

Course Aim

The aim of the Desktop Navigation course is to expose future users of Agresso QL to the basic functionality of the system, prior to any module training. This covers areas such as menus, options, function keys and explanations of key functionality that the users need to be aware of to gain more from any future training.

Pre-requisites

The attendee should have some basic knowledge of PC's and Windows environments.

Suggested Attendees

This course is intended for users that will in the future be expected to attend and complete any training on Agresso QL.

Course Content

- **Introduction to the Agresso QL Desktop**

The Agresso QL icon and login process is explained along with a brief overview of system operations in Agresso QL focusing on users, workgroups access to companies and ledgers.

- **Menu System**

The Agresso QL menus and screen options explained.

Toolbars – Agresso QL has a standard toolbar with standard set-up buttons. These button functions are explained along with the keystrokes.

- **Help Menus**

Introduction to the help functions in Agresso QL showing field and screen help.

- **Options**

Full explanations of the options functions such as logout procedures, print preview options for reports, personal task lists and the Agresso QL Diary.

- **Scheduler**

The Scheduler in Agresso QL is covered in-depth ensuring that the attendees have a full grasp of Agresso QL's unique queuing system for processing batches and reports.

Agresso Support Report

The Shift & F4 functionality in Agresso QL that generates a custom report to aid users in placing a support log by producing a fax sheet for the Agresso Support Desk.

Course Objectives

The attendee will gain the ability to intuitively move around the Agresso QL System, using both the mouse and keyboard, whilst understanding Agresso QL's distinctive note memo, and how these can be set as work lists. Seeing how reports can be spooled and view before printing along with the ability of setting personal task lists which allows user quick access to menu options.

Methodology

The theoretical aspects of management statistics will be explained followed by "hands on" tasks provided by the Seminar Leader to reinforce the aspects of the course

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Agresso's Swansea Training
Centre or customer site

Cost

POA - dependant on location.