HSU Course Outline

HSFIS System Administration Course

HSFISMGT43v.1

2 Days

Description

This in-depth two-day course is specifically designed for staff that will setup and manage the HSFIS system. This course will help data managers understand and provide hands-on experience managing and correctly setting up the HSFIS database. It will consist of two days of hands-on training to help users become more technical efficient using HSFIS. Users will learn how to maintain the system and how to identify error messages and how to correct problems.

Prerequisites

- Head Start Knowledge
- Database Management experience
- HSFIS Basic/Advanced

Who Should Take This Course?

Staff that has used the system for 6 months or more should attend this course. Network administration, system managers and data managers should also attend.

Objectives

- ✓ Installing and Setting up HSFIS Central, Sub-Central, Remote and Workstation
- ✓ Using HSFIS Management tools: i.e. Database Doctor and Database Re-indexing
- ✓ Setting up HSFIS System and configurations
- ✓ Customizing HSFIS: Picklists, USDA, CDC schedules
- ✓ Set up user accounts and access rights in HSFIS
- ✓ Managing Updates in HSFIS
- ✓ Understand PIR Mandates of HSFIS
- ✓ Learn how to manage errors and problems with HSFIS software.

Outline

Day 1

Overview of HSFIS capability
HSFIS Configurations and your systems
  Memory Checks
  Hard Drive Capability
  Software Installation Issues
Knowing the Requirement
  Ensuring system requirements are met
  Add on Products
  Conflicts with other products
HSFIS Installation
  Central System
  Sub-Central System
  Remote Systems
  Workstations
HSFIS System Browser
  System Utilities
    Database Doctor
    Database Re-index
    Database Download
    Database Upload
    Database Backup
    Database Recovery
  System Setup in HSFIS
    No Class Days
    User Preference
    System Setup Menu
    Location Tab
    Year/Session Tab
  PIR & HSFIS
    PIR mandates
    Fields need for PIR

Day 2

Customization of HSFIS
  Multi-funded/ Wraparounds Programs (Federal, State, local, etc) in HSFIS

- Picklist Maintenance
- Special Picklist
- Entering new CDC schedules
- Entering new Poverty Guidelines
- Entering new USDA re-imbursement totals
- Setting up transportation reports

Database Integrity
- Using Access to view database
- Data Doctor
- Data Re-indexing
- Repairing Database
- Lost Data Issues
- Corrupt Databases

Users & Securities
- Passwords
- Logins
- Access Levels
- Determining staff levels access

Common Errors & Problems
- Common Error messages
    - Lock Out files (*.lck)
    - Max Files Handles
    - BDE Configurations
- Codes Identification
- Getting Help & Technical Support