

Contact your Account Manager to check course availability and sign up for training, or contact us at:  
**877-304-0431** (U.S. & Canada) **sales@dpsi.com**

**One-day or two-day on-site courses must be purchased in combination  
 with another training course, for a minimum of three days on-site.**

Price for courses at your site include up to eight students.

	Length	At Your Site	At DPSI	Online
<b>COURSES</b>				
<b>Installing and Working with PMC 7.0</b>	<b>3-5 days</b>	✓	x	x
This comprehensive workshop can be purchased for 3 or 5 days and is designed for PMC users upgrading from a previous version. Installation and upgrade assistance will be available, as well as training on the new features, user security groups, creation of database archives, and establishing company defaults. You may also have specific company training that you may include in the 5 days.				
<b>Introduction to PMC 7.0 Web Training</b>	<b>4 hours</b>	x	x	✓
Covers the new features in PMC, including the office ribbon navigational interface, filter and export functionality, creation of user groups, establishing recurring tasks through Outlook, and scheduling				
<b>Working with PMC</b>	<b>5 days</b>	✓	✓	x
This is a comprehensive five-day workshop designed for PMC users who work with the system daily to enter information, set up preventive maintenance schedules, and perform inventory and purchasing related functions.				
<b>PMC Essentials &amp; Fundamentals</b>	<b>3 days</b>	✓	✓	x
Provides you with the training you need to successfully implement and use PMC. You will receive intensive instruction in maintenance areas related to the use of PMC. We provide training at your site or at our corporate headquarters in Greensboro, NC. Students will receive maximum hands-on experience and close interaction with the instructor.				
<b>PMC Assessment and Project Planning</b>	<b>3 days</b>	✓	✓	x
Our Consultant will work with you and your team to identify the most critical areas affecting your maintenance, ensuring that you get the most out of PMC and maximize the return on your investment. We will discuss the characteristics of a successful Enterprise Asset Management (EAM) system, define how to use PMC most efficiently, and develop a roadmap for implementation and improvement.				
<b>PMC Inventory &amp; Purchasing</b>	<b>2 days</b>	✓	✓	x
Learn how to successfully implement the Purchasing and Inventory functions in PMC. You will receive intensive, hands-on instruction in these areas.				
<b>Advanced PMC Hands-On Workshop</b>	<b>2 days</b>	✓	✓	x
Students will learn the elements of PMC architecture through direct presentations and participation in hands-on exercises. They will also learn how to effectively use the tools available in the Database Support and Utilities modules, and how to effectively use Codes, Reasons, and Status.				
<b>PMC Bar Code Training</b>	<b>2 days</b>	✓	x	x
Learn how to effectively implement and gain the most from bar coding with PMC.				
<b>Software Audit and Data Scrubbing</b>	<b>5 days</b>	✓	x	x
DPSI's expert consultant will evaluate in detail how you are currently utilizing PMC. An evaluation of the most critical areas affecting your maintenance organization, to ensure that you maximize the return on your investment, is part of the Audit. When we find areas that can be improved, we will work with you to get better results with less effort, and offer ideas on how to get the most out of your software and make your maintenance operations run smoother.				
<b>Establishing Key Performance Indicators (KPIs) and Root Cause Analysis (RCA) in PMC</b>	<b>2 days</b>	✓	✓	✓
<i>Day 1: KPIs.</i> Using industry standard metrics, we'll go through the process of creating and tracking KPI's in PMC. Then you can decide what needs to be tracked for your company. If you can establish and quantify objectives, you can measure effectiveness or KPIs. <i>Day 2: Root Cause Analysis.</i> Why does equipment fail and how do you find out the cause of the problem? Before starting a Root Cause Analysis program, you must capture accurate data. This session will review the information needed to get you on your way to using Root Cause Analysis and PMC as tools to accomplish this. We'll create sample information to show you how it's done.				

All Online Courses must be booked in blocks of at least 3 hours, and are subject to availability of DPSI instructors. Contact your Account Manager to check course availability. To meet the 3-hour minimum, you can mix-and-match course topics, choose a custom curriculum or combine courses with consulting.

	Length
<b>ONLINE COURSES: High-level Overviews</b>	
<b>GETTING STARTED</b>	
<b>Deciding what you want PMC to do for you</b>	<b>4 hours</b>
Overview & implementation project planning • Smart Coding • Suggested order for data entry	
<b>Navigation and How to use PMC</b>	<b>2 hours</b>
Login and PMC menu • Help and other resources • Search and display PMC records • Form content and grids	
<b>Setup</b>	<b>3 hours</b>
Company options • Labor defaults • Work Order defaults • Inventory defaults • Cost centers • Status codes • User-defined fields • Period-end processing	
<b>Security</b>	<b>3 hours</b>
User profiles • Creating users • User groups • Permissions • Logging-out users	
<b>BUILDING BLOCKS</b>	
<b>Understanding Master Information</b>	<b>1 hour</b>
Departments • Work types • Projects • Tools • Reasons • Objects • Asset locations • Codes • Code types	
<b>Resources</b>	<b>1 hour</b>
Crafts • Shifts • Labor grades • Time types • Crews	
<b>Procedures and Tasks</b>	<b>1 hour</b>
Creating procedures and procedure types • Creating tasks libraries • Procedure groups	
<b>WORKING WITH PMC</b>	
<b>Assets</b>	<b>2 hours</b>
Assets • Asset types • Asset groups • Warranty types • Priority	
<b>Work Orders</b>	<b>4 hours</b>
Work types • Priority • Procedure groups • Procedure and tasks overview • Code types and codes overview • Misc. costs overview • Resource overview • Parts overview • Tool overview • User-defined fields • Master Work Orders	
	<b>Length</b>
<b>Scheduling</b>	<b>2 hours</b>
Work types • Asset overview • Procedure overview • Scheduling methods • Generate Proof • Review Proof • Create Work Orders • Print Work Orders • Clear Proof • Calendar lockout • Time cards	
<b>Work Requests</b>	<b>2 hours</b>
Creating requests • View/Process requests • Display requests • Request alert • Setting up alert Levels	
<b>Inventory</b>	<b>3 hours</b>
Parts • Part class • Reorder Methods • Adjustments • Vendors • Manufacturers	
<b>Purchasing</b>	<b>3 hours</b>
Purchase Requests • Generate/Review Proof • Purchase Orders • Receiving Orders • Vendors	
<b>Reporting Basics</b>	<b>1 hour</b>
Reports • Graphs	

<b>ONLINE COURSES: Advanced PMC Topics</b>	
<b>Capacity Planning</b> At-a-glance views • Time cards • Assigning resources • Rescheduling resources • Rescheduling Work Orders	<b>3 hours</b>
<b>Scheduling</b> Review of current practices • Setting up your schedules • Working with scheduling • Auto-generation of Work Orders to Work Order completion	<b>4 hours</b>
<b>Work Orders</b> Review of current practices • Setting up corrective and emergency Work Orders • Working with corrective and emergency Work Orders • Reports generated from the data you are collecting	<b>4 hours</b>
<b>Inventory</b> Review of current practices • Setting up inventory • Working with inventory	<b>3 hours</b>
<b>Purchasing</b> Review of current practices • Setting up and working with inventory • Purchase Requests • Auto Generation • Purchasing Process	<b>4 hours</b>
<b>Customized Training or Consulting</b> We will customize training to meet your specific needs	<b>Per hour</b>