

Olivia Academy

User manual

Business Central: V.20.0.0.0

Version application: V.20.0.0.0

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1. Introduction

Access more than 120 videos of the functionality of Microsoft Dynamics 365 Business Central directly in the Microsoft ERP for SMEs.

You will be able to consult the videos corresponding to each area or process directly in the menu that you are carrying out, without having to open other applications or services.

Currently, these videos can be found on YouTube and Vimeo on our Olivia Express channel. We regularly update and expand the videos to cover more features.

In Olivia Academy you will find videos of the following areas:

- Sales
- Shopping
- Products
- Finance
- Treasury
- Management
- Projects
- HR
- Inventory
- Security

Take the opportunity to train or retrain your users remotely thanks to the application.

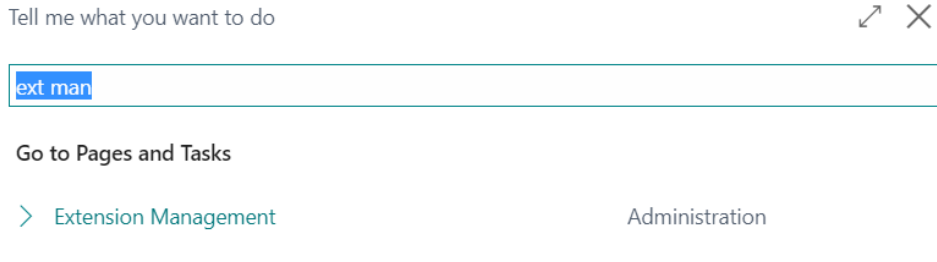
2. Installation, configuration, automatic updates

Installation

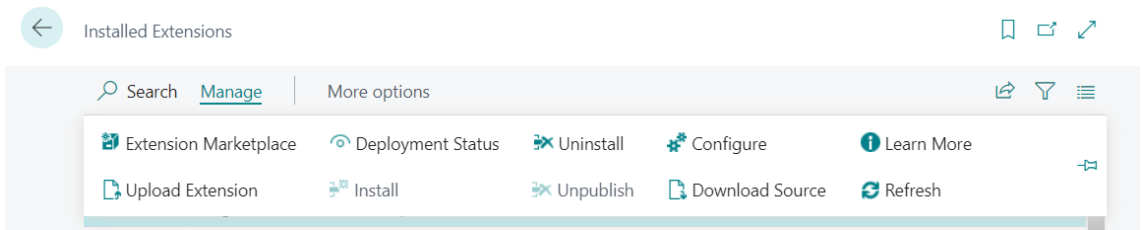
- Click on the search option in the top right menu of our Business Central.



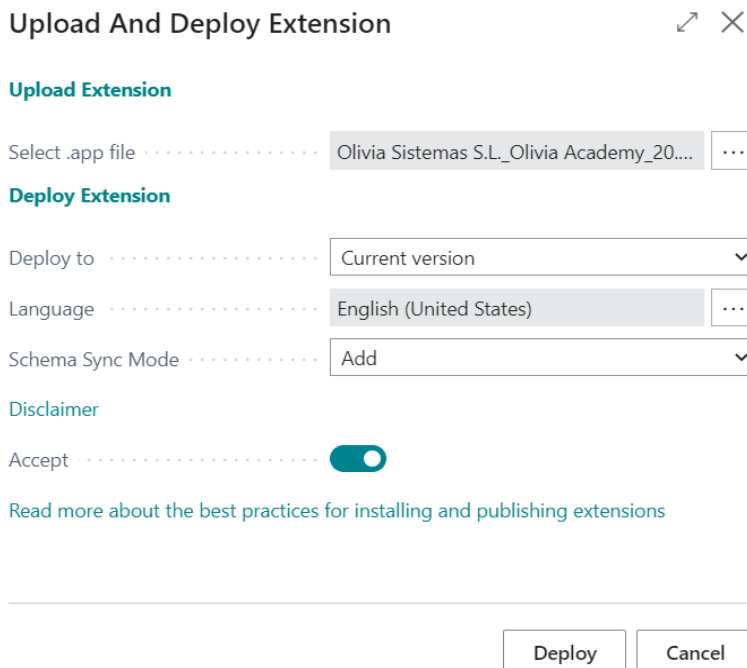
- Find the “Extension Management” page.



