



# Acer Office Manager (AOM)

Training Material v1.2

# W10

# Acer Office Manager Initialization

Dashboard

Client Manager

Policies

Assets

Task Scheduler

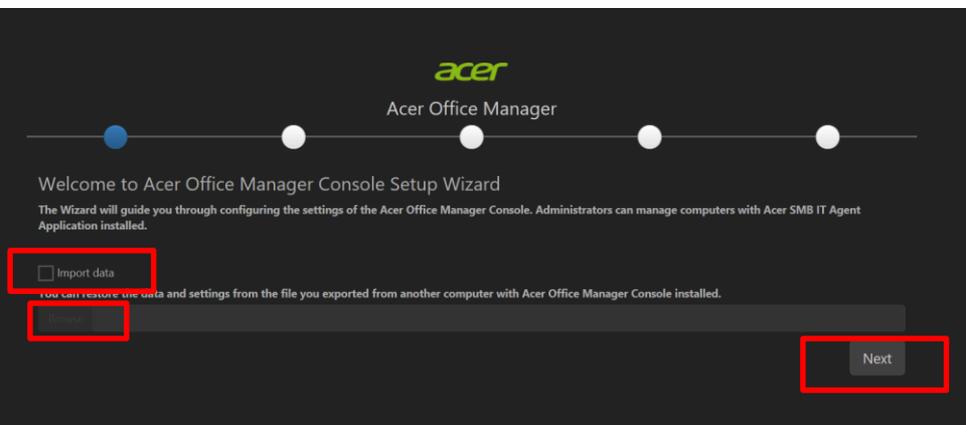
Settings

Troubleshooting

# Acer Office Manager (AOM) Initialization

Acer Office Manager requires users to perform the initialization when executing Acer Office Manager for the first time.

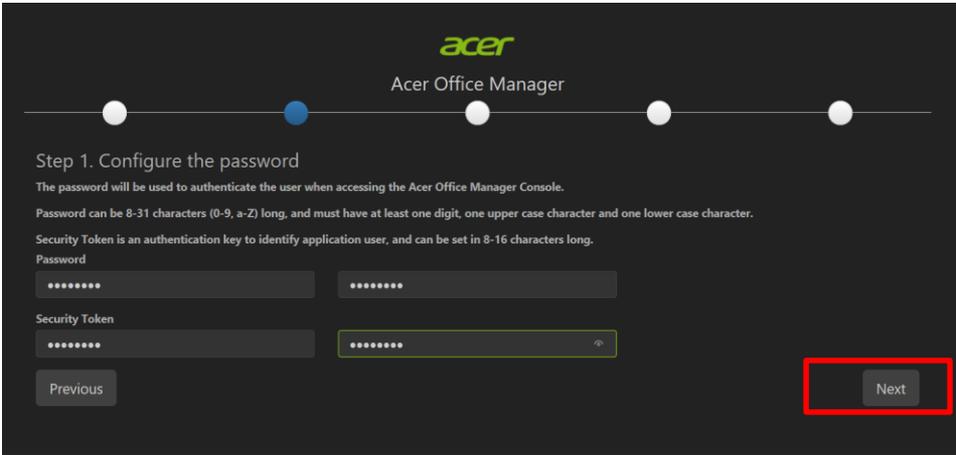
- Click **Next** if this is the first time to setup Acer Office Manager at your environment
- If you want to move previous AOM data and settings from another computer
  1. Check **Import data**
  2. Point to the file location from **Browse** to import the file
  3. Click **Next**



# Acer Office Manager Initialization

## Set Acer Office Manager Console password

1. Enter the password
2. Confirm the password
3. Enter security token
4. Click **Next** to save changes



The screenshot shows the Acer Office Manager initialization interface. At the top, the Acer logo and 'Acer Office Manager' text are displayed. Below this is a progress indicator with five dots, the second of which is highlighted in blue. The main content area is titled 'Step 1. Configure the password' and includes instructions: 'The password will be used to authenticate the user when accessing the Acer Office Manager Console. Password can be 8-31 characters (0-9, a-Z) long, and must have at least one digit, one upper case character and one lower case character. Security Token is an authentication key to identify application user, and can be set in 8-16 characters long.' There are two password input fields, a Security Token input field, and 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red border.

# Acer Office Manager Initialization

## Client Discovery Settings.

- Set client IP range
- Click **Next** to save changes

**acer**  
Acer Office Manager

Step 2. Client Discovery Settings

Acer Office Manager Console require setup the IP scan range for discovery the client device in the network, you could setup up it in the Acer Office Manager Console setting page later.

Set client IP range

10 : 36 : 166 : 1

10 : 36 : 166 : 255

Scan range: 10.36.166.1-255

Previous Next

# Acer Office Manager Initialization

Set E-mail address to send the notifications

1. Set the email address
2. Enter the password
3. Set SMTP server
4. Set server port number
5. Click **Next** to save changes



The screenshot shows the Acer Office Manager interface during the initialization process. At the top, the Acer logo and 'Acer Office Manager' are displayed. A progress bar with five steps is shown, with the third step (Email settings) highlighted in blue. The screen is titled 'Step 3. Email settings' and includes a note: 'Note: Only mail systems using POP3 (Post Office Protocol version 3.0) protocol are supported.' Below this, there are input fields for 'Email address' (containing 'acer@gmail.com'), 'Password' (masked with dots), 'SMTP server' (containing 'smtp.gmail.com'), and 'Port' (containing '25'). At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red rectangle.

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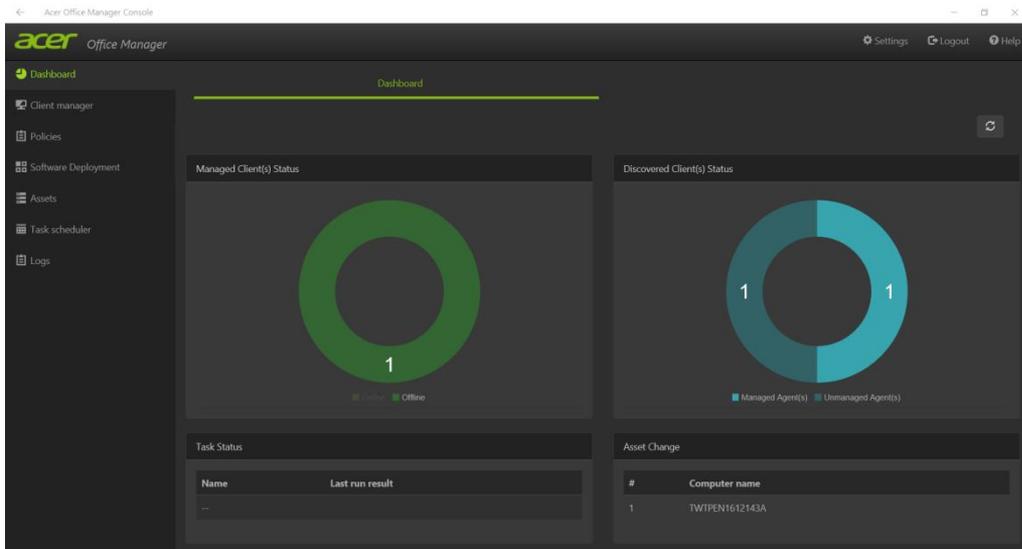
Assets

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# Dashboard



The Dashboard is the place to view a snapshot of the entire client's information.

- View the amount of managed clients and the online/offline computers
- New clients item which are the clients connected to the console, but are not being managed

Acer Office Manager Initialization

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Policies

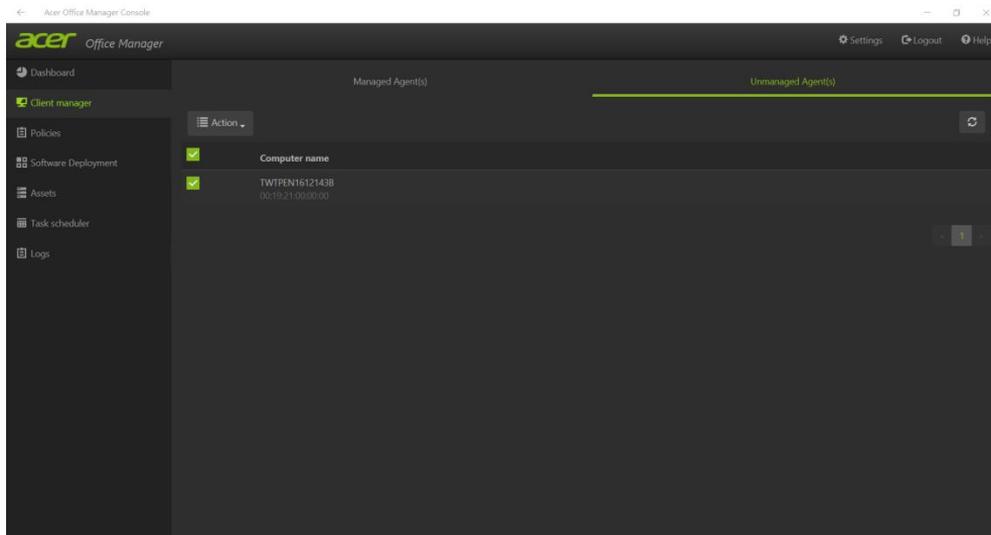
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Troubleshooting

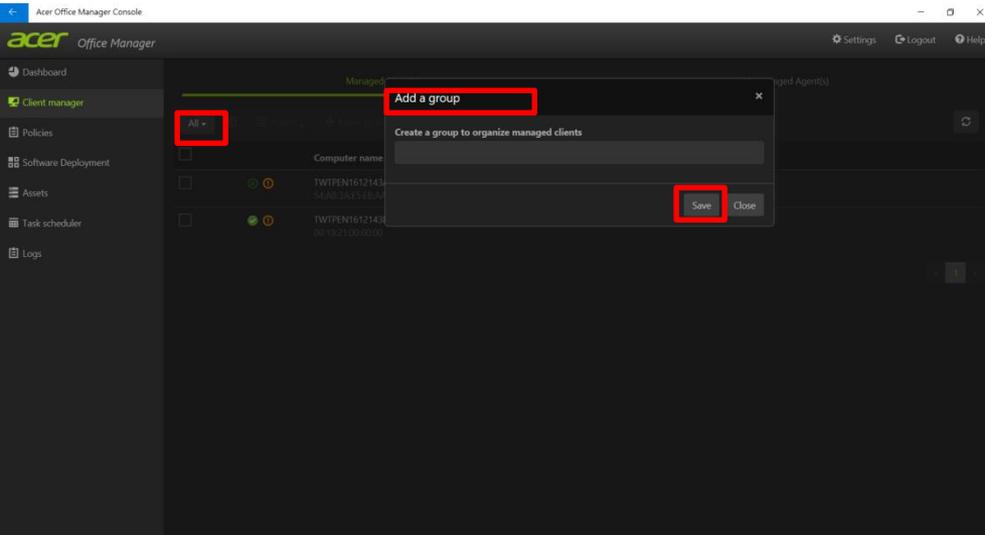
# Client Manager



The Client Manager will manage the relationships between the client and the console.

# Client Manager

## - Group the Clients

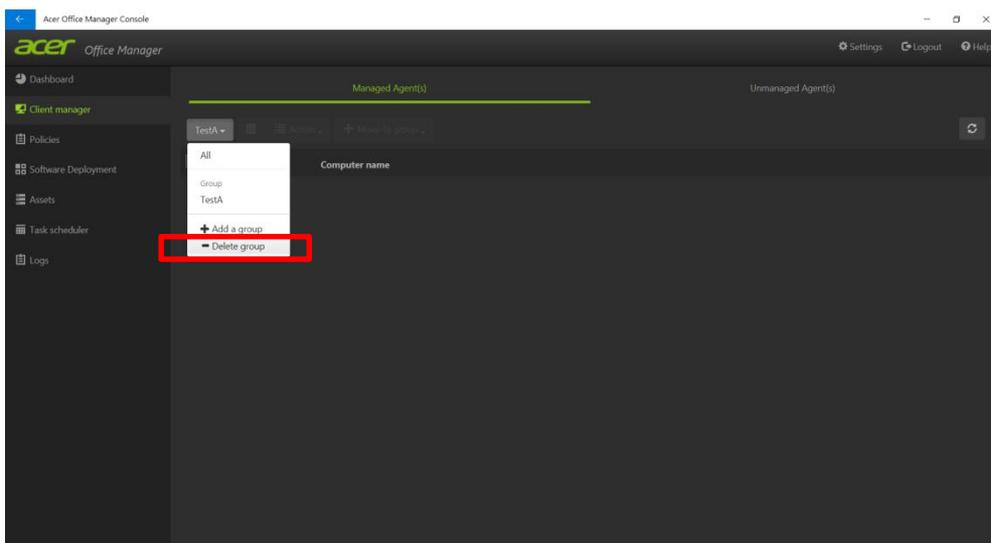


To group the clients into different groups for easier manageability and visibility

1. Press All and choose Add a group
2. Give a name to this new group
3. Click Save

# Client Manager

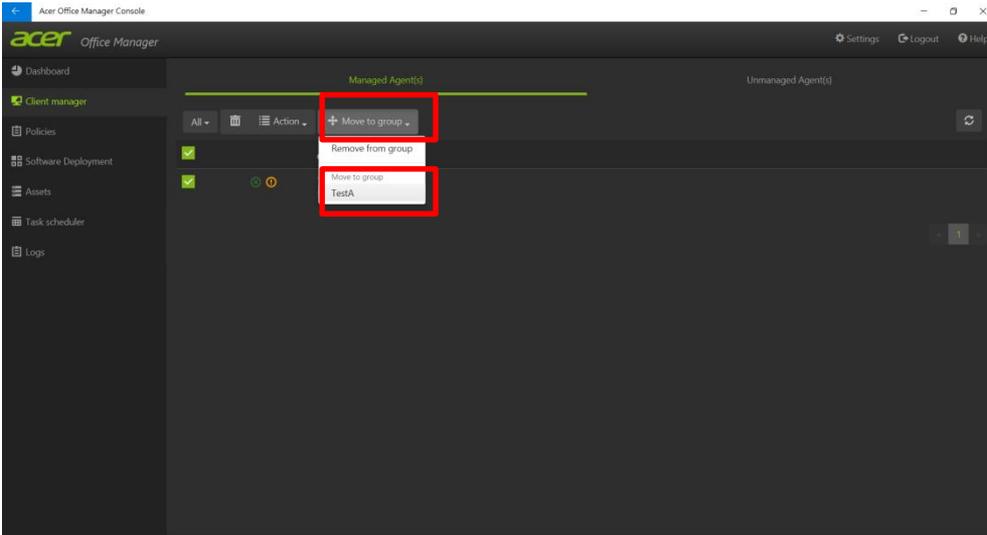
## - Delete a Group



To delete the created group

1. Select the desired group
2. Click “- Delete group” to delete the group

# Client Manager - Move a Client

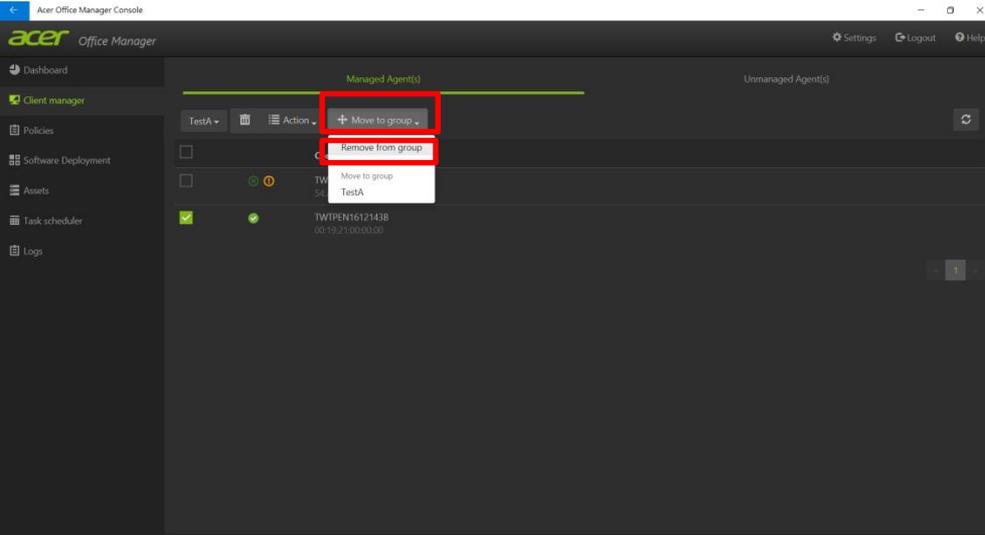


To move a client to a group

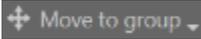
1. Select the desired client
2. Click **+ Move to group** to move the client
3. Select a target group to join

