SAI360 Academy

Helping you understand the full potential of your platform.

System Administrator Training

We have set out to do something a little different and update our approach to meet you where you are at in your journey and offer flexible options to get you ready.

Throughout your learning experience you will encounter *on-demand learning content* that will set you up for success in our *virtual live working sessions*. *Monthly coaching sessions* will help you solidfy your learning and build your confidence.

This training covers 4 main topics.

1 **Foundations**
Foundations help you understand the elements that make up your platform.

2 **Forms Configuration**
Understanding how data is gathered and displayed within in your platform is one of the many skills you will need as a system administrator.

3 **Workflow Templates**
Keeping up with your workflows and ensuring they are working for your business is key to a successful compliance program.

4 **Reporting**
Being able to extract data is necessary for your role, we have a wizard-based method to create templates making it easy to see what's going on in your system.

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Foundations *(Total Time: 2hr 30min)*

Our foundations course will help you understand the elements that make up your platform.

1. Pre-Work Modules *(60min)*
- Security Groups and Profiles
- Employees
- Divisions

2. Live Session
- 90min virtual live session practicing common administrator functions.

Forms Configuration *(Total Time: 30min)*

This course will enable you to manage and understand forms in your platform.

1. Pre-Work Modules (30min)
- Module Architecture – Understanding what ability we have for each module when it comes to forms.
- Forms Configuration – Look at the component fields and how they work with pages.

Workflow Templates *(Total Time: 2hrs 30min)*

Workflow templates enables your organization to define standard procedures for routing objects through a series of steps within the application.

1. Pre-Work Modules (30min)
- Fundamental Concepts
- Workflow Teams and Groups
- Elements of Workflow Templates

2. Live Session
- 2hr virtual live session covering both forms configuration and workflow templates.

Reporting *(Total Time: 2hrs)*

Being able to extract data is necessary for your role, we have a wizard-based method for reports and the ability to create templates making it easy for your organization.

1. Pre-Work Modules (30min)
- Reporting Foundations
- Layout and Design
- Report Templates
- Modifying a Report

2. Live Session
- 90 min virtual live session covering reporting and disucssing reporting templates.