

Training Sessions

V1.1

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Module 1

In the first stage the user will see basic configuration functionalities for an administrator profile.

Duration: **3 Days**

Users: Administrator

1.1 One Portal Environment

How One Portal works, environment, common functionalities, and access by browser.

1.2 Companies / Connections

Set new companies in HANA and SQL, description of all company credentials, limitations and features inside the company.

- a. Stock Formulas
- b. Warehouses.
- c. Business Groups
- d. BP Groups
- e. QR Code / Bar Code.

1.3 Users / Create / Edit

How to manage/edit/update users and permissions, the connection between Portal Users, and SAP Users, limitation and settings for connection from Portal.

- a. Create Users
- b. Privileges.
- c. Users and Companies
- d. BP Groups

1.4 News

1.5 Crystal Reports

How to set Crystal Reports in One Portal. (*) Crystal Reports must be set in SAP, It is required professional services to develop functionalities in One Portal.

1.6 Query Manager

How to add queries in One Portal. (*) Queries must be set in SAP, It is required professional services to develop functionalities in One Portal.

1.7 Charts

How to add Charts/Tiles from a query in SAP, create Charts and assign them to sectors.

(*) One Portal only loads queries from SAP, It is required professional services to develop functionalities in One Portal.

1.8 CRM

How to assign activities and the logic between Sales SAP and Sales Employees.

Module 2

In the first stage you will see basic configuration functionalities for an administrator profile. The second stage will be aimed at a profile of sales manager, to transfer knowledge to sales employees.

Duration: **2 Days**

Users: Sales Managers

1.1. Sales Orders

1.1.1. Opportunities

1.1.2. My Approvals

1.1.3. My Documents

1.1.4. Sales Quotations

1.1.5. Sales Orders

1.1.6. Sales Orders Styles

1.1.7. Sales Invoices

1.2. Purchase Orders

1.2.1. My Approvals

1.2.2. My Documents

1.2.3. Purchase Requests

1.2.4. Purchase Quotations

1.2.5. Purchase Orders

1.2.6. Purchase Orders Styles

1.2.7. Purchase Invoices

1.3. PLM

1.3.1. My Styles

1.3.2. Design

1.3.3. Styles

1.3.4. Color Master

1.3.5. Cost Sheet

1.3.6. Scale Master

1.3.7. Variable Master

1.3.8. Activities

1.3.9. Material Details

1.3.10. Range Plan

1.3.11. Critical Path

1.3.12. Product Data Collection

1.3.13. Tech Pack

1.3.14. Shipments

1.4. Master Data

1.4.1. Business Partners

1.4.2. Customer Aging Report

1.4.3. Item Master Data

1.5. Activities

1.6. Service Calls

Training Data

* Training could be on premise or from remote depending the professional services quoted.

* Videos and documentation will be presented for each session to users in MP4 format and Word documentation.

* All data provided in training sessions is posted in: <http://asysportal.com/oneportal/>

