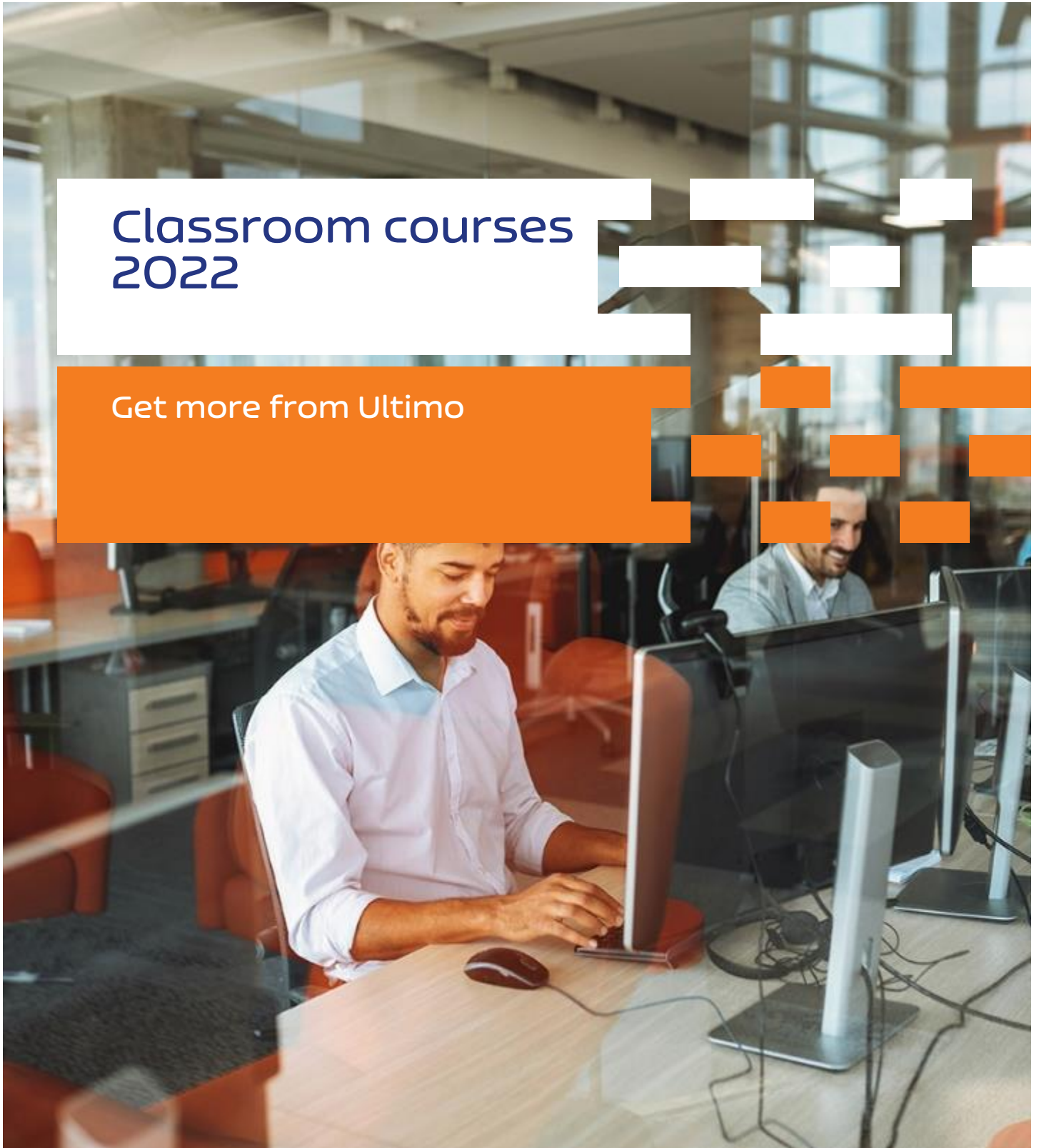# Classroom courses 2022

Get more from Ultimo

Live-link your assets and facilities.

ULTIMO

INS AND OUTS

OUR EXTENSIVE TRAINING OFFERING IS SPECIALLY DESIGNED TO SUPPORT YOUR USE OF ULTIMO IN PRACTICE AND TO GET THE MOST FROM USING THE SOFTWARE AS POSSIBLE.

OUR VARIED OFFERING OF COURSES CONSISTS OF COURSES THAT ARE SUITABLE FOR REGULAR USERS, KEY USERS AND APPLICATION MANAGERS. IT WILL PROVIDE YOU WITH MORE KNOWLEDGE, HONE YOUR SKILLS AND INSPIRE YOU TO USE ULTIMO IN MANY DIFFERENT WAYS.

HOW DOES IT WORK?

After ordering a classroom course, we will contact you to schedule the course on location or through Remote Learning.

