

FACILIWORKS

NEWSLETTER

Nov. 2021

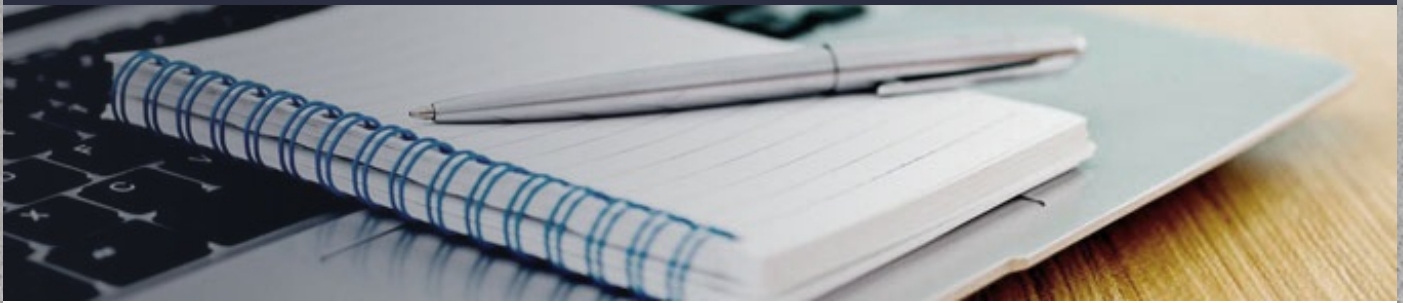
The new FaciliWorks Essentials software is something you need to see.

From its clean, sleek interface to its fast and convenient ad-hoc reporting, it will maximize your team's efficiency and truly make your job easier. We can handle your data transfer to minimize your downtime and quickly get you up and running. Call or click today! 1-800-776-3090



[CLICK FOR MORE INFO & FREE PERSONALIZED WEB DEMO](#)

FACILIWORKS 8i WEB TRAINING



Week of Nov. 15

Session 1: November 15
Session 2: November 16
Session 3: November 17
Session 4: November 18
Session 5: November 19

Week of Jan. 3

Session 1: January 3
Session 2: January 4
Session 3: January 5
Session 4: January 6
Session 5: January 7

Week of Jan. 10

Session 1: January 10
Session 2: January 11
Session 3: January 12
Session 4: January 13
Session 5: January 14

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.

[SESSION DETAILS AND FULL TRAINING SCHEDULE](#)

TECH TIP



FaciliWorks 8i: Creating Shortcuts

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 most frequently use.

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 ▼

Form Shortcut 02 ▼

Form Shortcut 03 ▼

Form Shortcut 04 ▼

Form Shortcut 05 ▼

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.

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