

ARCHIBUS FUNDAMENTALS COURSE

Duration: 04 days

INTRODUCTION

ARCHIBUS Fundamentals is a four-day course designed to teach the basic skills needed to work effectively with ARCHIBUS and provide an overview of its many business applications. Participants will learn about the basic components of ARCHIBUS - databases, drawings, and reports; and its suite of products - ARCHIBUS Windows, Web Central, and the Overlay for AutoCAD.

Participants will become competent in the core ARCHIBUS application domains: Space Management, Building Operations, Real Property & Lease, and Furniture & Equipment. The Fundamentals course is great for users who are new to ARCHIBUS or who would like to learn more about the available functionality, beyond the scope of their current use.

PREREQUISITE

Familiarity with Windows environment and AutoCAD is recommended

COURSE TOPICS

Day 1: Introduction to ARCHIBUS

- Product overview: ARCHIBUS Enterprise and Web Central
- Working with projects
- Fundamental skills; working with: grid, reports, drawing, assets
- Windows Report Modification and Reporting
- Web Report Modification and Reporting

Day 2: Space Management module and AutoCAD Overlay

- Introduction to Space Management



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- Space Inventory Methods
- Overlay for AutoCAD
- Space Chargeback
- Shared or Common Space
- Personnel Management
- Room Reservations

Day 3: Asset Management

- Introduction to Furniture and Equipment Management
- Asset Inventory Methods
- Depreciation Types
- Introduction to Real Property & Lease
- Managing Properties and Property Assets
- Managing Leases and Financials

Day 4: Facilities Maintenance

- Introduction to Building Operations Management
- On Demand Work
- Service Desk
- Preventive Maintenance
- Questions and Answers

To find out more about ARCHIBUS or to register your interest in a course please contact Ms. Truc at: truc.btt@kpms.com.vn.



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