# MARTIN AND ASSOCIATES

## BW - System Manager
### Certified Training Course

**sage**
**Authorized Partner**

## CONTENTS

## Syllabus

| Section | Subject | Time Estimated |
|---|---|---|
| 1 | Welcome and Introduction | 15 min |
| 2 | Overview | 45 min |
| 3 | System Utilities | 45 min |
| 4 | Other Options and Review | 30 min |
| 5 | Lab | 15 min |
| | Total Time | 150 min or 1/2 day |

## BW System Manager Lessons:

- How to log on to the system
- How modules integrate and share information
- How to navigate the Launcher
- How to use features which are available throughout the software
- Functions of the options on the File menu
- Functions of the options on the System Utilities menu
- How to define security
- How to create, backup and restore BusinessWorks data files