



INTERPRET SYSTEM OPTIONS

Before You Begin

Ensure that you have read and understood the resources within the **Interpret System Options** Sub Process before completing this exercise.
If there is a Knowledge Assessment for this Task, it should also be completed prior to beginning this exercise.



Modifying System Options will affect the entire system. For this reason, this functionality is reserved for a System Owner. **DO NOT** complete this exercise unless you are in a training environment, with the exercise being completed with the class as a whole.

Learning Exercise

- 1 The employees in the company are consistently losing their passwords, and do not know who to contact. Add the phone number of TRACCESS Administrator to the login screen.
- 2 The default session timeout seems much too long. Change this value to 15 minutes.
- 3 While configuring your system, the TRACCESS Today page is always coming up first. It is getting annoying. Change the first page to the TRACCESS Main page.
- 4 Change the warning period for a Task about to elapse to 15 days.
- 5 You are in a primarily Spanish environment. Navigate to where you would change your language precedence to be Spanish first.
Please Note: This step is for demonstration purposes only, and may not be possible if only one language is in use.
- 6 Your company has made a decision that more than one Final Assessment cannot be taken during the course of a single day. Set the number of hours between failed final test attempts to satisfy this requirement.
- 7 Every Learner in the company seems to be fascinated with Self Qualification Reports, but is generating far too many each. Limit the number of reports per person to 3.
- 8 You have yet to decide what would be important links to include in the Quick Links page. Disable the Quick Links from the TRACCESS Today page.

Feedback & Evaluation

When you have completed this exercise, request a Capability Assessment from your supervisor. Your supervisor will contact you regarding scheduling of the Capability Assessment.