

## NHS ESR - LSA

### Course Objectives

Local Systems Administration enables users to manage user accounts and passwords and systems profiles.

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Who Should Attend	Prerequisites	Duration
<ul style="list-style-type: none"><li>• Sales Consultants</li><li>• Support Engineer</li><li>• Functional Implementer</li><li>• End users</li></ul>	<ul style="list-style-type: none"><li>• Basic PC Skills</li></ul>	1 Days

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### Course Contents

#### Familiarisation

- Navigation
- Creating Favourites
- Icons, Buttons and Generic Functionality

#### Overview of Systems Administration

- HR Security Process Maps
- Understanding User Responsibility Profiles

#### User Account Setup and Maintenance

- Creating a new user account
- Attaching responsibilities to the user profile
- End Dating Responsibilities
- End dating user profiles
- Amending user details

#### Password Management

- Password reset

#### Role Maintenance

- Set up local role
- Assign to a role
- Disable an employee from a role
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#### Value Sets and Flexfields

- Understanding the concept of Flexfields and Assigned Value Sets
- Looking up Value Sets and Viewing the content
- Adding Value Sets

#### Application Utilities Lookup

- View and Add new values
- Retrieving extensible lookups