users		
Content:	<p>This course has been designed to cover the basic skills required to carry out the non-technical administration of the Business World software in a live environment.</p> <p>This includes user access, customising the process of ordering standard reports, clearing unwanted data, data control and use of personal menus.</p> <p>The course covers the following areas:</p> <ul style="list-style-type: none"> • Key concepts of Business World • Understanding the functions of the Business World services • Understanding the purpose of system parameters • Understanding the scope and functionality of user access controls • Adding new users, changing and removing user access • Data control, windows options and changing titles • Monitoring the progress of ordered reports • Scheduling reports and applying printer or server filters by report or user • Personalising user preferences • Maintaining personal menus • Clearing unwanted data 		
Deliverables:	<ul style="list-style-type: none"> • Training environment accessed via the cloud • Course manual and Exercise Workbook 		

5.3 Reports and Enquiries for Business World Super Users

Audience:	Advanced and Super Users	Duration:	2.0 Days
Interface:	Desktop and Web Milestone 7	Maximum number of delegates: 6	
Prerequisite Courses:	Introduction to Business World for Super Users System Administration		
Content:	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> • The Chart of Accounts • Maintenance of Ordered Reports • Reporting in Desktop <ul style="list-style-type: none"> ○ Simple and Setup Enquiries ○ Browser Enquiries <ul style="list-style-type: none"> ▪ Filtering, sorting, subtotalling and refining results ▪ Drill-down ▪ Adding expressions and formulas ▪ Adding relations ▪ Adding Flexi-fields ▪ Expanding bases ▪ Conditional formatting ▪ SearchC operator definitions ▪ Formatting and freezing ▪ Saving templates ○ Adding Browser Templates to the Reports Pane ○ Distributing Browser Templates ○ Balance table enquiries ○ Charts and Gauges • Reporting in the Web <ul style="list-style-type: none"> ○ Information Browser <ul style="list-style-type: none"> ▪ Filtering, sorting, subtotalling and refining results ▪ Drill-down ▪ Adding expressions and formulas ▪ Adding relations ▪ Adding Flexi-fields ▪ Expanding bases ▪ Conditional formatting ▪ Operator definitions ▪ Formatting and freezing ▪ Saving Enquiries ▪ Object Management ▪ New features in MS7 		
Deliverables:	<ul style="list-style-type: none"> • Training environment accessed via the cloud • Course manual and Exercise Workbook 		

5.4 Excelerator Basics for Business World Super Users

Audience:	Advanced and Super Users	Duration:	1.0 Day
Interface:	Desktop Milestone 7	Maximum number of delegates: 6	
Prerequisite Courses:	Introduction to Business World System Administration for Business World Users		
Content:	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> • Introduction to Excelerator • Balance Tables Overview • Getting Additional Help • Loading Excelerator Reports • Keywords • Producing a basic Excelerator Report • Refining a basic Excelerator Report • Relations and Trees • Formatting a Report • Looking at Browser SearchC and Excelerator • CROSSTAB and GROUP Keywords • Excelerator from Browsers 		
Deliverables:	<ul style="list-style-type: none"> • Training environment accessed via the cloud • Course manual and Exercise Workbook 		
Notes	<p>Excelerator Basics is also available as part of a three-day Reports, Enquiries and Excelerator for Business World Super Users course which includes the Reports and Enquiries course and Excelerator Basics.</p> <p>This combined course is shown below.</p>		

5.5 Reports and Enquiries for Business World Super Users

Audience:	Advanced and Super Users	Duration:	2.0 Days
Interface:	Desktop and Web Milestone 7	Maximum number of delegates: 6	
Prerequisite Courses:	Introduction to Business World for Super Users System Administration for Business World Super Users		