# Client Manager

## - Delete a Client

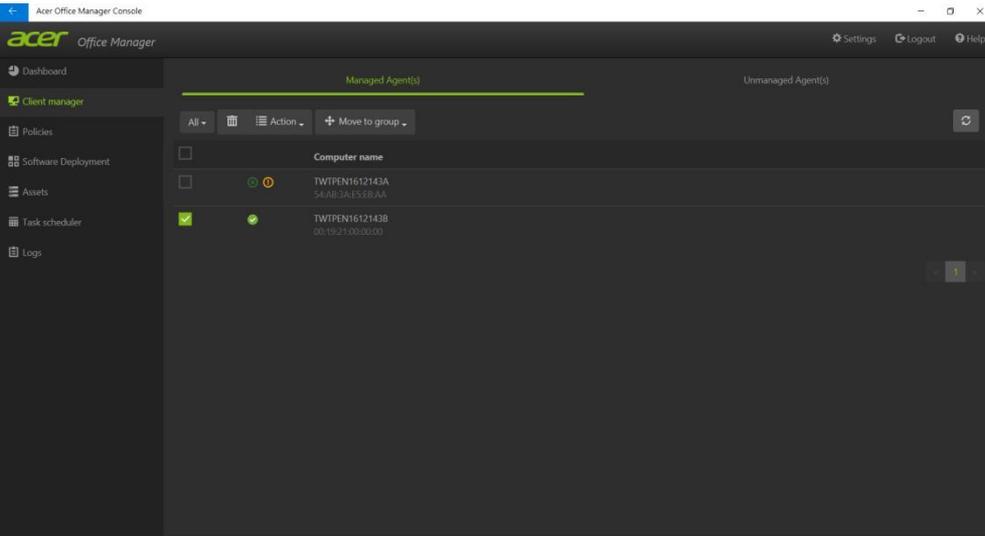


### To delete a client

1. Select the desired client
2. Click 
3. Click **Remove from group**

# Client Manager

## - Refresh a Client Status

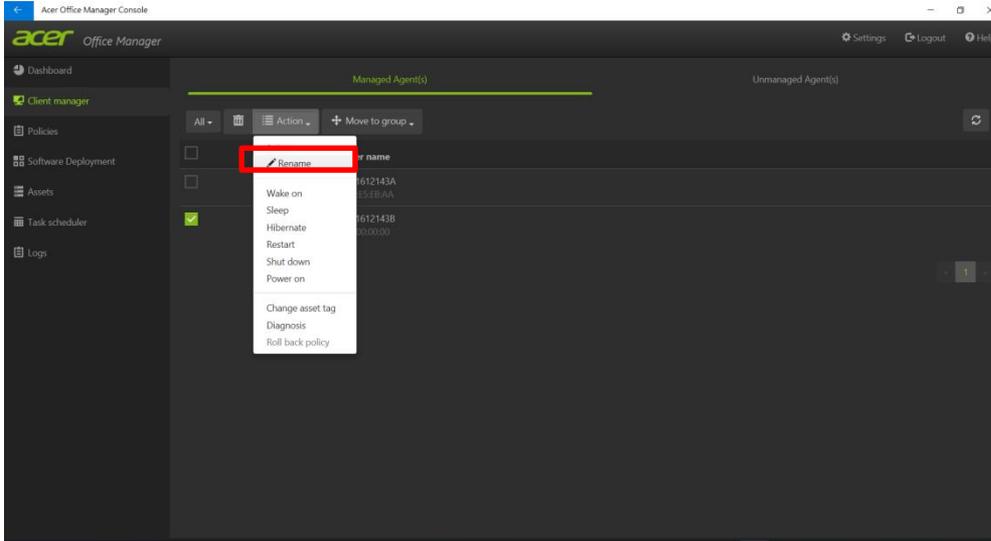


To refresh the client status

1. Select the desired client
2. Click  to refresh the client status

# Client Manager

## - Rename a Client

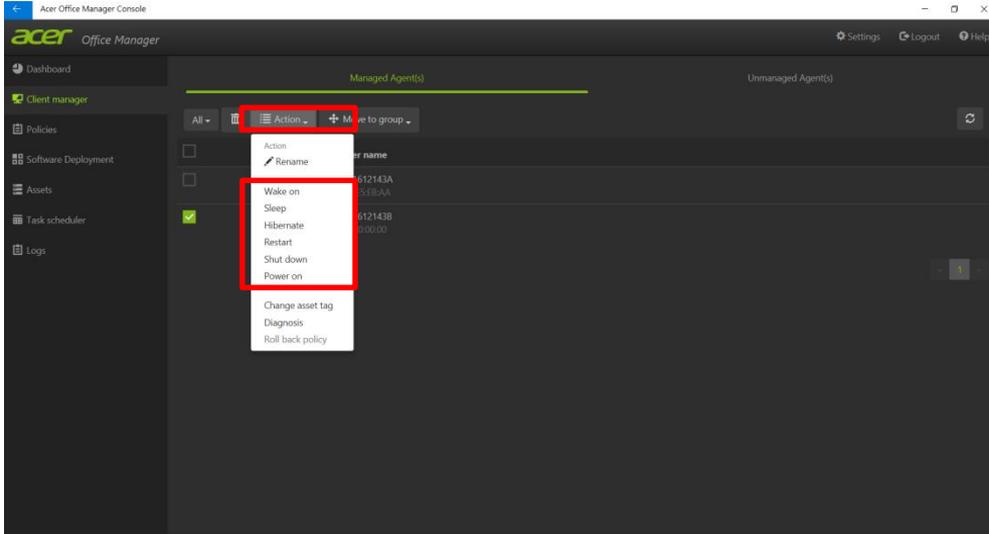


To rename the client

1. Choose **Action** and select **Rename** item
2. Type the new name on the message box

# Client Manager

## - Remote Control a Client



To remote control the client

1. Press 
2. Select actions such like **Restart** under Remote control menu

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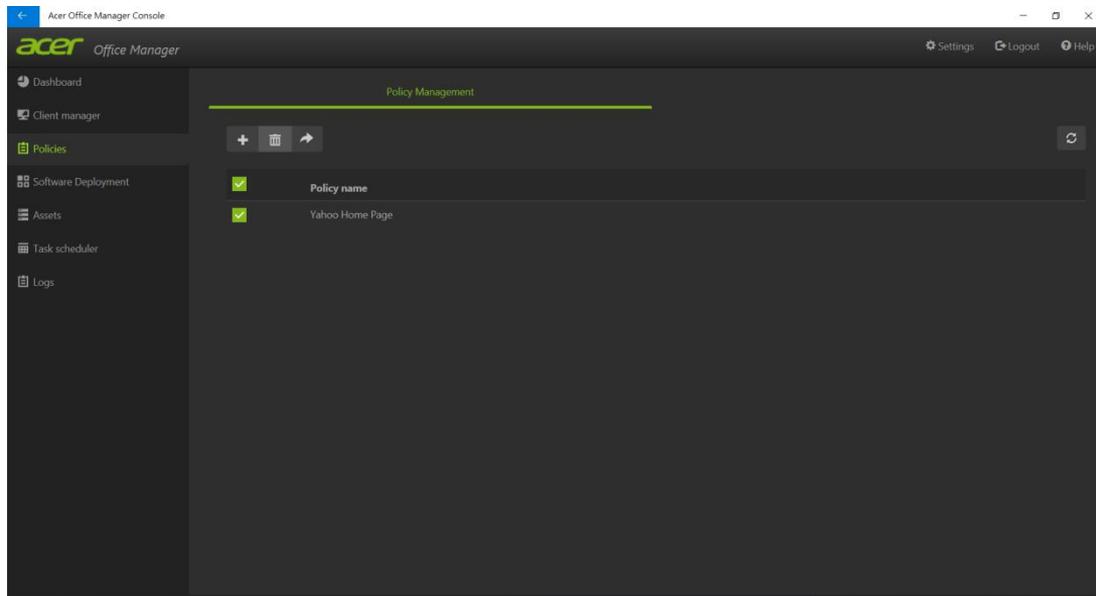
Assets

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# Policies



The Policy Enforcement has the capability to increase security of the client's machine through management of internet explorer security, password complexity, computer power option, BIOS passwords, boot order sequences, and devices such as USB, camera, etc...

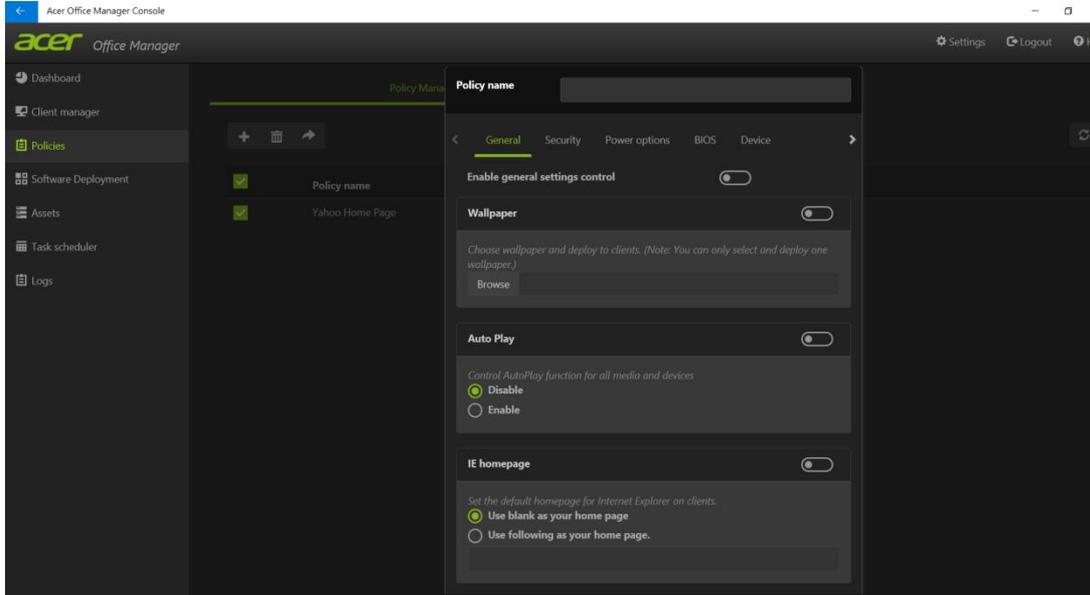
Management of all these functions helps the IT Managers or owners to secure their proprietary intellectual property.

# Policies

## - Add a Policy

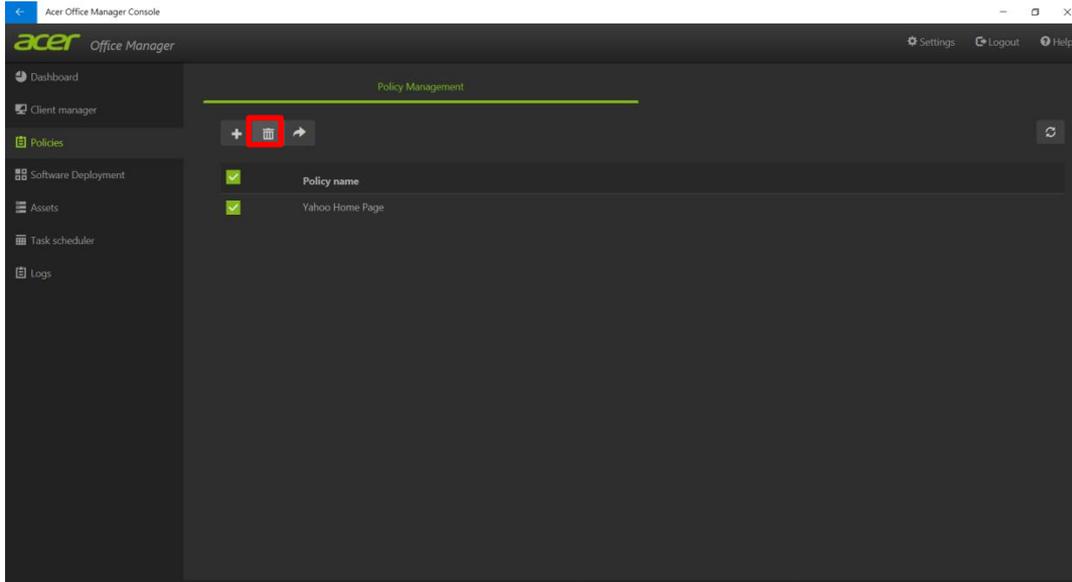
To add a policy

1. To add a policy
2. Give the Policy name
3. Decide Wallpaper, Auto play and Homepage



# Policies

## - Delete a Policy



### To delete a policy

1. Select the desired policy
2. Click  to delete the policy

# Acer Office Manager Initialization

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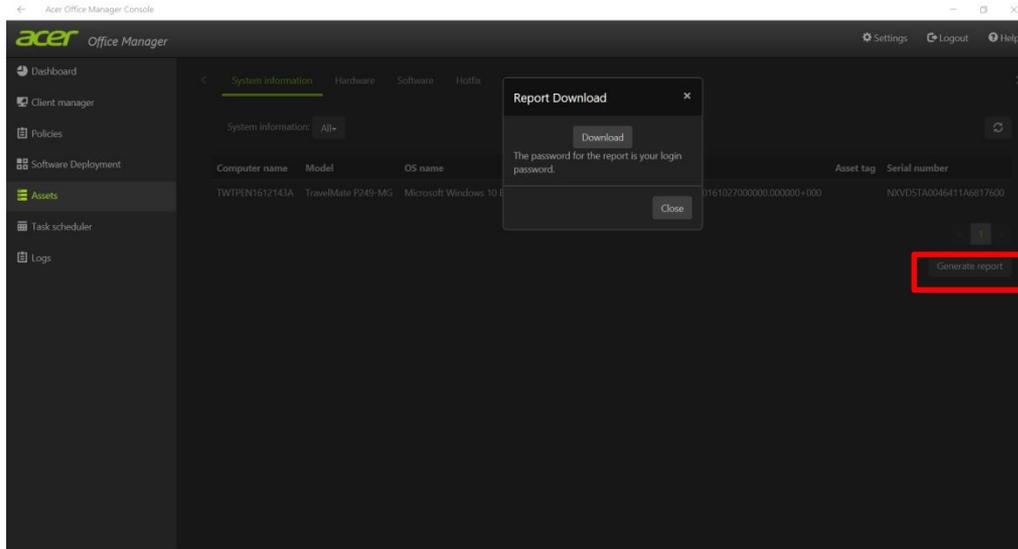
# Assets

User can fast look up the asset information for all managed clients from Asset based on their preference by different categories, including System information, Hardware information, Software information and Hotfix information.

User can select the information for all managed clients or the searched result they would like to be generated as a file.

# Assets

## - Generate the Asset Report



To generate asset report

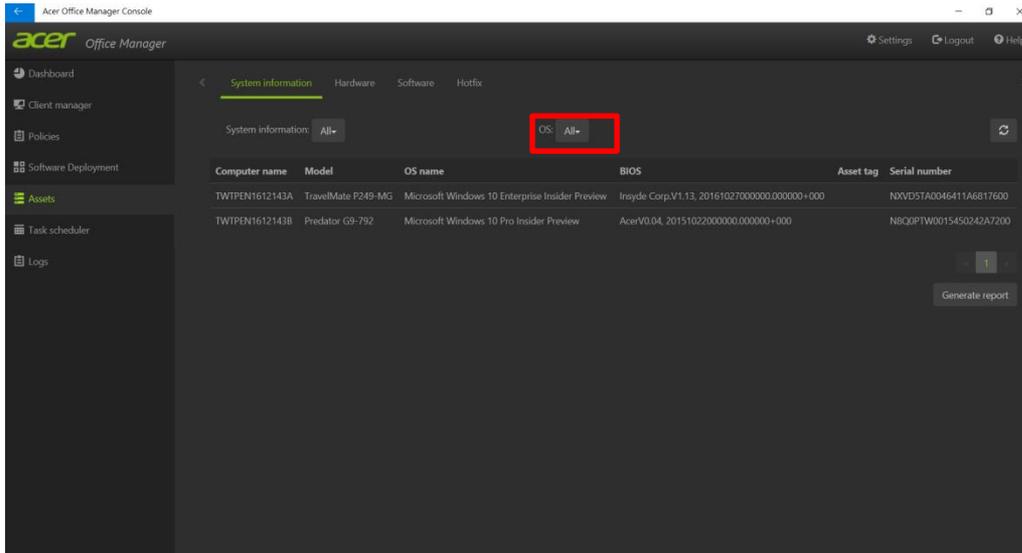
1. Click **Generate report** and then can download report

# Assets

## - Look Up System Information

To look up system information

1. Select **System Information** tab
2. Choose OS from **OS** scroll-down menu
3. The results are filtered on the window

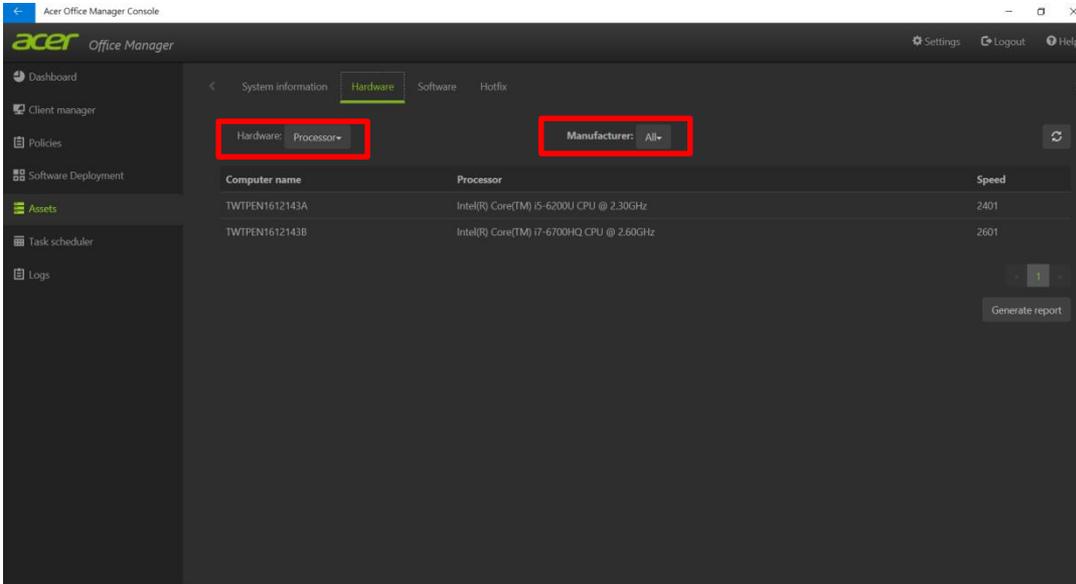


The screenshot shows the Acer Office Manager Console interface. The 'System Information' tab is selected. The 'OS' dropdown menu is highlighted with a red box, showing 'All' selected. The table below displays system information for two assets.

Computer name	Model	OS name	BIOS	Asset tag	Serial number
TWTPEN1612143A	TravelMate P249-MG	Microsoft Windows 10 Enterprise Insider Preview	Inoyde Corp.V1.13, 20161027000000.000000+000		NXVD5TA0046411A6817600
TWTPEN1612143B	Predator G9-792	Microsoft Windows 10 Pro Insider Preview	AcerV0.04, 20151022000000.000000+000		N800PTW0015450242A7200

# Assets

## - Look Up Hardware Information

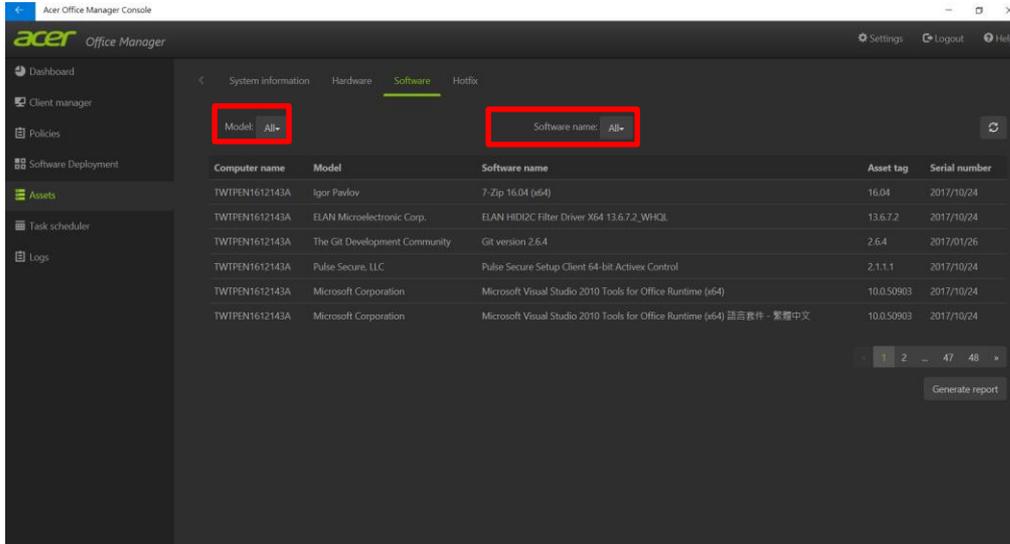


To look up hardware information

1. Select **Hardware** tab
2. Choose a component from the **Hardware** scroll-down menu and manufacturer scroll-down menu
3. The results are filtered on the window

# Assets

## - Look Up Software Information



The screenshot shows the Acer Office Manager Console interface. The 'Software' tab is selected, and the 'Model' and 'Software name' filters are both set to 'All'. The main area displays a table of software assets.

Computer name	Model	Software name	Asset tag	Serial number
TWTPEN1612143A	Igor Pavlov	7-Zip 16.04 (x64)	16.04	2017/10/24
TWTPEN1612143A	ELAN Microelectronic Corp.	ELAN HID2C Filter Driver X64 13.6.7.2_WHQL	13.6.7.2	2017/10/24
TWTPEN1612143A	The Git Development Community	Git version 2.6.4	2.6.4	2017/01/26
TWTPEN1612143A	Pulse Secure, LLC	Pulse Secure Setup Client 64-bit Activex Control	2.1.1.1	2017/10/24
TWTPEN1612143A	Microsoft Corporation	Microsoft Visual Studio 2010 Tools for Office Runtime (x64)	10.0.50903	2017/10/24
TWTPEN1612143A	Microsoft Corporation	Microsoft Visual Studio 2010 Tools for Office Runtime (x64) 語言套件 - 繁體中文	10.0.50903	2017/10/24

To look up software information

1. Select **Software** tab
2. Choose Model and software name
3. The results are filtered on the window
4. Choose software name from **Software name** scroll-down menu to narrow the results if necessary
5. The results with software name condition are filtered on the window

# Assets

## - Look Up Hotfix Information

Acer Office Manager Console

acer Office Manager

Settings Logout Help

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Software Deployment

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Logs

System information Hardware Software **Hotfix**

Software: All Software name: All

Computer name	Software name	Name	Installed on
TWIPEN1612143A	Windows Software Development Kit for Windows Store Apps	Windows Software Development Kit for Windows Store Apps Patch	2017/01/06
TWIPEN1612143A	Windows Software Development Kit	Windows Software Development Kit Patch	2017/01/06
TWIPEN1612143A	Windows Software Development Kit for Windows Store Apps DirectX x86 Remote	Windows Software Development Kit for Windows Store Apps DirectX x86 Remote Patch	2017/01/06
TWIPEN1612143A	Adobe Acrobat Reader DC - Chinese Traditional	Adobe Acrobat Reader DC (18.011.20040)	2018/05/18
TWIPEN1612143A	Windows Software Development Kit for Windows Store Apps DirectX x64 Remote	Windows Software Development Kit for Windows Store Apps DirectX x64 Remote Patch	2017/01/06
TWIPEN1612143A	Microsoft Silverlight	Microsoft Silverlight 5.1.50907.0	2017/06/16

1 2 25 26

Generate report

To look up hotfix information

1. Select Hotfix tab
2. Choose software and Software name
3. The results are filtered on the window

# Acer Office Manager Initialization

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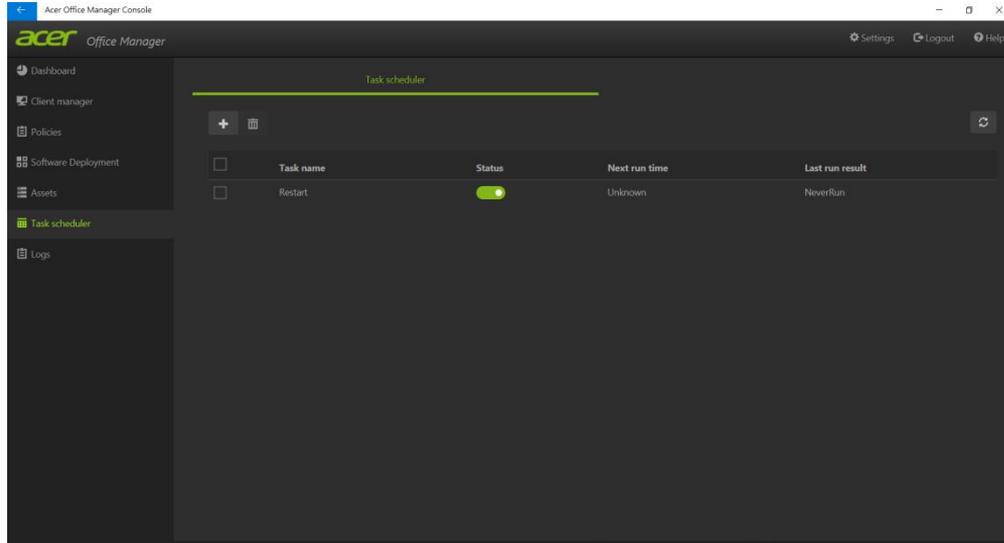
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# Task Scheduler

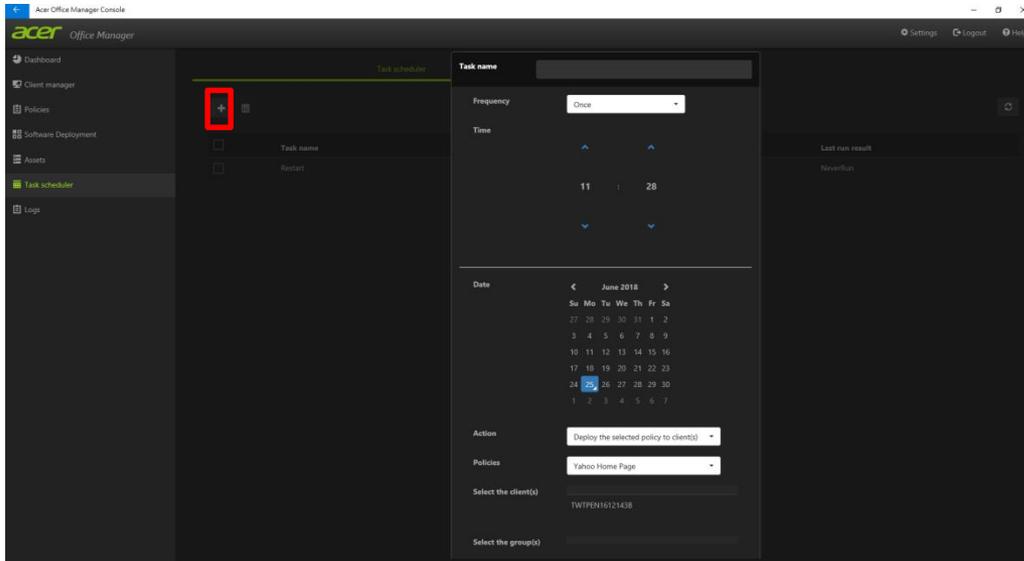


The Task Scheduler will help the IT Manger or owner control the consistency of each employee's PC.

