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