

Training Agenda for ApeosWare EasyAdmin/ AWEA Monitor & Report*

Objectives: To demonstrate the use of ApeosWare EasyAdmin and AWEA Monitor & Report*
Venue: Fuji Xerox Hong Kong, Cityplaza Training Centre
Duration: 3 Hour
Trainer: Fuji Xerox Hong Kong Customer Training Officer
Participants: Admin and IT staff members for the above products newly installed*

ApeosWare EasyAdmin (Approximate 1.5 Hour):

- Introduction to EasyAdmin
- Operation and Management
 - Start Run and Exit
 - Search and Add device information as service
 - Create and Edit Auditron account
 - Create Mailbox
 - Create Address Book

AWEA Monitor & Report (Approximate 1.5 Hour):

- Operational Level
 - Meter Reading
 - Update and check the latest billing meter information
 - Send billing meter information through E-mail
 - Consumable
 - Update and check consumable status
 - Ordering consumable through E-mail
 - Shopping Cart
 - Add and remove order item in Shopping Cart
 - Review order records
 - Usage Report (Optional)[#]
 - Generate user usage report
 - Define group and user relation for report generation
 - Schedule recurrence report
- Administration Level
 - Create User Account
 - Input Company information
 - Add Contract and Machine
 - Setup E-mail Notification
 - Setup Toner and Paper Tray alert level

*Optional Content: For customer who has ApeosWare EasyAdmin only, can chose to attend first half (around 1.5 hour) of this training session. For Customer who has AWEA Monitor & Report only, can choose to attend second half (around 1.5 hour) of this training session.

[#] Usage Report: This feature is available only if AWEA Report service is installed along with AWEA Monitor.

Note:

- 2 seats will be offered for each FSMA contracted machine within 6 months after the installation date.
- Please send the completed enrolment form to fxhk.cto@hkg.fujixerox.com or FAX to 2513-2877.
- The Customer Training Department will contact the customer to confirm the booking.
- Deadline for enrolment is 2 working days before the actual training day.
- Fuji Xerox (Hong Kong) Limited reserves the right to make final booking decisions.