Training Participant Guide – System & Organization Administration

## Access Control

* Create a user with security that’s associated with a Worker
* Manually create a DOA user\*
* Import an Active Directory (Entra) user(s)\*
* Add permissions to a user\*
* Add users to a User group\*
* Disable User from logging in
* Modify user attributes & security
* Delete or disable a user\*
* Update members of a User Group

# **System Management**

## Batch System

* Run Customer Aging as a Batch job with Recurrence
* Pausing & Resuming a Batch job
* Cancelling a Batch job
* View Batch job history

## Operating Units

* Adding a new Department-Division, Job Number or Department

## Address Setup

* Add new City

## Number Sequences

* Update Number Sequence to allow more “digits”\*

## Data Management

* List of available entities
* Export list of Customers
* Import a new Customer