- We select the option Manage > upload extension

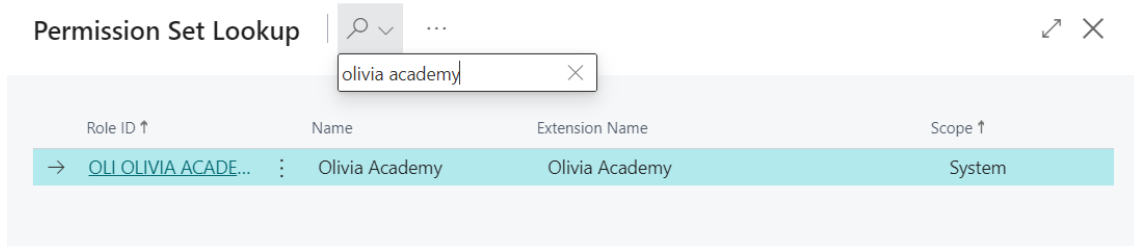


- In the option “Select .app file” we choose the .app file.
- We select in which version we want to implement it, the language and the synchronization mode.
- Activate the “Accept” button and click on “Deploy”.

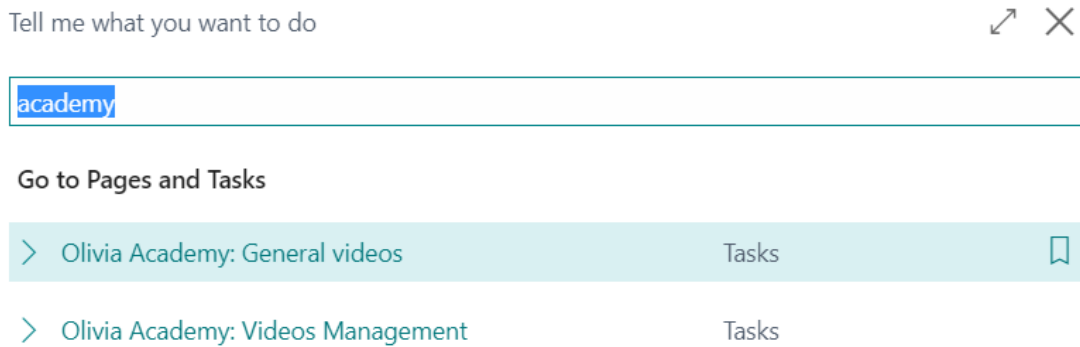


Configuration

Once the extension is installed, it is necessary to assign the Olivia Academy permission set to the corresponding users.

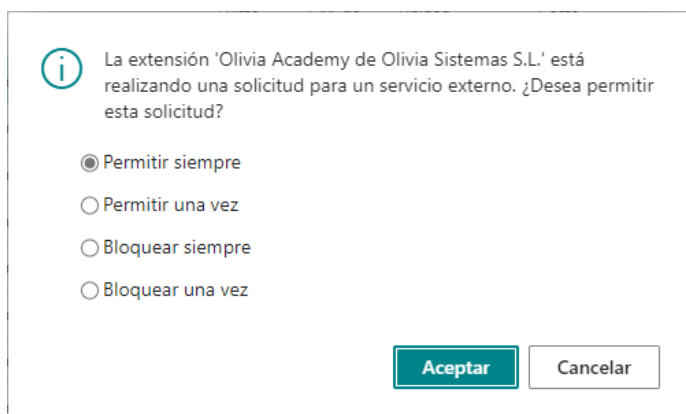


Next, if we search for “Academy” in the Business Central search engine, we can access the page for “Olivia Academy: Video Management”:



