

OHMWeb Administration and ReportWriter - I

Syllabus

Introduction

- Overall Schema of OHMWeb – Account Diagram

Administration

- OHMWeb User Guide
- Users, User Groups
- Security, Copy Function Security
- Menus – Create and maintain menus
- My Profile, User List
- WADE Administration
- Company Profile

Database Tools

- Database Tables, Database Table Fields
- Next Numbers
- List Database Tables, List Database Table Fields
- Dictionary List, FLO (File Lay Out)
- Build Index All

Tools

- Report Build – Create and maintain adhoc reports
- Functions – Add, Change and Delete Functions
- Report Writer – Create and maintain user reports
- My Reports – Run Report Writer Reports

Miscellaneous Tools

- Printers (OHM Setup)
- Shop Calendar – Setup and Use
- Standard Codes and Definitions
- Rolodex – Setup and Maintain OHMWeb Rolodex
- Search – Setup and Maintain OHMWeb Search
- External Functions – Add, Change or Delete External Functions
- Command – Learn how to use the command,
- Function Locks – Definition and use
- Auditing Tables – Setup and maintenance
- Copy Live Database to Test Database
- Resizing Tables – Definition and use
- Hardware connectivity
- Troubleshooting day to day user issues
- System Maintenance