

**Course Title: System Administrator**

**Course Code: SYAD**

**Course Précis** Designed for Primavera users who will be required to look after the administration features provided with the enterprise suite. This course looks at setting up and maintaining the EPS, OBS, Resources and Roles. It also examines how to set-up and maintain users and global security as well as global calendars, admin preferences and categories. Creating and maintaining currencies is also covered.

At the completion of this course the student will be able to:

- \* Set up and maintain the EPS
- \* Setup and maintain the OBS
- \* Setup and maintain resources and roles
- \* Setup and maintain users and global security
- \* Create and update global calendars
- \* Maintain admin preferences
- \* Populate admin categories
- \* Create and maintain currencies
- \* Setup and maintain global, project and resource codes

**Audience:** P3e administrators, Super Users, project office

**Prerequisite:** Working knowledge of Primavera and awareness of the enterprise structure.

**Duration:** 1 day

**Course Outline:**

**EPS**

- the EPS structure
- views, columns
- add, delete, cut, copy and paste EPS elements
- EPS ID, name and responsible manager

**OBS**

- the OBS structure
- views, columns, filter, group and sort by
- add, delete/merge, cut, copy and paste OBS elements
- OBS name, description, users and responsibilities

### Resources

- the resource dictionary
- understand the relationship of resources with roles
- views, columns, filter, group and sort by
- add, del/merge, cut, copy & paste
- resource attributes: general. codes, details, units & prices, roles, notes & timesheets
- importing resources from another project

### Roles

- the roles dictionary
- understand the relationship of roles with resources
- views, filters
- add, del/merge, cut, copy & paste
- role attributes: general, resources

### Users & Security

- user attributes: general, contact, global access, project access, licensing
- security profiles: global & project profiles
- user privileges
- adding and maintaining users

### Calendars

- add, delete, modify global, project & resource calendars
- setting up work weeks, work days, work hours/day

### Admin preferences

- general
- timesheets & privileges
- data limits
- ID lengths
- Time periods
- Earned Value
- reports
- options
- rate types

### Admin categories

- populating admin categories

### Currencies

- setting up and maintaining currency and base rates

### Global, project and resource codes

- setting up global project & resource codes