

ADMINISTRATIVE TRAINING



Training Schedule offered in mode: Biannual

Estimated training time: 2 hours

Suggested participants: Administration and report areas

Content:

- VCPP Licensing Diagram
 - Usage Meter” – what is it? And what is it for?
 - Recommended version – how to configure “UM Community” links, and basic documentation
 - Check installation (if needed)
 - How to report automatically measured products and products reported manually
 - Automatic report generation, configured with Adistec’s email to be automatically sent the first day of each month
 - “Business Portal” – What is it? And what is it for?
 - Reports to complete in the Business Portal
 - Monthly report, what does each one include
 - How to manually add end users to send to VMware
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It also includes information about:

“My VMware” / Licensing

- Links to Knowledge base, and videos about how to manage licenses: decrease, increase, split, etc.
- Working with Support Center for modifications regarding user and access creation to other users.
- How to request additional licenses.