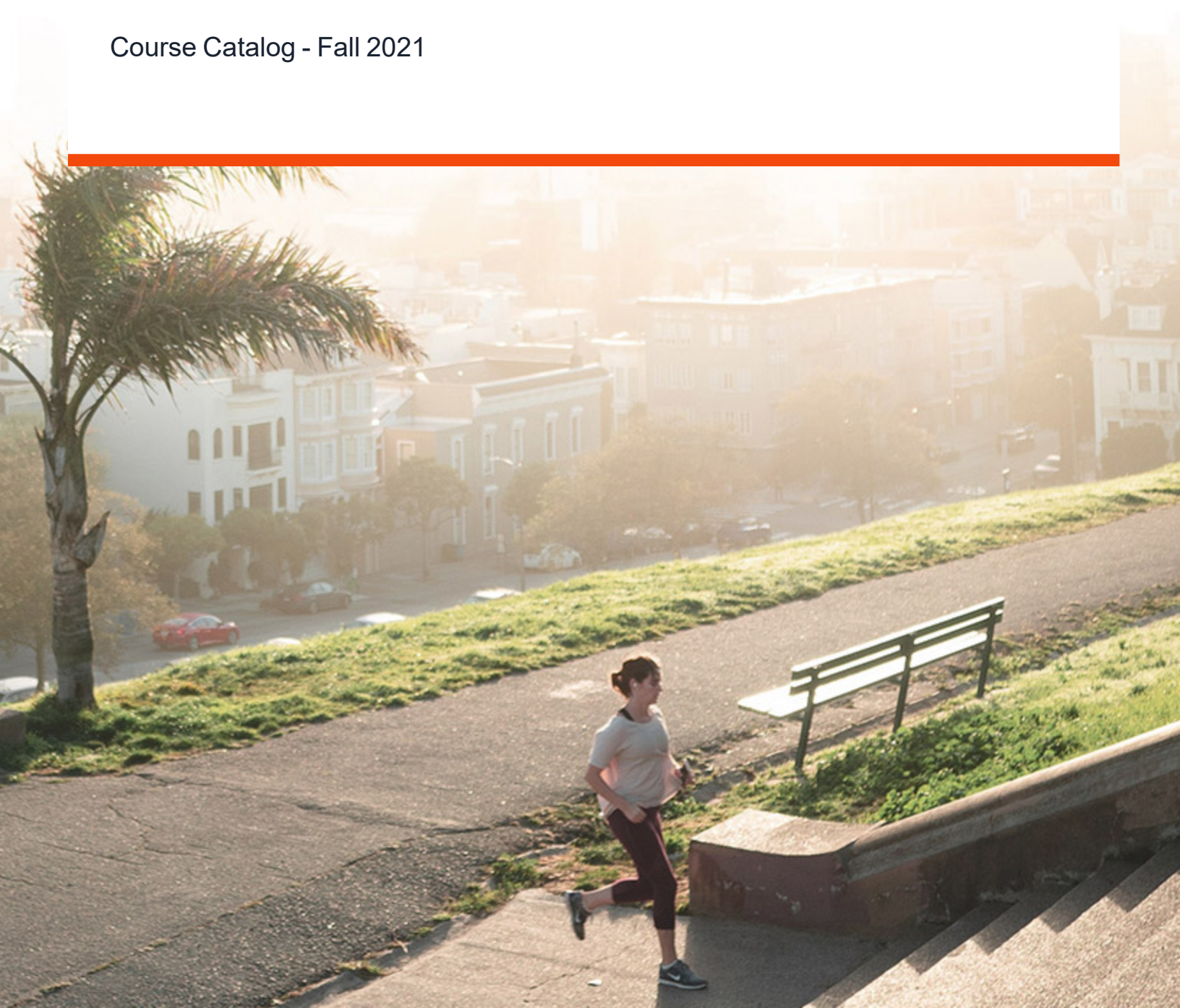




# CentralSquare Asset Management

Course Catalog - Fall 2021



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## Overview

### Web Overview

**Description:** This program will discuss basic features in the Web application of Enterprise Asset Management. More courses to come!

