

BC System Administration Boot Camp

Messy data, invalid records, manual processes and inefficiencies, angry users, security risks and unhappy auditors – no IT professional wants to deal with any of that. Rather than chasing and fixing problems all day, learn the proper setup of your Business Central / NAV system and get on the front-end to prevent these issues. Proactive system admin is more efficient, more effective, and makes everyone happier. We'll cover all the topics you wish you knew long ago so you can be master of your domain.

Class agenda

Day 1 (4 hours) – Security and Permissions

- Permissions and Permission Sets
- Users and User Groups
- Change Log
- Security Planning
- Permissions Recorder

Day 2 (4 hours) – RapidStart

- Uses and scenarios
- Package setup
- Permissions
- Administration

Day 3 (4 hours) – Master Records and Data Cleanup

- Researching suspect transactions and data
- Techniques for data cleanup
- Map a plan for regular data maintenance

Day 4 (4 hours) – Workflows and Approvals

- Documents
- Workflow Setup and Setup
- Approvals
- Notifications

Who Should Attend?

System Administrators and other IT Professionals who want to change from being a reactive help desk to a proactive business partner.

Learning Objectives:

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

- Understand many common system issues, causes, and solutions
- Manage their database and system access proactively
- Prevent users from making common mistakes
- Streamline business processes through system automation

Field of Study: Computer Software & Applications

Program Level: Basic

Prerequisites: Successful completion of Navigation & Personalization class.

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 16 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](#).