



Your Flexible Partner for Business Systems



Support training developed by the G7 team for both first-time users and those providing daily support for the U4BW application.

Overview of Unit4 Business World – 2 days

The G7 overview of Unit4 Business World is aimed at first-time users of the application. It covers the following areas:

- Navigation around the U4BW application and the concepts underlying the application
- Introduction to:
 - enquiry and reporting functionality
 - U4BW modules and how they can be used to support business processes
 - U4BW reports and services supporting the application processes
 - data import and export processes
 - flexi-field functionality and document archive
 - workflow and how it can be used to support business processes

The course contains demonstrations and additional reference and “troubleshooting” information.

Workflow Introduction Course – 2 days

The G7 workflow course has been designed to support those both supporting and building workflow processes. It provides a theoretical and practical guide to building workflow processes and an understanding of how and why problems arise. It covers the following areas:

- Concepts of workflow and its integration with business processes
- The workflow palette
- Configuration required before creating a workflow process definition
- Transactional workflow process definition
- Master-file workflow process definition
- Forms workflow process definition
- Enquiries to track items in workflow
- ‘Items to Follow Up’ screen
- Workflow user information

Support training developed by the G7 team

It includes both demonstrations, a case study to help attendees practise the concepts covered in the course and additional reference and “troubleshooting” information.

System Administration – 2 days

The G7 system administration training course is a both a theoretical and practical guide to common system administration tasks and issues. It covers the following areas:

- Users, roles, menu access and data control
- Server report maintenance
- Batch input
- Flexi-fields
- Document archive
- Menus and user preferences
- System settings

It includes case studies, hands-on exercises and “troubleshooting” guides based on the experience of our support and consultancy teams to help with the resolution of everyday issues.