<p>Content:</p>	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> • The Chart of Accounts • Maintenance of Ordered Reports • Reporting in Desktop <ul style="list-style-type: none"> ○ Simple and Setup Enquiries ○ Browser Enquiries <ul style="list-style-type: none"> ▪ Filtering, sorting, subtotalling and refining results ▪ Drill-down ▪ Adding expressions and formulas ▪ Adding relations ▪ Adding Flexi-fields ▪ Expanding bases ▪ Conditional formatting ▪ SearchC operator definitions ▪ Formatting and freezing ▪ Saving templates ○ Adding Browser Templates to the Reports Pane ○ Distributing Browser Templates ○ Balance table enquiries ○ Charts and Gauges • Reporting in the Web <ul style="list-style-type: none"> ○ Information Browser <ul style="list-style-type: none"> ▪ Filtering, sorting, subtotalling and refining results ▪ Drill-down ▪ Adding expressions and formulas ▪ Adding relations ▪ Adding Flexi-fields ▪ Expanding bases ▪ Conditional formatting ▪ Operator definitions ▪ Formatting and freezing ▪ Saving Enquiries ▪ Object Management ▪ New features in MS7 • Excelerator <ul style="list-style-type: none"> ○ Introduction to Excelerator ○ Balance Tables Overview ○ Getting Additional Help ○ Loading Excelerator Reports ○ Keywords ○ Producing a basic Excelerator Report ○ Refining a basic Excelerator Report ○ Relations and Trees ○ Formatting a Report ○ Looking at Browser SearchC and Excelerator ○ CROSSTAB and GROUP Keywords ○ Excelerator from Browsers
<p>Deliverables:</p>	<ul style="list-style-type: none"> • Training environment accessed via the cloud • Course manual and Exercise Workbook

5.6 Introduction to Workflow for Business World Super Users

Audience:	Advanced and Super Users	Duration:	1 Day
Interface:	Desktop and Web Milestone 7	Maximum number of delegates: 6	
Prerequisite Courses:	Introduction to Business World for Super Users System Administration for Business World Super Users		
Content:	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> • Workflow Overview • Element Types <ul style="list-style-type: none"> ○ Element Type Details • Distribution Rules <ul style="list-style-type: none"> ○ Rules and Rule Groups ○ Data Specification ○ Routing • Process Definition <ul style="list-style-type: none"> ○ Modelling Pane ○ Tools ○ Configuration • Items to Follow-up 		
Deliverables:	<ul style="list-style-type: none"> • Training environment accessed via the cloud • Course manual and Exercise Workbook 		

5.7 Flexi-fields, Forms and Action Overview for Business World Super Users

Audience:	Advanced and Super Users	Duration:	1.0 Day
Interface:	Desktop Milestone 7	Maximum number of delegates: 6	
Prerequisite Courses:	Introduction to Business World for Business World Super Users System Administration for Business World Super Users		
Content:	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> • Flexi-fields Overview • Initial Flexi-field Setup • Flexi-field Group Definition Screen • Link Flexi-field Group • Definition Screen • Granting Access • Browser Flex-Fields Setup • Existing tables • Creating Forms • Granting Menu Access to Forms • Action Overview • Action Overview Setup • Using Action Overview 		
Deliverables:	<ul style="list-style-type: none"> • Training environment accessed via the cloud • Course manual and Exercise Workbook 		

5.8 IntellAgent, Document Archive and Links for Business World Super Users

Audience:	Advanced and Super Users	Duration:	1.0 Day
Interface:	Desktop and Web Milestone 7	Maximum number of delegates: 6	
Prerequisite Courses:	Introduction to Business World for Super Users System Administration for Business World Super Users		
Content:	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> • Creating Alerts from a Browser Template • Event Setup Window • IntellAgent from SQL • SQL Query – Transaction Processing Server (TPS) Not Working • Document Archive Overview • Setting Up a Transaction Document Type • Document Type for Personnel • Element Types • Document Type Purchase Invoice • Loading Purchase Invoices • Supplier Invoices • Creating Links • Linking Screens to Reports • Linking Screens to an External Link • Linking Screens to an Enquiry Browser • Creating Global Links • Link Enquiries 		
Deliverables:	<ul style="list-style-type: none"> • Training environment accessed via the cloud • Course manual and Exercise Workbook 		

5.9 Data Import

Audience:	Advanced and Super Users	Duration:	1.0 day
Interface:	Desktop and Web Milestone 7	Maximum number of delegates: 6	
Prerequisite Courses:	Introduction to Business World for Super Users System Administration for Business World Super Users		
Content:	<p>This course illustrates the initial setup of the data import tools that you use for importing transactions into Business World It then details the functionality of the data import process to help you understand and utilise its potential for importing transaction and master file data from an external source into Business World</p> <p>The course covers the following areas:</p> <ul style="list-style-type: none"> • Understanding the Scope and use of Business World Data Import utilities • Setting up the Business World Data Import utilities within the Business World environment • Using the Data Import utilities to import transactional and master file data to the Business World database • Using the Data Import utilities to import data directly into Business World data tables 		
Deliverables:	<ul style="list-style-type: none"> • Training environment accessed via the cloud • Course manual and Exercise Workbook 		

Section 6: Knowledge Hub

What to know more about Unit4 Business World Milestone 7? Please visit our Business World Knowledge Hub.

Register here: <https://knowhub.co.uk/>





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