

Training Course Outlines

FreeFlow Web Services

Course Name: Web Services Training Course for End Users

Course Code: TRJPROJ

Location: Customer site or

National Education Centre
546 Gardeners Road
Alexandria NSW 2015

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

Facilitator: Local Analyst or National Software Trainer

Objective

The objective of the FreeFlow Web Services training course is to provide participants with a detailed understanding of the concept of the FreeFlow Web Services. The course has been designed to familiarise the print provider, likewise it will familiarise print customers or print buyers with the customer interface of the Web Services system so that they may commence placing orders, creating designs and tracking jobs on completion of training. The course is tailored to suit the solutions configuration. Please select appropriate modules with your local facilitator.

Pre-requisites

Print Services Provider

- Good understanding of Windows user interface
- Good understanding of Microsoft Internet Explorer web browser or equivalent
- Ability to confidently navigate a Windows desktop & applications
- Familiarity with networked workstations & file directories
- Good understanding of different client platforms

Print Buyer

- Intermediate knowledge of Microsoft Windows operating system
- Ability to confidently navigate a Windows desktop & applications
- Intermediate knowledge of Microsoft Internet Explorer web browser or equivalent

Course Content

This 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 upon skill of operators and system configuration.

Module 1 – Overview

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

- Describe the capabilities of FreeFlow Web Services
- Navigate the application
- Access & exit the application

Duration of module 1 ½ hours

Module 2 – Print Provider Settings & Management

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

- Define general settings
- Setup print provider users
- Setup paper stock
- Setup output devices
- Setup finishing
- Create a simple job type
- Manage print buyer accounts

Duration of module: 5 ¾ hours

Module 3 – Print Buyer Basic Operation

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

- Manage your account
- Manage the address book
- Order a static job
- Order a Personalised job
- Order a variable data job
- Order a job with archive
- Approve jobs in approval queue

Module 4 - Print Providers Daily Tasks

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

- Manage the production queue
- Use the layout maker
- Use outsourcing
- Manage the delivery queue
- Manage the production of inventory jobs
- Track jobs

Duration of module: 2 hours

Module 5 – Print Buyer Advanced Operation

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

- Check the status of the approval queue
- Use the printing and shipping queue
- Print a document from your computer
- Use the file report
- Ship an order to multiple destinations
- Track jobs
- Use bleed and crop
- Use the print driver to create a new job

Duration of module: 2 ½ hours

Module 6: Print Buyer Templates

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

- Manage the template library
- Create a template
- Manage archives
- Manage inventory
- Use selective upload
- Use the iForm editor
- Create dropdown menus
- Use advanced options
- Use catalog to initiate print jobs

Duration of module: 5 ½ hours

Module 7 – Print Provider Pricing and Branding

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

- Pricing models
- Setup pricing
- Manage templates
- Use data export
- Customise your homepage
- Create a branding skin
- Assign the skin to a customer
- Enable guest workflow

Duration of module: 6 hours

Module 8 – Book Assembly

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

- Create a job type for a book assembly
- Order a book assembly
- Manage the production of book assembly jobs

Duration of module: 3 hours

- Students will be given projects to complete at the end of each module. The projects will be based on workflows, concepts, theories and exercises learned throughout the course. The projects will be completed under guidance of the instructor with the emphasis on 'real life' application.
- On successful completion of the projects, students will be issued with a Statement of Attainment.

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



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