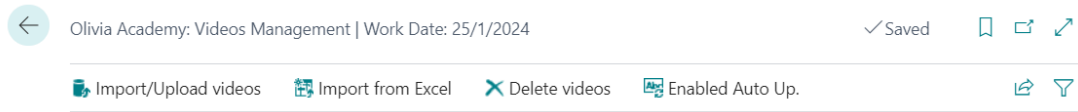
It is necessary to import the list of videos to be able to view them later in the system. An automatic import / update of the videos can be done, without the need for the user to do any intervention, just by clicking on the “Import/Update” button.

When clicking on the “Import/Update” button for the first time, a pop-up window like the following will appear:



We will click on the first option, as this request is required to download the Olivia Academy video playlist.

Then we apply the video package to complete the process.



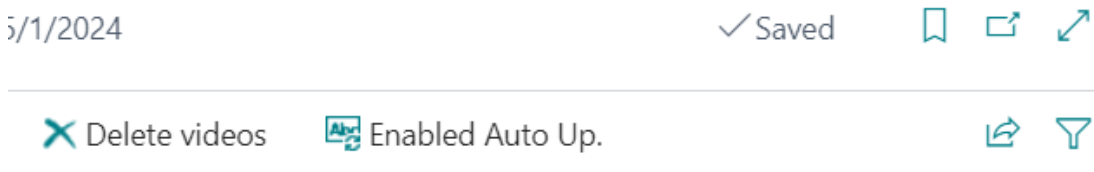
Once the list of videos is downloaded, it will not be necessary to perform this action again.

The external service is a repository owned by Olivia Sistemas S.L.

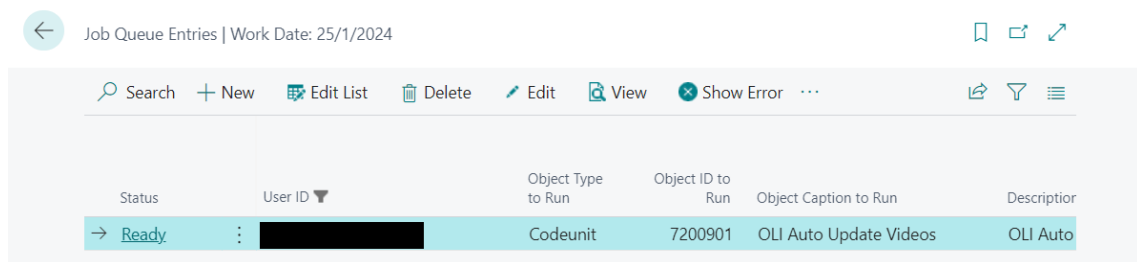
You can also manually import the videos using an Excel file as a second alternative, from the "Import from Excel" button, in case you cannot import videos from the external source of Olivia Sistemas S.L.

Automatic Updates

It is possible to activate automatic updates from the following button:



By pressing it and accepting the confirmation message, the system will create a project queue movement that will be executed on the most immediate available date.



The video update is daily by default, but the period can be modified according to the needs that may appear.

Important: Do not modify the value of the next field in the project queue entry, otherwise automatic updates will not work correctly:

Parameter String Olivia_Academy_Update_Videos

It is possible to disable automatic updates using the following button, available if they have been previously activated:



Pressing it will remove the queue movement from Projects.

3. Usage

The Olivia Academy extension adds on multiple pages, a group of fields called “Olivia Academy” and a button called “Video List”. This button gives access to a list of videos with explanations on processes related to the page entity and more generic topics on Business Central functionalities.

