

## FaciliWorks Express Newsletter - January 2020



### Further streamline your workflow, improve productivity and reduce costs.

From procedure databases and maintenance labels to calibration management and validation, our line of additional products will help you get the most out of your FaciliWorks software.

[Get the details!](#)



### Training

Don't miss out on these FaciliWorks training classes - space is limited! Click the training link for full information.

**Regional Training**  
[March 5-6, Gardena, CA](#)

**Web Training**  
[January Suite](#) - 2 sessions remaining  
[January-February Suite](#)

See the full training schedule [here](#).



### Tech Tip

#### Creating Shortcuts in FaciliWorks 8i

The customizable FaciliWorks 8i dashboard displays a summary of the items that need your attention for the day, allows you to easily navigate to any feature of the software and lets you create your own shortcuts to get quick access to the features you use most often.

To register for any of these sessions or for info about custom training options, please contact our Training Specialist at 1-800-776-3090 ext. 134 or [training@cybermetrics.com](mailto:training@cybermetrics.com).



## Referral Rewards

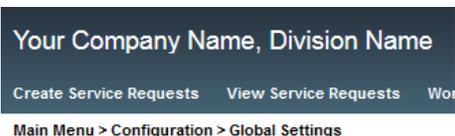
Have you started earning referral rewards yet? You can refer anyone to us to earn rewards – even your in-house quality and maintenance teams.

For each referral you make, you'll receive a \$100 reward in the form of a Visa gift card (or if you are unable to accept such gifts, you may choose a discount on a future purchase with us).

Click [here](#) for further details and start earning today!

In the screenshot below, the first row of links (below the company and division names) is a list of configurable **Shortcuts** to the forms within FaciliWorks that you most frequently use.

Below the shortcuts are **Breadcrumbs** which define your current location within the software.



Breadcrumb and shortcut options are defined from within **Configuration -> Global Settings** in the **Form Shortcuts and Breadcrumbs** pane. Click the **Show Breadcrumbs in Header** checkbox to make the breadcrumbs visible; uncheck the checkbox to hide them. For each **Form Shortcut** field, use the drop-down list to select a form to which the shortcut will be linked. If you prefer not to use shortcuts, leave these fields blank.

**Form Shortcuts and Breadcrumbs**

Show Breadcrumbs in Header

Form Shortcut 01	Create Service Requests	▼
Form Shortcut 02	View Service Requests	▼
Form Shortcut 03	Work Order Manager	▼
Form Shortcut 04	Purchase Orders	▼
Form Shortcut 05	Maintenance Jobs Calendar	▼

Be sure to save your changes!

We encourage you to explore the additional capabilities of your FaciliWorks software and as always, keep an eye out for future Tech Tips.

[Visit our website](#)

CyberMetrics Corporation | 1-800-776-3090 | [sales@cybermetrics.com](mailto:sales@cybermetrics.com)  
<https://faciliworks.com> | <https://cybermetrics.com>



