



Ready Contracts System Administration

Overview

Ready Contracts System administration training covers a broad range of topics designed to equip participants with the skills and knowledge needed to manage, configure, and maintain the system.

This will be a hands-on practical session where you will have plenty of time to work through exercises.

This course is suited to Ready Contracts business administrators, or power users within the Procurement team.

Who You Are

Attendees will need to have:

- Knowledge of Ready Contracts
- Fundamental knowledge of computers

Learning Outcomes

1. Roles and Responsibilities - Understanding the duties of a system administrator
2. User Management, setting up and editing
3. Business Levels and Security - creating groups and setting up and editing access
4. Menu Security
5. Setting up and editing Custom Action widgets
6. Custom fields and drop downs, how to add/edit
7. Reminder and Email Templates



8. Reporting Categories - setting up and editing
9. Pre-Contract & Contract Numbering setting up and editing
10. Introduction to Building workflow processes