We will be able to observe how two tours appear on the main page of Business Central if the tours are enabled:

Olivia Academy: Tour

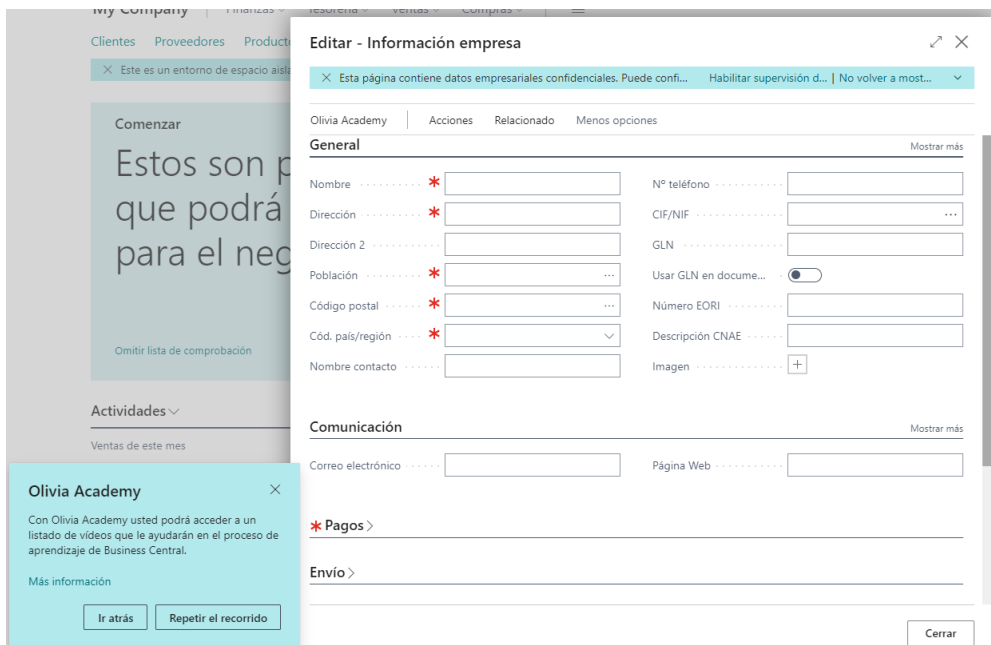
Olivia Academy: General videos



3.1. Olivia Academy: Tour

If we follow this tour, it takes us to a small tutorial on how we can find the “Olivia Academy” button.

In this tutorial we will be able to see a small explanatory message in the lower left part of the screen.



Next, it will indicate the button that we have to click to see the list of videos.

Información empresa

Esta página contiene datos empresariales confidenciales. Puede confi... | Habilitar supervisión d... | No volver a most... ▾

Acciones Relacionado

Olivia Academy

Lista de videos [Pulse aquí para acceder a la lista de videos -->](#) ⋮

Olivia Academy ✕

Al hacer clic en el siguiente botón, podrá visualizar un listado de videos de ayuda relacionados con el contenido que está visualizando.

[Muestra sugerencias acerca de este tipo de página.](#)

1 de 1 Entiendo

General

Nombre	CRONUS ES	Clasificación	
Dirección	Avenida Aragón, 5	GL	
Dirección 2	Centro Negocios	Us	
Población	Madrid	N	
Código postal	28023	Descripción CNAE	Distribución muebles
Cód. país/región	ES	Imagen	
Nombre contacto	Iker Tirado		

Once we have clicked on the button, a page will open with the list of related videos.

