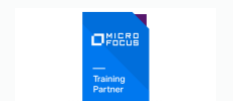


## Szkolenie: Micro Focus SBM120 for Users



### Cel szkolenia:

This course provides the concepts and skills to use SBM Work Center with process apps that have been deployed to an environment.

Upon successful completion of this course, you should be able to:

- Navigate and configure the Work Center interface
- Find, submit, transition, and delegate work items
- Work with activity feeds
- Find, create, run, and schedule reports

### Audience/Job Roles

This course is for those who use SBM Work Center to access process apps.

### Plan szkolenia:

- Navigate SBM Work Center
  - Work with applications from the toolbar
  - Use My Activity, Global Submit, and Notifications
- Access Help
  - Access Help from the Work Center menu
  - Access Help from the Internet
- Find a Work Item
  - Find an item using a keyword search
  - Find an item from a Dashboard report
  - Find an item from My Activities
- Submit a Work Item
  - Search for a project and submit a work item to it.
  - Fill out the submit form
  - View the item's change history
- Add an Attachment to a Work Item

- Find the work items you own from My Activity.
- Add a file attachment to a work item
- Transition a Work Item
  - View an item's change history
  - Transition and close a work item.
  - Display Social View and identify ownership through the workflow
- Delegate Work Items
  - Access the Administrator Portal from the Work Center menu
  - Delegate work items to another user
- Update an Auxiliary Table
  - Search for an Auxiliary Table
  - Access the Administrator Portal from the Work Center
  - Update a record in an Auxiliary Table
- Customize the Work Center
  - Set auto-refresh values for dashboard widgets
  - Define default side-menu views and reports
- Create an Activity Feed for a Team
  - Create a new Activity Feed for a team
  - Create a new Activity View and add an Activity Feed to it
- Create an Activity Feed for an Application
  - Identify Activity Views for different applications.
  - Create a new Activity Feed and View for an application
- Create a Calendar Feed
  - Create a Calendar Feed for an application.
  - Add a Calendar Feed to a Calendar View
- Use Dashboard Reports
  - Drill-down from a graphic report to a particular item
- Find and Run Reports
  - Find All Reports for an application
  - Run listing, distribution, trend, and summary reports
- Schedule Reports
  - Schedule a report to be run periodically
- Create a Report
  - View report types
  - Create a listing report
  - Run the report and sort on different columns

- Course Exam and
  - Review and test your understanding of SBM terminology and concepts

## Wymagania:

To be successful in this course, you should have general experience using PC applications and the desire to work with deployed SBM process apps that have been deployed to an environment.

## Poziom trudności



## Certyfikaty:

The participants will obtain certificates signed by Micro Focus (course completion).

## Prowadzący:

Authorized Micro Focus Trainer.