

## Training Agenda for ApeosWare My Document Portal

*Objectives: To demonstrate the use and setting of ApeosWare My Document Portal (Admin Level)*

Approximate 2 Hour (Depends on features that user can use in AMDP)

- Introduction to AMDP
- Login to AMDP as Administrator
- System Setting
  - Add Device
  - Default Scan Option
  - Company Logo and Corporate Message
- User Setting
  - Create and Edit User Group
  - Create and Edit User Account
  - Define and Apply User Right
- My Doc\*
  - Create Public Folder
- My Address\*
  - Create Public Address for My Scan
- Basic Operation of AMDP (User Level)\*
  - My Folder
  - My FTP
  - My E-Mail
  - My Fax
  - Change Scan Option
  - Scan document to My Doc
  - Retrieve document in My Doc

*\* Optional Content: Depends on features that user can use in AMPD. It is advised to communicate with trainer in prior to the training about contents that needed to be cover.*