Task Scheduler provides the ability for a timer on specific tasks such as power state control, policy deployment, asset report generation, and settings.

# Task Scheduler

## - Add a Task

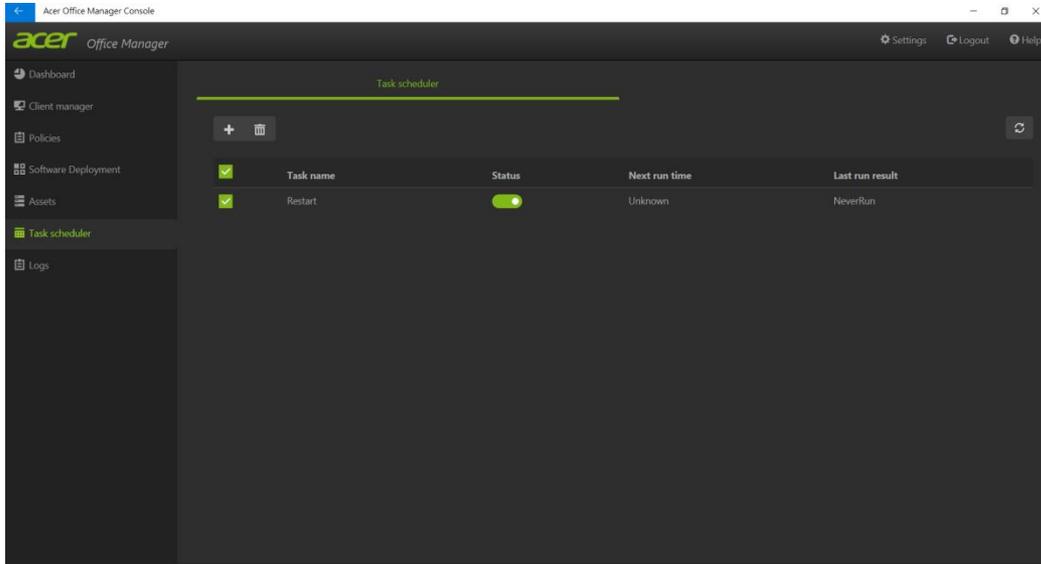


### To add a task

1. Click **+** to add a task
2. Input the **Task name**
3. Choose the **Frequency**
4. Select the **Time, Date**
5. Choose the **Action** item
6. If the action is to deploy a policy, select an existing policy
8. Select the desired group(s) or client(s) to be applied
9. Save the task

# Task Scheduler

## - Enable/Disable a Task

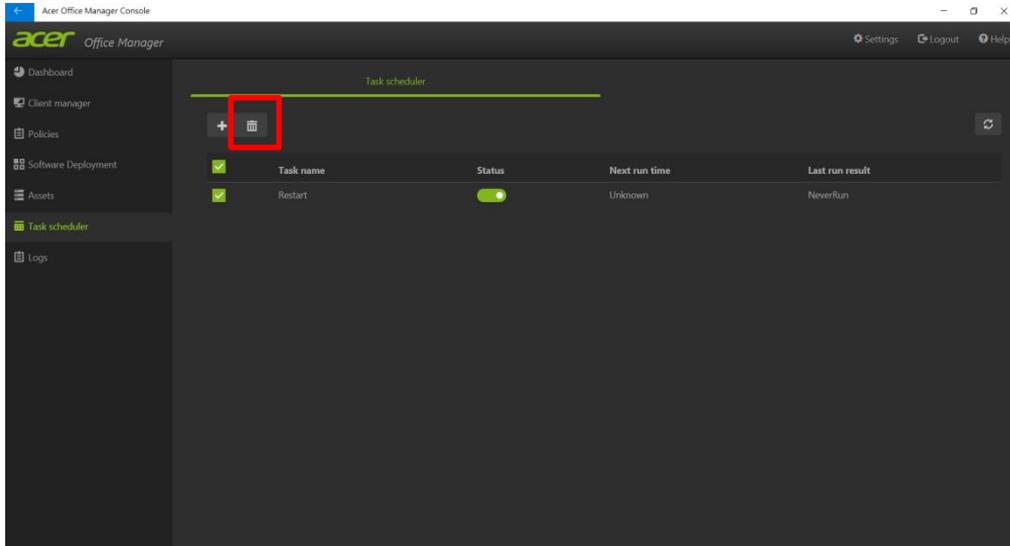


To enable/disable a task

- Check/uncheck the enable item on the desired task

# Task Scheduler

## - Delete a Task

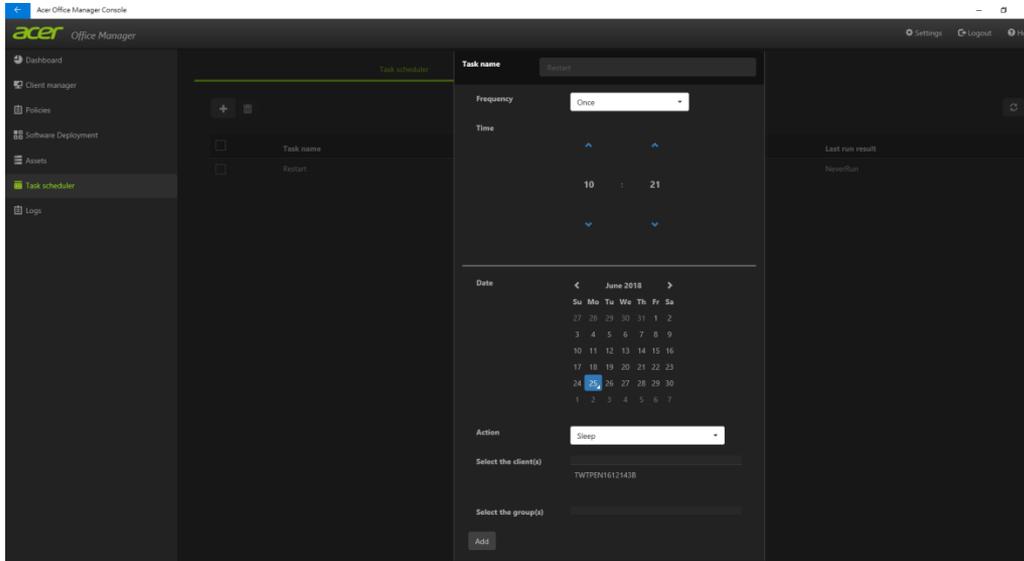


To delete a task

1. Select the desired task
2. Click  to delete the task

# Task Scheduler

## - Edit a Task (Remote Control)

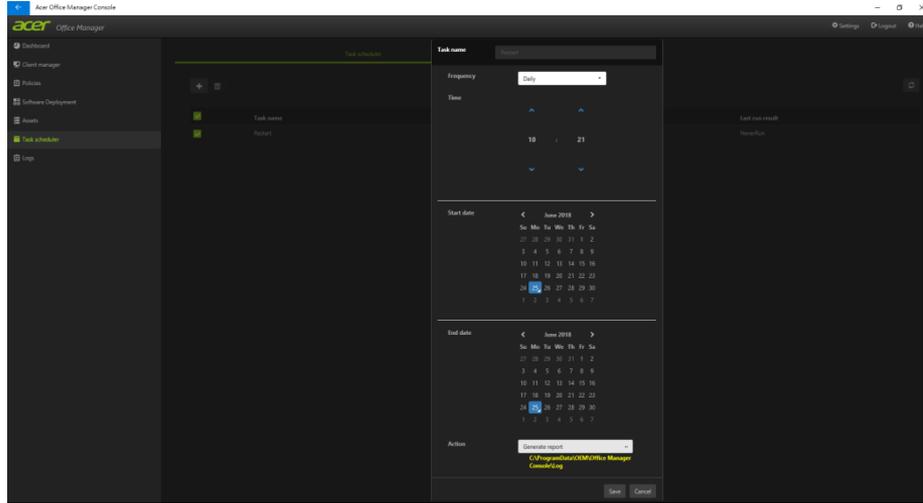


### To edit a task

1. Select the desired task
2. Choose the **Frequency**
3. Select the **Time, Date**
4. Choose the **Action** item
5. Select the desired group(s) or client(s) to be applied
6. Save the task

# Task Scheduler

## - Edit a Task (Generate Report)



To edit a task

1. Select the desired task
2. Click 
3. Choose the **Frequency**
4. Select the **Time**
5. Select the **Start and End dates**
6. Choose the **Action** item “Generate report”
7. Save the task

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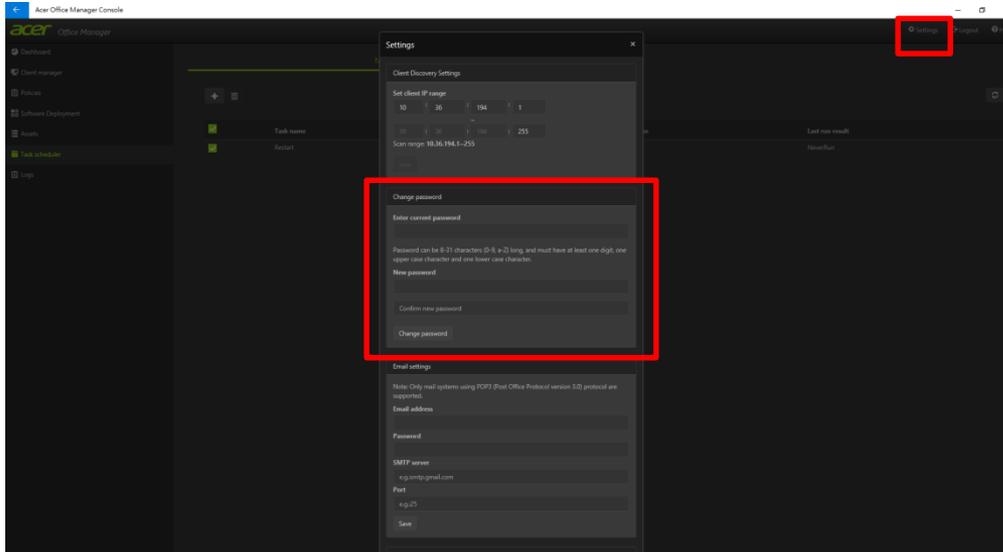
Troubleshooting

# Settings

Settings provide the owner the functions for configuring Acer Office Manager, importing/exporting AOM data and certificate

# Settings

## - Change Password

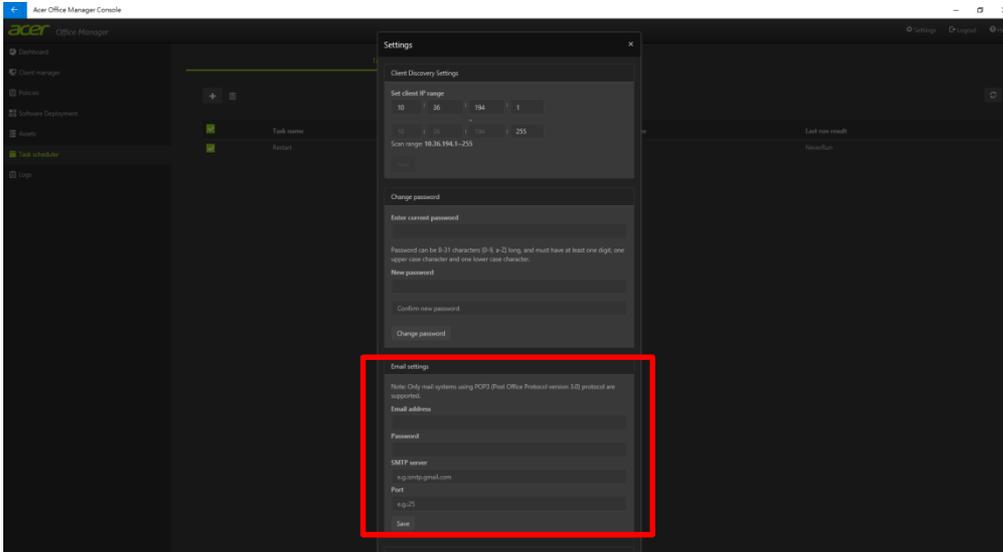


To modify AOM password

1. Select 
2. Enter the new password, confirm it, and then save the change

# Settings

## - Edit Email Settings



To modify AOM email setting

1. Select 
2. Enter the new email address, password, SMTP server, server port respectively and then click **Save**

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# Unable to access the initialization page after 1st launch.



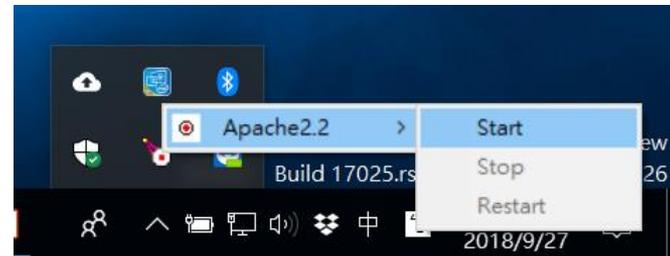
Login page appears at 1<sup>st</sup> launch without below initialization page



User has to manually start Apache service, if first time launch Acer Office Manager Console without redirect to the initialization page.

Start Apache service step as below

1. Click Apache icon on lower right corner of desktop.
2. Select Apache2.2
3. Click Start
4. Launch Acer Office Manager Console and redirect to the initialization page.



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# Acer Office Manager Initialization

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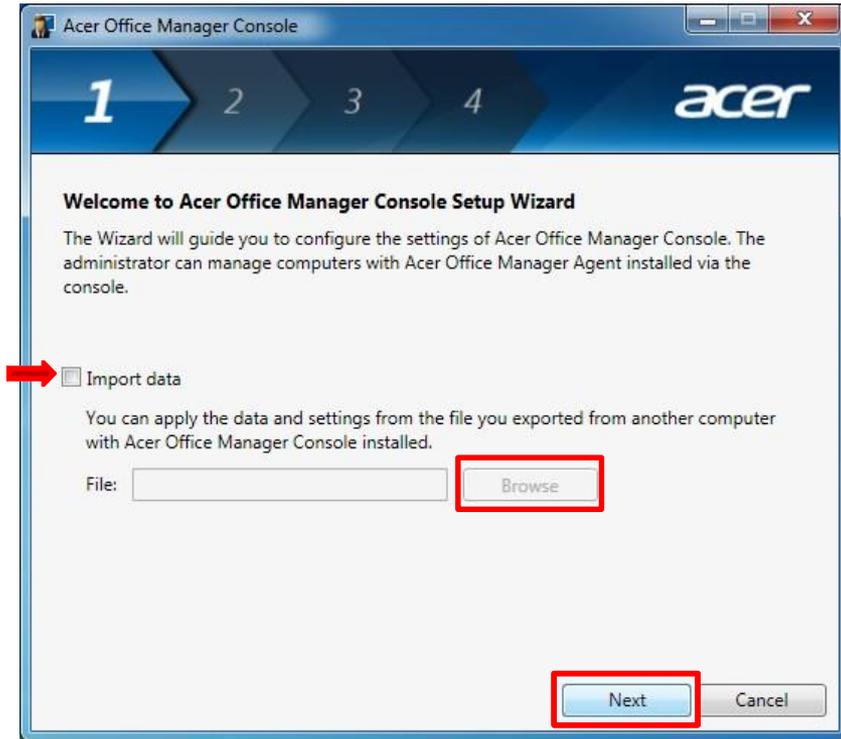
Policies

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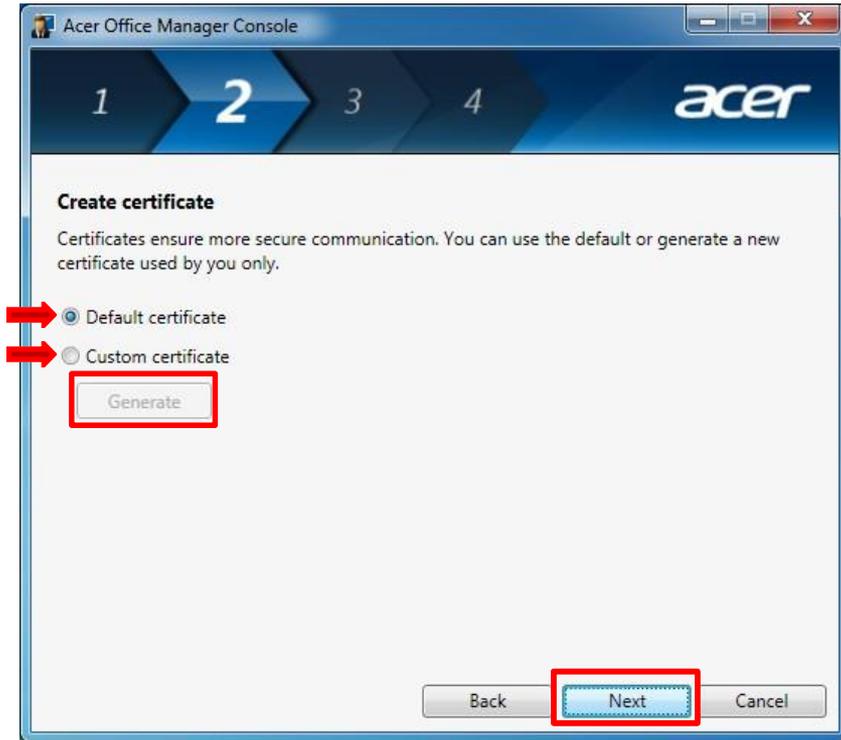
# Acer Office Manager (AOM) Initialization



Acer Office Manager requires users to perform the initialization when executing Acer Office Manager for the first time.

- Click **Next** if this is the first time to setup Acer Office Manager at your environment
- If you want to move previous AOM data and settings from another computer
  1. Check **Import data**
  2. Point to the file location from **Browse** to import the file
  3. Click **Next**

# Acer Office Manager Initialization



AOM uses certificate to authenticate as Console would like to communicate with Agent.

