

# Site Administration—SA 201

The Site Administration **SA 201** course covers the modules needed to establish companies and contacts, user accounts, and project setup. Customization options are reviewed that establish project defaults. The course also covers the feedback system, document templates, dashboard templates, custom reporting, and workflow routing.

An overview of the Document and Cost Management folders is provided to familiarize site supervisors and administrators with the application functionality.

## Objective

The Administration Training course provides instruction for the Autodesk® Constructware® site supervisor/administrator. Autodesk recommends having a primary site supervisor and a secondary site supervisor as a backup.

Upon completion of the course, attendees will be able to

- Create companies and contacts in the database
- Create user accounts
- Set user permissions
- Create user profiles
- Create custom reports
- Create projects
- Establish workflow routing
- Create document templates
- Track feedback
- Set dashboard templates
- Establish module customization
- Maintain lookup tables

## Why attend?

The Site Administration course provides a solid foundation for individuals who will support your organization in the use of Autodesk Constructware. A properly trained administrator knows the key elements of the system, therefore providing a seamless experience for end users. Such training increases use of the system and limits new user frustration. Create an environment of productivity by configuring the application right the first time.

## Who should attend?

Individuals who are technically oriented tend to catch on quickly to the administration aspects of Constructware. Administration of the application does not require any programming skills. The course assumes no prior knowledge of the system. Most organizations find that having at least two individuals capable of performing administration duties provides uninterrupted support should one party be unavailable. The agenda for the two-day course is as follows:

<b>Day One</b>	<b>Topics</b>
8:30–9:00	Introductions and Goal Setting
9:00–9:30	Companies and Contacts Database
9:30–10:00	Creating User Accounts
10:00–10:15	Break
10:15–12:00	User Permissions and Profiles
12:00–1:00	Lunch
1:00–1:30	Lookup Tables
1:30–2:30	Project Setup
2:30–2:45	Break
2:45–3:05	Feedback and Support
3:05–4:00	Module Setup
4:00–5:00	Review and Practice
<b>Day Two</b>	<b>Topics</b>
8:30–9:30	Document Templates
9:30–10:15	Dashboard Templates
10:15–10:30	Break
10:30–12:00	Custom Reports
12:00–1:00	Lunch
1:00–2:00	Workflow Routing
2:00–3:00	Document Management Overview
3:00–4:00	Cost Management Overview
4:00–5:00	Review and Practice

## Price

The cost of the two-day Site Administrator course (SA201) is \$695 per person. This price does not include attendee travel expenses (meals, lodging, transportation, and so forth). The course fee includes a Site Administration Manual.

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