

Training Course Outline

iWay

Course Name : iWay Printer & Print Buyer Course

Course Code : EDWAYAD

Location : Customer site or
National Customer Education Centre
Unit E, 562 Gardeners Road
Alexandria NSW 2015

Time : 9.00 am – 5.00pm

Facilitator : Local Analyst or National Software Trainer

Objective

*The objective of the **iWay Printer and Print Buyer** training course is to provide participants with a detailed understanding of the concept of iWay. 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 iWay system so that they may commence placing orders, creating designs and tracking jobs on completion of training.*

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 and 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

Course Content

Day One

Module 1 – Overview

- Why iWay Prime?
- Application Overview

Duration of module: 1 ½ hours

Module 2 – Print Provider Settings and Management

- 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

Day Two

Module 3 – Print Buyer Basic Operation

- 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 Job Site configuration
- Account management
- Design template management
- Production pricing and costing set up
- Output device set up
- Internal accounting

Duration of module: 5 hours

Module 4 – Workshop

- Students will be given a project to complete. 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

Duration of module: 1 hour

DAY THREE – Print Buyer activities

Module 1 – Introduction to iWay Print Buyer environment

- Ordering and designs
- Variable data
- E-mail ordering

Duration of module: 1 hour

Module 2 – Administration and Order Placement

- Create internal user accounts
- Create or upload designs
- iForm and iForm Express ordering wizards
- Post-It Form and Catalogue email ordering
- Using variable data
- Using the Shopping Cart
- Obtain online pricing

Duration of module : 3 ½ hours

Module 3 – Job tracking

- Monitor job status
- Preview jobs
- Create reusable templates
- Receiving jobs

Duration of module : 30 mins

Module 4 – Direct order placement

- Installing the iWay Print Driver
- Using the iWay Print driver from within an application

Duration of module : 1 hour

Module 5 – Workshop

- Students will be given a project to complete. 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 the project students will be issued with a Statement of Attainment.

Duration of module : 1 hour

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



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