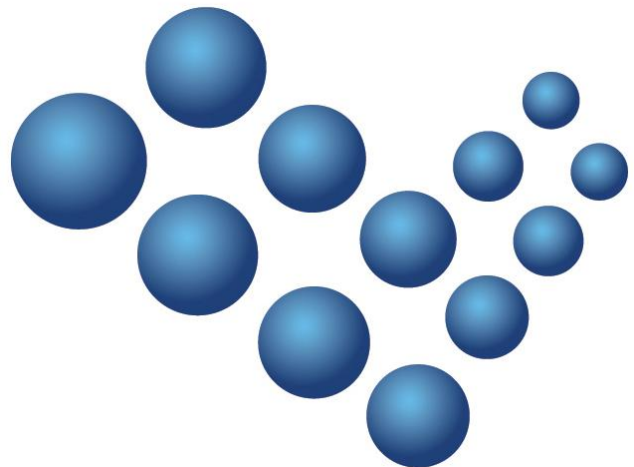


Varicent Educational Services

Sales Performance Management

Business Administrator (2-Days)

Product Sheet



Varient Sales Performance Management

Business Administrator

Training Product Sheet

Course Name: Business Administrator (2-Days)

Course Code: SPM-BA-I-100

Course Duration: 2 Days

Description:

The SPM Business Administrator course is designed to provide new Varient Administrators with the tools and skills necessary to perform the day-to-day functions of a Varient Administrator. Topics covered include managing new employees, modifying existing employees, maintaining and modifying Compensation Plans, automating Varient administration and troubleshooting common errors.

Training Audience:

The SPM Business Administrator course is a recommended training course offering in the Varient learning path. This training course is recommended to all customers who have no prior exposure to the Varient solution and will be functioning in the role of Varient Administrator but not responsible for plan configuration or implementation.

Pre-Requisites:

- Efficient in Windows XP
- Experienced using Internet Explorer
- Knowledge of Database Design and Relational Databases
- Proficient in Microsoft Excel and Microsoft Word
- Successfully completed the SPM Essentials training offering

Training Environment:

All training participants are required to bring a laptop or desktop computer to the training session with VMPlayer already installed prior to the training date.

All Varient Instructor-Led Training is delivered using a virtual machine/environment using VMWare. To learn more about VMWare and to install the VMPlayer, visit www.vmware.com. On the first day of your training, the instructor will provide you with the appropriate files that contain the Varient training environment. These files will be distributed on a DVD or USB Drive. Participant laptops or desktops are required to have a DVD Player and a USB Enabled Port.

You will simply copy these files to your laptop or desktop. To install the VMPlayer, you will need to have Administrative rights and may need to contact your IT Group directly for assistance.

Training Price:

The standard price for this training is US\$800/Day for each participant.

Delivery Methodology:

- Lecture and Slide Presentations
- Software Demonstrations
- Class Discussions
- Hands-on Lab Exercises
- Virtual Training Environment (VM Image)

Student Guide

- All presentation slides and student notes
- Students are encouraged to take notes

Labs Exercises

- Hands-on lab exercises and solutions

Resources

- Varient Support Center

Course Objectives:

After completing this course, you will be able to:
• Add/delete/modify employees (Payees) within Varicent
• Add/delete/modify table data
• Extend Compensation Plans into a new year
• Modify existing Compensation Plans for a new year
• Grant access for end users to relevant Varicent reports
• Explain the 5 steps of creating a calculation
• Use Scheduler to automate model maintenance
• Use Task Manager to automate model maintenance
• Create/edit Calendars
• Describe the various Administrator access rights for each module within Varicent
• Troubleshoot common errors

Training Agenda:

The SPM Administrator (2-Days) training course will be delivered beginning at 9:00 a.m. on the first day. The trainer will schedule lunch at 12:00 p.m. (noon), and periodic breaks throughout the day. The training will be finish at 5:00 p.m.

All participants are expected to attend the full training days as the training modules build upon one another. Any participants that do not attend parts of the training are expected to complete the exercises that they have missed on their own and should not impact the training schedule.

The trainer will coordinate and adjust the training agenda based on trainers/participants flight departure times on the final day of training.

Day 1

Start Time	End Time	Module #	Module Title
9:00 a.m.	9:30 a.m.	i	Course Introduction
			Learning Objectives <ul style="list-style-type: none"> • Identify other participants in the course and their expectations • Explain the intended course learning objectives • Describe the course agenda including duration and breaks • Review the course logistics
9:30 a.m.	9:45 a.m.	1	SPM Administrator - Overview
			Learning Objectives <ul style="list-style-type: none"> • Review typical functions of a Varient Administrator • Review activities considered to be IT functions • Navigate within the Varient Admin Client
9:45 a.m.	10:00 a.m.	2	The SoftCo Case Study
			Learning Objectives <ul style="list-style-type: none"> • Review the Business Requirements for the SoftCo Case Study • Review the ERD Diagram and Data Model for the SoftCo Case Study • Discuss the SoftCo model and seed data (Payees, Customers, Data, Accounts, Products, etc.) already populated in the training environment
10:00 a.m.	10:30 a.m.	3	SPM Administrator – The Home Page
			Learning Objectives <ul style="list-style-type: none"> • Examine the use of the different panels of the Home Page • Review the Admin and Tools menus • Understand the various Admin access levels to the Home Page
Morning Break			

