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VAM User Training Student Guide- Syllabus

Topic	Specific points covered
Unit 1	A discussion of what makes an effective asset management, and best practices
Unit 2	An introduction to what Visual Asset Manager is and its hierarchical basis with an included blank page for recording your VAM hierarchy
Unit 3	An overview of accessing and navigating the VAM Web Client home web page.
Unit 4	Details on navigation through the functions available in VAM Web, including lessons on finding assets, searching categories and managing assets by their locations.
Unit 5	Designed for users with certain administrative privileges, including usage details for navigating Scanner Administration.
Unit 6	A walkthrough of the CheckIn/Out application in VAM Web, including step by step instruction on checking out and checking in an asset, viewing the assets history and how to reserve an asset.
Unit 7	Discusses reporting services in VAM, including how to run a report and create a report subscription.
Unit 8	Descriptions on the PsionTek Logix Workabout Pro Scanner, the models recommended by E-ISG, and the prerequisites for its use, including installation of Active Sync
Unit 9	Detailed tutorial on using the Asset Manager Workbench (AMWB) software on the scanner. Tutorial includes step by step instruction on setting up, synchronizing for the first time, changing settings on the scanner and how to add, audit and move assets using the scanner.