Administration in Primavera P6 and P6 Web Access Rel. 7.0

Duration: 1 Day

What you will learn

Learn to use Primavera P6 to complete a wide variety of administrative functions, including how to create users who will access the application and assign their security privileges. You also will learn how to create enterprise data, such as project codes, cost accounts, and financial periods.

The course also covers administration topics in P6 Web Access, including User Interface views and calculated user-defined fields.

Professional Development and Continuing Education Units:

Earns 6.5 PDUs and .65 CEUs

Learn To:

Create users

Create enterprise data

Manage security

Manage User Interface views

Define codes

Define cost accounts

Audience

Business Analysts

End Users

Functional Implementer

Project Manager

Prerequisites

Suggested Prerequisites

Project Management in Primavera P6 Web Access Rel 7

Project Management in Primavera P6 Rel 7

Course Objectives

Creating Calendars

Defining Project Codes

Defining Activity Codes

Defining Resource Codes

Managing User Access

Summarizing Data and Job Services

Defining Financial Periods

Defining Cost Accounts

Managing Web Administration

Course Topics

Creating Calendars
Defining Work time
Creating a Project Calendar

Defining Project Codes
Creating Values
Assigning Weights
Designating a Secure Code
Assigning Codes

Defining Resource Codes
Creating Values
Assigning Codes

Defining Activity Codes
Creating Values
Designating a Secure Code
Assigning Values

Defining User Access
Establishing Security
Defining the Organizational Breakdown Structure
Establishing Security Profiles
Creating a User

Summarizing Project Data and Job Services
Viewing Summarizer Details
Summarizing Data
Defining Job Service Options

Defining Financial Periods
Creating Financial Periods
Displaying Financial Periods
Storing Past Period Performance

Defining Cost Accounts
Viewing the Cost Accounts Dictionary
Assigning Cost Accounts to Activities
Assigning Cost Accounts to Expenses

Managing Web Administration
Managing User Interface Views
Creating a Calculated User-Defined Field
Creating Issue Codes
Creating Issue Forms