- If this is the first time to setup AOM
  1. Select **Default certificate**
  2. Click **Next**
- If you already has a certificate
  1. Select **Custom certificate**
  2. Click **Generate** to create the certificate
  3. Click **Next**

# Acer Office Manager Initialization



The screenshot shows the 'Acer Office Manager Console' window. At the top, there is a progress bar with four steps: 1, 2, 3, and 4. Step 3 is highlighted, indicating the current stage. The Acer logo is visible in the top right corner. Below the progress bar, the title 'Configure the password' is displayed. A sub-header explains that the password will be used for authentication. There are three input fields: 'Password', 'Confirm password', and 'Hint'. The 'Password' field contains seven dots. The 'Confirm password' field also contains seven dots. The 'Hint' field contains the text 'hint'. A red box highlights the 'Next' button at the bottom of the window. Three red arrows point to the 'Password', 'Confirm password', and 'Hint' fields.

**Configure the password**

The password will be used to authenticate the user's identity when accessing Acer Office Manager Console.

Password:

Confirm password:

Hint:  Recommended

Back **Next** Cancel

## Set Acer Office Manager Console password

1. Enter the password
2. Confirm the password
3. Enter password hint
4. Click **Next** to save changes

# Acer Office Manager Initialization

Acer Office Manager Console

1 2 3 4 acer

**Set up the email address**  
Set up the email address to send notifications or alerts via email

Email address:

Password:

SMTP server:   
(e.g.: smtp.gmail.com)

Port:

Note: Only mail systems using POP3 (Post Office Protocol version 3.0) protocol are supported.

Back Done Cancel

Set E-mail address to send the notifications

1. Set the email address
2. Enter the password
3. Set SMTP server
4. Set server port number
5. Click **Done** to save changes

# Acer Office Manager Initialization

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Client Manager

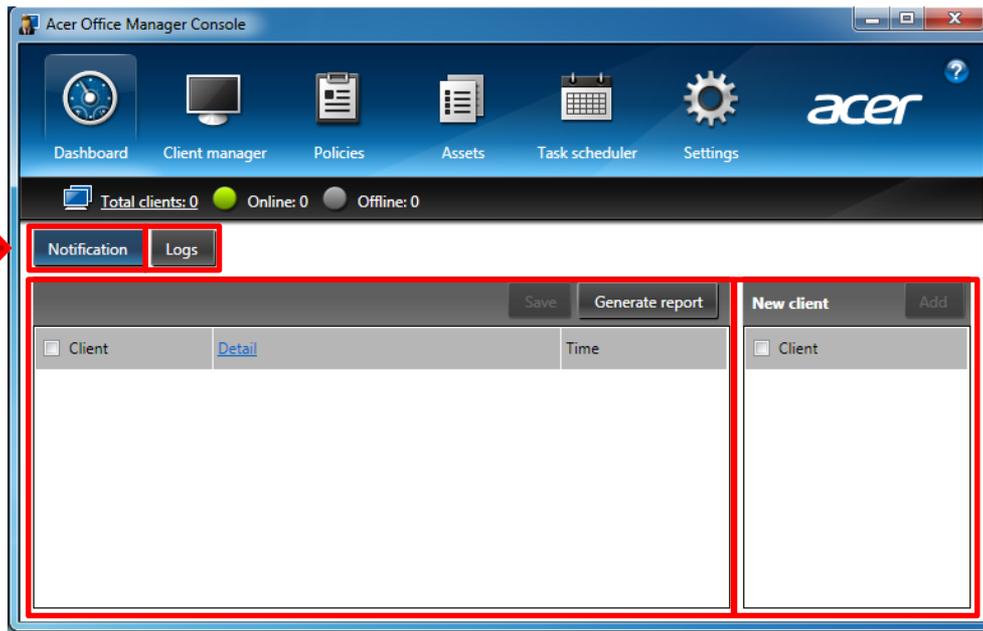
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# Dashboard

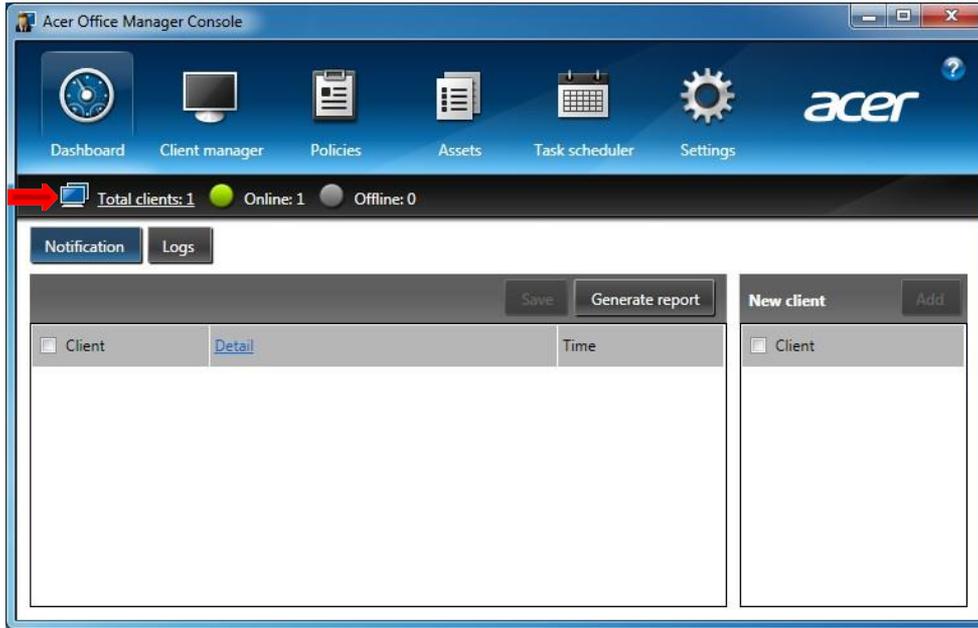


The Dashboard is the place to view a snapshot of the entire client's information.

- View the amount of managed clients and the online/offline computers
- Latest notification and logs information
- New clients item which are the clients connected to the console, but are not being managed

# Dashboard

## - Add New Clients



### Add new clients

1. Select the clients discovered
2. Click **Add**
3. Click **Yes** on message box to add the client(s).
4. The pairing request sent to the client. Click **Close** to close the message box
5. When the client accepts the pairing request. The console and client start to establish the pairing process
6. After the pairing process is done, the total clients will be tallied.

# Dashboard - Notification

Acer Office Manager Console

Dashboard Client manager Policies Assets Task scheduler Settings

Total clients: 1 Online: 0 Offline: 1

Notification Logs

Save Generate report

Client		Time
<input type="checkbox"/> BAP40_CP-PC	Software installed	9/21/2012 3:52:11 PM

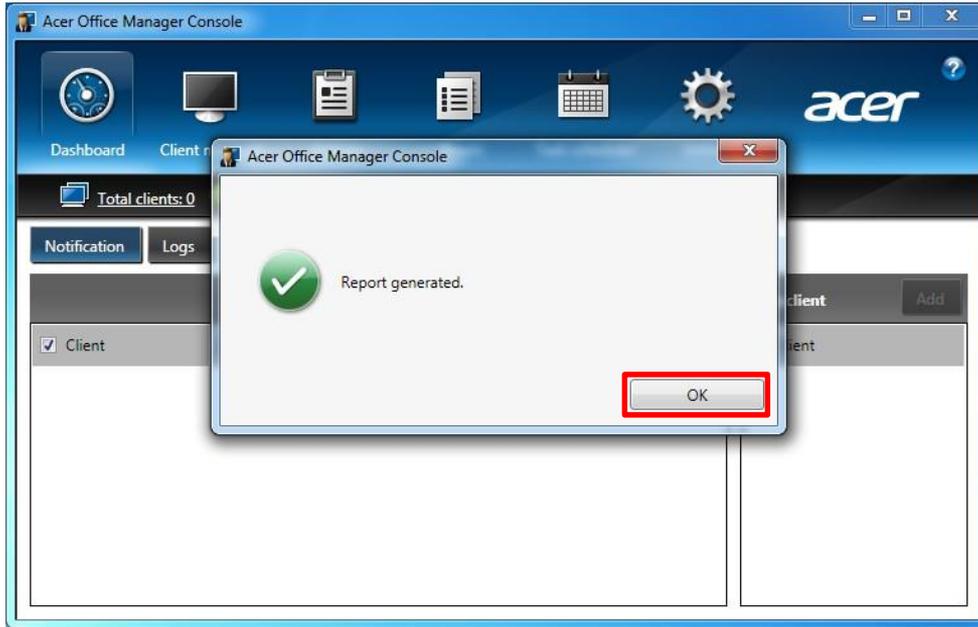
New client Add

<input type="checkbox"/> Client	PROSHIELDPC
---------------------------------	-------------

**Notification** will inform the console if there are any upcoming alarms from the client and other changes that have been made.

- User can click the [Detail](#) for more information
- A window popped to describe the notification details. You can save the notification:
  1. Select the desired clients
  2. Click **Save** to save the changes

# Dashboard - Notification



To generate asset report

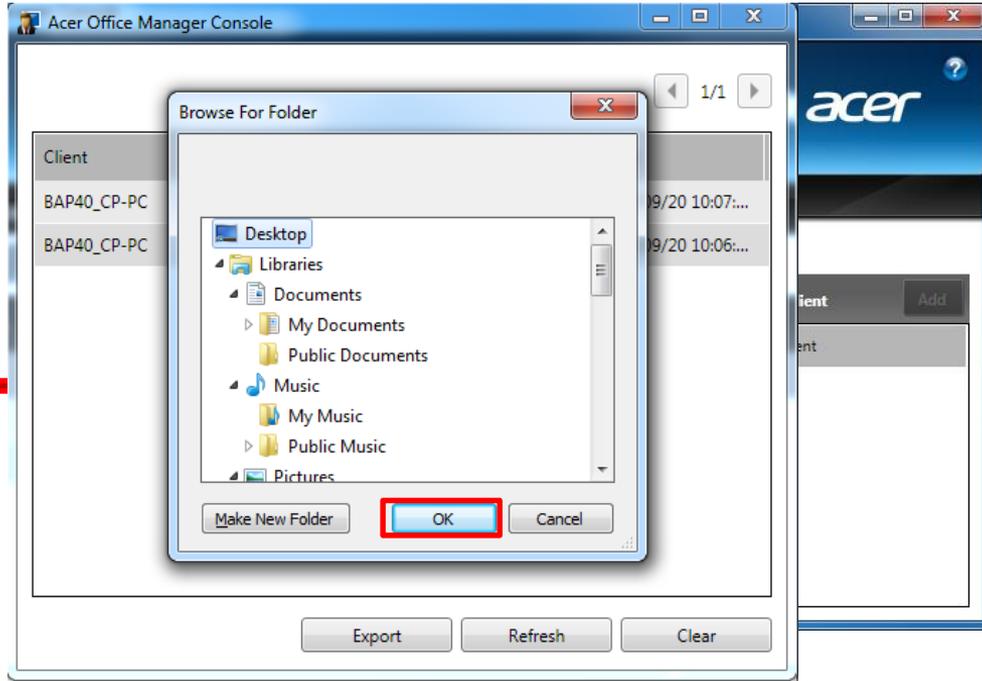
1. Click **Generate report**
2. Select the items to be reported and then click **OK**
3. Browse a folder to save the report and then click **OK**
4. Click **OK** to close the report generated message box
  - The file format is as attached



AssetReport\_2012  
0\_145825\_9201354.

# Dashboard

## - Logs



At the logs page, user can check the latest 50 logs.

1. To export the information, Click [Detail](#)
  2. Click **Export** to save the logs
  3. Choose a folder and click **OK** to save the file.
- The file is saved in an Excel file with information as below

	A	B	C
1	Client	Detail	Time
2	BAP40_CP-PC	Add computer	2012/09/20 10:06:57
3	BAP40_CP-PC	Refresh client status	2012/09/20 10:07:37

# Acer Office Manager Initialization

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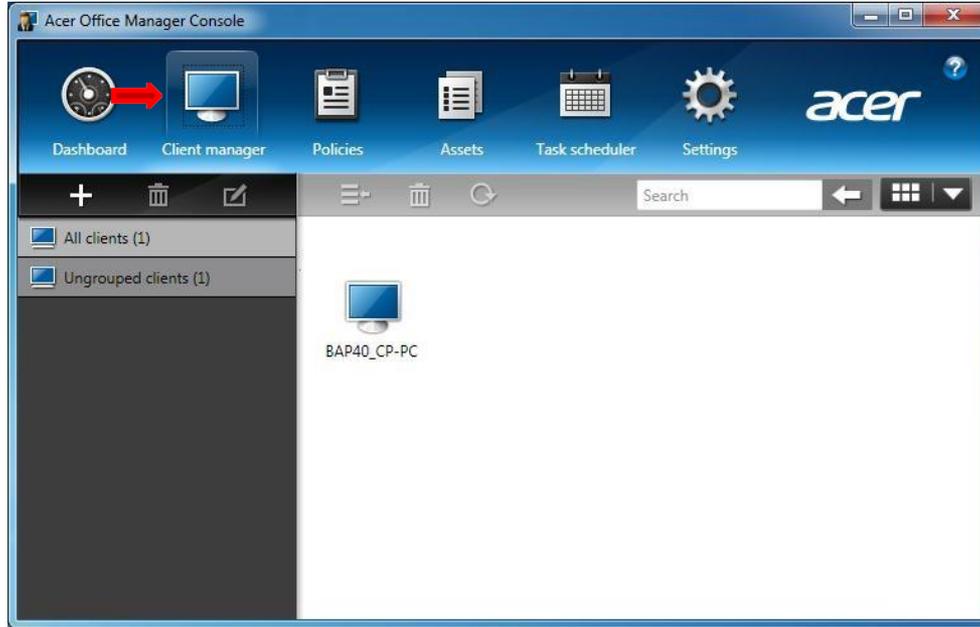
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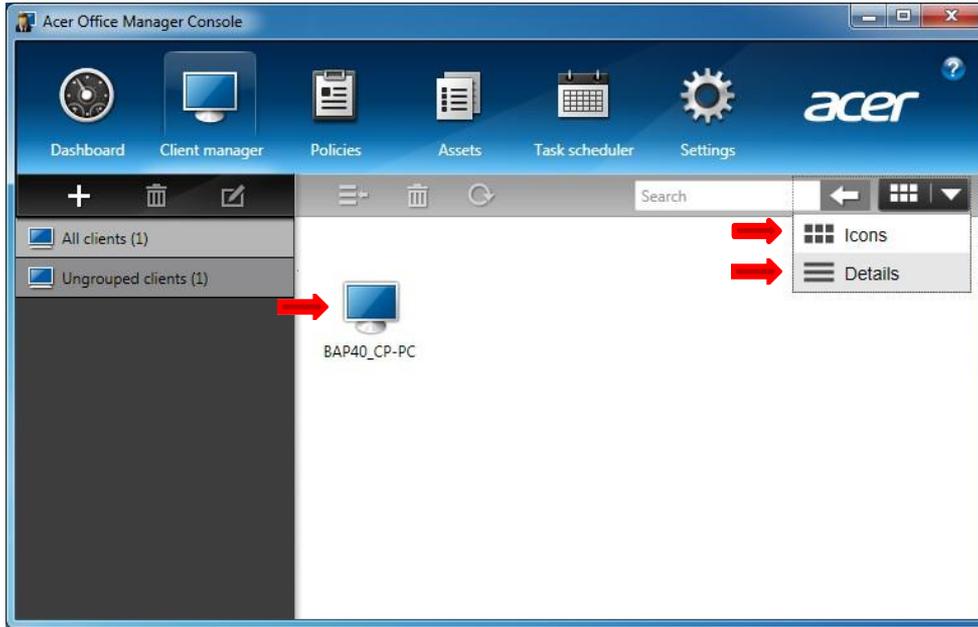
Settings

# Client Manager



The Client Manager will manage the relationships between the client and the console.

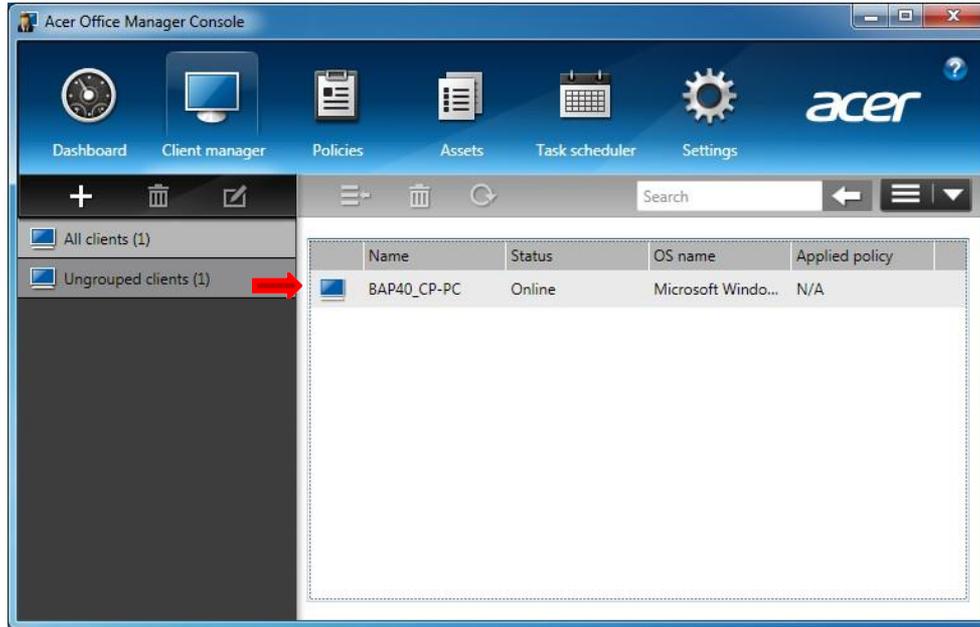
# Client Manager



User can select the view type as **Icons** or **Details** from the upper right corner of client manager window.

- Icons view type

# Client Manager

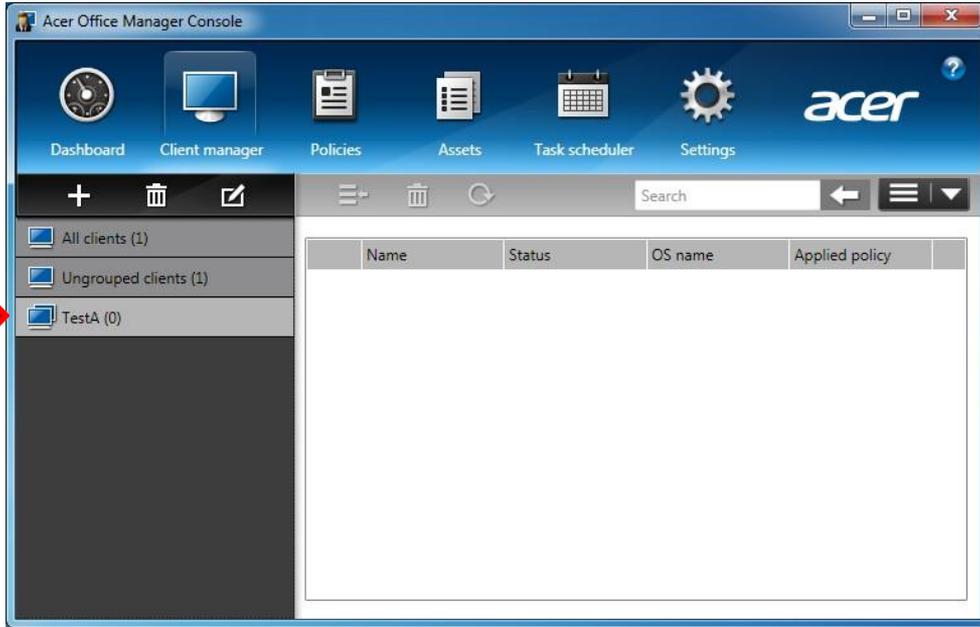


User can select the view type as **Icons** or **Details** from the upper right corner of client manager window.

