

# WorkStation Intro Training:

1. Review of the WebStation Advanced Training
2. Accessing the WorkStation Software
  - a. What is the WorkStation
  - b. What is the difference between the WorkStation and the WebStation
  - c. How to Logon to the WorkStation
3. Views
  - a. The Menu Bar and the Toolbar
  - b. Workspace Views
  - c. The System Tree
  - d. The Work Area
  - e. Alarms / Events / Watch Panes
4. Search Function
  - a. Creating New Searches
  - b. Saving Searches
5. Users - Security
  - a. Password Policy
  - b. Password Management
  - c. Maximum Logon Attempts
  - d. Configuring Automatic Logoff
  - e. Enabling a Locked out User
6. User Management
  - a. Creating a User Account
  - b. Disabling a User Account
  - c. Deleting a User Account
  - d. Audit Trailing User Events
7. Trend Logs
  - a. Creating Trend Logs
  - b. Trend Log Chart and Trend Log List Creation
  - c. Extended Trend Logs – Enterprise Servers Only

## 8. Alarms

- a. Alarm Creation / Configuration / Functions
- b. Alarm Management

## 9. Alarm Routing - Email Notification

- a. Email Server Configuration
- b. Creating / Managing Alarm Categories
- c. Creating / Managing Email Notifications (Recipients)

## 10. Backups

- a. Commanding Backups
- b. Location of Backup Set
- c. Saving a Backup Set to Another Location

## 11. Open discussion