

Certified Unanet AE Administrator Assessment Guide



This assessment guide is intended to provide you with an overview of the format and content of the certification exam. In this guide, you will find a list of categories and topics with their weight distribution, as well as suggested resources to prepare for the exam.

EXAM BLUEPRINT

- The exam consists of 50 multiple choice questions.
- This is a timed 75-minute exam.
- The minimum passing score for the exam is 80%.
- You will be given one attempt to pass the exam; if you do not pass, you will need to complete the recommended training listed below before attempting the exam again.
- The exam questions will include the categories and topics listed below and are weighted as shown:

	CATEGORY	WEIGHT	
Permissions	<ul style="list-style-type: none"> Setting up User and Group permissions Managing passwords Assigning Document Manager permissions Assigning Navigator Query permissions 	<ul style="list-style-type: none"> Setting up permissions for Project Management applets Granting Project access to PMs Creating Project Roles Creating Resource Groups 	20%
Time and Expense	<ul style="list-style-type: none"> Creating Timesheet Groups Creating Time and Expense Templates Setting up Holiday Calendars Creating Expense Codes 	<ul style="list-style-type: none"> Creating Expense Units Creating Labor Codes/Groups Creating Job Titles 	18%
Benefits	<ul style="list-style-type: none"> Setting up Benefits 	<ul style="list-style-type: none"> Creating Accrual Schedules 	5%
Project Administration	<ul style="list-style-type: none"> Creating Rate Schedules 	<ul style="list-style-type: none"> Creating WBS Templates 	5%
Reporting	<ul style="list-style-type: none"> Managing reports Granting access to Reporting applets Creating and editing Report Builder Reports 	<ul style="list-style-type: none"> Running Queries Using QueryBuilder Building Financial Statements Building Invoice Designs 	22%
Dashboards	<ul style="list-style-type: none"> Working with Dashboard Groups Deploying Dashboards 	<ul style="list-style-type: none"> Customizing Dashboard Layouts 	8%
Analytic Dashboards	<ul style="list-style-type: none"> Components associated with Analytic Dashboards Assigning Applet permissions for working with Analytic Dashboards 	<ul style="list-style-type: none"> Downloading an Analytic Model from Marketplace Using the Analytic Dashboard Designer tool Granting permissions to an analytic dashboard 	14%
Customizations	<ul style="list-style-type: none"> Working with Column Chooser Creating User Defined Fields (UDFs) 	<ul style="list-style-type: none"> Using Layout Manager 	8%

EXAM PREPARATION

The exam is based on the training content listed below. While it is optional, we recommend you complete the following courses before attempting the exam.

Instructor-Led Training or Self-directed Learning	
Unanet AE	<ul style="list-style-type: none">Administering the System (SDL)

RESOURCE DOCUMENTS

As an alternative to our training content, you may also review the exam topics in our Help documentation and Support Portal.

RESOURCE DOCUMENTS		
Support Portal	<ul style="list-style-type: none">User PermissionsGroup PermissionsPassword ManagementList Management	<ul style="list-style-type: none">Document ManagerSpecial RightsProject RolesResource Groups
	<ul style="list-style-type: none">Timesheet GroupsHoliday CalendarsTime and ExpenseTemplates	<ul style="list-style-type: none">Expense CodesUnit BillingLabor CodesJob Titles
	<ul style="list-style-type: none">Reporting AppletsReport ManagementPM Report DesignerCustom ReportsReportBuilderClient Queries	<ul style="list-style-type: none">Vendor QueriesProject QueriesEmployee QueriesQuery BuilderFinancial Statement DsgInvoice Design
	<ul style="list-style-type: none">Dashboard GroupsConfigure DashboardsAnalytic Dashboards	<ul style="list-style-type: none">Marketplace PurchasesAnalytic Dashboard Designer
	<ul style="list-style-type: none">Column ChooserUDF Designer	<ul style="list-style-type: none">UDF TableLayout Manager

RESOURCE DOCUMENTS

Help

- InFocus Modules and Applets → Human Resources → Employee
 - InFocus Modules and Applets → Administration → Permissions
 - InFocus Modules and Applets → Utilities → Document Manager
 - InFocus Modules and Applets → Utilities → Navigator Queries
 - InFocus Modules and Applets → Administration → List Management
 - InFocus Modules and Applets → Project Management → Resource Groups
- InFocus Modules and Applets → Human Resources → Employees → Timesheet Groups
 - InFocus Modules and Applets → Human Resources → Holiday Calendars
 - InFocus Modules and Applets → Human Resources → Time & Expense Templates
 - InFocus Modules and Applets → Project Administration → Expense Codes
 - InFocus Modules and Applets → Project Administration → Expense Groups
 - InFocus Modules and Applets → Project Administration → Labor Codes
 - InFocus Modules and Applets → Project Administration → Labor Code Groups
 - InFocus Modules and Applets → Human Resources → Job Titles
- InFocus Modules and Applets → Human Resources → Benefit Accrual
 - InFocus Modules and Applets → Project Administration → Rate Schedules
 - InFocus Modules and Applets → Project Administration → WBS Templates
- InFocus Modules and Applets → Utilities → Report Management
 - InFocus Modules and Applets → Utilities → PM Report Designer
 - InFocus Modules and Applets → Utilities → Custom Reports
 - InFocus Modules and Applets → Accounts Receivable → Client Queries
 - InFocus Modules and Applets → Accounts Payable → Vendor Queries
 - InFocus Modules and Applets → Project Management → Project Queries
 - InFocus Modules and Applets → Human Resources → Employee Queries
 - InFocus Modules and Applets → Utilities → Query Builder
 - InFocus Modules and Applets → Utilities → SQL Query
 - InFocus Modules and Applets → Utilities → Financial Statement Dsg
 - InFocus Modules and Applets → Utilities → Invoice Design
- InFocus Modules and Applets → Utilities → Dashboard Groups
 - InFocus Modules and Applets → Utilities → Marketplace Purchases
 - InFocus Modules and Applets → Utilities → Analytic Dashboard Designer
- InFocus Modules and Applets → Project Management → Project Planning → Column Chooser
 - InFocus Modules and Applets → Administration → UDF Designer
 - InFocus Modules and Applets → Administration → UDF Table Designer
 - InFocus Modules and Applets → Utilities → Layout Manager

Please direct questions or comments regarding this and other Unanet University content to VirtualUU@unanet.com.