TRAINING OFFERING

List of Available Training Courses by Product

v. 1.1

Contents

EMS

TRAINING NAME	TRAINING TYPE	TRAINING DESCRIPTION
Accruent Academy Standard Training	Online, self-paced.	Standard online training is readily available to all EMS customers via Accruent Academy.
EMS Configuration Series	Virtual, instructor-led training, delivered to a single customer, or in an open session with multiple customers.	This series of sessions will walk you through the key configuration elements of EMS. This course is recommended for System Administrators of EMS, who have configuration access and want to learn about various configuration settings that can help optimize your space and resource scheduling. These sessions will build upon each other, and it is recommended to take each session in order.
EMS Reservationist Series	Virtual, instructor-led training, delivered to a single customer, or in an open session with multiple customers.	This series of sessions will walk you through all steps to create, edit and manage reservations as a Desktop Client user in EMS. These courses build sequentially on each other and must be taken as a series. This course is recommended for new reservationists at your organization, who are new to EMS, or for seasoned EMS users who want to ensure they are making and editing reservations in the most effective way.
EMS Reporting Deep Dive	Virtual, instructor-led training, delivered to a single customer, or in an open session with multiple customers.	This training webinar will teach you how to generate powerful reports from EMS, that help with your daily operations, give you oversight into your services and billing, and help you understand the utilization of your space. This course is designed for the EMS Admin looking to leverage reports from EMS to help various members of your organization. This course will review key canned reports from EMS and highlight the query builder as an option to create custom reports and export data into an Excel or CSV format.

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Introduction to EMS I	Consultant-led training with the option of virtual or in-person delivery.	Are you looking to get up to speed fast on EMS? Have you experienced turnover in your organization and need to ramp up on the basics? This training course includes two sessions to give you the skills to efficiently and effectively manage reservations in the application. We'll show you all the tips and tricks to make and edit reservations with ease and introduce you to our plethora of reporting options.
Introduction to EMS II	Consultant-led training with the option of virtual or in-person delivery.	Dashboards and Notifications are the headlining topics of this training course. Let our team consult with you on how to best manage reservations and service requests from everyday users. Includes three sessions.
Pricing & Invoicing in EMS	Consultant-led training with the option of virtual or in-person delivery.	Unlock the full potential of your EMS platform with our comprehensive three-session training on Pricing & Invoicing. Whether you're managing room bookings, coordinating service providers, or handling event staffing, this course will empower you to efficiently configure pricing, generate accurate invoices, and streamline payment processes.
EMS Administrator Training	Consultant-led training with the option of virtual or in-person delivery.	Take control of your EMS application with our administrator training - a deep dive into system configuration and administration tools that will elevate your event management operations. Over the course of five sessions, you'll gain the skills to configure facilities, manage your categories and resources, and set up secure user accounts with ease.
Academics in EMS I	Consultant-led training with the option of virtual or in-person delivery.	Take your EMS Academic Planning to the next level with our Academics in EMS I refresher course. Designed for clients who already have EMS Academic Planning configured, this four-session training will provide you with the tools and techniques to efficiently synchronize your data,