**Duration:** 14 minutes

Course/Description	Duration
<b>Basic Module Layout</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand the basic layout and functions of the web module.</li></ul>	8 mins
<b>Views, Grinds, and Forms</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand Views, Grids and Forms in Asset Management Web.</li></ul>	6 mins

### Desktop

**Description:** This program will discuss basic features in the desktop application of Enterprise Asset Management.

**Duration:** 20 minutes

Course/Description	Duration
<b>Basic Tools</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand the functionality of tools available to you on the desktop.</li></ul>	11 mins
<b>Basic Interface</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand and be able to utilize Module Tools such as Navigation, Work Order Forms and Tabs.</li></ul>	9 mins

## Web

### Dashboard

**Description:** This learning path will discuss features of the Web Dashboard in Enterprise Asset Management.

**Duration:** 57 minutes

This learning path is applicable for Enterprise Asset Management 20.3 and higher.

Course/Description	Duration
<b>Tabs, Frames and Global Toolbar</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand Tabs, Frames and the Global Toolbar.</li></ul>	11 mins
<b>Global Toolbar and User Settings</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand additional functions of the Global Toolbar, as well as User Settings.</li></ul>	13 mins
<b>Plug-ins and Filters</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand Plug-ins and Filters for Asset Management Web.</li></ul>	9 mins
<b>Forms</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand the form toolbar. This includes: Refresh and Share, Add a Record, Save as well as Save and Close, Undo, Redo, Field Property and Carry Over.</li></ul>	13 mins
<b>Form Toolbar Layout</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand the general functions of Forms, Form Fields and Picklists.</li></ul>	11 mins

## Reporting

**Description:** This learning path will discuss features of Web Reporting in Enterprise Asset Management.

**Duration:** 34 minutes

This learning path is applicable for Enterprise Asset Management 20.3 and higher.

Course/Description	Duration
<b>Reporting Basics</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to access Reports, Filter and run a Report.</li></ul>	13 mins
<b>Advanced Filters and Quick Reports</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand advanced reporting, Quick Reports and reporting between modules.</li></ul>	12 mins
<b>Custom Reporting</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to run a custom report as well as how to Export and Edit the report.</li></ul>	9 mins

## Views

**Description:** This learning path will discuss views within Enterprise Asset Management.

**Duration:** 44 minutes

This learning path is applicable for Enterprise Asset Management 20.3 and higher.

Course/Description	Duration
<b>Views</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand the structure of Views which includes Grids, Details, Tabs and Tasks.</li></ul>	9 mins

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Course/Description	Duration
<b>Views Toolbar</b> <ul style="list-style-type: none"><li>• Upon completion of this course, you'll understand advanced reporting, Quick Reports and reporting between modules.</li></ul>	28 mins
<b>Additional Views Toolbar Icons</b> <ul style="list-style-type: none"><li>• Upon completion of this course, you'll understand the function of additional icons on the Views Toolbar. The icons you'll learn about today are ones that apply to more unique circumstances.</li></ul>	7 mins

## Admin Configuration

**Description:** Upon completion of this course, you'll understand the function of tools in the admin portal.

**Duration:** 31 minutes

This course is applicable for Enterprise Asset Management 20.3 and higher.

Course/Description	Duration
<b>Portal and Tools</b> <ul style="list-style-type: none"><li>• Upon completion of this module, you'll understand the function of tools in the admin portal.</li></ul>	21 mins
<b>Additional Portal Tools</b> <ul style="list-style-type: none"><li>• Upon completion of this module, you'll understand the function of tools in the admin portal. This includes: Email, Tools, GIS Configuration, UI and Dashboard Management.</li></ul>	10 mins

## Work Requests

**Description:** Upon completion of this course, you'll understand how to create Work Requests.

**Duration:** 25 minutes

This course is applicable for Enterprise Asset Management 20.3 and higher.

