

# Transportation Management Administrator Course

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## Course Synopsis

The Administrator Course is a 3-day course that provides the foundation learning opportunity in the setup of GTN-TMS. Students will gain instruction and hands-on experience in the key settings of the application and the functions that support their company's user community as administrators of the system.

## Who Should Attend?

This course is designed for those users of the TMS who are the designated system administrator for their organization. Implementation project leaders and integration managers may also benefit from this course. Super users who will support a particular transportation function within the TMS would also benefit from this course.

## Prerequisites

We strongly recommend that attendees have previously attended the TMS Fundamentals functional foundation course or have at least one year of broad user experience within the GTN-TMS application.

## Learning Objectives

After attending this class, students should be able to:

- Create New Users and support changes to user requirements
- Support setup of Advisor communication tools and train users on maintaining their own settings
- Support the shipper organization in setting Master Data
- Support the administration of the order, shipment and load entities within the TMS
- Assist in diagnosing and troubleshooting user issues utilizing tips and recommendations provided in the class
- Understand the tools supporting integrations and the various integration options available
- Manage Master Data settings as business requirements change
- Understand the administrative functions that support each of the process functions within the TMS
- Understand the relationship between administrative settings and the functional areas they impact

## Course Agenda

- User Management
- Advisor Management
- Master Data Management
- Integrations Management
- Order Management
- Geography Management
- Supporting Planning Functions
- Support Execution Functions
- Supporting Settlement Functions
- Reporting Management

## Cost

\$3600 (includes lunch when course meets for full days, and your Student course book)

## What to bring

- Students are responsible to bring their own laptops and writing materials. To understand the system minimum requirements for your laptop read the document "PC Technical Requirements for Training Environment" on our training website or search "System Requirements" in the Knowledge Library available from the TMS (Answer ID 4660).
- Our training rooms are "cold" to some and "warm" to others. We recommend you dress in layers.

**For More Information email** [BluJayU@BluJaySolutions.com](mailto:BluJayU@BluJaySolutions.com)

**Enroll at** [www.BluJaySolutions.com/Training](http://www.BluJaySolutions.com/Training)