

WorkPlace Pro Introduction Training:

1. Web Browser Navigation
 - a. Open and review
 - b. Discuss SWIDs

2. Accessing WorkPlace Pro
 - a. Location of the WorkPlace Pro software on the computer
 - b. How to open WorkPlace Pro

3. Help Documents
 - a. How to access Help documents

4. The Tree
 - a. How to open a Station
 - b. The difference between Station types
 - c. Disconnecting from a Station vs Closing a Station
 - d. Explanation of symbols
 - e. Expanding and contracting Stations and Containers
 - f. Accessing the Properties of a Station, Container, or Object
 - g. How to use the SWID from Web Browser to locate an item
 - h. What not to change and why
 - i. Local Library – what it is and how to access it

5. Toolbars
 - a. Use of the Menu Bar and Toolbar and the difference between them
 - b. Use of the Locator bars

6. Users
 - a. Accessing the UserAdmin function
 - b. How to Add, modify, and delete users
 - c. User rights using the Security Mask
 - d. How the “Administrator” user affects the Address Book

7. Services
 - a. The location of the Services Container
 - b. Briefly go over each Service
 - c. How to access description of each Service

8. Graphics
 - a. What Edit Mode is and how to use it
 - b. Difference between Edit Mode and Monitor Mode
 - c. How to add, modify and, delete objects from graphics pages
 - d. Hyperlinks – difference between Binding and URL

9. Points

- a. Point Types
- b. Location of Points

10. Alarm Points

- a. How to find alarmed points
- b. How to modify alarmed points

11. Logs

- a. How to add, modify, and delete logs
- b. Log configuration
- c. Linking logs to points
- d. Linking logs to graphics pages
- e. Viewing logs from WorkPlace Pro vs the Web Browser

12. Backups

- a. How to perform backups using the Tree
- b. When to perform backups
- c. Difference between backup format types

13. Open discussion