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		manage and update academic courses, and generate key reports.
Academics in EMS II	Consultant-led training with the option of virtual or in-person delivery.	Build on your EMS Academic Planning knowledge with Academics in EMS II, an advanced training focusing on optimization of course location assignments. Over six sessions, you'll dive into EMS's powerful functionality that matches courses to the best room based on faculty and department preferences, as well as registrar requirements. Learn how to fine-tune your scheduling process, ensuring that every course is placed in the ideal space to meet all needs.
Managing Services	Consultant-led training with the option of virtual or in-person delivery.	Take charge of your event services with our Managing Services training course. This four-session course will guide you through the essential steps of configuring services, streamlining workflows, and maximizing EMS's reporting and notification features. Whether you're managing room services, catering, AV equipment, or staffing, this course will ensure you have the tools to manage everything with ease.
Everyday User Application Management (Web App, EMS for Outlook or Direct Spaces)	Consultant-led training with the option of virtual or in-person delivery.	Unlock the full potential of the Everyday User features in EMS. Over five sessions, you'll learn how to configure user accounts, set up Web Process templates, and automate workflows to provide a seamless experience for everyday users requesting and reserving spaces. This course focuses on the modules you use today, which may include EMS Web App, EMS for Outlook, EMS for Microsoft 365, and/or the Direct Spaces mobile app.
Recent-Feature Review	Consultant-led training with the option of virtual or in-person delivery.	An overview of the features introduced in recent releases of EMS.
Custom Training Solutions	Consultant-led training with the option of virtual or in-person delivery.	Do you have specific training needs that don't fit one of our existing training packages? Custom training solutions can be developed to tailor the learning

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		experience to your specific users and business processes.

FAMIS 360

Training Name	Training Type	Training Description
FAMIS 360 Administrator Training	Consultant-led training with the option of virtual or in-person delivery.	This training will cover system administration, work order, asset and schedule administration, analytics, and reporting. It includes project administration support
Accruent Analytics	Consultant-led training with the option of virtual or in-person delivery.	This training will cover a general Accruent Analytics overview, best practices for building reports & dashboards, and creating prompts. It includes Accruent report building services, data analysis/review and project administration support.
Bulk Upload Tool	Consultant-led training with the option of virtual or in-person delivery.	This training will cover the bulk upload tool. It includes project administration support.
Custom Training Solutions	Consultant-led training with the option of virtual or in-person delivery.	Do you have specific training needs that don't fit one of our existing training packages? Custom training solutions can be developed to tailor the learning experience to your specific users and business processes.

Lucernex

Training Name	Training Type	Training Description
Accruent Academy Standard Training	Online, self-paced.	Our standard online training is readily available to all Lucernex customers via [Accruent Academy](#).
Report Builder Tool	Virtual, instructor-led training, delivered to a single customer, or in an open session with multiple customers.	Through hands-on exercises, participants will dive into the Report Builder and experience building various report types. The course will also cover admin functions for report organization and security. This course is for advanced Lucernex users.
Lucernex System Admin Level I	Consultant-led training with the option of virtual or in-person delivery.	This course teaches the fundamentals of being a Lucernex system administrator, with a focus on tailoring and maintaining the Lucernex firm to meet your business needs. The training includes guided learning and hands-on exercises. Topics covered include the user interface, user and security privileges, and managing documents.
Lucernex System Admin Level II	Consultant-led training with the option of virtual or in-person delivery.	This course is designed for system administrators who are responsible for setting up and maintaining their firm's Budgets, Schedules, Forms and Workflow modules. The training includes guided learning and hands-on exercises.
Intro to Lx Contracts	Consultant-led training with the option of virtual or in-person delivery.	Participants will actively engage in guided and independent lease scenarios to gain valuable hands-on experience. They will gain the skills to track contract and payment data in the Contracts module, streamline operations, and create basic reports from their lease data.
Intro to Lx Projects	Consultant-led training with the option of virtual or in-person delivery.	Whether you're new to Lucernex or need a quick refresher, this session offers a clear, practical overview of the Projects module. Learn how to create and manage projects, track milestones and tasks, and

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		navigate the interface with confidence. Perfect for users involved in site development, remodels, or closures - this course helps you stay organized and efficient throughout the real estate lifecycle. Plus, get a quick look at reporting tools to monitor progress and keep stakeholders informed.
Custom Training Solutions	Consultant-led training with the option of virtual or in-person delivery.	Do you have specific training needs that don't fit one of our existing training packages? Custom training solutions can be developed to tailor the learning experience to your specific users and business processes.

