

## ORACLE PRIMAVERA EDUCATION SERIES

<b>Course Title:</b>	<b>P106-A Administration in Primavera P6 and P6 Web Access</b>
<b>Course Level:</b>	<i>Advanced (Primavera P6 Client /Server and P6 Web Access)</i>
<b>Course Duration:</b>	<i>1 day</i>
<b>Course Audience:</b>	<i>Primavera P6 System Administrators, Business Analysts, End Users, Functional Implementer, Project Manager</i>
<b>Prerequisite(s):</b>	<i>Course P102 Project Management in Primavera P6 (desirable) Course P101 Project Management in Primavera P6 Web Access (desirable)</i>

Professional Development and Continuing Education Units: Earns 6.5 PDUs and 0.65 CEUs  
PMI Program Number: 106-A

### Course Summary:

This course provides guidance on setting up enterprise data in Primavera P6 Client-Server and P6 Web Access. 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, calendars, activity codes, cost accounts, resource codes and financial periods. The course also covers administration topics in P6 Web Access, including User Interface views and calculated user-defined fields.

### Learn to:

- Create users
- Create enterprise data
- Manage security
- Manage User Interface views
- Define codes
- Define cost accounts

### 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*

## Suggested Next Courses:

-  P106-P Advanced Project Management in Primavera P6
-  P106-R Resource Management in Primavera P6
-  P101 Project Management in Primavera P6 Web Access

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