



# FaciliWorks 8i Web Training Suite

## January-February 2019

Full Suite: \$1399. Individual Session: \$429.

The FaciliWorks 8i Web Training Suite is a series of four interactive online training sessions (2 hours each) which cover the same topics as our regional training classes. You participate from the comfort of your own office and you can fully interact with your skilled trainer. Complete all four sessions in the suite to receive a certificate of completion and you'll be using FaciliWorks 8i like a pro.

Register now for the full  
FaciliWorks 8i Web Training Suite!  
Click here or call  
our training specialist at  
1-800-776-3090 ext. 134

### **Session 1: PM Creation and Completion - January 11, 2019, 11:00 am - 1:00 pm EST**

This session will teach you the basics of creating an asset record and creating preventative maintenance events against it. Additionally, you'll learn how to utilize the dashboard to quickly locate open preventative maintenance events and complete them.

[Click to register for  
Session 1 only](#)

### **Session 2: Web Service Requests and Work Orders - January 25, 2019, 11:00 am - 1:00 pm EST**

In this session, you will learn how to submit service requests, how to create corrective work order events and how to use the dashboard to quickly locate open work orders and complete them. You'll also learn about work order and service request configurations that will streamline your workflow.

[Click to register for  
Session 2 only](#)

### **Session 3: Reports and Configuration - February 8, 2019, 11:00 am - 1:00 pm EST**

This session will focus on which reports are most often needed, how to save those as favorites to your Dashboard and which business rule configuration options are available. You will also learn how to create user IDs and staff records and how the two record types differ.

[Click to register for  
Session 3 only](#)

### **Session 4: Additional User Tools - February 15, 2019, 11:00 am - 1:00 pm EST**

This session will introduce you to the mobile view of work order and PM events and the PM calendar view. You'll also learn about the value of the PM/WO scheduling tool and KPIs and we'll discuss the role and rules involved in managing spare part inventory usage.

[Click to register for  
Session 4 only](#)

Our sessions are presented through GoToTraining by Citrix. After registration, you'll receive an email containing the information you need to join the session(s). **Cancellations:** a fee of \$50 will be charged for cancellation notices received less than 10 business days before the class. Rescheduling is based on availability.