Course/Description	Duration
<b>Web - Creating Work Requests</b> <ul style="list-style-type: none"><li>• Upon completion of this module, you'll understand how to create a Work Request.</li></ul>	12 mins
<b>Web - Creating Work Requests from the Map</b> <ul style="list-style-type: none"><li>• Upon completion of this module, you'll understand how to create Work Requests from the Map.</li></ul>	15 mins



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## Mobile

### iOS

#### ***Dashboard and Tools Overview***

This course is applicable for Enterprise Asset Management 2.0 and higher.

Course/Description	Duration
<b>Dashboard and Tools Overview</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand Dashboard basics which include: Tabs, Plug-ins, Look-up, Toolbar, Views, Filter, Sort and Search. You'll also understand the Selection and Form toolbars.</li></ul>	24 mins

#### ***Work Requests***

This course is applicable for Enterprise Asset Management 2.0 and higher.

Course/Description	Duration
<b>Work Requests</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to create a Work Request using an iOS device as well as create a Fleet Management request.</li></ul>	10 mins

#### ***Map Work Requests***

This course is applicable for Enterprise Asset Management 2.0 and higher.

Course/Description	Duration
<b>Map Work Requests</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to create a Work Request from the Map using an iOS device.</li></ul>	7 mins

#### ***Process Work Orders***

This course is applicable for Enterprise Asset Management 2.0 and higher.

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Course/Description	Duration
<b>Process Work Orders</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to process a Work Order on an iOS device which includes creating Work Order Tasks and tracking Resources.</li></ul>	19 mins

### ***Map Work Orders***

This course is applicable for Enterprise Asset Management 2.0 and higher.

Course/Description	Duration
<b>Map Work Orders</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to create a Work Order from the Map using an iOS device.</li></ul>	7 mins

## **Android**

### ***Dashboard Layout and Tools***

This course is applicable for Enterprise Asset Management 2.0 and higher.

Course/Description	Duration
<b>Dashboard Layout and Tools</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand Dashboard basics, Work Orders, the Search feature along with other functionalities and the Toolbar.</li></ul>	20 mins

### ***Using the Map***

**Description:** Upon completion of this course, you'll understand Map basics, Map Configuration and the functionality of Map buttons.

**Duration:** 29 minutes

This course is applicable for Enterprise Asset Management 2.0 and higher.

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Course/Description	Duration
<b>Using the Map</b> <ul style="list-style-type: none"><li>Upon completion of this module, you'll understand Map basics, Map Configuration and the functionality of Map buttons.</li></ul>	14 mins
<b>Additional Map Functionalities</b> <ul style="list-style-type: none"><li>Upon completion of this module, you'll understand additional functionalities of the Map, Map Work Order tools and application settings.</li></ul>	15 mins

### ***Process Work Orders***

This course is applicable for Enterprise Asset Management 2.0 and higher.

Course/Description	Duration
<b>Process Work Orders</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to work with Tasks, add and edit Resources and finally complete a Work Order.</li></ul>	19 mins

### ***Create a Work Order from an Asset on the Map***

This course is applicable for Enterprise Asset Management 2.0 and higher.

Course/Description	Duration
<b>Create a Work Order from an Asset on the Map</b> <ul style="list-style-type: none"><li>Upon completion of this course, you'll understand how to create a Work Order from an Asset on the Map using an Android device.</li></ul>	10 mins

### ***Work Requests***

This course is applicable for Enterprise Asset Management 2.0 and higher.

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Course/Description	Duration
<b>Work Requests</b> <ul style="list-style-type: none"><li>• Upon completion of this course, you'll understand how to create a Work Request using an Android.</li></ul>	9 mins

### ***Creating Work Requests from the Map***

This course is applicable for Enterprise Asset Management 2.0 and higher.

Course/Description	Duration
<b>Creating Work Requests for the Map</b> <ul style="list-style-type: none"><li>• Upon completion of this course, you'll understand how to create a Work Request from the Map using an Android device.</li></ul>	6 mins