- Details view type

# Client Manager

## - Group the Clients

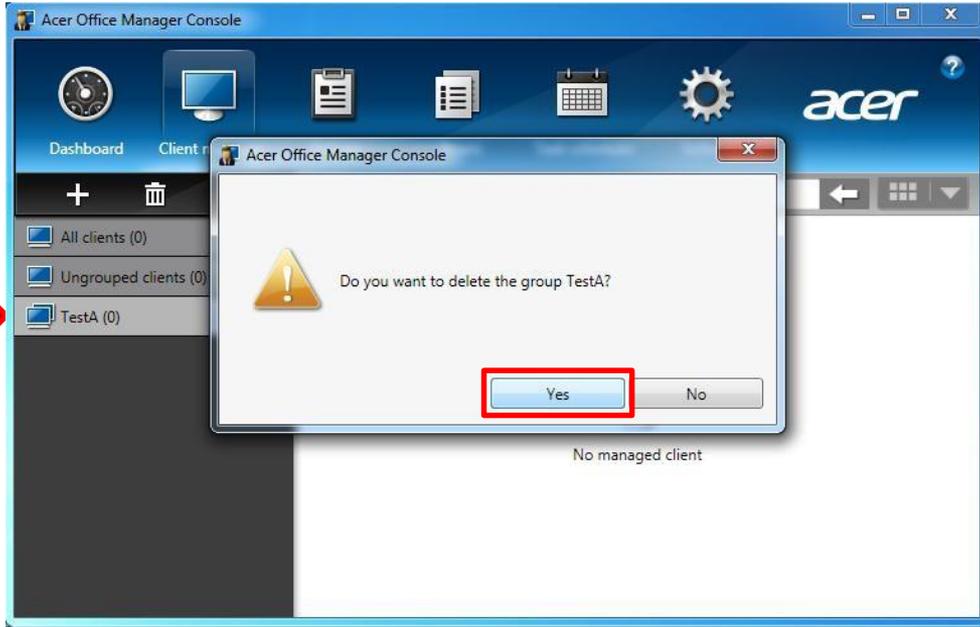


To group the clients into different groups for easier manageability and visibility

1. Click **+** to create a new group
2. Give a name to this new group
3. Select the desired clients to join the group
4. Click **OK**
5. A new group is available now on the window

# Client Manager

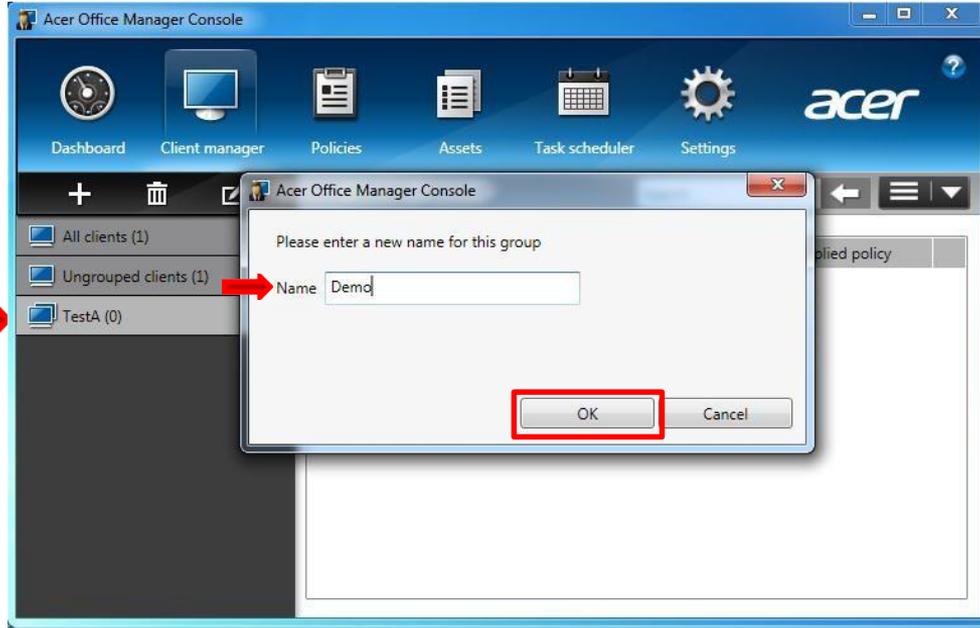
## - Delete a Group



To delete the created group

1. Select the desired group
2. Click  to delete the group
3. Click **Yes** to confirm the deletion

# Client Manager - Rename a Group

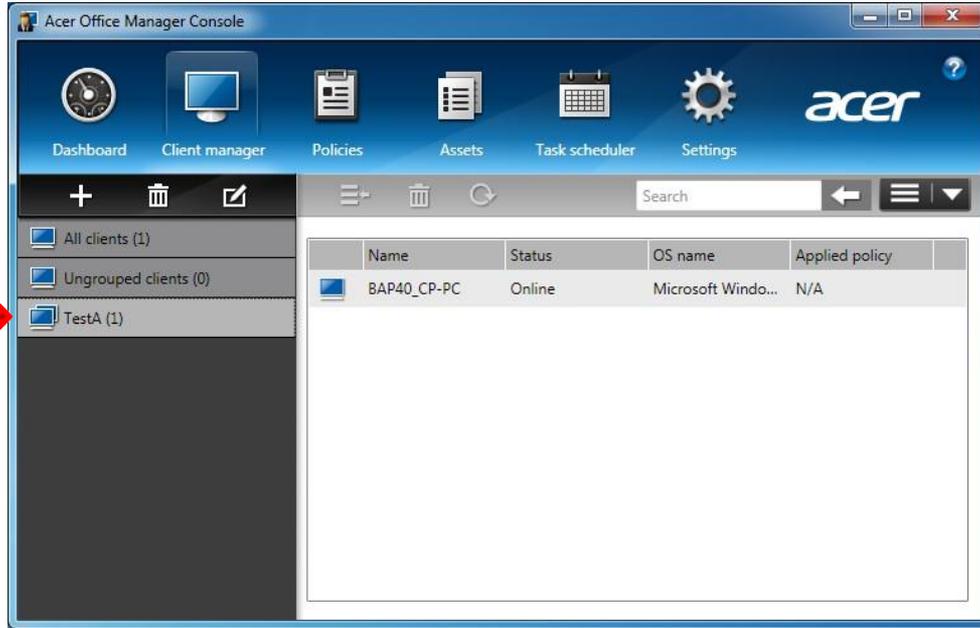


To rename the created group

1. Select the desired group
2. Click  to rename the group
3. Input the new name
4. Click **OK** to rename the group

# Client Manager

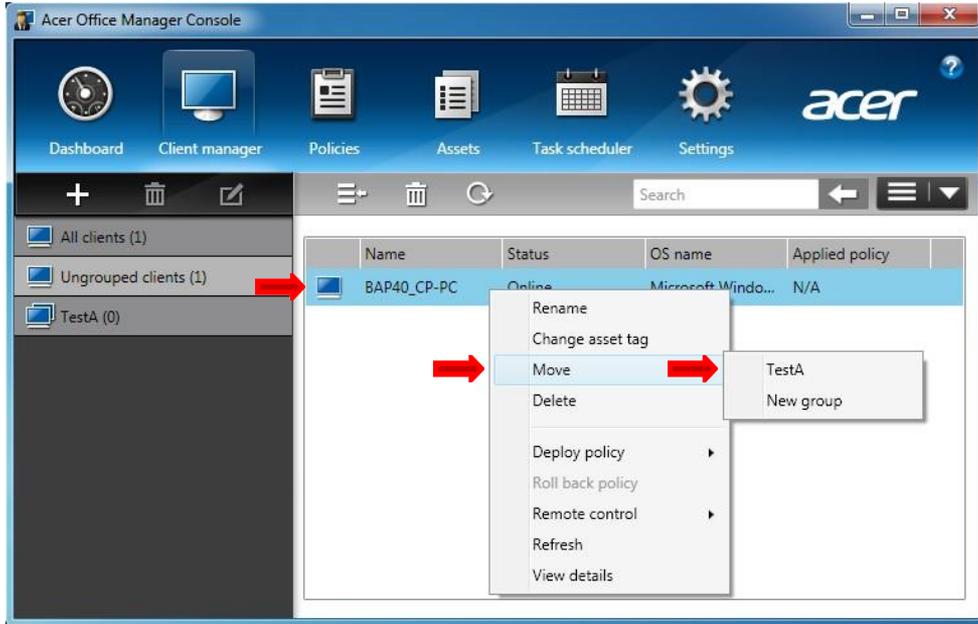
## - Move a Client



To move a client to a group

1. Select the desired client
2. Click  to move the client
3. Select a target group to join
4. Click **OK**
5. Now the client is moved to a new group

# Client Manager - Move a Client

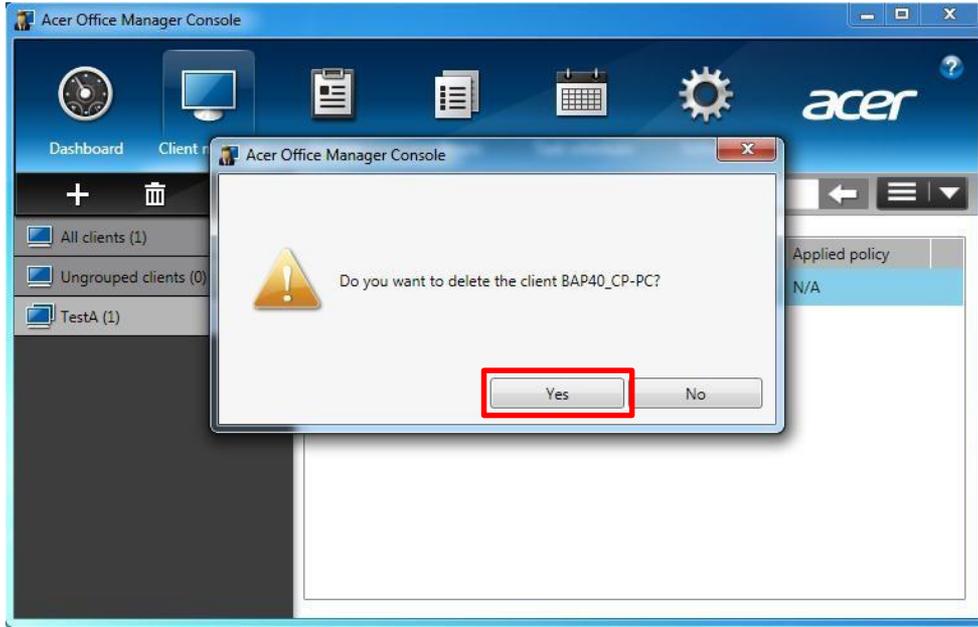


To move a client to a group, you can also

1. Right-click on mouse at the desired client
2. Select the target group under the Move menu item

# Client Manager

## - Delete a Client

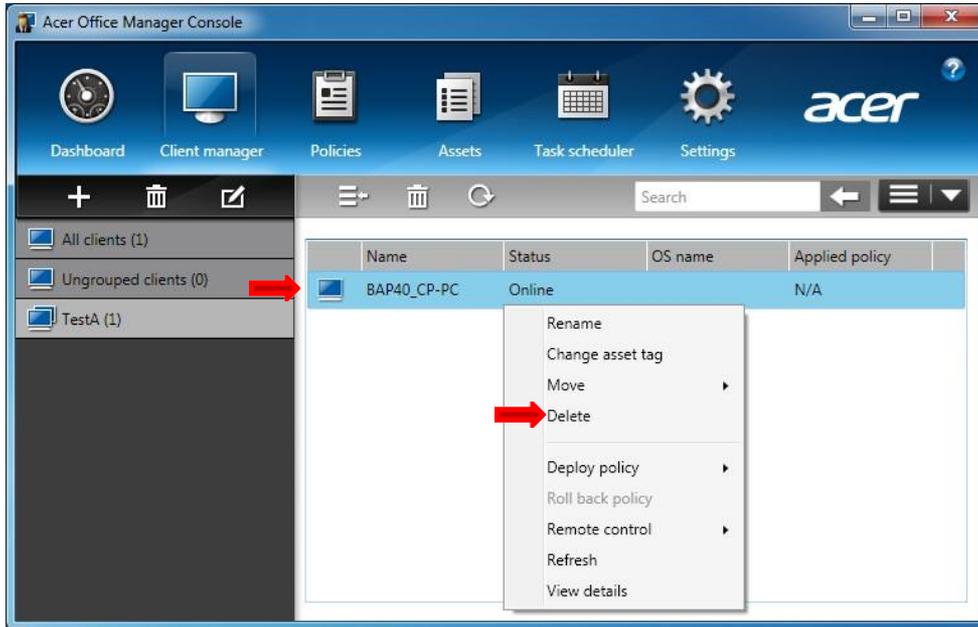


### To delete a client

1. Select the desired client
2. Click  to delete the client
3. Click **Yes** on the message box to confirm deletion

# Client Manager

## - Delete a Client

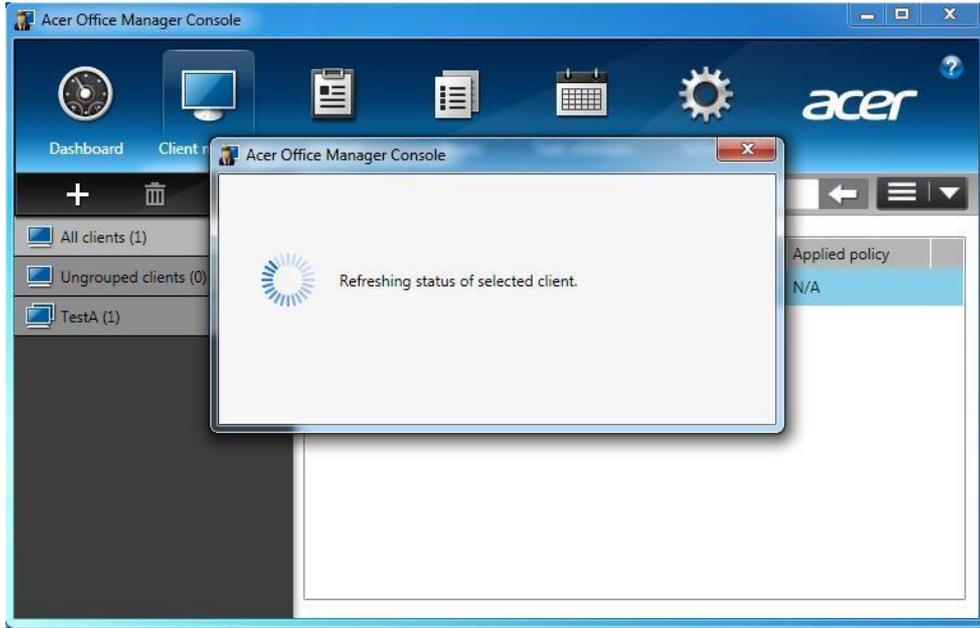


To delete a client, you can also

1. Right-click on mouse at the desired client
2. Select **Delete** item on the right-button context menu

# Client Manager

## - Refresh a Client Status

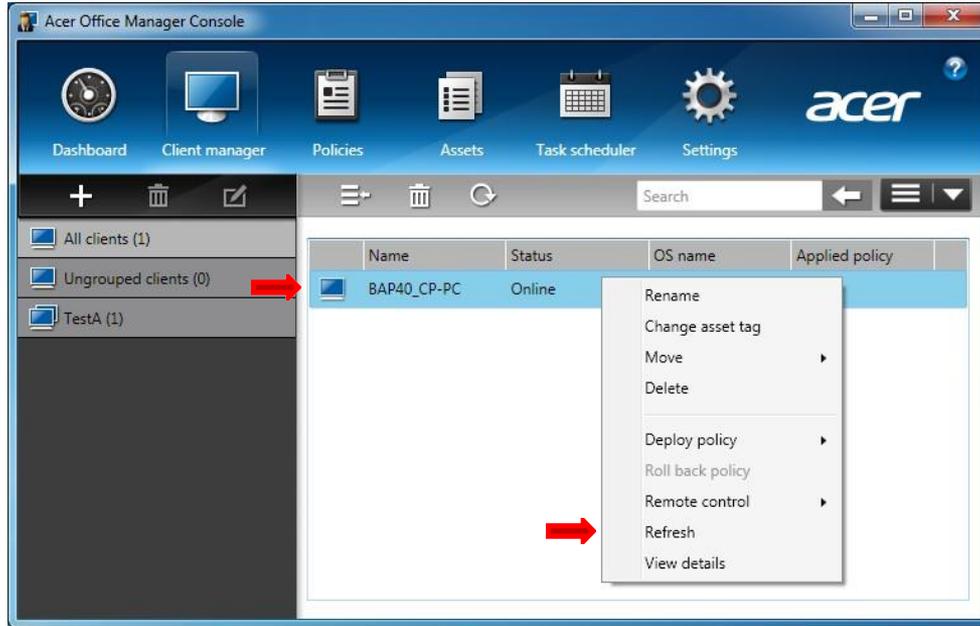


To refresh the client status

1. Select the desired client
2. Click  to refresh the client status
3. Message box popped up to show the refreshing status

# Client Manager

## - Refresh a Client Status

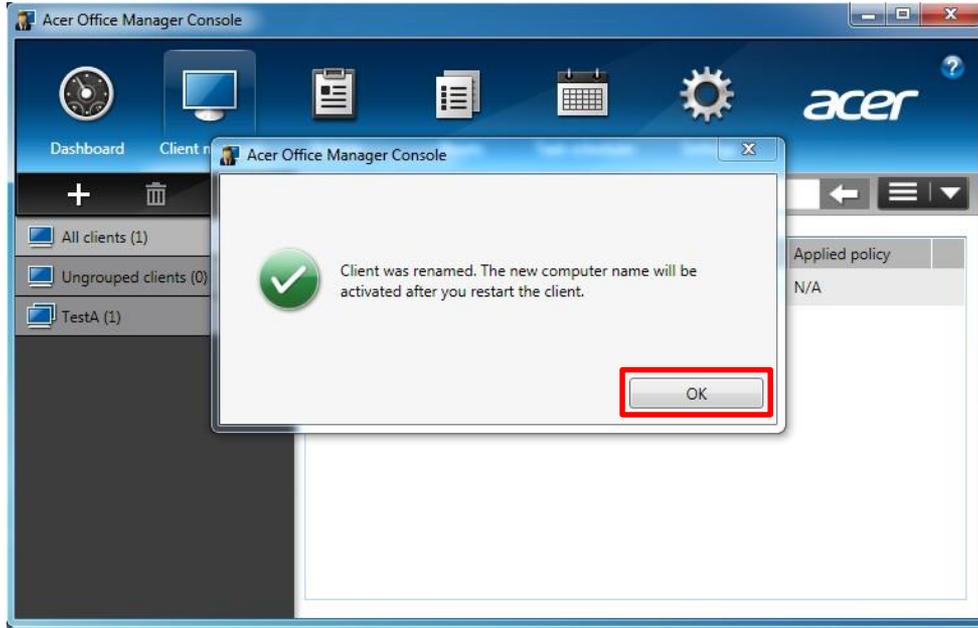


To refresh the client status, you can also

1. Right-click on mouse at the desired client
2. Select **Refresh** item on the right-button context menu

# Client Manager

## - Rename a Client

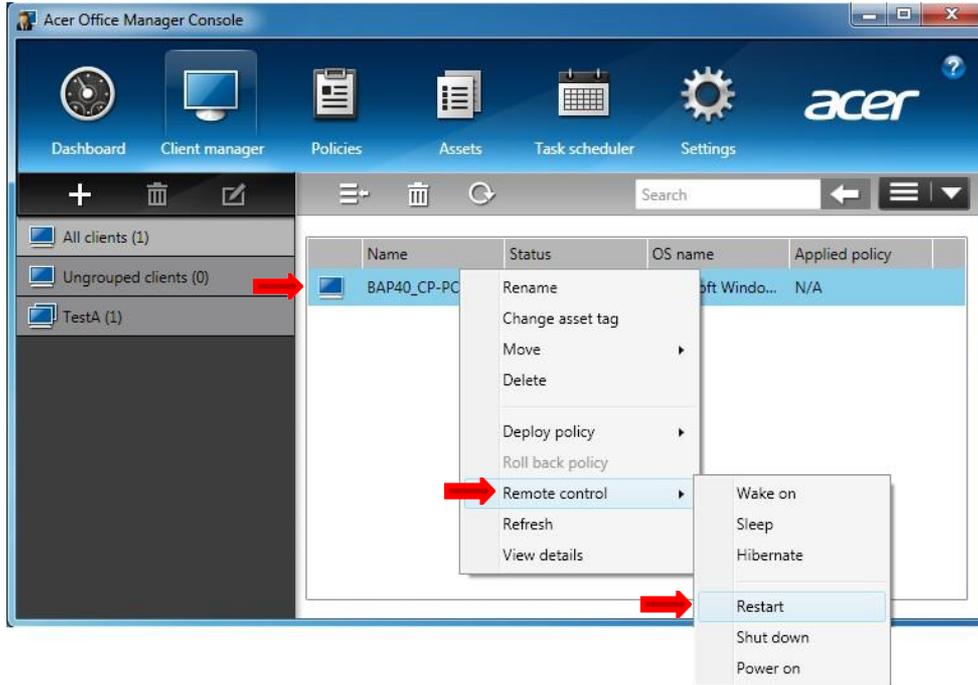


To rename the client

1. Right-click on mouse at the desired client
2. Select **Rename** item on the right-button context menu
3. Type the new name on the message box
4. Click **OK**
5. Click **Yes** to confirm the renaming
6. Message box pops to remind you to restart the client for the new name

