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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