10:45 a.m.	11:00 a.m.	3	SPM Administrator – The Home Page (continued)
11:00 a.m.	12:00 p.m.	4	SPM Administrator – The Configure Module
			Learning Objectives <ul style="list-style-type: none"> • Define basic table concepts • View and filter table data • Add/edit/modify records within a table • Import data into a table • View table structure (columns) • View system items that use a particular table • Transpose data within a table column • Clear a table of all data • Discuss the concept of a History table • Understand the various Admin access levels to Configure
Lunch Break			
1:00 p.m.	2:00 p.m.	5	SPM Administrator – The Plan Manger Module
			Learning Objectives <ul style="list-style-type: none"> • View tables in a folder tree structure • Edit data within a table • Define the Accounts table • Edit an existing calendar • Create a new calendar • Explain Payee Groups • Create a Payee Group • Understand the various Admin access levels to Plan Manager
Afternoon Break			
2:15 p.m.	3:00 p.m.	6	SPM Administrator – The Composer Module
			Learning Objectives <ul style="list-style-type: none"> • Preview calculation results • Copy a calculation tree • Explain the 5 steps for creating a calculation • Explain add rows vs. add columns • Understand the various Admin access levels to Composer
3:00 p.m.	3:15 p.m.	7	SPM Administrator – The Calculate Module
			Learning Objectives <ul style="list-style-type: none"> • Review Calculate options • Execute a Calculate • Understand the various Admin access levels to Calculate

3:15 p.m.	4:00 p.m.	8	SPM Administrator – The Workflow Module
			Learning Objectives <ul style="list-style-type: none"> • Define Workflow groups • Edit the members of a Workflow group • Explain Workflow trees • Create a new Workflow tree • Assign trees to reports • Start a Signoff process • View inquiries • Create inquiry categories • Understand the various Admin access levels to Workflow
4:00 p.m.	5:00 p.m.	8	Q&A
			<ul style="list-style-type: none"> • Student directed

Day 2

Start Time	End Time	Module #	Module Title
9:00 a.m.	9:30 a.m.	9	SPM Administrator – The Scheduler Module
			Learning Objectives <ul style="list-style-type: none"> • Run a process • Create a new process • Discuss items that can be scheduled • Understand the various Admin access levels to Scheduler

9:30 a.m.	10:15 p.m.	10	SPM Administrator – The Task Manager Module Learning Objectives <ul style="list-style-type: none"> • Explain the Task Manager process • Create a group • Apply a rule to a group • Define the 8 rules in Task Manager • Activate Alerts • Generate a Task List • Run/dismiss/defer tasks • Understand the various Admin access levels to Task Manager
10:15 a.m.	10:30 a.m.	11	SPM Administrator – The Audit Log Module Learning Objectives <ul style="list-style-type: none"> • View the Audit Log • Filter the Audit Log • Trace an event • Clean up the Audit Log • Export the Audit Log • Understand the various Admin access levels to the Audit Log
Morning Break			
10:45 a.m.	11:00 a.m.	12	SPM Administrator – The Payee Ledger Module Learning Objectives <ul style="list-style-type: none"> • View Compensation Plans and Tailored Reports • Export/Publish Plans and Reports • Understand the various Admin access levels to Payee Ledger
11:00 a.m.	11:30 p.m.	14	SPM Administrator – The Web Forms, Standard and Dashboard Reports Modules Learning Objectives <ul style="list-style-type: none"> • Understand when a Web Form would be used • View a Standard Report • Explain how Standard Reports become available • View a Dashboard • Explain the correlation to the Dashboard Module and Dashboards on the Home Page • Understand the various Admin access levels to Web Forms, Standard Reports and Dashboards

11:30 a.m.	12:00 p.m.	15	SPM Administrator – Scenarios
			Learning Objectives <ul style="list-style-type: none"> • Create a new scenario • Add/edit/delete data in a scenario • Compare scenario results to actuals in Payee Ledger • Promote scenario data • Understand the various Admin access levels to Scenarios
Lunch Break			
1:00 p.m.	1:20 p.m.	16	SPM Administrator – Locking Periods and Adjustments
			Learning Objectives <ul style="list-style-type: none"> • Lock a period • Create an adjustment • View adjustment results • Allocate an adjustment • Understand the various Admin access levels to Locking Periods and Adjustments
1:20 p.m.	4:00 p.m.	17	SPM Administrator – Putting it all together – Lab Exercise
			Learning Objectives <ul style="list-style-type: none"> • Add a new payee to the system, including Payee table, Task Manager and Workflow groups • Automate adding a new payee to appropriate groups • Create a new admin role and user • Modify a Compensation Plan for use in the new year • Follow the process from Importing Table Data to viewing results in Payee Ledger
4:00 p.m.	5:00 p.m.	18	SPM Administrator – Wrap Up, Q&A

Contact Varicent Educational Services

If you have any questions or would like to register for a Varicent Training course, please contact Educational Services at **416-642-9665** or **training@varicent.com**.