

### *Course Description:*

This class will introduce users to the daily, weekly, monthly and annual functions that should be performed to maintain and optimize the setup, configuration and security of COMMANDseries. The class format will include group discussions, hands-on practice, and demonstrations.

### *Who should attend and when:*

Anyone in your organization who will be responsible for the maintenance, administration and security of the COMMANDseries software. It is recommended that this class be taken within 6 months of your COMMANDseries Go-Live.

### *Prerequisites:*

Prior to attending this class the student should:

- Be proficient in the Windows Operating System
- Be proficient with the use of a keyboard and mouse
- Understand the hardware and software resources and network infrastructure available at your company
- Understand their specific job responsibilities within your organization

### *Course Objectives:*

After completing this class students will know how to:

- Define Individual User Profiles
- Define User Group Profiles
- Using Passwords
- Establish Privileges
- Define Preferences
- Configure the Order Audit Log
- Calculate Price Changes
- Configure Mix Downloads
- Edit Project Expiration Dates
- Purge Expired Projects
- Purge Expired Orders and Tickets
- Realign Accounts and Cost Centers
- Purge A/R Transactions
- Perform GL Data Out Routine
- Create Finance Charges
- Define Period Processing End
- Compress Sales Data
- Understanding the COMMANDseries Release Process
- Defining Version Releases
- Defining Maintenance Releases
- Defining Service Patches
- Maintaining COMMANDseries Temporary Files
- Creating Desktop Shortcuts
- Creating Startup Directory Shortcuts
- Configure COMMANDcomm
- Describe the flow of information in COMMANDseries
- Configure the COMMANDseries Initialization and Assignment Files
- Use COMMANDseries Online Help and Workplace Features