EVANS
T E C H N O L O G Y

Administration in Primavera P6 Enterprise

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. Additionally, you will learn how to create enterprise data such as project codes, 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.

Note: This course covers the Administrative functions in both the Client and Web version.

Duration: 1 Day
Prerequisites: Managing Projects in Primavera P6 (Recommended but not Mandatory)

Course Topics

Creating Calendars
Define worktime and non-worktime
Global, Project, and Resource calendars
Create a new project calendar

Defining Project Codes
Create values for project codes
Assign weights to codes and code values
Designate a secure code
Assign project code values

Defining Resource Codes
Create values for resource codes
Assign resource code values

Defining Activity Codes
Create values for activity codes
Designate a secure code
Assign activity code values

User Access
Describe the process for establishing security
Define OBS hierarchy
Create OBS hierarchy
Establish security profiles for global & project data
Create a new user with access privileges

Summarizing Project Data & Run Job Services
View summarizer details
Manually summarize data
Define job service options
Automatically summarize data using a job service

User-Defined Fields and Global Change
Establish user-defined fields
Define global change parameters
Execute a global change

Financial Periods
Create financial periods
Display financial periods as columns
Store past period performance

Defining Cost Accounts
View the cost accounts dictionary
Assign cost accounts to activities
Assign cost accounts to expenses

Web Administration
Manage User Interface views
Create a calculated user-defined field
Create issue codes
Create an issue form