

FaciliWorks Express Newsletter - May 2020



Working from home? It's the perfect time for web training!



Training

FaciliWorks web training allows you to participate from the comfort of your own home or 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 like a pro. Click the training link for full information.

Web Training

[Early May Suite](#) (3 sessions remain)

[Late May Suite](#)

[Early June Suite](#)

[Late June Suite](#)

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

To register for any of these sessions or for info about custom training options, please contact our Training Specialist



Tech Tip

Keep self-building lists accurate and relevant to your facility and processes by locking them down.

In FaciliWorks 8i, items can be added to self-building lists on the fly or lists can be locked down. A locked list restricts users from adding or subtracting from the list, allowing only the administrator to alter list choices. This enforces facility-specific processes and keeps the system free of superfluous data.

For example, here in the **Data Administration** -> **Assets** form, the **Priority** field's self-building list has been filled with bad data:

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!

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](#)

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