Maintenance Connection

Training Name	Training Type	Training Description
Accruent Academy Standard Training	Online, self-paced.	Our standard online training is readily available to all Maintenance Connection customers via Accruent Academy.
Dedicated Training Options	Consultant-led training with the option of virtual or in-person delivery.	A series of training sessions based on your needs. Typical sessions include project management, data migration, core configuration, reporting and KPIs, and managing results.
Data Migration	Consultant-led training with the option of virtual or in-person delivery.	This training enables you to utilize the Maintenance Connection import template and process, outside of implementation.
Train the Trainer	Consultant-led training with the option of virtual or in-person delivery.	Participants will gain the knowledge and skills to train their team members on Maintenance Connection. There are three agenda options: Single Site with Basic Core Configuration, Single Site with Inventory and Parts Management, Single Site with Inventory and Purchasing.

Meridian

Training Name	Training Type	Training Description
Accruent Academy Standard Training	Online, self-paced.	Our standard online training is readily available to all Meridian customers via Accruent Academy.
Portal Document Workflow with External Contractor	Virtual, instructor-led training, delivered to a single customer, or in an open session with multiple customers.	This training will walk you through a typical document workflow using Meridian PowerWeb and Meridian Portal, where a document is uploaded, sent to a contractor for revision, returned for review, and finally released as a new master document.
Custom Training Solutions	Consultant-led training with the option of virtual or in-person delivery.	Custom training solutions can be developed to tailor the learning experience to your specific users and business processes.

RedEye

Training Name	Training Type	Training Description
Accruent Academy Standard Training	Online, self-paced.	Our standard online training is readily available to all Redeye customers via [Accruent Academy](#).
Custom Training Solutions	Consultant-led training with the option of virtual or in-person delivery.	Custom training solutions can be developed to tailor the learning experience to your specific users and business processes.

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Custom Training Solutions	Consultant-led training with the option of virtual or in-person delivery.	Custom training solutions can be developed to tailor the learning experience to your specific users and business processes.

TMS

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System Administrator and Form Design	Virtual instructor-led training.	This training includes setting up administrative options, managing user access, and configuring permissions. It also focuses on creating and customizing forms, including adding tabs, grids, and fields, adjusting properties, and utilizing the Form Manager for renaming and editing. This session is three hours for up to five participants.
Intro to TMS and Work Orders	Virtual instructor-led training.	This training provides an overview of basic navigation within the TMS system, covering menus and toolbars, along with a simple workflow to illustrate its functionality. The session also includes creating, editing and completing work orders, adding procedures, time charges and material issues, assigning resources, understanding status change authorizations, and work order reporting. This session is three hours for up to five participants.
Assets and Vendors	Virtual instructor-led training.	This course covers comprehensive asset management, including creating and editing assets and asset groups, tracking downtime and contracts, and utilizing tools like the Asset Risk Manager and Duplication Wizard. It also includes managing vendor relationships, such as creating new vendors, tracking contracts and model numbers, as well as reporting options for both assets and vendors. This session is three hours for up to five participants.
Schedules and Procedures	Virtual instructor-led training.	This course guides you through creating and modifying PM, PE, and Inspection schedules, adding procedures, assigning resources, and handling exceptions. It

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		covers tools for duplicating and assigning schedules, generating schedules manually or automatically, and accessing schedule reports. Additionally, it explains how to create and modify procedures, integrate materials, and use these procedures in work orders and schedules. This session is three hours for up to five participants.
Data Sources (Pre-Requisite for Report Definitions)	Virtual instructor-led training.	This course explains how to create and manage data sources, including using suggested fields and the Field Library, adding fields, using filters, and creating formula fields. It covers configuring security, using advanced features, and adding reports. You'll also learn how to query, view, print, and delete reports and data sources, as well as how to use favorites for quick access. This session is three hours for up to five participants.
Report Definitions and Email Reports	Virtual instructor-led training.	This session teaches you how to create and manage reports, including standard, template, and email reports. You'll learn to use tools to format reports, add content, set security, and schedule email reports. It also covers viewing, printing, querying, and deleting reports, with tips on using favorites for quick access. This session is three hours for up to five participants.
Data Maintenance Tools	Virtual instructor-led training.	By course completion, the TMS administrator will know how to use TMS core tools to manage and clean data. This session is three hours for up to five participants.
Materials Management	Virtual instructor-led training.	This session covers materials management, including navigating tasks like creating, editing, querying, receiving, issuing, transferring, and conducting

