Sage X3

System Administrator Application Specialist - Study Guide

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Purpose of this Guide

The Sage X3 Administrator Application Specialis is available to System Administrators who are responsible for the system administration of the Sage X3 solution. The corresponding assessment tests your knowledge and responsible for setting up and defining security as well as processing administrative tasks such as working with patches, storage document controls, and understanding workflow rules and notifications.

This guide is designed to prepare you to sit the Sage X3 System Administrator Application Specialist assessment. This guide provides information about the recommended training, resources available, and areas of study to help you achieve a passing score. It is highly recommended you complete the recommended training and self-study to maximize your chance of passing the assessment.

About the Assessment

Question	Answer
How many questions will be asked in the assessment?	• 50 questions
What is the question formatting on this assessment?	• Multiple choice/single-select • Yes/No • True/False
How much time do I get to complete the assessment?	• 110 minutes (1 hour and 50 minutes) which is an average of 2.2 minutes per question
What is a passing score?	• 80%
How many attempts do I get?	• 2 per assessment
How long is the assessment available to me?	• 30 days from the date of registration
What tools or documents can I use during the assessment?	• Sage X3 solution • Training curriculum including the Upgrade Tools eLearning • **Special Note**: Sage University only allows 1 tab or window to be open at a time, so while in the assessment, do not navigate to other areas of Sage U or open it in another tab or window.

Assessment areas of study

Administration	20%
Personalization Management (Common Tools & Security and System Administration)	
Setting up Global Users (Security and System Administration)	
Endpoint User Access lesson (Security and System Administration)	
Defining the Main Page Characteristics (Security and System Administration)	
Setting up Teams for Document Control (Security and System Administration)	
Setting up Roles (Security and System Administration)	
Working with Servers and Endpoints (Security and System Administration)	
Setting up Security Profiles (Security and System Administration)	
Understanding User Concepts (Security and System Administration)	
Understanding User Authentication (Security and System Administration)	
Defining Regional Preferences (Security and System Administration)	
Setting up X3 Storage Areas (Security and System Administration)	
Defining Proxy Configuration (Security and System Administration)	
Defining Global Settings (Security and System Administration)	
Viewing and Creating Certificates (Security and System Administration)	
Using the Configuration Console (Security and System Administration)	
Batch Server	**8%**
Working with the Batch Server Lesson (Security and System Administration)	
Usage	**4%**
Default values (Security and System Administration)	
Working with Business Statistics Lesson (Security and System Administration)	
Record Locking (Security and System Administration)	
Personalizing the Vocabulary (Security and System Administration)	
Users & Security	**16%**
Assigning Row Level Permissions to Users (Security and System Administration)	
Creating and Assigning Access Codes (Security and System Administration)	
Setting up User Function Profiles (Security and System Administration)	
Setting up Endpoint Users (Security and System Administration)	
Setting up Menu Profiles (Security and System Administration)	

