QFM Express Training Courses

Report Centre (2.5hrs)
- Generating event history reports
- Creating custom list reports and views
- Scheduling reports by email
- Creating and editing dashboards

Data Management (2.5hrs)
- Managing personnel records
- Creating and managing site records
- Creating and editing your service matrix
- Creating equipment groups / models for assets
- Creating new assets / asset groups
- Removing old content from view

Event Director (1.5hrs)
- Event Director overview
- Creating unique and shared views
- Filtering my data
- Batch action multiple events simultaneously
- Adding watches to key events

PPM Schedule Planner (2.5hrs)
- An overview of the PPM Schedule Planner
- How to create a new PM schedule for an asset
- Generating planned items for a schedule
- Publishing planned items in the Schedule Planner
- Generating events from the Schedule Planner
- Creating my schedule with advanced settings i.e. suppression and movement restrictions
- Schedule planner details e.g. filters and moving planned items
- Asset Groups – how to make them and what they are for

System Admin (2.5hrs)
- Understanding user classes and profiles
- Creating and managing your QFM users
- General settings and user access rights
- Mapping operatives to users for mobiles
- Shift calendar imports for mobile operatives
- Notification templates

Mobile for Operatives (1.5hrs)
- Accepting and closing jobs
- Customer / operative sign off
- When jobs require returning works
- Adding and uploading attachments to my jobs
- Logging new job requests
- Mobile preferences

Resource Scheduler (2.5hrs)
- Resource Scheduler overview
- Understanding visit status and schedule status updates
- Assigning single visits to an operative
- Assigning multiple visits to an operative
- Creating custom views to manage your visit records
- 'What if' scenarios e.g. how do I cancel my visits?