

eMaint Boot Camp Training

The Best of eMaint X4



Agenda is subject to change.

DAY 1: Work Order Management

9:00am - 9:30am	Introduction / Agenda Review
9:30am - 10:30am	Navigating eMaint CMMS <ul style="list-style-type: none">● Understanding X4 Tabs, Tables and Features● Key differences in X4 user interface compared to X3● Managing the list view, filtering for Records and Saving Filters● Understanding the Sidebar (Recent Items, Wall and Explorer)● Creating Records in X4
10:30am - 11:00am	Hands-On Activity & Break
11:00am - 12:30pm	Work Order Management <ul style="list-style-type: none">● Work Order Overview and Process● Adding Work Orders - Work Order Record Detail View● Work Request - Creation & Approval● Work Order Assignments and The Scheduler
12:30pm - 1:30pm	Lunch Break
1:30pm - 3:00pm	Work Order Management (part 2) <ul style="list-style-type: none">● Work Order Related Tables and WO Charges● Printing and e-mailing Work Orders● Signing Off and Close-Out Work Orders on MX Mobile <ul style="list-style-type: none">● WO Request creation and approval● "My Work Orders" List and signing on/off WOs● Adding Images into WOs and WO Requests
3:00pm - 3:30pm	Hands-On Activity & Break
3:30pm - 4:30pm	Inventory Management Introduction <ul style="list-style-type: none">● Creating Part Records and Associating Suppliers with Parts● Part Adjustments, Viewing Inventory History● Using the "Asset Related Parts" Feature (Bill of Materials)● Issuing Parts to Work Orders (WO Charges) Inventory on MX Mobile <ul style="list-style-type: none">● Part Adjustments, Viewing Inventory History, Issuing Parts to Work Orders● Barcoding/QR code Labels
4:30pm - 5:00pm	Hands-On Activity & Recap

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DAY 2: PM Management, Inventory & Reports

9:00am - 9:30am	Previous Day Revision & Agenda Review
9:30am - 11:00am	PM Management <ul style="list-style-type: none">● Creating and understanding Calendar-Based PMs● PM Tasks and Task Procedures● Auto and manual PM generation● Creating and understanding Meter-Based PM Schedules● Adding Meter Readings
11:00am - 11:30am	Hands-On Activity & Break
11:30am - 12:30pm	PM Management and inventory <ul style="list-style-type: none">● Copying PMs to multiple Assets and doing Mass Changes to PMs● Parts Requirements and PM Allocation● Additional Inventory Feature: Parts Kitting
12:30pm - 1:30pm	Lunch Break
1:30pm - 2:30pm	Purchase Orders <ul style="list-style-type: none">● Creating a New Purchase Order and Adding Line Items to POs.● Printing and Emailing POs● Receiving Line Items● How to create a PO through the Parts Re-order list
2:30pm - 3:00pm	Hands-On Activity & Break
3:00pm - 4:30pm	Reports & Dashboards <ul style="list-style-type: none">● Reporting overview and simple reports● Filtering, Sorting and Group Band● Default system reports available● Dashboard Usage, Dashboard Examples and Creating Dashboard Tabs
4:30pm - 5:00pm	Hands-On Activity & Recap