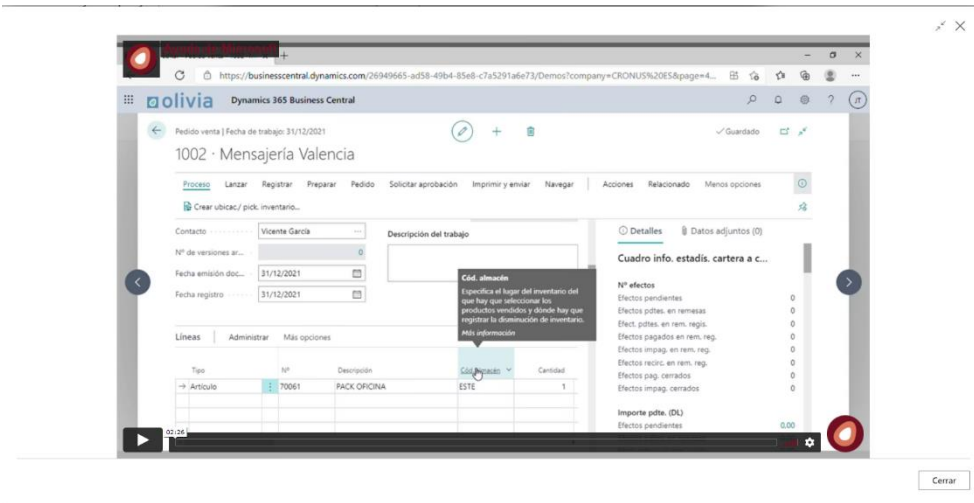
Vista - Olivia Academy: Lista de videos

Buscar

Título	URL
Ayuda de Microsoft	Ver Video
Configuración de la información de empresa	Ver Video
Configuración en Exchange para habilitar el registro de correos electrónicos en...	Ver Video
Estructura área de trabajo	Ver Video
Estructura de datos en fichas	Ver Video
Estructura ficha de datos	Ver Video
Exportar a excel	Ver Video
Generar filtros	Ver Video
Guardar vistas filtradas	Ver Video
Modelo 347	Ver Video
Modelo 349	Ver Video
Personalización de páginas	Ver Video
Primeros pasos con el canal de Teams	Ver Video
Teclas rápidas y atajos	Ver Video

