

# Course Syllabus for 106A: Administration in Primavera P6 and P6 Web Access (Rel 7)

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**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

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### **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