Course Structure

APEX 6.0 - BASICS

Course Duration: 4 hrs (9.30am – 1.30pm or 2:00pm - 6:00pm)

Course Level: Beginner / Intermediate

Course Contents: **Getting Started**

Access APEX via Internet Browsers
Log-in with Username/Password
Event Summary – Daily, Weekly, Monthly
Creating Event – Repeated, Private, Resources, Venues
StickyNote to Team Members – Auto-Reminder
Accepting and Declining Event Invitation
Timesheet filled Automatically with Planned Events
Edit and Input Tasks to Timesheet Manually
Using Project TaskLog to fill in Timesheet
Activities and Timesheet
Project Directory - List, Hot List, Category
Project Technical Data
Project Team – Internal and External Members
Contact Finder
Contacts – Relationship with Projects
Contact Finder – Manager, Looking at Groups
Project Progress – MileStone, Targets, Submission Deadlines
Project Reports – Analysing Time, Bar Charts
Discussions in Projects
Staff – Discussions, Claims, Leave, Calendar Check
MyProfile, MyColleagues
Project Email – TeamList, Send, Vet, Approve, Remarks
Email Vetting and Notification
Email Signature, Auto-reply, MyContacts
FileMan – Upload, ShareOut Files, Expiry Date, Security
FileMan – Downloading Files, Log-In Password
FileMan – SharedOut Status, Track and Remind

Venue: SIACAD Training Centre, 79A Neil Road, Level 2