

# FACILWORKS

## NEWSLETTER

March 2021

## ARE YOU A MANAGER OR A LEADER?

One way to tell the difference: A manager lights a fire under people; a leader lights a fire within people.

In the world of facilities management, current events have caused many of us to not only revisit the way we lead our teams, but also the way we run our operations...

[READ THE FULL STORY ON FACILITIESNET.COM](#)

## WEB TRAINING

### Mid March

Three sessions remaining:

Session 3: March 10

### Late March

Session 1: March 22

Session 2: March 23

Session 3: March 24

### Early April

Session 1: April 5

Session 2: April 6

Session 3: April 7

Session 4: March 11  
Session 5: March 12

## Mid April

Session 1: April 19  
Session 2: April 20  
Session 3: April 21  
Session 4: April 22  
Session 5: April 23

Session 4: March 25  
Session 5: March 26

## Late April

Session 1: April 26  
Session 2: April 27  
Session 3: April 28  
Session 4: April 29  
Session 5: April 30

Session 4: April 8  
Session 5: April 9

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).

[FULL TRAINING SCHEDULE](#)

## TECH TIP

### EXPORTING THE PM CALENDAR TO OUTLOOK

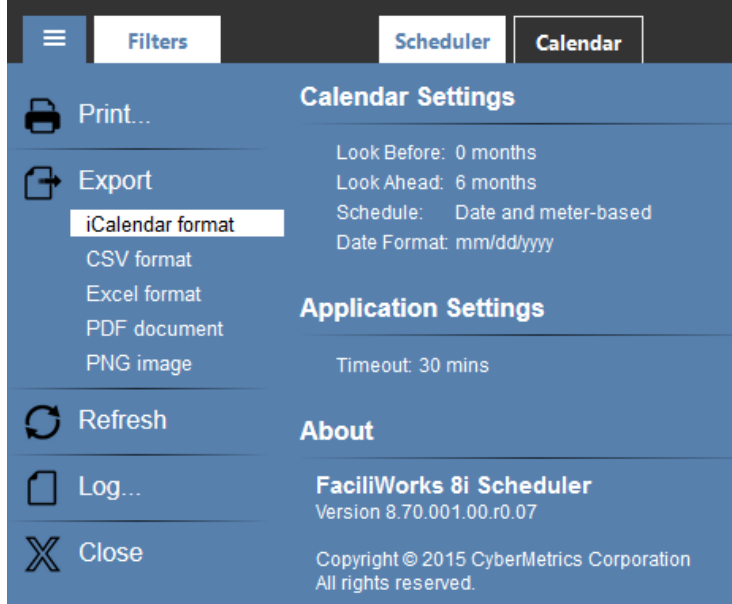
From the FaciliWorks 8i Dashboard, click the **Calendar** icon.



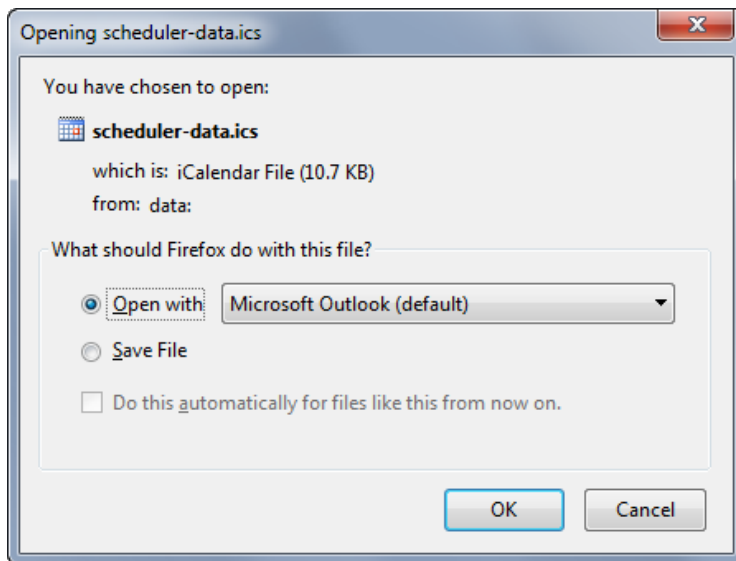
In the upper left corner of the scheduling calendar, click the **Option** icon.



In the option menu, select **Export** -> **iCalendar** format (requires Microsoft Outlook 2007 or better):



In the ensuing dialog box, select **Open with Microsoft Outlook** and click **OK**:



The PM events and future PM iterations will now exist in a specific Outlook calendar called **Scheduler Data**. This allows technicians and administrators to view a summary of what PMs they can expect in the near future and long term.

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

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