

Administration in Primavera P6 EPPM (2 Days)

What you will learn:

Learn to use Primavera P6 to complete a wide variety of administrative functions, including how to create users who will access the application and assign their security privileges. You also will learn how to create enterprise data, such as project codes, cost accounts, and financial periods.

The course also covers administration topics in P6 Web Access, including User Interface views and calculated user-defined fields.

Learn to:

- Managing Web Administration
- Summarizing Project Data and Job Services
- Defining User Access
- Creating Calendars
- Defining Project/ Activity/ Resource Codes

Audience

- Business Analysts
- End Users
- Functional Implementer
- Project Manager

Suggested Prerequisites:

- Project Management in Primavera P6
- Project Management in Primavera P6 Web Access

Course Objectives:

- Managing Web Administration
- Summarizing Data and Job Services
- Creating Calendars
- Defining Project Codes
- Defining Activity Codes
- Defining Resource Codes
- Managing User Access
- Defining Financial Periods
- Defining Cost Accounts

Course Topics:

Creating Calendars

- Defining Work time
- Creating a Project Calendar

Defining Project Codes

- Creating Values
- Assigning Weights
- Designating a Secure Code
- Assigning Codes

Defining Resource Codes

- Creating Values
- Assigning Codes

Defining Activity Codes

- Creating Values
- Designating a Secure Code
- Assigning Values

Defining User Access

- Viewing Summarizer Details
- Defining the Organizational Breakdown Structure
- Establishing Security Profiles
- Creating a User

Summarizing Project Data and Job Services

- Creating a Comparison Report in Claim Digger
- Summarizing Data
- Defining Job Service Options

Defining Financial Periods

- Creating Financial Periods
- Displaying Financial Periods
- Storing Past Period Performance

Defining Cost Accounts

- Viewing the Cost Accounts Dictionary
- Assigning Cost Accounts to Activities

Activity Usage Profile and Spreadsheet

- Assigning Cost Accounts to Expenses
- Displaying Curves in the Activity Usage Profile

Managing Web Administration

- Managing User Interface Views
- Creating a Calculated User-Defined Field
- Creating Issue Codes
- Creating Issue Forms

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