# Client Manager

## - Remote Control a Client

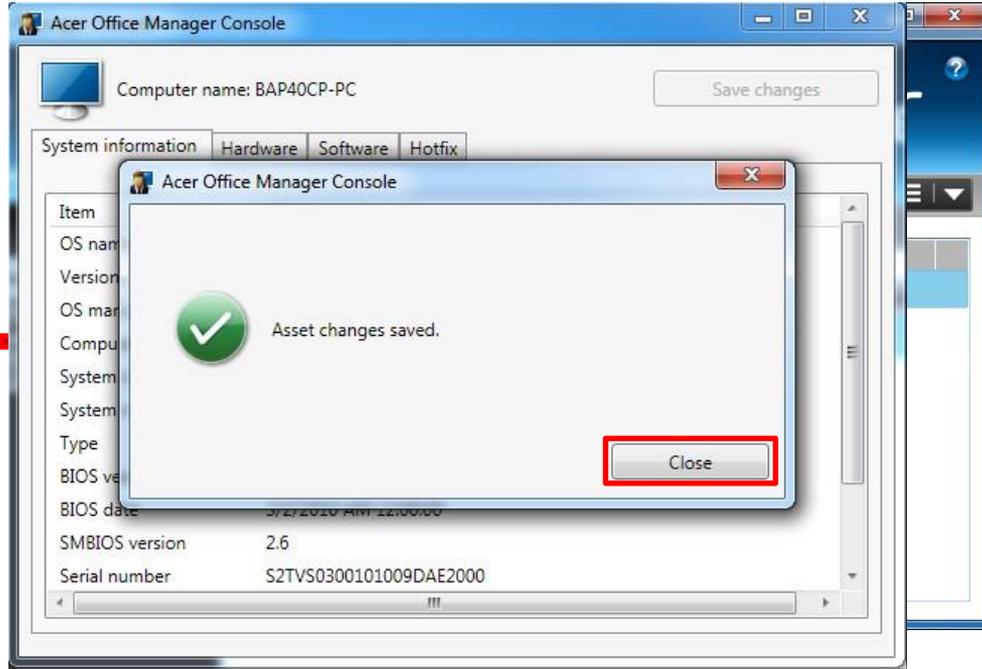


To restart the client

1. Right-click on mouse at the desired client
2. Select **Restart** under Remote control menu

# Client Manager

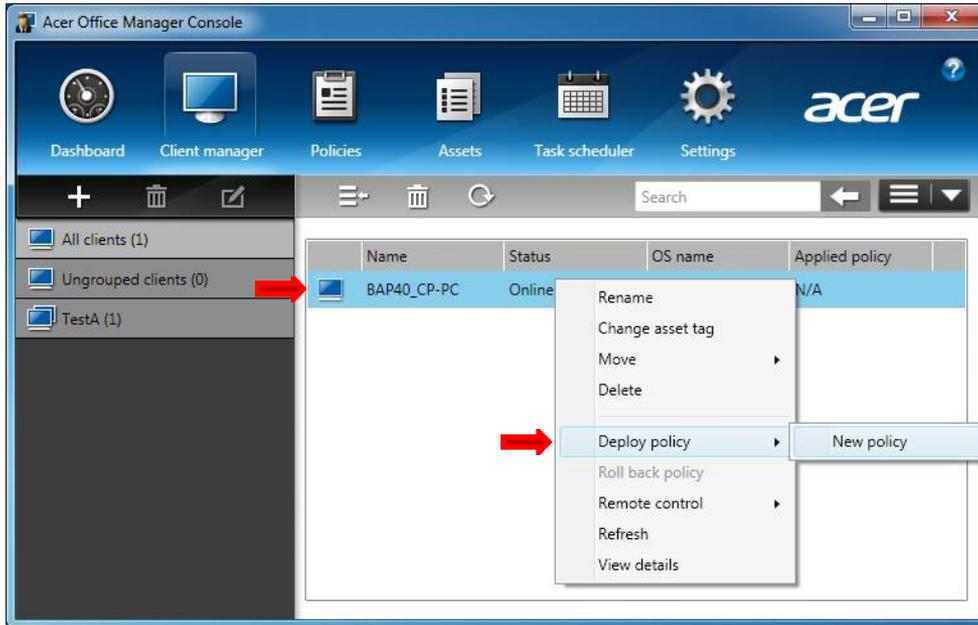
## - Check a Client Updates



To check changes on the client

1. Right-click on mouse at the client which icon is shown as 
2. Select **View details** item on the right-button context menu
3. The changes will be highlighted in **red**
4. Click **Save changes** to save the updates
5. Click **Close** to confirm the changes

# Client Manager - Deploy Policy



To deploy a policy to a client

1. Right-click on mouse at the desired client
2. Select a policy under **Deploy policy** menu

# Acer Office Manager Initialization

Dashboard

Client Manager

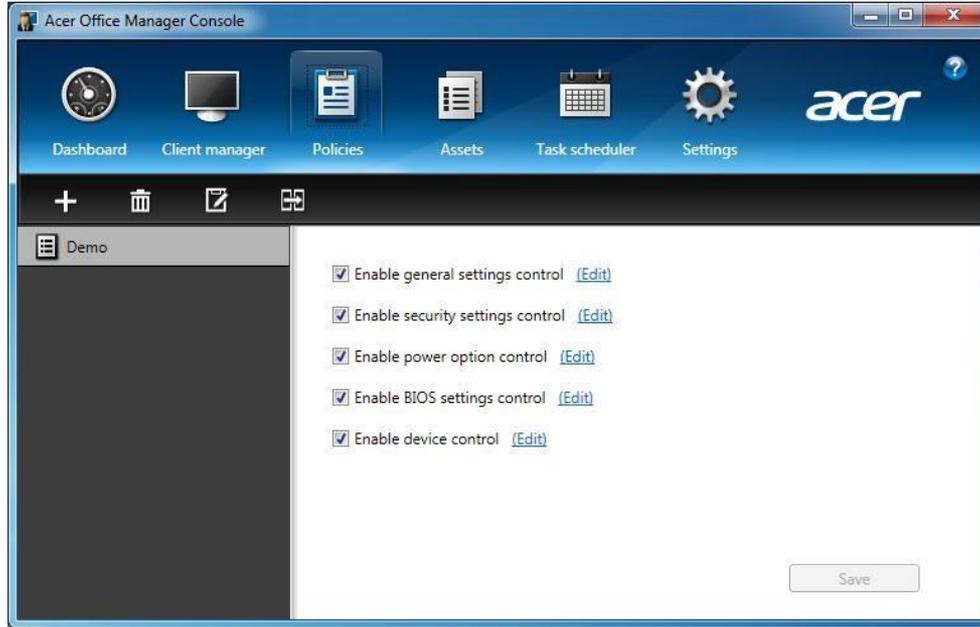
Policies

Assets

Task Scheduler

Settings

# Policies

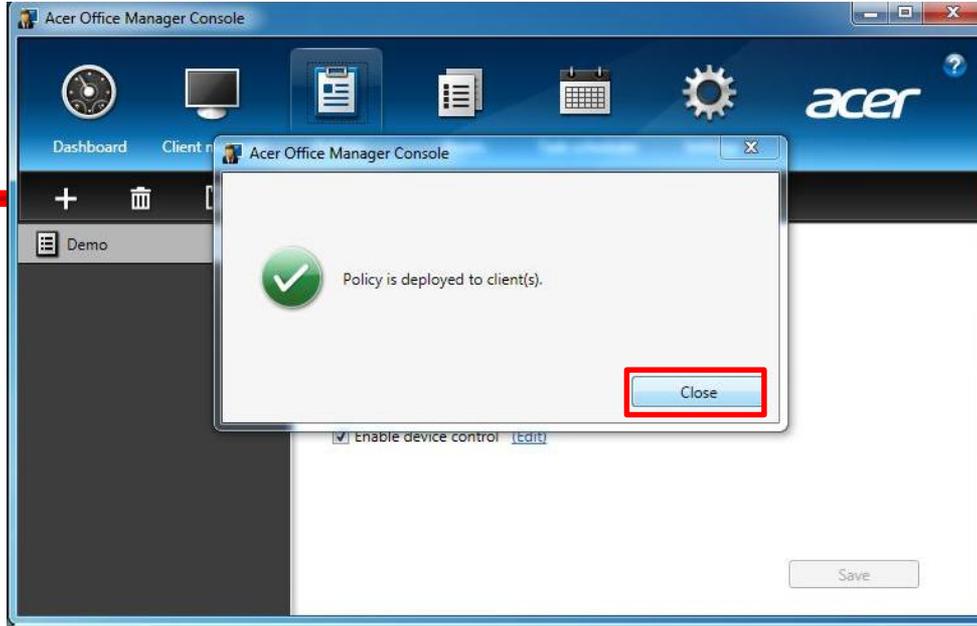


The Policy Enforcement has the capability to increase security of the client's machine through management of internet explorer security, password complexity, computer power option, BIOS passwords, boot order sequences, and devices such as USB, camera, etc...

Management of all these functions helps the IT Managers or owners to secure their proprietary intellectual property.

# Policies

## - Add a Policy

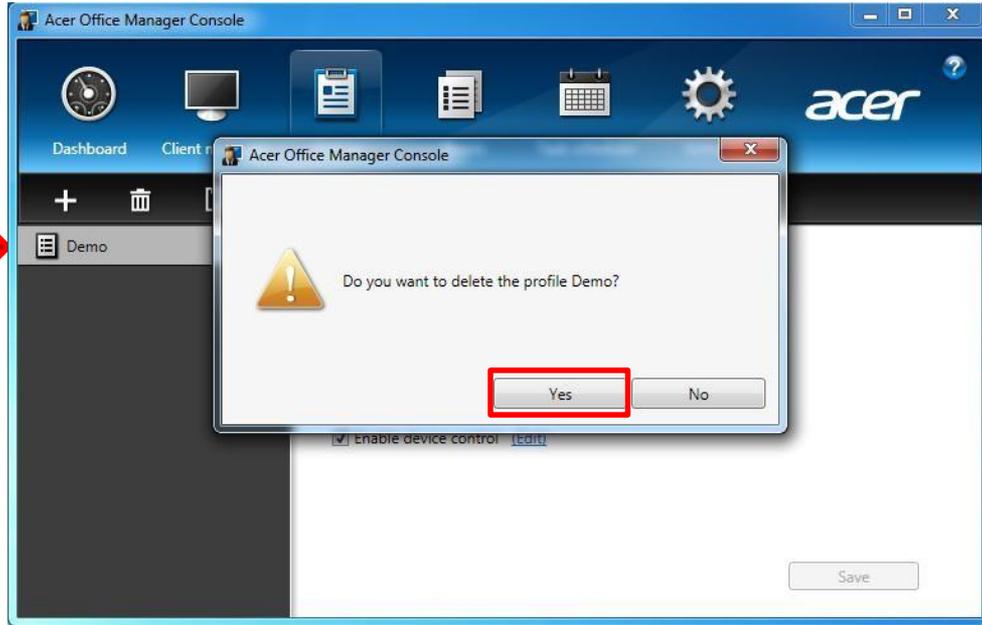


### To add a policy

1. Click **+** to Add a policy or click [Add a policy](#) on the window
2. Give the Policy name
3. Decide the settings control for **General, Security, Power options, BIOS and Device** accordingly
4. Save the policy
5. Choose **Yes** if you want to deploy this policy right away
6. Select the desired group or client to deploy the policy and click **OK**
7. Policy being deployed to the client(s)
8. Close the message box after the policy was deployed

# Policies

## - Delete a Policy

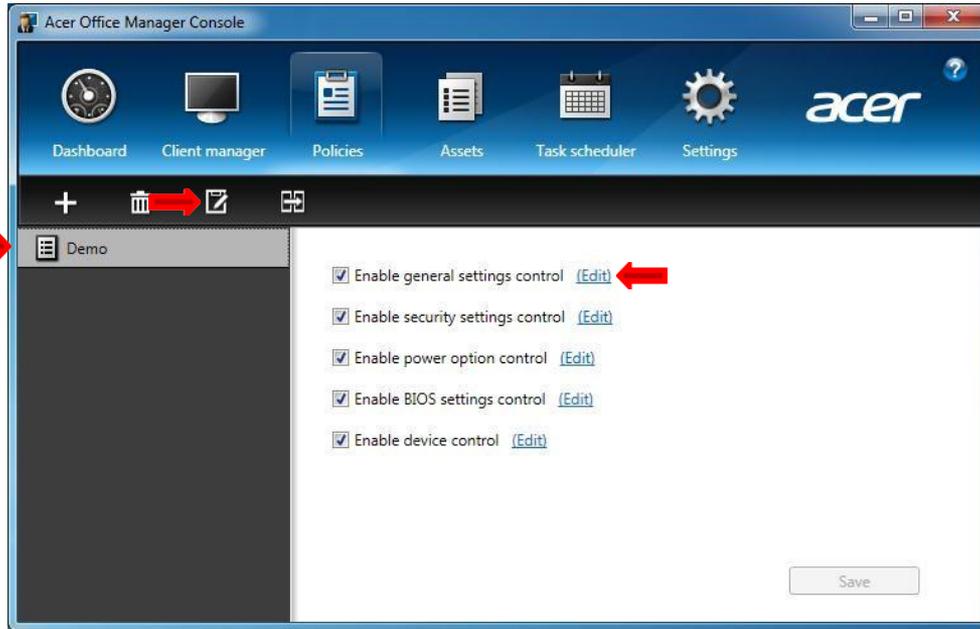


To delete a policy

1. Select the desired policy
2. Click  to delete the policy
3. Click **Yes** to confirm the deletion

# Policies

## - Edit a Policy

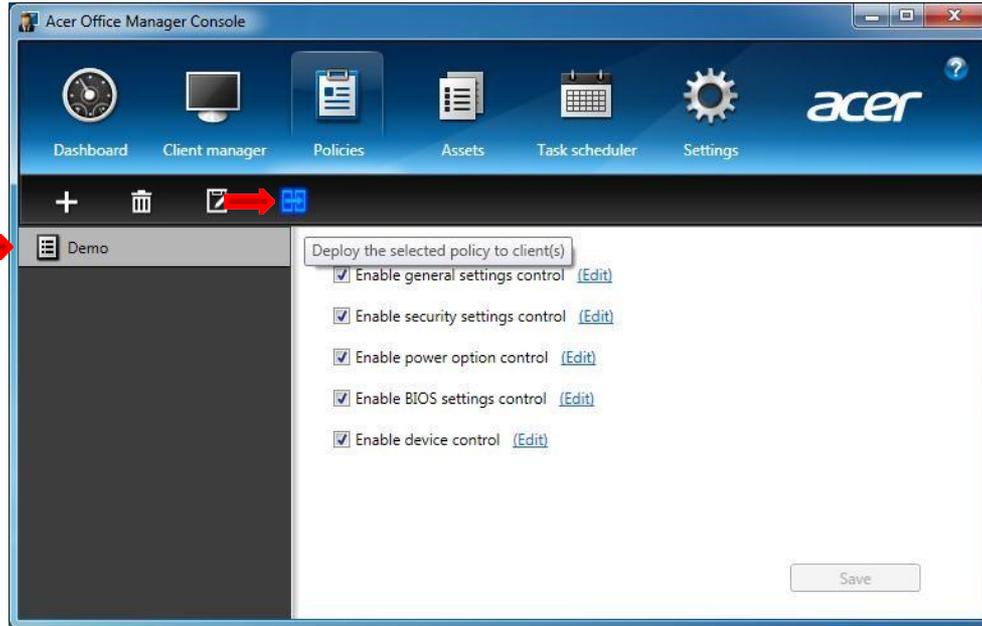


### To edit a policy

1. Select the desired policy
2. Click  or [Edit](#) on the window to edit the policy

# Policies

## - Deploy a Policy



To deploy a policy

1. Select the desired policy
2. Click  on the window to deploy the policy

# Acer Office Manager Initialization

Dashboard

Client Manager

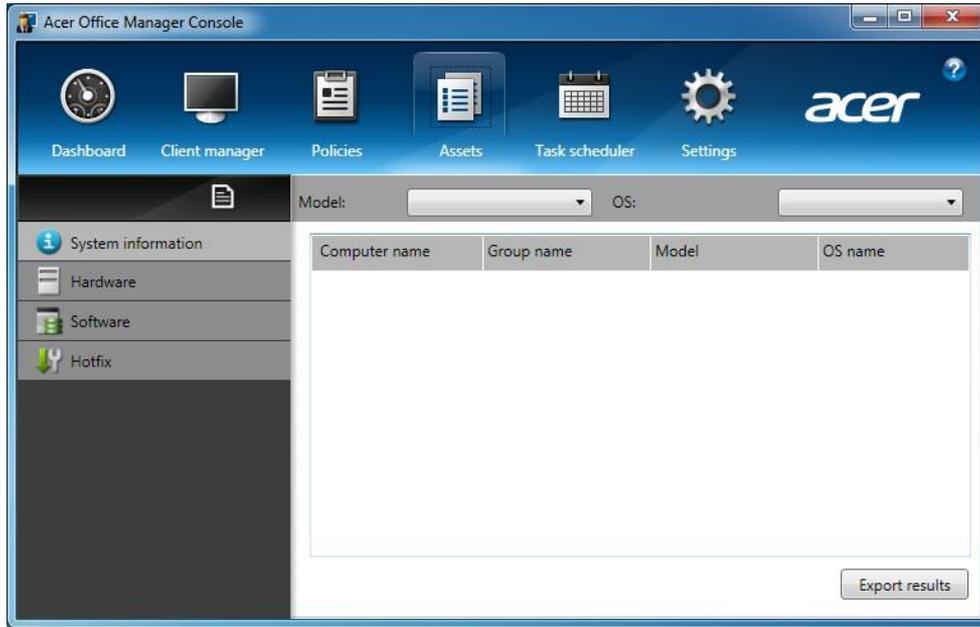
Policies

Assets

Task Scheduler

Settings

# Assets

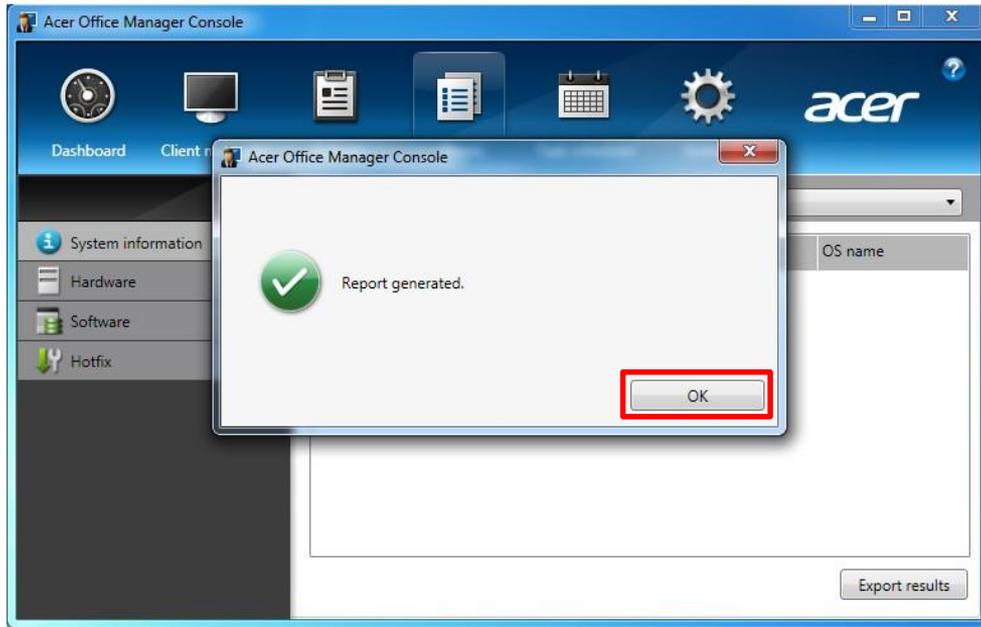


User can fast look up the asset information for all managed clients from Asset based on their preference by different categories, including System information, Hardware information, Software information and Hotfix information.

User can select the information for all managed clients or the searched result they would like to be generated as a file.

