In an effort to accommodate attendees in different time zones, our remote bootcamps start at 9:00 AM EST. These are the start and end times in your time zone:

- **Eastern: 9:00 am - 4:30 pm**
- **Central: 8:00 am - 3:30 pm**
- **Mountain: 7:00 am - 2:30 pm**
- **Pacific: 6:00am - 1:30 pm**

Day 1: Introduction to eMaint CMMS

Time	Topic
9:00am - 9:15am	Introduction - Agenda Review
9:15am - 10:00am	**New User Introduction** • Logging in • General System Navigation • Introduction to X4 Tabs and Tables • List Views • Creation of Records: Assets and Contacts
10:00am - 10:15am	Break/Hands-On
10:15am - 11:00am	**Introduction to Work Order Management** • WO Entry • WO List View • WO Charges • Asset History
11:00am - 11:30am	**Introduction to PM Schedules** • Basic PM Set-Up • PM Generation (Manual)
11:30am - 11:45am	Hands-On
11:45am - 1:00pm	Lunch
1:00pm - 1:45pm	**Introduction to Inventory** • Creation of Parts Record • Important Fields on the Parts Form • Inventory Setup • Making Adjustments to Inventory
1:45pm - 2:00pm	Break/Hands-On
2:00pm - 2:45pm	**Scheduler & Custom Filters** • Viewing WO Assignments on Calendar View • Assigning Work Through Scheduler

	• Scheduler Settings • Work Orders on Calendar View • Custom Filter Setup
2:45pm - 3:00pm	Break/Hands-On
3:00pm - 3:45pm	**Group Activity/Test Your Knowledge**
3:45pm - 4:30pm	**Q&A**

*Agenda is Subject to Change

📋 Day 2: Work Order Management

9:00am - 9:15am	Introduction - Agenda Review
9:15am - 10:00am	**Work Order Request & Asset Reservation Request** • Work Order Requests (Requestor User x Approver) • Asset Reservation Process (Requestor User x Approver) • Request Account Settings
10:00am - 10:15am	Break/Hands-On
10:15am - 11:00am	**Work Order Management (Level 2)** • WO Process Overview • Related Tables Review • WO Permit • Work Order Management Tools (Mass Change, Explorer setup. Group Close out, Group Print out.) • Work Order Account Settings
11:00am - 11:15am	Hands-On
11:15am - 11:45am	**WO Management on MX Mobile & X4 Offline App** • Overview of MX Mobile Interface • Searching for Records • Managing WO Charges • Embedding Images into WO Requests • Overview of X4 Offline App
11:45am - 1:00pm	Lunch
1:00pm - 1:45pm	**Group Activity/Test Your Knowledge**
1:45pm - 2:00pm	**Projects** • Project Setup • Gantt Chart Review
2:00pm - 2:15pm	Hands-On
2:15pm - 2:30pm	Break

2:30pm - 3:15pm	**eMaint Condition Monitoring & Fluke Connect Condition Monitoring** <u>eMaint CM</u> • Learning the setup process • Creating monitor classes and points • Associating your classes and points with assets • Entering readings & Analyzing your data <u>Fluke Connect CM</u> • Overview of Fluke Connect Sensors • Overview of Fluke Connect App • Overview of Integration between X4 and Fluke Connect
3:15pm - 3:45pm	**Hands-On**
3:45pm - 4:30pm	**Q&A**

Agenda is Subject to Change

📋 Day 3: PM Management

9:00am - 9:15am	Introduction - Agenda Review
9:15am - 10:00am	**Task Library** • Building your Task Library (the two methods) • Publishing Tasks • Task Procedures > PM Procedures > WO Procedures
10:00am - 10:15am	Break/Hands-On
10:15am - 11:00am	**PM Management (Level 2)** • PM Setup Overview (Calendar based) • Nesting PMs • PM Suppression • PM Parts Allocation • PM Settings (Automatic Generation and Email Options)
11:00am - 11:15am	Break/Hands-On
11:15am - 11:45am	**Meter Based PMs & Meter Readings** • Overview • Entry Options (Manual, Import, Mobile, Email and Cond. Monitoring) • Meter Manager
11:45am - 1:00pm	Lunch
1:00pm - 1:45pm	**Group Activity/Test your knowledge**
1:45pm - 2:30pm	**PM Management Tools** • Viewing Asset information on PM List / Explorer Setup • PM Manager Options: Filtering Records, Mass Change on PMs, PM Due Date Manager, Next PM Date Adjustments & Annual PM Projection

	● PM Distribution
2:30pm - 2:45pm	Hands-On Training
2:45pm - 3:00pm	Break
3:00pm - 3:45pm	**Reporting in X4 (Work Order & PM Reports)** ● Introduction to Reporting Module / Report Creation ● Review of Existing WO and PM Reports ● Group Banding ● Creation of Useful WO and PM Reports
3:45pm - 4:30pm	**Q&A**

Agenda is Subject to Change

Day 4: Reports & Dashboards

9:00am - 9:15am	Introduction - Agenda Review
9:15am - 10:00am	**Report Creation 1 (Beginner)** ● Overview of Basic Report Creation - Report Builder - Group Band Setup ● Saving list view filters as Reports
10:00am - 10:15am	Break/Hands-On
10:15am - 11:00am	**Report Creation (Intermediate)** ● Auto Generating Reports ● Advanced Filters (Date Function, Parentheses And/Or) ● Joining Tables in a Report ● Grouping Feature ● Report Functions ● Top X Report feature
11:00am - 11:30am	**Calculated Fields in Reports (Advanced)** ● Definition and Basic Walk Through ● Creation of Calculated Fields ● Calculated Field Functions ● Using Advanced Filters With Calculated Fields
11:30am - 11:45am	Hands-On
11:45am - 1:00pm	Lunch

Time	Topic
1:00pm - 1:45pm	**Graphs, Instruments, & Dashboards (Expert)** • Graph Setup • Instrument Setup • Dashboard Tabs and Properties • Displaying Reports on Dashboard • Dashboard Widgets
1:45pm - 2:00pm	Break/Hands-On
2:00pm - 2:45pm	**Advanced Graphs (Pro)** • Two Column • Stacked • Pareto
2:45pm - 3:15pm	**Group Activity/Test Your Knowledge**
3:15pm - 3:45pm	**Addition Report Discussion**
3:45pm - 4:30pm	**Q&A**

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