



NETSUITE CERTIFICATION: ADMINISTRATOR EXAM PREPARATION

Course Description

The **NetSuite Certification: Administrator Exam Preparation** course is designed to help you assess your readiness to become a NetSuite Certified Administrator.

The course guides you through key subject areas and use cases, helping you review NetSuite features and capabilities. You begin by studying key setup tasks, examining users, roles and permissions, and performing common application customizations. You then focus on platform capabilities such as reporting, searching and process automation. Throughout the course, you review key subject areas and use cases while answering questions about NetSuite features and capabilities.

This course provides lecture, study materials and hands-on exercises to be completed in a NetSuite demo account to help you prepare for the NetSuite Administrator Certification exam.

Prerequisite Courses

- NetSuite Essentials
- SuiteAnalytics: Reports and Searches
- SuiteAnalytics: Advanced Searches
- SuiteCloud: Exploring the NetSuite Platform
- SuiteFlow: Workflow Fundamentals

Who Should Attend

Administrators, consultants or business analysts who want to become NetSuite Certified Administrators.

Prerequisites

Participants should complete the NetSuite recommended training courses prior to this course to ensure they have the necessary product knowledge.

The ideal candidate has one year of experience configuring and managing a robust NetSuite implementation. The

candidate can perform the day-to-day tasks of managing the application to meet the company's needs. Their role is to support users and they have an understanding of the standard business processes, standard accounting practices, advanced features, options and capabilities of the product.

Completing this preparation course does not guarantee that participants will pass the certification exams. For more information about required skill levels, recommended courses and the certification exams, visit the [NetSuite Certification Program](#) page.

Course Topics

- Setup tasks
- Roles, permissions and audit
- Custom forms
- Custom records
- Advanced Search capabilities
- Formulas in Search
- Dashboards
- CSV data import
- Workflow process automation
- Intranet

Agenda

- [Account Settings and Notifications:](#)
 - Identify linkage between Enable Features and Preferences.
 - Identify how to view or change system alert email notifications.

SuiteAnswers

Get answers to your support and training related questions:

- Go to Training Videos to find related self-paced training.
- Take New Feature Training to learn about the latest NetSuite release.

- [Data Import:](#)
 - Determine the proper use of advanced options in CSV Import and SuiteCloud Plus.
 - Identify impact of changing field values on reporting and understand data integrity.
- [Form Customization:](#)
 - Recognize use-cases driving form selection.
 - Compare the considerations when setting field options at the field level vs. at the form level.
 - Identify implications of various methods of restricting users to a particular custom form.
 - Identify functionality of custom form layout and printing functionality.
- [Custom Records:](#)
 - Compare differences between setting "Record is Parent" vs. publishing a sublist search.
 - Identify when to use a custom record over a custom list.

- Given a use case, select appropriate attributes when defining a custom record type.
- Identify considerations and impact of creating online forms.
- **Managing Roles:**
 - Recognize best practices around the use of the Administrator Role.
 - Identify how role options affect the records, searches and forms to which a user will have access.
 - Identify steps and benefits of accessing the NetSuite Support.
- **Advanced Saved Search Functions:**
 - Recognize which record to use as the basis of a search to yield a desired result.
 - Identify the options in defining advanced saved searches to obtain the described results.
- **Data Security for Administrators:**
 - Identify methods for controlling access to File Cabinet.
 - Identify the strategies to manage data security risks when an employee leaves.
 - Determine the best method to monitor saved search usage and access.

Live Training Webinars

Participate in free webinars to get practical tips and tricks for using NetSuite better:

- Go to suitetraining.com > Webinars and Events to view the schedule and register for an event.

- **Dashboards:**
 - Identify the advantages of various methods of publishing or updating dashboards.
- **SuiteFlow Overview:**
 - Identify scenarios where SuiteFlow can be used to solve a user requirement.
- **Publishing an Intranet:**
 - Identify capabilities of SiteBuilder for managing an intranet.
- **Taking the Certification Exam:**
 - Registration, testing location options, what to expect
 - Sample questions

NetSuite reserves the right to adjust the stated course content to reflect changes to the NetSuite application and to meet the expressed needs of course attendees.

Features and functions covered in this course might not reflect those in your purchased NetSuite account.

