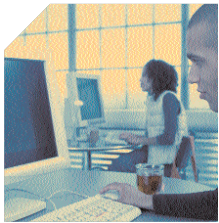


Datastream 7i Essentials CBT

You have invested in Datastream 7i to keep your operations running at peak efficiency. But to achieve maximum return on your investment, your end-users must be fully trained and proficient on the latest features and functionality of Datastream 7i.



However, it may not always be practical to send all of your Datastream 7i users away for training. An effective alternative for training on Datastream 7i is now available—Datastream 7i Essentials CBT.

This innovative computer-based training program is delivered either through CD-ROM or made available for installation through your corporate network to provide ongoing training on Datastream 7i. Datastream 7i Essentials CBT is based on field-proven programs that enable users to learn at their own pace and provides automated testing with completion certificates so managers can be confident that their team is fully up to speed on Datastream 7i.

The Total Training Solution

This training solution delivers comprehensive educational coursework on the latest features of Datastream 7i, with the ease and flexibility of computer-based training. Students have access to more than eight hours of content, segmented into modules that include Navigation, Purchasing, Equipment, Materials and Work. Datastream 7i Essentials CBT administers tests on each module to ensure the necessary skills have been mastered. And the built-in dashboard enables users to track their progress throughout the coursework. With the modular format, students can take training in small pieces or all at once, depending on their schedule.

New Topics for Datastream 7i v7.10:

- > Approving Customer Charges
- > Basic Reports
- > Batch Meter Readings
- > Call Center
- > Customer Invoices
- > Customer Service Requests
- > Information Requests
- > Multiple Equipment Work Orders
- > PM Revision Control
- > Quick Work Order Batch Functionality
- > Standard Work Orders

For example, students can learn how to locate a piece of equipment on a map and attach the map to a work order through the Datastream 7i GIS module, then return to training later to study the Datastream 7i Calibration module. Because the training is delivered either on CD-ROM or over the corporate LAN, there is no travel or time away from work. Plus, the training modules are always available for refresher courses. Datastream 7i Essentials CBT delivers an effective and efficient learning regimen for all of your users and your enterprise.

If you would like more information on Datastream 7i Essentials CBT, contact your Datastream sales representative today.

System Requirements for Datastream 7i Essentials CBT

- > Intel Pentium 500 MHz or higher
- > 128 MB RAM or higher
- > Windows 98SE, Windows 2000 with Service Pack 3 or higher, Windows XP Professional SP1+
- > CD-ROM 8X (minimum) or DVD-ROM
- > 16-bit (minimum) sound card and speakers
- > 32 bit true color video display card (minimum)
- > 1024 x 768 screen resolution (minimum)
- > Minimum hard drive space required:
 - Disk 1 (Materials CBT) - 615 MB
 - Disk 2 (Maintenance CBT) - 647 MB

Note: Windows Media Player must be installed. The standard installation requires 100 MB of free space.

Comprehensive Coursework

Datastream 7i Essentials CBT includes the following topics:

Asset Management

- Assets
- Batch Meter Readings
- Entering Meter Readings
- Linear Assets
- Positions
- Searching for Linear Assets
- Structures & Hierarchy
- Systems
- Transferring Equipment
- View Equipment History
- Warranty Enhancements
- Warranty Tracking

Material Management

- ABC Analysis
- Creating Repairable Spares
- Generating Requisitions from Low Stock
- Issues>Returns
- Parts
- Physical Inventory
- Receipts and Returns
 - > Non-PO Receipts
 - > PO Receipts
- Requisitions
- Store-to-Store Transfer
 - > Quick Store-to-Store Transfer
 - > Store-to-Store Issues
 - > Store-to-Store Receipts
 - > Store-to-Store Requisitions
- Stores
- Supplier Returns
- Suppliers

Navigation

- Advanced Filters
- Dataspies
- Export to MS Excel
- Filter on Custom Fields
- Formatting Screens (List View)
- KPI Drilldown
- Personalizing the Start Center
- Quick Search Bar

Operations

- Call Center

Planned Maintenance

- Material Lists
- PM Scheduling
- PM/WO Generation
- Tasks

Projects

- MS Project Interface
- Project Budgets
- Projects
- Shutdowns

Purchase Orders

- Approve & Print Purchase Orders
- Associate Asset Items to Purchase Orders
- Blanket Orders for Services
- Blanket Purchase Orders
- Create Purchase Order
- Generate Purchase Orders
- Invoices
 - > Credit & Debit Notes
 - > Invoices for Services
 - > Invoices Overview
 - > Matching & Approving Invoices
 - > Non-PO Invoice Vouchers
- Purchasing & Receiving Services

Work Orders

- Asset Management Services
- Batch Work Order Update
- Close Work Orders
- Create Work Orders
- Customer Service Requests
- External Repair Process
- Internal Repair Process
- Manage Material and Hours for Work Orders
- Multiple Equipment Work Orders
- PM Revision Control
- Preventive Maintenance for Linear Assets
- Preventive Maintenance Schedules
- Service Requests
- Update Work Orders
- Work Orders for Linear Assets
- Work Requests

Work Scheduling

- Capacity Scheduling
- Drag and Drop Scheduling

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