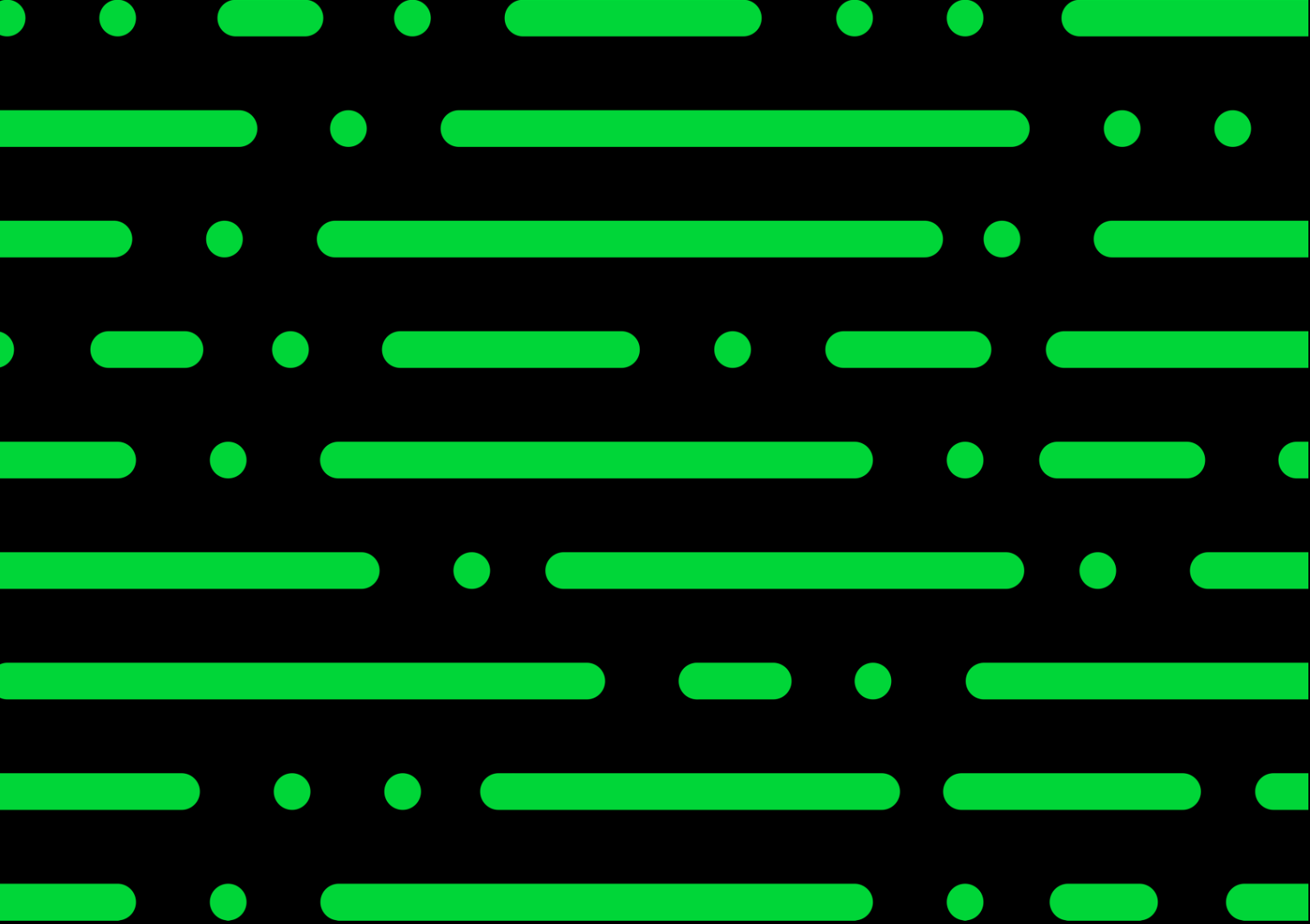|	
Utilities	**4%**
Patching Lesson (Security and System Administration)	
PatchFinder (*Upgrade Tools eLearning)	
Using the Update Utility (Security and System Administration)	
Dictionary Validation (Security and System Administration)	
Monitoring Open Sessions & Processes (Security and System Administration)	
General Parameters & Activity Codes	**8%**
General Parameters Lesson (Common Tools)	
Activity Codes Lesson (Common Tools)	
Working with Activity Codes (Security and System Administration)	
Personalizing	**10%**
Visual Processes (Working with Visual Processes eLearning course)	
Customizing (Security and System Administration & *Customizing Sage X3 Screens eLearning course)	
Personalizing Landing Pages (Common Tools)	
Formulas	**10%**
Formulas Lesson (Common Tools)	
Importing & Exporting	**4%**
Importing & Exporting Data Lesson (Common Tools)	
Additional Functions	**8%**
Local Menus & Miscellaneous Tables (Common Tools)	
Using the Selection Option (Common Tools)	
Sequence Numbers Lesson (Common Tools)	
User-Defined Queries/Requesters Lesson (Common Tools)	
Upgrade Tools	**8%**
*Upgrade Tools eLearning	

***Note**: The eLearning course are automatically added to your transcript once you have completed the Security & System Administration ILT course.

Assessment checklist

Before taking the assessment, it is important you take time to prepare and study. To aid you in the preparation and study process, it is recommended you complete the following steps:

- Review the assessment content information provided above to understand the areas assessed.

- Complete the recommended training on SageU for the System Administrator Role. For more information on the recommended training, refer to the Customer Learning Catalog on the role-based training page.

- Review and study any training curricula provided by attending training, including any eLearning courses assigned.

- Review online help files in Sage X3 and the Sage Knowledgebase. The major areas of study are listed in the section below.

- Use your Sage X3 solution to practice what you learned in training.

- Register for and sit the **Sage X3 System Administrator Application Specialist Sample Assessment**. The sample assessment is made up of 10 questions and there is only one attempt available. The sample assessment will give you an overview of how to register for the assessment, start the assessment, answer questions, and submit. Since there are limited questions, it will not indicate preparedness of knowledge.

- When ready to sit the Sage X3 System Administrator Application Specialist assessment, register through SageU. You will have two attempts at the assessment which will expire 30 days from registration.

- Set aside at least a 2 hour block of time in your calendar to sit the assessment.

- On assessment day, ensure you are in a quiet area with no distractions and have a reliable internet connection.

- Open any course ebooks prior to starting the assessment, as you cannot switch tabs in Sage U during the assessment.

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