

Business Central Administration

As the administrator of your organization's Microsoft Dynamics 365 Business Central / NAV system, you have what seems to be an unending list tasks to manage, controls to monitor, and requests to address. We'll help you maintain your sanity and show you the key elements in the system to manage and how to manage them. Get a complete tour of the tools available in Business Central / NAV to help you get the job done with less effort. We'll cover what you need to know relative to system setups, simplify your approach to security, provide tips on enabling your end-users to be more self-sufficient, share automation tools, and much more.

Class topics

- Application Setup
- User Setup, Permissions, and Security
- Personalization
- Job Queues
- RapidStart
- Notifications and Approvals
- Data Management
- Change Log
- Creating and Copying a Company

Who Should Attend?

Every System Administrator and/or super-user responsible for the management of their Business Central / NAV system and support of their organization's end users.

Learning Objectives:

At the end of this class, participants will be able to:

- Explain the setup and maintenance of Permissions
- Identify opportunities to improve their system's UI for the organization
- Train end-users how to personalize their system use
- Use RapidStart for importing/exporting data
- Schedule reports
- Identify opportunities to invoke system notifications and approvals
- Explain the pros and cons of using the change log

Field of Study: Computer Software & Applications

Program Level: Basic

Prerequisites: None

Advanced Preparation: Each student will receive via email connection instructions to their individual virtual classroom link and hands-on practice environment shortly before class. Connections to both resources should be tested before class. We recommend using a second monitor while attending class.

Delivery Method: Group Internet-based

CPE Credits: By participating in this class, you are eligible to earn up to 4 CPE credits which will be distributed following class completion. In order to be awarded the full credit hours, you must notify your instructor of your intention to request credit before the start of the first class. To receive CPE credit, you must be present and actively engaged, which will be verified using polling questions and other means. You will not receive CPE credit for any portion of the class that you do not appear fully engaged.

Version: This class is taught in Microsoft Dynamics 365 Business Central.

Learning environment: As experienced trainers of adult learners, we understand how to make training “stick”. We use proven practices to make sure you retain what you learn and are fully equipped to immediately apply what you discovered in class. Each day, you will spend more than 50% of your time doing hands-on exercises in our simulated learning environment.

Refund and Cancellation Policy: Please refer to our Refund and Cancellation policy [here](#).