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		physical counts of materials. You'll learn to add materials to a warehouse and update inventory counts efficiently. This session is three hours for up to five participants.
Purchasing and Requisitions	Virtual instructor-led training.	During this session, you will learn to create Purchase Orders and Requisitions in the Purchasing module, along with their workflows and processes. This session is three hours for up to five participants.
Web Request, Survey and Email Response	Virtual instructor-led training.	This session guides you through creating and managing surveys and web requests. For surveys, you'll learn to create, edit, add questions, issue surveys from work orders, and view results and reports. For web requests, you'll learn to add and edit pages, set properties, labels, headers, and footers, add fields, and use duplicate and setup tools. It also covers entering and querying records and using the AutoPrint Profile and details page for web requests. This session is three hours for up to five participants.
Ansur/medTester Interface	Virtual instructor-led training.	You will learn to integrate Fluke medTester safety tests and PM checklists into TMS by the end of this course. This session is three hours for up to five participants.
Contract Management	Virtual instructor-led training.	Upon completing this course, you will be able to manage and monitor contract terms. This session is three hours for up to five participants.

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Basic Report Designer	Virtual instructor-led training.	Upon completion of this course, you be able to create and edit Data Sources, Report Definitions, and Email Reports. This session is three hours for up to five participants.
Advanced Report Designer	Virtual instructor-led training.	Upon completion of this course, you be able to create and edit Designer reports using the Component One report writer. This course will require knowledge of SQL and VB Script to create and edit reports. This session is three hours for up to five participants.
Dispatch and Work Orders	Virtual instructor-led training.	By the end of this course, you will know how to use the Dispatch module to manage work requests received by phone, web, or email, and understand how these requests move into the Work Order Module. This session is three hours for up to five participants.
Quick Convert	Virtual instructor-led training.	At the conclusion of this course, participants will learn how to import data into the TMS application from spreadsheets, CSV files, and databases using the Quick Convert Tool. This session is three hours for up to five participants.
TMS Sidekick	Virtual instructor-led training.	This training covers setting up TMS Sidekick using TMS Mobile Profiles, and operating the Work Order, Asset, Materials and Time Charge modules. This session is three hours for up to five participants.
TMS Dashboards	Virtual instructor-led training.	You will learn to build custom dashboards using Data Sources and widgets in the TMS application.

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		This session is three hours for up to five participants.
TMS Full Training Package	Virtual instructor-led training.	Eight sessions for up to five participants, covering all the main areas of the TMS platform: • System Administrator and Form Design • Intro to TMS and Work Orders • Assets and Vendors • Schedules and Procedures • Data Sources (Pre-Requisite for Report Definitions) • Report Definitions and Email Reports • Web Request, Survey and Email Response • TMS Dashboards
TMS Admin Training Package	Virtual instructor-led training.	Five sessions for up to five participants, covering the administration of the TMS platform: • System Administrator and Form Design • Data Sources (Pre-Requisite for Report Definitions) • Report Definitions and Email Reports • Web Request, Survey and Email Response • TMS Dashboards Assumes the attendees already have knowledge of the main parts of the application: Work Orders, Assets, Schedules, and Procedures.
Custom Training Solutions	Consultant-led training with the option of virtual or in-person delivery.	Custom training solutions can be developed to tailor the learning experience to your specific users and business processes.

Vx Suite – Maintain, Observe, Field, Sustain

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Custom Training Solutions	Consultant-led training with the option of virtual or in-person delivery.	Custom training solutions can be developed to tailor the learning experience to your specific users and business processes.

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