



# Functional Administrator

## Course Summary

# FUNCTIONAL ADMINISTRATOR COURSE OVERVIEW

## ORGANIZATION

This two days functional administrator course is a kick-off in your BWISE administrator journey. The knowledge and experience gathered during these days will help you to start your project and execute your first tasks as administrator smoothly.

It is delivered as an instructor-led training and can take place onsite or virtual and is completed by an online examination available in the BWISE Learning Center. The successful completion of the exam will allow you to contact BWISE Customer Services.

## CONTENT

This course will introduce you to the various common tasks executed by a Functional Administrator within BWISE. After completing this course, you will have acquired the following skills:

Timeline	Content
Day 1	<ul style="list-style-type: none"><li>• Introduction</li><li>• Role and responsibilities of a BWISE Functional Administrator</li><li>• Manage users and entities in BWISE</li><li>• Set up authorizations for the users</li><li>• Update basic configuration settings</li></ul>
Day 2	<ul style="list-style-type: none"><li>• Create and maintain lifecycle workflows</li><li>• Identify which data can or cannot be imported / exported into and from BWISE</li><li>• Conduct data import with BWISE BIS Tool v1</li><li>• Locate and restore deleted content from the archive folders</li><li>• Communicate efficiently with BWISE Customer Support</li></ul>
Exam	<ul style="list-style-type: none"><li>• 35 questions</li><li>• The pass score for the exam is 75%</li><li>• 3 attempts</li></ul>