

Training Course Outline

Workflow Automation Services Platform

Course Name : Workflow Automation Services Platform Training Course

Course Code : TRNPROJ

Location : On customer site

Time : ½ day to 2 day (depending on solution configuration, time set to suit schedules)

Facilitator : Local Analyst or National Facilitator

Objective

*The objective of the Workflow Automation Services Platform (WaSP) customer training course is to provide participants with a fundamental understanding of the concept for an automated job processing system, which can either directly process PDL files (PDF or Postscript), or a data file (CSV) containing references to the actual PDL files to process. The program teaches you how to set-up "Hot folders" which are linked to a data configuration file that fully describes the type of file to process. We look at using a job submission tool to efficiently manage your print jobs and achieve your expected throughput volume. The course is intended to augment basic learning, by providing practical hands-on training, utilising tools to assess print-readiness of customer files, submitting documents to maximize high-quality output. **The course program is tailored to the solutions configuration. Please select appropriate modules with your local facilitator.***

Pre-requisites

- Mandatory requirements before training may begin: - The purchaser, Xerox account manager and the Xerox analyst/Customer Education Facilitator must nominate an in-house (from client site) product specialist for the account. This person's role would then be utilised within the company as the first point of contact for troubleshooting, and to communicate with the Xerox account analyst at a higher degree of competency.
- Ability to confidently navigate and perform standard windows, desktop & application functions without procedural instruction.
- Familiarity with networked workstations and file directories.
- If a participant cannot perform the above tasks: - A course in the appropriate operating systems for Windows is mandatory before attending.
- These courses are available through external training institutes. Please contact your local Facilitator for details.

Course Content

The course has been designed into bite-sized modules. This allows the content of each module to be conducted at a pace suitable to the trainee. The entire course has Eight (8) modules. **Please Note: module times may vary depending on skill of operators and solution configuration.**

Module 1 – General Introduction to WaSP and Interface Tour

At the conclusion of this lesson, you will be able to:

- Describe the capabilities of WaSP
- Access and Exit the application
- Start and Stop the WaSP Daemon

Duration of module : 1 hour

Module 2 – Data File Structure

At the conclusion of this lesson, you will be able to:

- Create, save and edit a data file structure for WaSP
- Copy, Rename and Delete a data file structure for WaSP

Duration of module : 1 hour

Module 3 - Setting up Hot Folders

At the conclusion of this lesson, you will be able to:

- Select data structure file and set directory to poll
- Set polling intervals
- Enable hot folders and apply file types to process JDF intent

Duration of module : 0.5 hour

Module 4 – Node Type Configurations (setting nodes)

At the conclusion of this lesson, you will be able to configure: -

- Colour Split Node
- DataBase Node
- Delete Node
- External Node
- Imposition Node
- VI Watermark Node
- Mail Node
- Merge Node
- Page Split Node
- Pre-Flight Node
- Print Node
- Save Node
- Ticket Node

Duration of module : 1 hour (each module)

Module 5 – Setting up Workflows

At the conclusion of this lesson, you will be able to:

- Add a node to a workflow and enable node with conditional settings
- Edit, rename and delete a node in a workflow
- Enable e-mail
- Set up Secondary workflows (within a primary)
- Reorder workflows within a secondary workflow

Duration of module : 2 hours

Module 6 – Job Submission

At the conclusion of this lesson, you will be able to:

- Select and submit a print file
- Define a print node or hot folder destination
- Review job tickets
- Setting reprint job parameters

Duration of module : 2 hours

Module 7 – IPP Print Jobs Tracker

At the conclusion of this lesson, you will be able to:

- Select IPP Printers for job tracking
- Setting Polling intervals
- Start / Stop track and save IPP job log

Duration of module : 0.5 hour

Module 8 – Administration - Global Settings

At the conclusion of this lesson, you will be able to:

- Administer License Keys
- Set temporary directory locations
- Change passwords
- Change daemon parameters
- Archive job request files
- Check configuration setups
- Media defaults
- E-mail setup

Duration of module : 1 hour

- Students will be given a project to complete at the end of each module. The project will be based on workflows, concepts, theories and exercises learnt throughout the course. The project will be completed under the guidance of the instructor with the emphasis on “real life” application.
- On successful completion of each project together with completion of a task/features checklist, students will be issued with a certificate of competency.

To book your place, please contact Education Services Administrator on 02 9700 5691 or e-mail Customer.Education@aus.fujixerox.com.



Environmental Statement:

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