Online Training Classes

*Public Classes

Get Started Using MAPCON - User Setup & Security (1 hour)
Learn how to create users, group profiles, security codes, and manage preferences.

### Get Started Using MAPCON - Navigation & Data Entry (1 hour)
Find out how to navigate MAPCON, search lookup lists, run reports, and enter data for assets.

Work Requests & Work Orders (1 hour)
Discover how to convert work requests into work orders, plan labor and parts, and close work orders.

Preventive Maintenance (PM) (1 hour)
Focus on writing preventive maintenance descriptions, establish frequencies, and generate PM work orders.
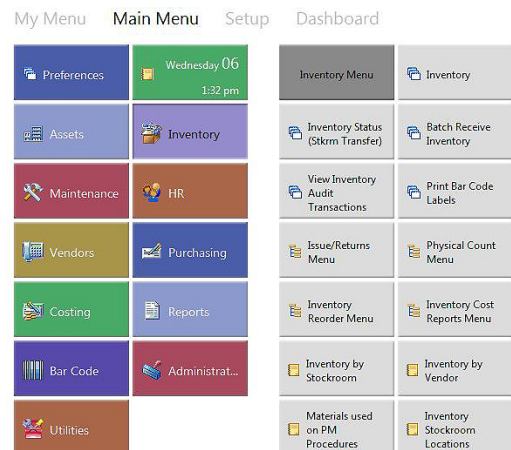
One-On-One Classes

New System Implementation (2 hours)
Learn how to navigate MAPCON, search lookup lists, run reports, enter data for assets, create users, and review group profiles.

**System Scheduler (1 hour)
Discover how to automate reports and preventive maintenance task generation.

**Importing Data From Excel (1 hour)

Work Order Management (2 hours)
Focus on converting work requests into orders, planning labor and parts, closing work orders, writing PM descriptions, establishing PM frequencies, and generating PM work orders.

**Advanced Inventory (2 hours)
Learn how to create parts, stockroom and shelf locations, and add vendors and manufacturers.

**Advanced Purchasing (2 hours)
Find out how to convert requests into orders, and learn about receiving and invoice reconciling.

Advanced Reporting (1 hour)

* Public classes are pre-scheduled
**These courses require users to have the appropriate advanced modules.
Register at www.mapcon.com, by calling (800) 922-4336 or email training@mapcon.com