



Course Aim

To cover the access, use and set-up of Agresso QL-e

Pre-requisites

System Module Training to set up access to Agresso QL-e.

Suggested Attendees

Morning—System Administrator

Afternoon—Agresso QL-e users

Course Content

Morning

- **System Module (Agresso QL)**
Setting up workgroups, menu structures, logins & passwords.
- **Organisational Access set up**
Selecting general areas of data for user access.
- **Adding Security Values**
Restricting access to certain fields.
- **Changing Field Labels/Selecting Field Display Format**
To keep field names consistent with other Agresso QL modules.
- **Agresso QL-e in 'Set-Up' mode**
Choosing fields to search/report on.
- **Document Production**
Producing reports from data viewed on screen.
- **Registers Attendance**
Entering student attendance via Checkpoint to Agresso QL Students.
- **Assessment/Assignment Marking**
Entering student marks/grades via Checkpoint to Agresso QL.

Afternoon

- **Logging in**
- **Using the search facility**
- **Layout of the Menus**
- **Field Chooser**
- **Screen Manipulation**
- **Using Wildcards and Operators**
- **Saving Table Preferences**
- **Using the Activity Tree**
- **Document Production**

Course Objectives

The system Administrator will be able to set up Agresso QL-e with appropriate access and standard views. Users will be able to view data from QLS via a web page, and enter information relating to registers, assignments and assessments. Document Production allows the user to produce tailored reports.

Methodology

System Administration session, followed by overview for users. followed by a "hands on" session for users to search on and retrieve data relevant to their needs.

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.