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## VAM Administrator Training Student Guide- Syllabus

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Topic	Specific points covered
Unit 1	<b>A</b> discussion of what makes an effective asset management, and best practices
Unit 2	<b>An</b> introduction to what Visual Asset Manager is and its hierarchical basis with an included blank page for recording your VAM hierarchy
Unit 3	<b>An</b> overview of database settings and accessing VAM Network Client to get started with VAM. Includes a review quiz
Unit 4	<b>Details</b> on creating users and each type of permission available in, as well as recommendations and best practices for how to assign them. Includes a practice for setting permissions for a "test" user.
Unit 5	<b>Step</b> by step guidelines for setting up Sites in VAM, with a review quiz and steps to create a "test" site.
Unit 6	<b>A</b> walkthrough of best practices and installation of floor plans into VAM.
Unit 7	<b>Discusses</b> best practices, tips, and execution of adding/editing/hiding categories and subcategories in VAM. Includes creation of a "test" category for use in later tutorials.
Unit 8	<b>Instruction</b> on how to use "form designer" to create, edit, and customize the visible tabs set for each category of assets. Includes creating a "test" tab for practice.
Unit 9	<b>Detailed</b> directions on using "form designer" to customize, add, or remove specific fields on tabs per their category, based on asset data collection needs. Includes practices for making "test" fields.

Unit 10	<b>An</b> overview of how to navigate the Scanner Admin Table in VAM and the features it offers and how they impact your implementation. Includes a review quiz for personal assessment.
Unit 11	<b>A</b> walkthrough of contents on all tabs in the Scanner Table, their uses and how they affect your VAM implementation. Concludes with a summary of points.
Unit 12	<b>Complete</b> description of the features on the Scanner Control tab within the Scanner Table. Concludes with a summary of key points.
Unit 13	<b>Overview</b> of ActiveSynch software, including a link to access and download. May not be relevant to all clients, such as those not using handheld hardware to add asset data to VAM. Includes a summary of ActiveSynch and tips for use.
Unit 14	<b>Step</b> by step instruction, screenshot lead, on how to set up the Asset Manager Workbench software on the handheld unit of your choice. Includes best practices, recommendations, and common troubleshooting areas.
Unit 15	<b>Emphasizes</b> the importance of understanding publishing and synchronization, two vital processes for a successful VAM implementation.
Unit 16	<b>A</b> tutorial on how to import location codes and assets into VAM designed for those clients who did not purchase a package inclusive of these features.