

eMaint Boot Camp Training

SYSTEM ADMINISTRATION



Agenda is subject to change.

Day 1: Introduction to System Administration

8:00am - 8:15am	Introduction - Agenda Review
8:15am - 9:00am	New User Intro <ul style="list-style-type: none"> ● Logging in ● General System Navigation ● Introduction to eMaint Tabs, Tables and List Views ● Creation of Records: Assets and Contacts
9:00am - 9:30am	Hands-On Training
9:30am - 10:00am	Inventory Management Intro <ul style="list-style-type: none"> ● Creation of Parts Record ● Associating Suppliers to Parts ● Making Adjustments to Inventory
10:00am - 10:15am	Break
10:15am - 11:45am	Introduction to Work Orders and PM Schedules <ul style="list-style-type: none"> ● Work Order Process (WO entry, WO list, WO charges & WO Closeout) ● Work Order Requests (Request Approval) ● WO Group Close Out ● Basic PM Set-Up ● PM Generation (Manual)
11:45am - 12:15	Hands-On Training
12:15pm - 1:00pm	Lunch
1:00pm - 3:00pm	User Administration and Administrator Features <ul style="list-style-type: none"> ● User Types & Setting Up User Rights ● Table names ● Copying Rights to other Users ● Changing Usernames and Passwords ● Remove Deleted Records ● Recovering Deleted Records ● User Statistics Report
3:00pm - 3:15pm	Break
3:15pm - 4:00pm	The Hub V2 <ul style="list-style-type: none"> ● Guided Navigation of The Hub Interface and Features ● Managing list view ● Creating and Saving Filters ● Overview of Detail view of Records ● Using voice Commands
4:00pm - 4:30pm	Hands-On Training
4:30pm - 5:00pm	Q&A

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Day 2: Account Settings & Customisation

8:00am - 8:15am	Introduction - Agenda Review
8:15am - 9:45am	My Account <ul style="list-style-type: none">● Username/ Password Information● Administrator System Settings● Customising Header and Footer of WO Print Out
9:45am - 10:00am	Break
10:00am - 11:30am	Form Design <ul style="list-style-type: none">● Using the Customise Form Option● Creating New Fields & Editing Existing Fields● Rearranging fields on the Form● Changing the Appearance of Fields● Managing Columns on List View● Creating New Forms● Creating New Related Tables
11:30am - 12:15pm	Hands On
12:15pm - 1:00pm	Lunch
1:00pm - 1:30pm	Lookup Creation <ul style="list-style-type: none">● Values Lookup● Table Lookup (Using existing tables and Creating new Table): Drop-Down, Pop-Up, Drop-Down/Pop-Up Combo & List (Field Map Setup)● Drill-Down Lookup Setup
1:30pm - 2:00pm	Hands-On Training
2:00pm - 3:00pm	Reporting with eMaint <ul style="list-style-type: none">● Report List● Creation of Reports (Properties, Columns, Filters and Sorting)● Group Band
3:00pm - 3:15pm	Break
3:15pm - 3:45pm	Hands-On Training
3:45pm - 4:30pm	eMaint University (EU) <ul style="list-style-type: none">● Navigating eMaint University (Tabs and Buttons)● The different roles roles● Courses and Modules● Assigning Courses to Other Users● Access reports
4:30pm - 5:00pm	Q&A

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Day 3: Advanced Administrator Features

8:00am - 8:15am	Introduction / Agenda Review
8:15am - 9:45am	Workflow Manager <ul style="list-style-type: none">● Navigating the Workflow Manager● Workflow creation and Configuration● Rules, Conditions and Actions● Creation of Useful Workflows● Workflow Email Template
9:45am - 10:00am	Break
10:00am - 10:30am	Hands-On Training
10:30am - 11:30am	Data Dictionary <ul style="list-style-type: none">● Adding fields to the Close out Screen● Rearranging Fields on the closeout screen● Turning a True/False Field (Logic) into a Checkbox● Hiding Fields from Specific Users● Weblink Setup● Expanding Form Row● Adding Help Text
11:30pm - 12:00pm	Hands-On Training
12:00pm - 1:00pm	Lunch
1:00pm - 2:45pm	Advanced Reporting and Dashboard <ul style="list-style-type: none">● Setup Reports to be auto-generated● Joining Tables● Advanced Filters● Grouping feature● Creating Calculated fields● Graphs and Instruments● Publishing Reports● Dashboard Tabs, Properties and Widgets
2:45pm - 3:00pm	Break
3:00pm - 3:30pm	Hands-On Training
3:30pm - 4:00pm	Data Import and Data Export <ul style="list-style-type: none">● Reviewing Spreadsheets Before Importing● Importing New Records Into the System● Updating Existing Records● Exporting Data
4:00pm - 4:30pm	Hands-On Training

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4:30pm - 5:00pm

Q&A