



2023 ACEware Regional Meetings Session Descriptions

What's New in Your Software

The newest features and enhancements to date in 2023 will be reviewed during this session. See the new gift card module in action.

Managing Your ACEware Users

This session is all about managing the users in your Student Manager database. From adding to deactivating users and everything in between - you're sure to pick up a new tip or two. Topics will include:

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|-------------------------|------------------------------|
| Adding Users | User Groups |
| Access Levels | User Preferences |
| Set Default Preferences | Global Settings |
| Password Restrictions | Remember Me on This Computer |
| Deactivate Users | WWWEB User |
| ACEweb Access | User Reports |
| Maintenance Tasks | Answers to your questions |
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What You Need to Know About Preferences

SM has over 150 items you control that determine not only what the screens look like, but in some cases what actions can be taken in the system. In session we'll explore what preferences are, what's new in preferences, and how to manage them to meet the needs of your program.

Student Manager and ACEweb Email Templates

Learn how to create and edit Email Templates. We'll cover email confirmations/receipts, reminder notices, emergency emails, marketing emails, and custom merge mail templates. We'll also discuss the pros/cons of sending HTML formatted emails.

Preparing for Course Publication and Registration

In aviation, a pre-flight checklist is a list of tasks that should be performed by pilots and aircrew prior to takeoff. Its purpose is to improve flight safety by ensuring that no important tasks are forgotten. In this session we will lead you through a pre-publication (registration opening) checklist. Reviewing these items prior to launching registration is critical to the success of your registration and customer experience.



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Data In & Data Out: Student Manager Import and Export Tools

Student Manager is loaded with import and export tools and functions to simplify the work you do! This session provides an overview of the many import and export tools and resources available.

Registration and Payment

It's easy for us to talk all about registration and payments because that's what we're all about! We're all about. This session will focus on the basics of registrations, fees, payments, transfers and cancellations, escrow, grouping types, and a sprinkle of advanced features and helpful tips.

How to Maintain a Healthy Database

Just like your car needs routine maintenance to run efficiently, your data needs regular maintenance as well! In this session we show you several utility programs that can help you get your data back into shape. We'll also show you the Data Cleanup routines and discuss how and when to use them.

The New and Always Improving Staff Web Access

Staff Web Access allows administrative staff the ability to access and perform a number of Student Manager functions through ACEweb. Staff can enroll students in courses, look up courses, view additional course information, view rosters, enter grades, send emergency emails and more. This session will review the many functions available to staff through ACEweb.

Introduction to ACEware Cloud Environment

If you attended the 2022 virtual conference, you saw a bit of the ACEware Cloud Environment. In this session, you will see all the new changes and you will have the opportunity to try it for yourself in our sandbox environment.