

Administrator Training

Topic	Description	Duration
Introduction	Introduction of Facilitator Introduction of Participants Agenda/Topics	15 mins
Setup	Company Information Enabling Features General Preferences Review Sandbox Account Page	20 mins
NetSuite Roles and Permissions	NetSuite Roles Show Permission Differences Between Roles Page Access Levels for Permissions	20 mins
Audit Functions	Login Audit Trail Transaction Audit Trail Analytics Audit Trail Audit Trail for Saved Searches, Reports and Schedules	20 mins
Custom Forms	Creating Custom Entry and Transaction Forms	20 mins
Custom Records	Custom Records Parent-Child Record Relationships Custom List Custom Fields	20 mins
SuiteFlow	Enabling SuiteFlow Workflow Elements Workflow Initiation	20 mins
Create the Intranet	Enable Web Site Website Basics Home Page Multi-Site Settings	20 mins
Advanced Search Functions	Using And/Or Expressions in Search Criteria Summary Types Showing Totals in Search Results	20 mins
Formulas in Searches	Formulas in Searches	20 mins

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Dashboards	Centers Dashboards Portlets	20 mins
Data Migration	Data Migration Process	15 mins
Taking The Exam	Tips Q&A	10 mins