

You're invited . . .

to three days of jam-packed training on AutoEDMS system administration!

Yes, you'll be gone 3 days, but . . . you'll return 3 months ahead!

The AutoEDMS System Administrator Training Seminar is an intense three-day course where you'll gain the know-how to customize, optimize and fine tune AutoEDMS to fit your company. You'll learn:

- How to install, troubleshoot and support your AutoEDMS system
- How to design your database and Forms with the "QwikForm" design tool
- How to easily customize your AutoEDMS system with Form design, workflow configuration and application integration
- Valuable "tips n' tricks" from other AutoEDMS users!

Who Should Attend

This seminar is valuable to System Administrators and those who manage their AutoEDMS systems.

What to Expect

This seminar provides you with the skills needed to integrate and automate the functions of AutoEDMS. Throughout the course, intensive hands-on exercises give you practical development experience within the AutoEDMS environment.

Cost

The cost for this comprehensive, three-day training course is just \$1195 per person, with a discount of \$100 for each additional attendee from the same company attending training at the same time. *And . . . if you register & pay by Feb. 27th, you'll save 10%!*

Dates & Location

The AutoEDMS System Administrator Training Seminar will be held Wednesday - Friday, March 25th- 27th, 2009, at the Crowne Plaza Hotel in Redondo Beach, CA. Classes run from 8:00 AM until about 5:00 PM both Wednesday and Thursday, and will adjourn around 4:00 PM on Friday.



Hotel Information

Crowne Plaza
300 North Harbor Drive
Redondo Beach, CA 90277-2552
Phone: (310) 318-8888
FAX: (310) 376-1930

For room reservations, contact Crowne Plaza directly — (310) 318-8888. When calling in, identify yourself as being part of ACS Software, as a block of rooms has been reserved specifically for ACS Training attendees at a rate of \$169 per night. *This block of rooms is guaranteed until March 13th.* To guarantee a room, we recommend making your reservations prior to this date.

Breakfast and lunch will be provided to you all three days, compliments of ACS Software. Dinner is available at local restaurants, 15 of which are within walking distance.

Transportation

The Crowne Plaza recommends taking the "SuperShuttle" from the Los Angeles Intl. Airport (LAX) to the Hotel. No advance reservations are needed. From LAX, collect your baggage, then call SuperShuttle at (310) 782-6600 or use the phone on the Ground Transportation Board. Pick-up is at the Blue Van Stop area on the airport lower level. For a *return* ride to LAX, reservations must be made one day in advance — (310) 782-6600 or www.supershuttle.com. The cost is approximately \$15 pp, each way.

Attire

ACS asks that you dress "business casual".

AGENDA.

System Administrator Training for AutoEDMS

March 25th - 27th, 2009

Classes run from 8:00 AM until 5:00 PM Wednesday & Thursday, and on Friday, class adjourns around 4:00 PM *We begin at 8:00 AM sharp!* To participate in the “hands-on” sessions, AutoEDMS *must* be installed on your laptop and operational *prior* to arriving at Training.

Day One.

- AutoEDMS component review
- Forms & database development
- Form configuration with the QwikForm design tool
- Customize new record creation

Day Two.

- Populating your database with existing files & databases
- Changing your database structure
- Automating Workflow with AutoEDMS
- AutoEDMS Reports

Day Three.

- Problem Solving & Support Options
- Maintaining your AutoEDMS system
- Implementing security
- Introduction to the ACL (API) language

Requirements.

- Laptop with AutoEDMS installed (Pentium III or greater recommended)
Laptop must be running Windows 2000 or XP
- AutoCAD installed (only if you use it)
- External mouse & mouse pad (a must!)
- Program editor (ACS recommends WinEdit — a 21 day trial copy can be downloaded from: www.winedit.com/download.asp)

AutoEDMS System Administrator Training Seminar End User Reservation Form

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March 25th - 27th, 2009 • Redondo Beach, CA

To reserve your space in ACS Software, Inc.'s AutoEDMS System Administrator Technical Training Seminar, please complete this form and fax it back to ACS Software at (310) 755-6050. Space is available on a first come/first served basis.

Seminar Cost

The cost for this comprehensive, three-day training course is just \$1195 per person, with a discount of \$100 for each additional attendee from the same company attending training at the same time. Fee includes all course materials and a certificate of completion. Make your check payable to "ACS Software, Inc." and **mail to arrive by Friday, March 20th, 2009.**

Early Bird Discount

By registering early, you will receive a 10% discount off the total cost of training. That's a savings of over \$100! In order to qualify for the Early Bird Discount, we must *receive* payment by **Friday, February 27th** - no exceptions. Please note that this discounted rate is not transferable to future training courses.

Cancellation Policy

If cancellation is necessary, a full refund will be given with 10 days notice (Feb. 15, 2009). If less than 10 days, and prior to 72 hours notice of the event is given, a refund of 50% will be returned. No refunds will be given for no-shows or cancellations within 72 hours of the event (Feb. 22, 2009). *No exceptions.* Substitutions for paid registrants are permitted at any time.

End User Reservation Form

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Company Name _____

Billing address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail _____ Web Site _____

Please list the names and titles of all those from your company who will attend:

P.O. Number _____

P.O.'s are not considered payment

Total amount due \$ _____

Circumstances may make it necessary to cancel courses. Please consider this possibility when arranging transportation, as ACS Software, Inc. cannot assume responsibility for nonrefundable tickets.