

# WESTAR Council

## AirVision Transition Training

June 25-26, 2013

State of South Dakota  
Matthew Training Center  
Joe Foss Building  
523 East Capitol  
Pierre, SD 57501



## REGISTRATION INSTRUCTIONS:

### First Time Users ):

1. Click on the “First time user? Click here to register” link on the left side of the webpage;
2. First screen requires: 1) work email address; 2) first and last names; 3) password; and 4) security question;
3. Second screen asks about affiliation/agency – click \***WESTAR** (Western States Air Resources Council) **(PLEASE DO NOT ENTER OTHER)** ;
4. At this point a drop-down menu will appear that lists 15 western states, click the state in which your agency resides **(PLEASE DO NOT ENTER OTHER)**;
5. Once you have selected the state another drop-down menu will appear which asks you to identify the **SPECIFIC AGENCY** that you work for **(PLEASE DO NOT ENTER OTHER)**;
6. Third screen includes a list of job functions and other profile information. You can click as many (or few) job functions as appropriate. Once you have completed this third screen, you are done setting up your profile.

### After completing the profile:

7. Click the “Home” tab in the upper left hand corner;
8. The Home Page includes the 2013 Training Calendar below the “Welcome” and “APTI LMS Training Videos”;
9. Scroll down the 2013 Training Calendar until you see training course that you are interested in registering for;
10. On the right side you will see a “register” link;
11. Click the “register” link, and voila you are registered (be patient it takes a few seconds for the confirmation note to pop-up);
12. You will receive an automatically generated email saying that you have been placed on a waiting list (this is so unapproved attendees can be weeded out).
13. Once I have approved you, you will receive a second email saying you are enrolled.

### Previously Registered Users ([www.APTI-Learn.net](http://www.APTI-Learn.net)):

1. Enter email address and password in appropriate spaces;
2. Go to step 7 (above) and follow directions.

*IF YOU NEED ASSISTANCE REGISTERING FOR A COURSE PLEASE CONTACT: JEFF GABLER (503) 478-4955 or JGABLER@WESTAR.ORG*

### REGISTRATION DEADLINE:

Friday, May 31, 2013

## TUESDAY, JUNE 25, 2013

8:30 am Welcome & Introduction

8:45 a.m. – 11:30 a.m.

8:45 am Installation and Initial Setup

- Requirements
- Installation and Network/Security Issues
- Data and Configuration Translation
- Initial Login
- Setting UP Groups and Users and Access Rights

10:00 am User Interface Changes

- Navigation
- Toolbars
- Query Controls
- Using Favorites

11:30 noon Lunch (on own)

12:30 pm Configuration Changes

- Parameter Templates
- Site/Parameter Editor
- Units Editor
- Data Source Details
- AQI, AirNow, and Report Setups
- Server/Communication Setup
- Task Scheduler
- Subscriptions

4:30 pm Adjourn for Day

## WEDNESDAY, JUNE 26, 2013

8:30 am Graphical Data Review Tool / Data Editors

- Usage and Features

10:00 am Reports

- Using the Report Query Box
- Existing Reports – What Changed?
- New Reports
  - Statistical Report
  - Daily Parameter Report
  - Calibration Report

11:30 noon Lunch (on own)

12:30 pm Advanced Options / New Features

- File Import Tool
- Automatic Data Validation Processor (Overview)
- Precision and Accuracy Tool

2:30 pm System Administration / Troubleshooting

- Client / Server Disconnections
- Log Files
- Purge, Data Archive

4:30 pm Adjourn

## About The Training Course

WESTAR's Training Center will host an AirVision Transition Training course for state, local and tribal air quality professional staff working with Agilaire's AirVision software. Learn to take advantage of all of AirVision's new features. This training is oriented to customers who are already familiar with the 8816/8832 data logger series and want to explore differences including the new graphical data reviewing tools, use of favorites, and configuration details, and exposure to the optional generic file import tool and automatic data validation processor.

**SPACE LIMITATION:** Registration is limited to 12 attendees. Air quality staff from the fifteen western states receive registration preference.

**REGISTRATION FEES:** There are no registration fees for state, local or tribal air quality agency staff. For federal agency staff a \$500 registration fee will be charged.

## TRAINING LOCATION

State of South Dakota  
Matthew Training Center  
Joe Foss Building  
523 East Capitol  
Pierre, SD 57501  
(605) 773-3151

## HOTEL INFORMATION

WESTAR has not made hotel arrangements. If lodging accommodations are necessary, attendees/speakers are required to make their own reservations. Please check with the hotel for the availability of governmental rates; most hotels offer these rates.