# Assets

## - Generate the Asset Report



To generate asset report

1. Click 
2. Select the items to be reported and then click **OK**
3. Browse a folder to save the report and then click **OK**
4. Click **OK** to close the report generated message box

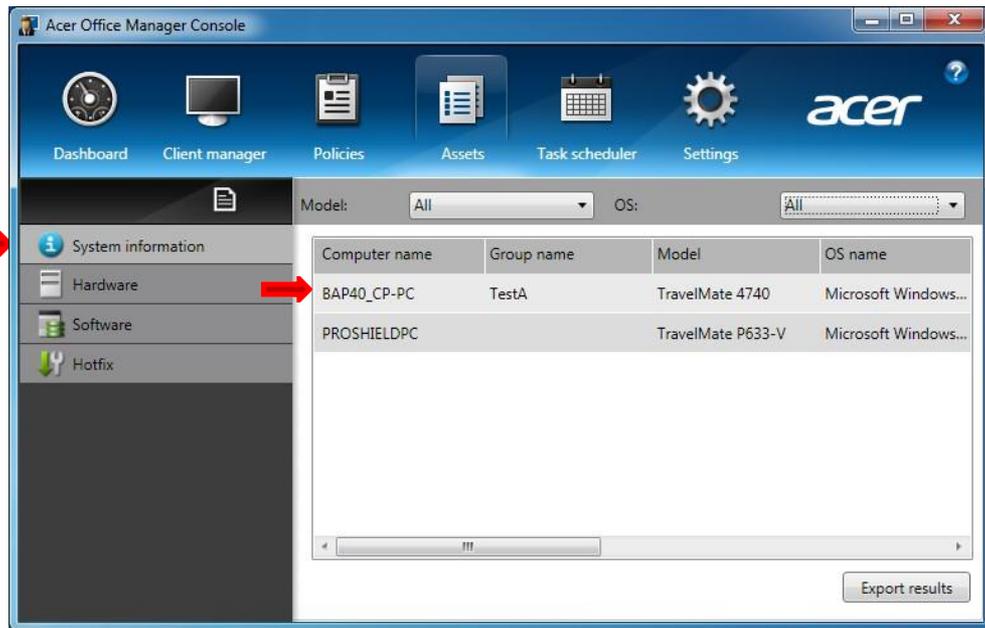
- Report file format is as attached



AssetReport\_2012  
0\_145825\_9201354.

# Assets

## - Look Up System Information

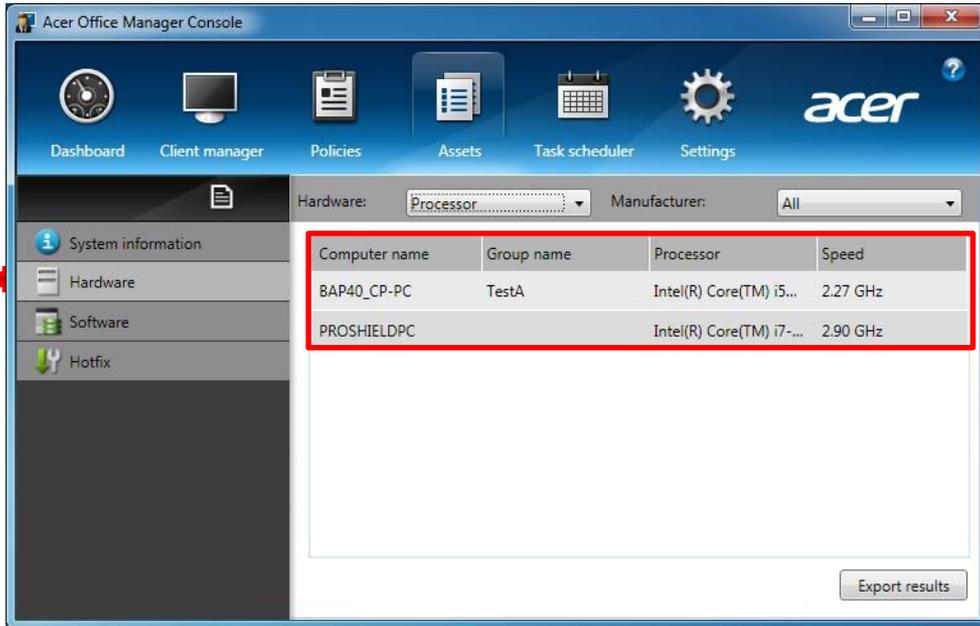


To look up system information

1. Select **System Information** tab
2. Choose models from the **Model** scroll-down menu
3. Choose OS from **OS** scroll-down menu
4. The results are filtered on the window

# Assets

## - Look Up Hardware Information



The screenshot shows the Acer Office Manager Console interface. The top navigation bar includes Dashboard, Client manager, Policies, Assets, Task scheduler, and Settings. The left sidebar has System information, Hardware, Software, and Hotfix. The main content area shows a filter for Hardware: Processor and Manufacturer: All. A table displays the following data:

Computer name	Group name	Processor	Speed
BAP40_CP-PC	TestA	Intel(R) Core(TM) i5...	2.27 GHz
PROSHIELDPC		Intel(R) Core(TM) i7-...	2.90 GHz

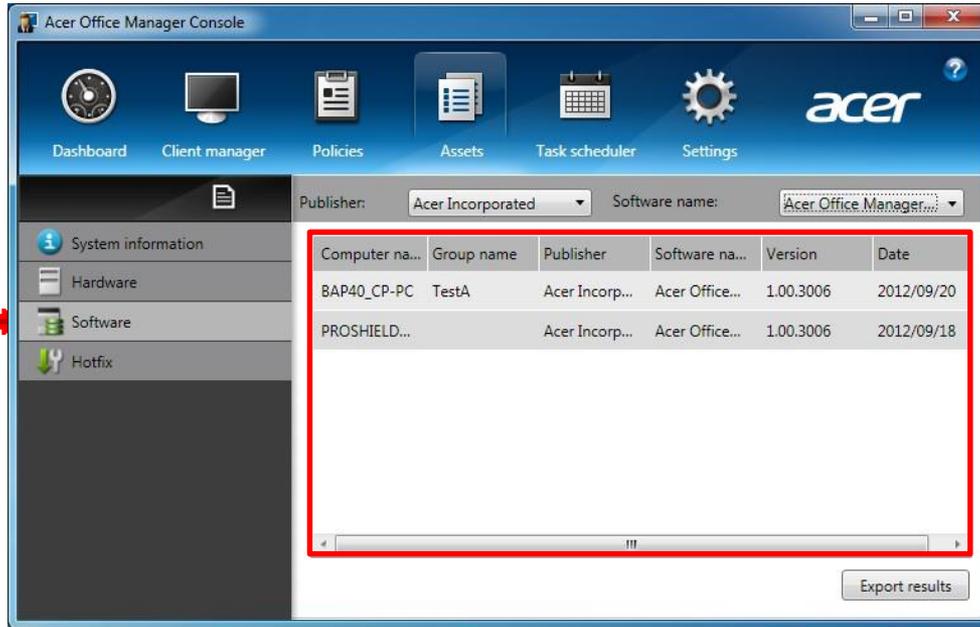
An "Export results" button is located at the bottom right of the table area.

To look up hardware information

1. Select **Hardware** tab
2. Choose a component from the Hardware scroll-down menu
3. The results are filtered on the window

# Assets

## - Look Up Software Information

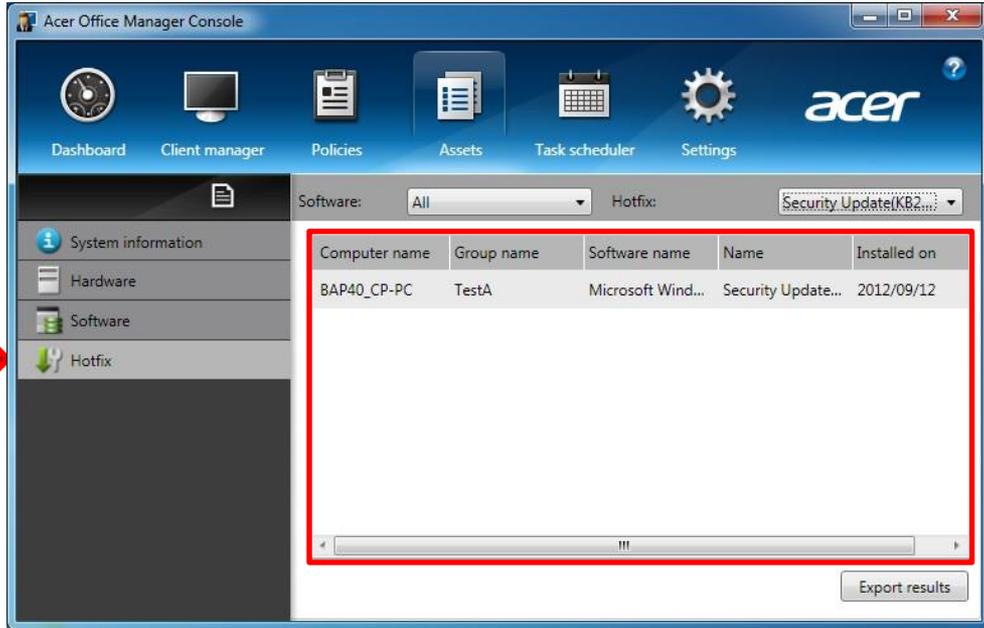


To look up software information

1. Select **Software** tab
2. Choose software vendor from the **Publisher** scroll-down menu
3. The results are filtered on the window
4. Choose software name from **Software name** scroll-down menu to narrow the results if necessary
5. The results with software name condition are filtered on the window

# Assets

## - Look Up Hotfix Information

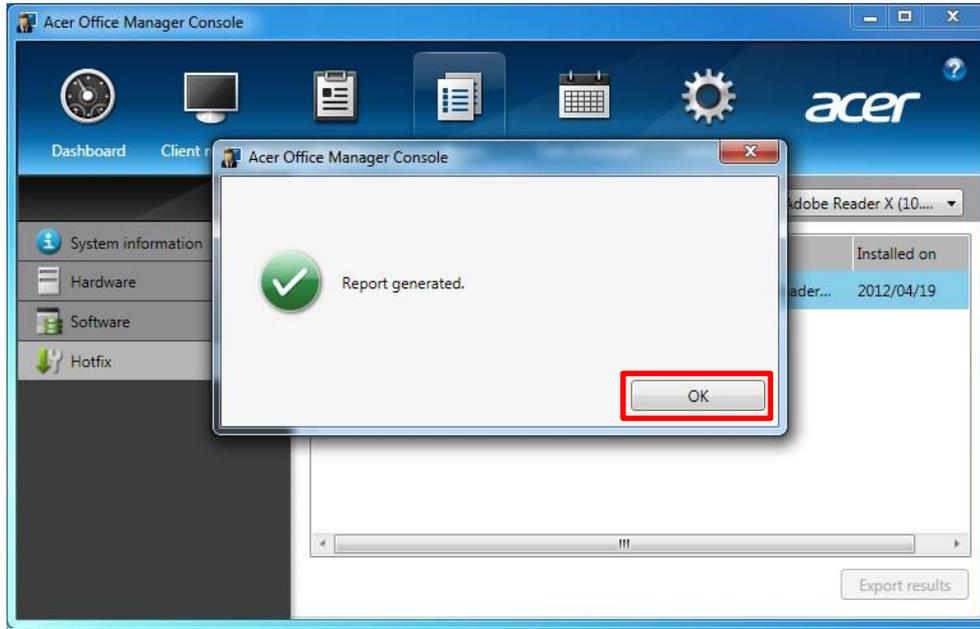


To look up hotfix information

1. Select **Hotfix** tab
2. Choose software vendor from the **Software** scroll-down menu
3. The results are filtered on the window
4. Choose hotfix from **Hotfix** scroll-down menu to narrow the results if necessary
5. The results with hotfix condition are filtered on the window

# Assets

## - Export Search Results



To export the search results

1. Click **Export results**
2. Browse a folder to save the results and then click **OK**
3. Click **OK** to close the report generated message box
4. The results is exported to the Excel file format as attached



**AssetReport\_2012  
0\_153108\_3281964.**

# Acer Office Manager Initialization

Dashboard

Client Manager

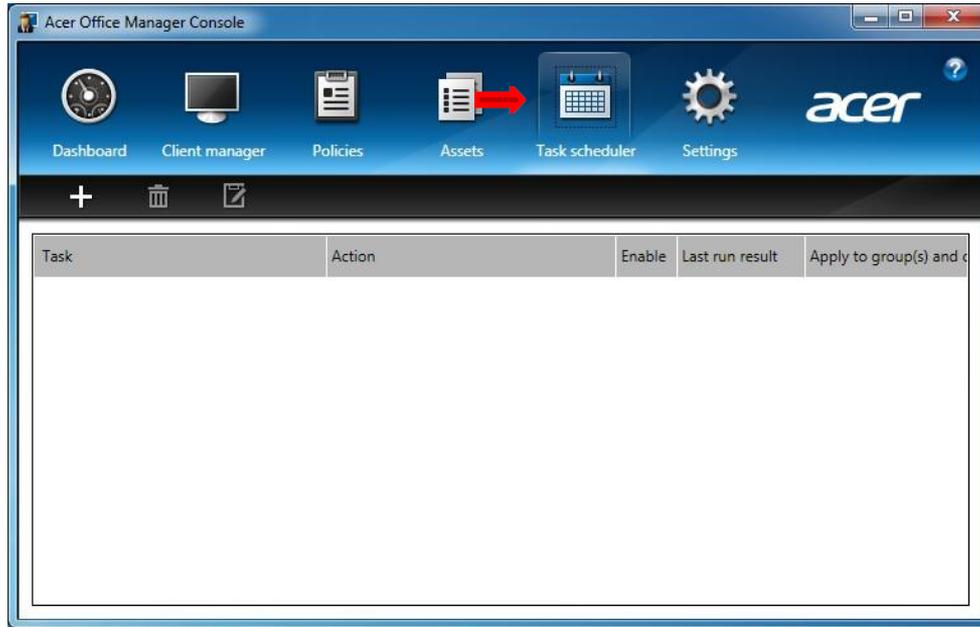
Policies

Assets

Task Scheduler

Settings

# Task Scheduler

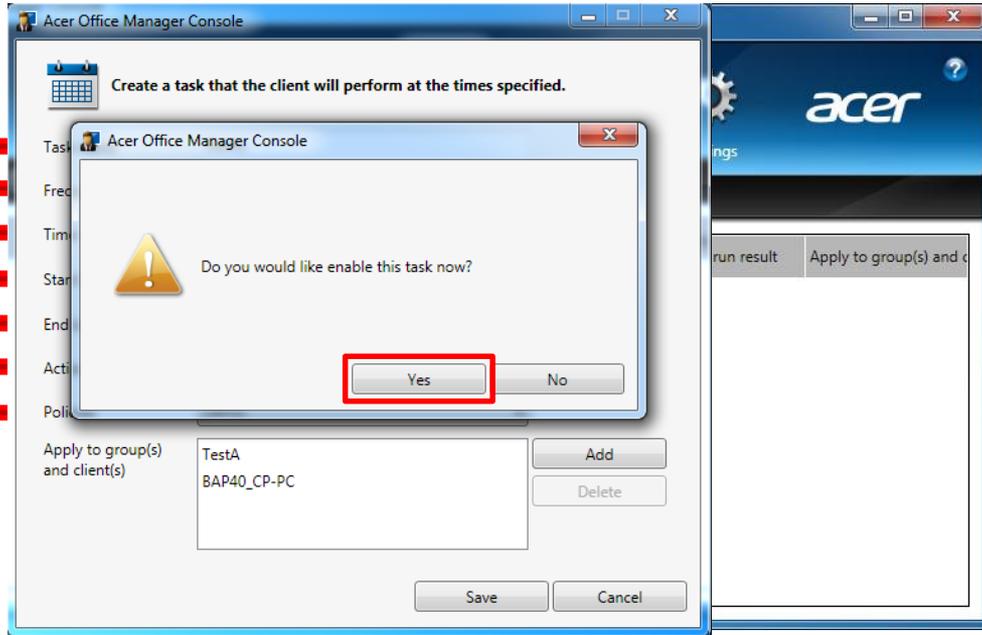


The Task Scheduler will help the IT Manger or owner control the consistency of each employee's PC.

Task Scheduler provides the ability for a timer on specific tasks such as power state control, policy deployment, asset report generation, and settings.

# Task Scheduler

## - Add a Task

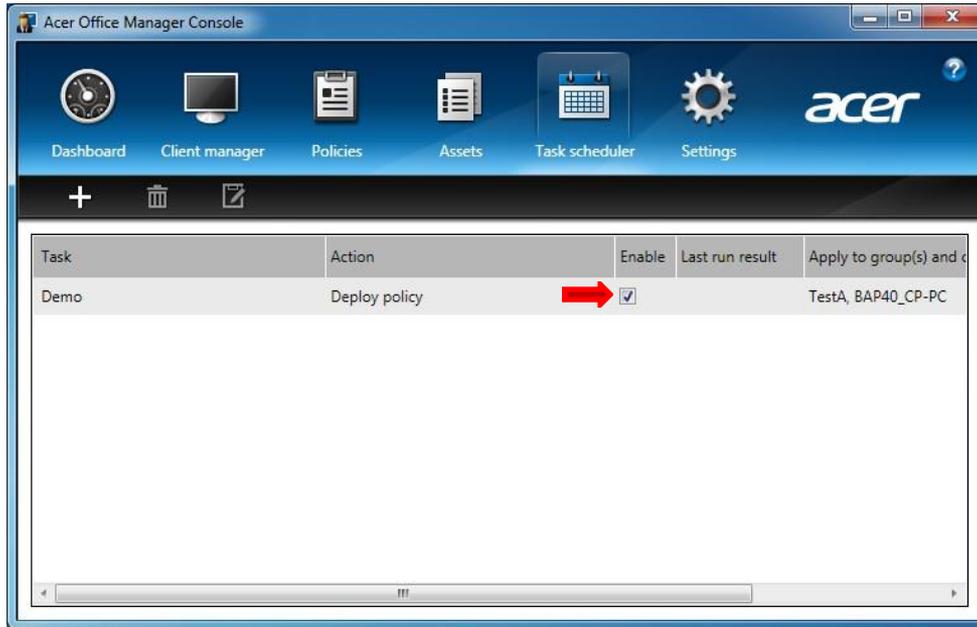


To add a task

1. Click **+** to add a task
2. Input the **Task name**
3. Choose the **Frequency**
4. Select the **Time**
5. Select the **Start and End dates**
6. Choose the **Action item**
7. If the action is to deploy a policy, select an existing policy
8. Select the desired group(s) or client(s) to be applied
9. Save the task
10. Click **Yes** to enable the task

# Task Scheduler

## - Enable/Disable a Task

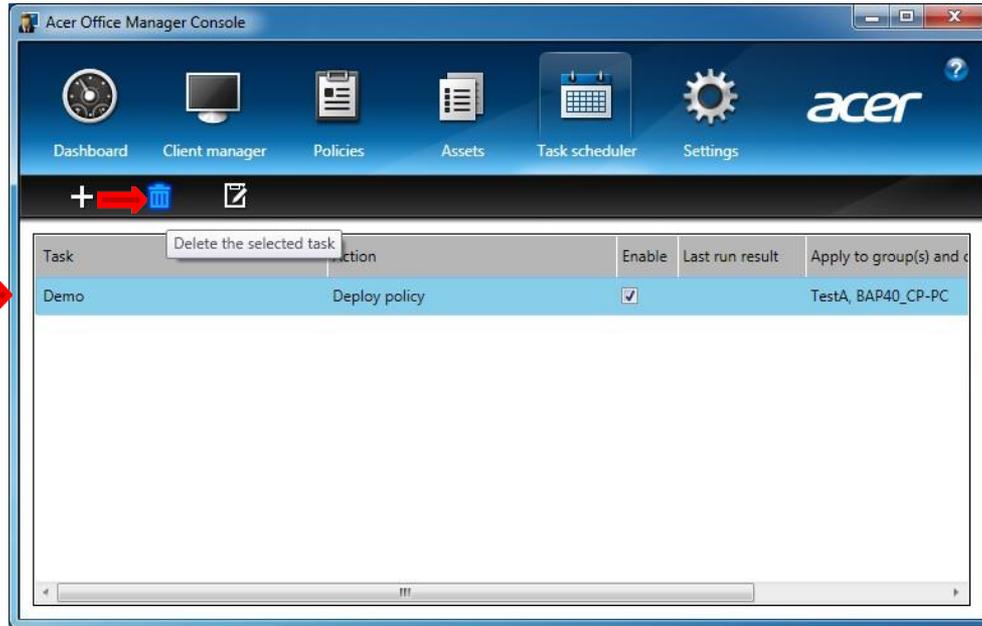


To enable/disable a task

- Check/uncheck the enable item on the desired task

# Task Scheduler

## - Delete a Task

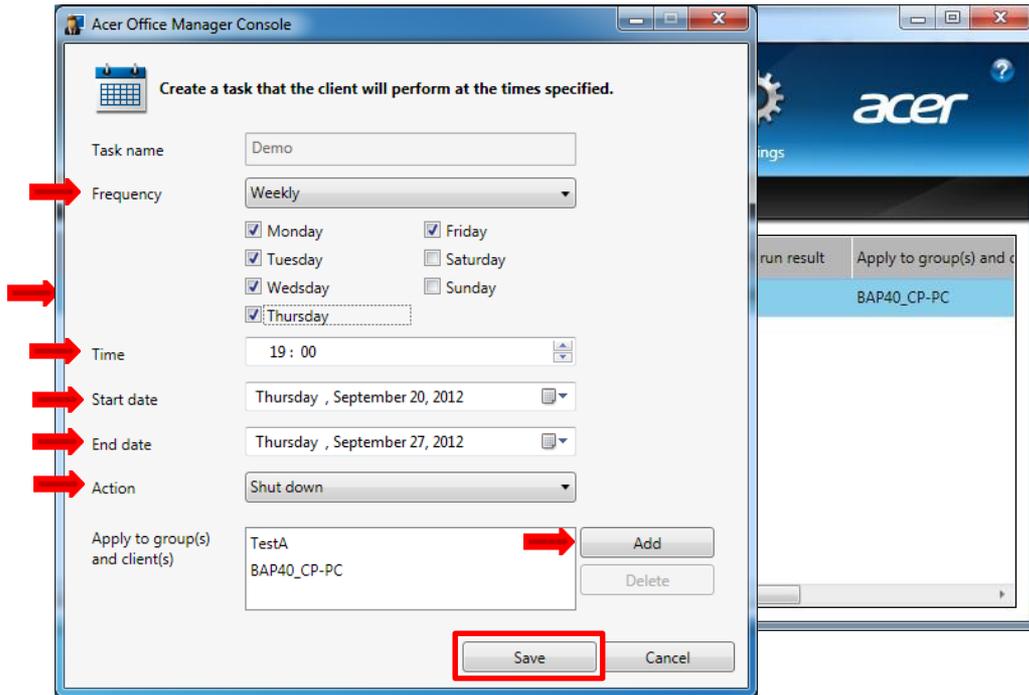


To delete a task

1. Select the desired task
2. Click  to delete the task

# Task Scheduler

## - Edit a Task (Remote Control)



### To edit a task

1. Select the desired task
2. Click 
3. Choose the Frequency
4. Select the Time
5. Select the Start and End dates
6. Choose the Action item
7. Select the desired group(s) or client(s) to be applied
8. Save the task

# Task Scheduler

## - Edit a Task (Generate Report)

Acer Office Manager Console

Create a task that the client will perform at the times specified.

