



# QFM Express Training Courses

## 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

## 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

## 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

## Report Centre (1.5hrs)

- Generating event history reports
- Creating custom list reports and views
- Scheduling reports by email
- Creating and editing dashboards