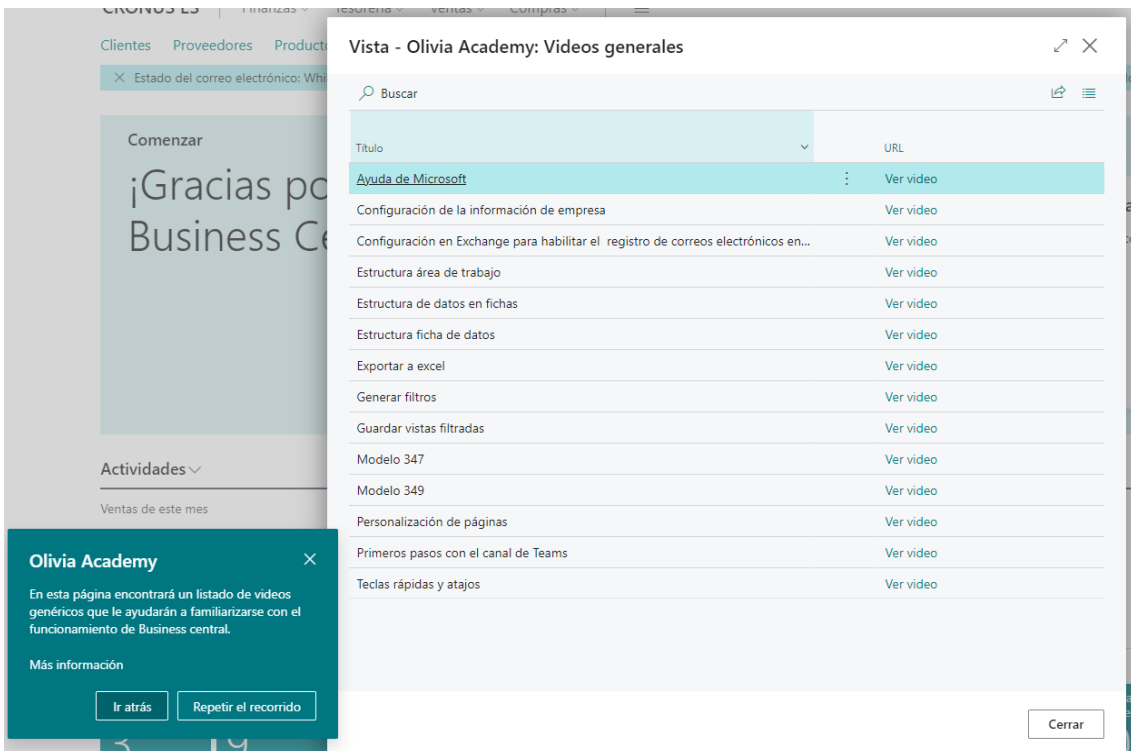
Cerrar

If we click on the “Watch video” link, a new page will be displayed with the chosen video player.

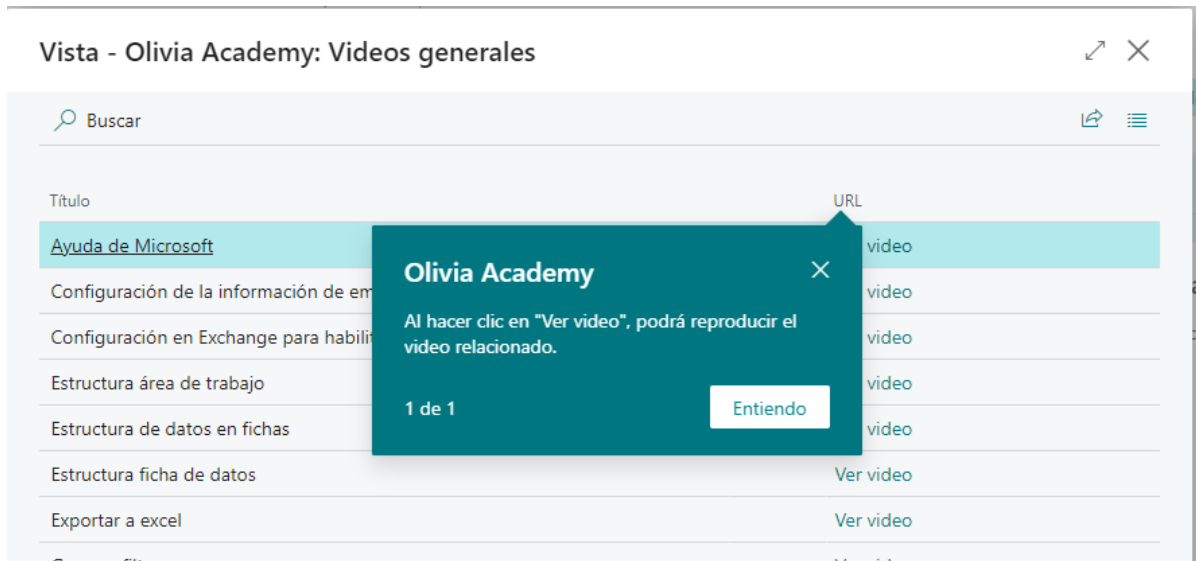


3.2. Olivia Academy: General videos

If we follow this tour, it will guide us to a small tutorial on how we can visualize the list of generic Olivia Academy videos. In this tutorial we will be able to see a small explanatory message in the lower left part of the screen.



It will tell us that if we click on the "Watch video" link we can play it.



The screenshot shows a web application interface titled "Vista - Olivia Academy: Videos generales". It features a search bar labeled "Buscar" and a table with two columns: "Título" and "URL". The table contains several rows, with the first row highlighted in light blue. A tooltip is displayed over the first row, containing the text "Olivia Academy", "Al hacer clic en 'Ver video', podrá reproducir el video relacionado.", and "1 de 1". A button labeled "Entiendo" is located at the bottom right of the tooltip.

Título	URL
Ayuda de Microsoft	video
Configuración de la información de em	video
Configuración en Exchange para habilit	video
Estructura área de trabajo	video
Estructura de datos en fichas	video
Estructura ficha de datos	Ver video
Exportar a excel	Ver video