Task name: Demo

Frequency: Monthly

Days:  1  2  3  4  5  6  7  8  
 9  10  11  12  13  14  15  16  
 17  18  19  20  21  22  23  24  
 25  26  27  28  29  30  31  Last day

Time: 09:00

Start date: Thursday, September 20, 2012

End date: Monday, September 30, 2013

Action: Generate asset report

D:\Docs

Browse

Save Cancel

To edit a task

1. Select the desired task
2. Click 
3. Choose the **Frequency**
4. Select the **Time**
5. Select the **Start and End dates**
6. Choose the **Action** item
7. If the action is to generate asset report, browse a folder to save the reports
8. Save the task

Acer Office Manager Initialization

Dashboard

Client Manager

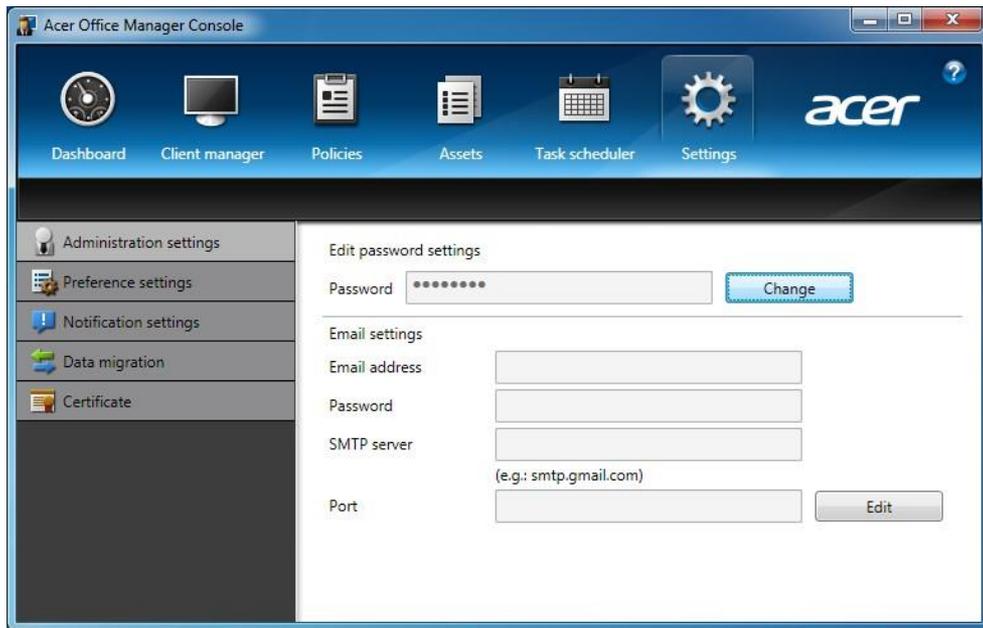
Policies

Assets

Task Scheduler

Settings

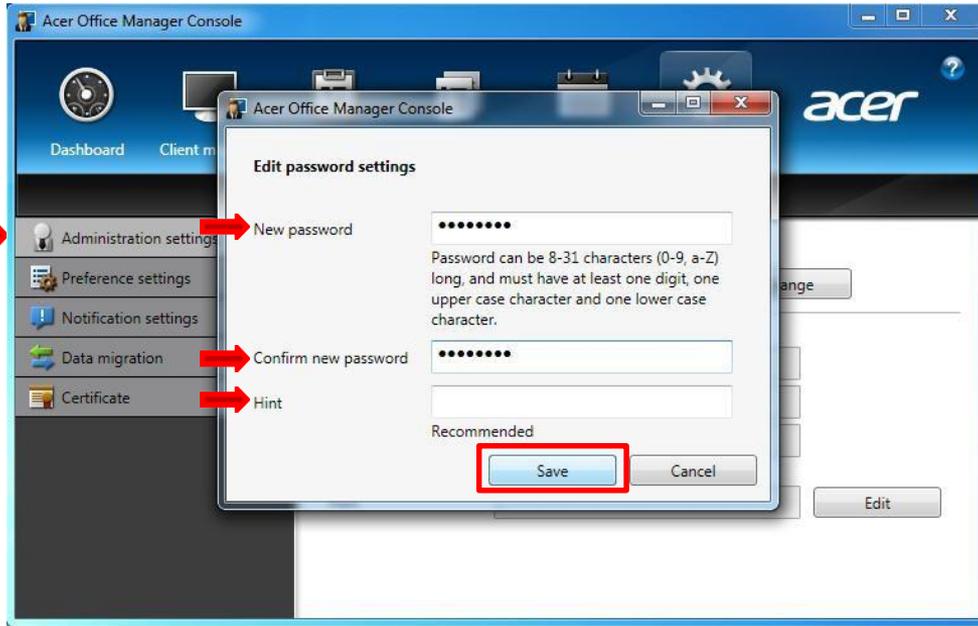
# Settings



Settings provide the owner the functions for configuring Acer Office Manager, importing/exporting AOM data and certificate

# Settings

## - Change Password

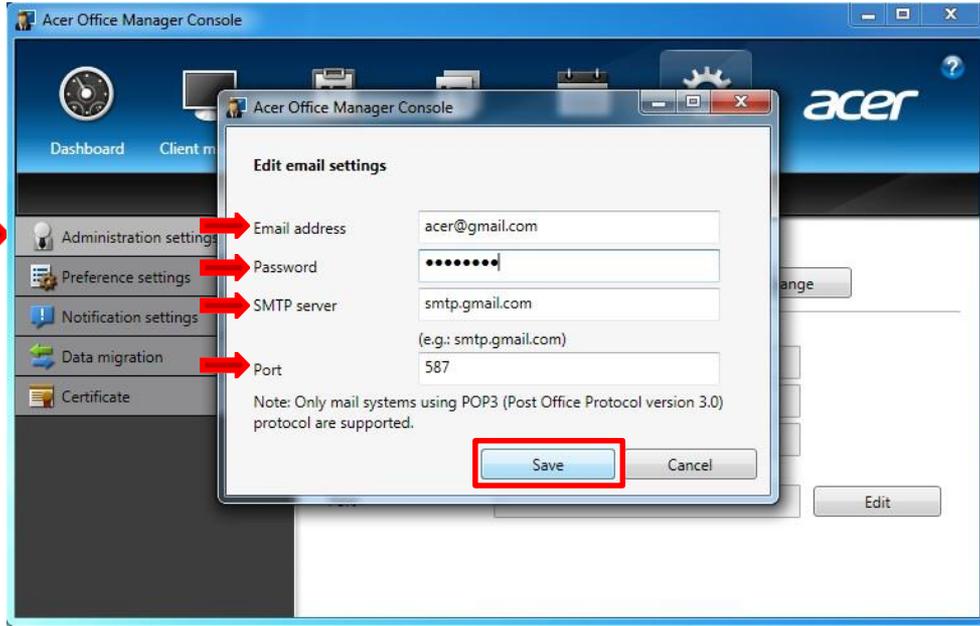


To modify AOM password

1. Select **Administration settings** tab
2. Click **Change**
3. Input current AOM password and then click **OK**
4. Enter the new password, confirm it, input the password hint respectively and then save the change

# Settings

## - Edit Email Settings

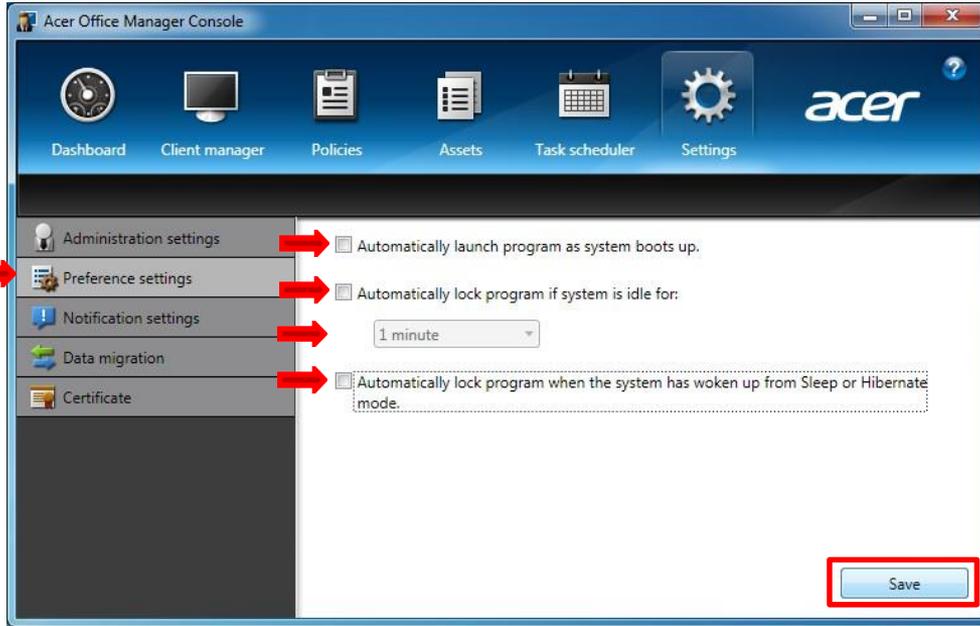


To modify AOM email setting

1. Select **Administration settings** tab
2. Click **Edit**
3. Input AOM password and click **OK**
4. Enter the new email address, password, SMTP server, server port respectively and then click **Save**

# Settings

## - Preference Settings

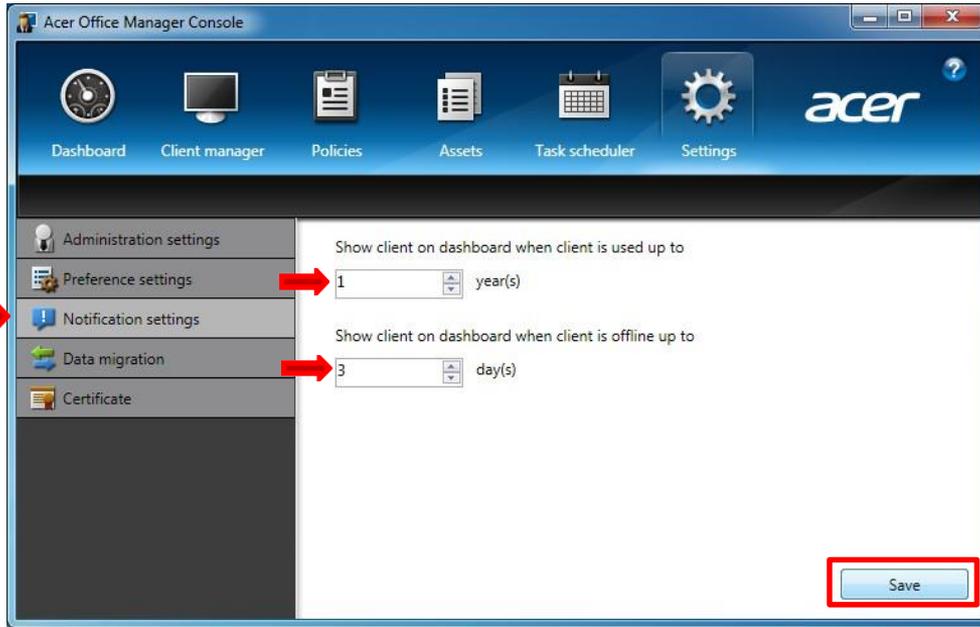


To modify AOM preference settings

1. Select **Preference settings** tab
2. Change the items on the window to preferred settings
3. Click Save

# Settings

## - Notification Settings

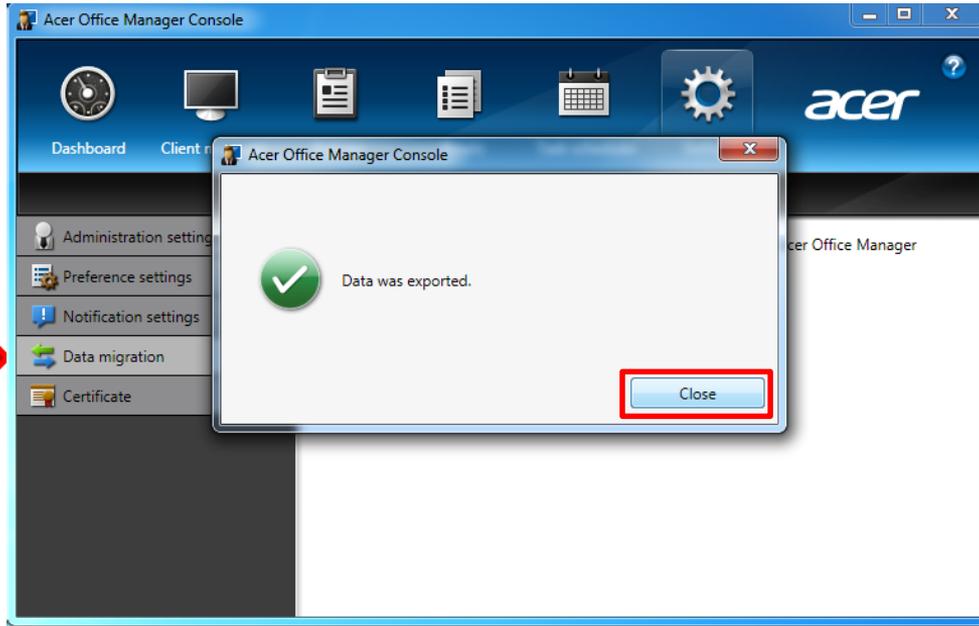


To modify Notification settings

1. Select **Notification settings** tab
2. Set the values of notifications that a client is used or offline up to a certain period
3. Click **Save**

# Settings

## - Export Data

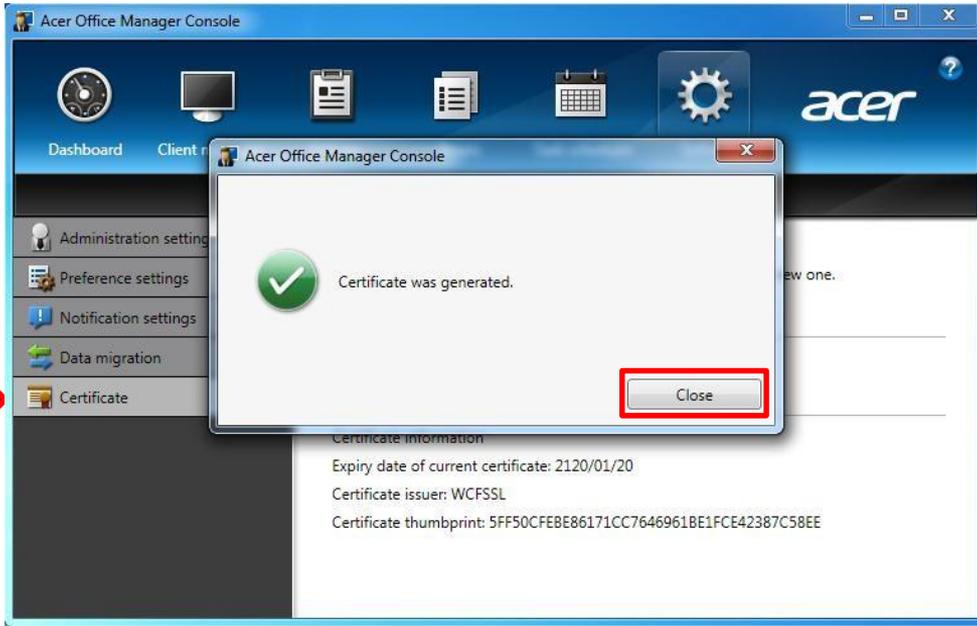


To export data to another computer that AOM is installed

1. Select **Data migration** tab
2. Click **Export**
3. Browse a folder to save the data
4. A message box popped to indicate data being exported
5. Click **Close** to close the message box after data is exported

# Settings

## - Generate the Certificate

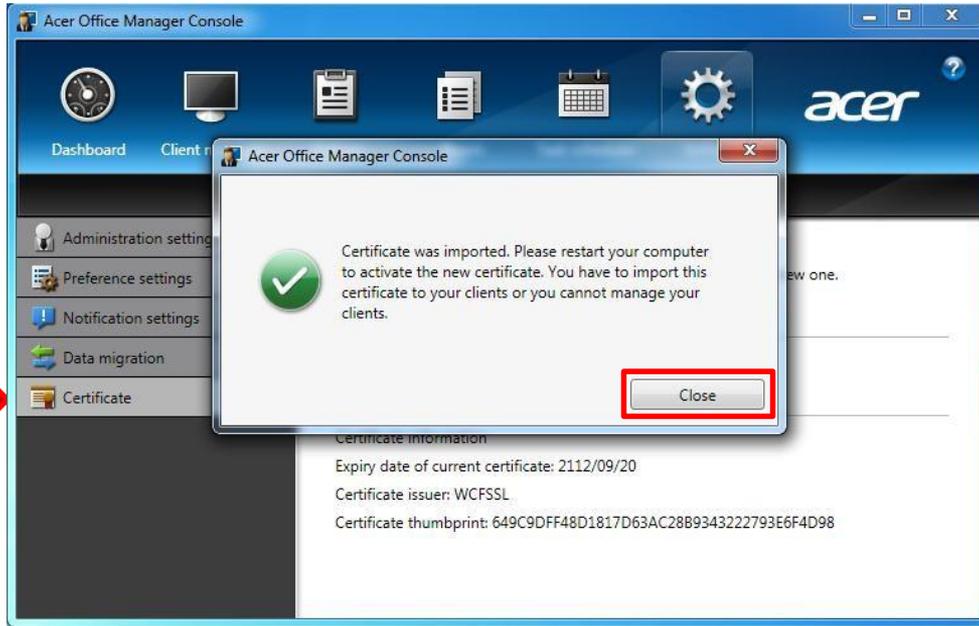


To create a new certificate

1. Select **Certificate** tab
2. Click **Generate**
3. Browser a folder and input the file name to save the certificate
4. Close the message box after the certificate was generated

# Settings

## - Import the Certificate



To import a certificate

1. Select **Certificate** tab
2. Click **Import**
3. Browser a folder to select the certificate file and then click **Open** to import the certificate
4. Close the message box after the certificate was import

*acer*

Thank you

A decorative graphic consisting of two diagonal stripes that originate from the bottom-left corner and extend towards the top-right corner. The upper stripe is a light gray color, and the lower stripe is a vibrant green color. The stripes are parallel and have a consistent width.