Classroom programme

Functional	Essentials	Professional	Premium	Enterprise
Job Planner		√	√	√
HSE Shift Handover			√	√
HSE Incident Management		√	√	√

Application management	Essentials	Professional	Premium	Enterprise
Reporting Basic			√	√
Reporting Advanced			√	√
Workflow Designer Advanced			√	√

WHY TAKE AN ULTIMO COURSE?

› Get to know the different options.

› Learn more about Ultimo and use this knowledge to increase the returns from the software immediately or to make yourself a knowledgeable sparring partner for the consultant during the implementation.

› Improve your skills to manage the application independently, lowering the management costs.

› Reach new insights by applying the course material and exchanging practical experience with other participants.

High customer ratings

A specialised team works every day on creating the courses and training the (future) Ultimo users. See for yourself why our participants give our courses and expert coaching an average score of 8 or higher.

Further content

Find out more about how and where the courses are given and what the registration procedure is in this rest of this brochure. This brochure also contains some more practical information about our courses.

DID YOU KNOW THAT WE TRAIN OVER 4000 PEOPLE EVERY YEAR?

WHERE AND HOW CAN YOU TAKE OUR COURSES?

E-learning
A large number of courses are no longer offered in a classroom setting and have been replaced with e-learning. For our e-learning offering, see our e-learning brochure. Contact your account manager to discuss the options.

Customer-specific
In addition to taking a standard course, it is also possible to adjust the course content to your specific Ultimo environment. This does require a little extra consultancy effort.

Group training
The classroom course is given to a group of your employees. This is possible on location at your company but also through Remote Learning.

All options summarised:
- E-learning
- Group training on location or through Remote Learning
- Customer-specific group training on location or through Remote Learning

JOB PLANNER

Ultimo uses the Job Planner to schedule work orders graphically. In this course, you learn all the ins and outs of graphic planning, creating schedules and registering leave.

Content of the course

- Introduction to the Job Planner and the options

- Function of the master data and how to enter them

- Creating general schedules and individual schedules per employee

- Leave registration for employees

- Drawing up and changing graphic schedules in Ultimo

Target group

All users of Ultimo involved with planning work orders and who want to use the Job Planner.

Required Ultimo experience

E-learning course 'Manage Work Orders'

Duration

1 day

HSE INCIDENT MANAGEMENT

The 'HSE Incident Management' course deals with the options of the module HSE Incident Management. With this module you support the process of reporting, processing and assessing HSE incidents for safety, quality, health and the environment.

Content of the course

- Introduction to the options of Ultimo related to HSE incident management

- Receiving and registering HSE reports

- Processing and assessing HSE incidents

- Preparing and performing risk assessments relating to HSE incidents

- Reporting incidents with Self-Service

- Making analyses/trend analyses using dashboards and other reporting options

Target group

All users of the module HSE Incident Management

Required Ultimo experience

'Ultimo Basic Use'

Duration

Part of the day

APPLICATION MANAGEMENT COURSES

THE APPLICATION MANAGEMENT COURSES ARE A SPECIFIC SET OF COURSES WITH WHICH THE APPLICATION MANAGER LEARNS TO MANAGE ULTIMO INDEPENDENTLY. WE ALSO OFFER COURSES TO TEACH YOU TO CREATE REPORTS. AND A COURSE BELONGING TO THE CERTIFICATION PROGRAMME WORKFLOW DESIGNER COMPLETES THE COURSE OFFERING.

REPORTING BASIC

Ultimo helps you realise your goals. Applying reports is a useful way of seeing whether you meet your objectives. In this course, you learn how you can create your own new reports that are relevant to your organisation, using the data from Ultimo.

Content of the course

- Introduction to the report generator and the database model
- Creating simple reports based on one or two tables
- Linking reports to Ultimo and making them available
- Improving the layout of reports to optimise the presentation of information

Target group

Employees involved in the functional management of Ultimo, but also key users who want to learn to create reports

Required Ultimo experience

'Basic Use' and understanding of how relational databases work

Duration

1 day

REPORTING ADVANCED

Get ready for more! This follow-up course to 'Reporting Basic' focuses on more complex reports. These reports can be very valuable for your business management.

Content of the course

- Compiling complex reports based on multiple tables
- Applying different methods of linking tables to each other and the effects this will have on the output of reports
- Grouping records and using them for calculations
- Applying selection criteria for creating reports
- Presenting attractive reports by adding charts and diagrams

Target group

Employees involved in the functional management of Ultimo, but also key users who want to learn to create user reports (advanced users)

Required Ultimo experience

'Reporting Basic'

Duration

1 day

WORKFLOW DESIGNER ADVANCED

For version 2019R2 and higher we offer a separate Workflow Designer licence with which application managers can use the options of the Workflow Designer. In order to use this licence, you need to successfully complete the course 'Workflow Designer Advanced', and you need to obtain the corresponding certificate. This course takes three days. This course can only be taken after you have purchased the licence. For more information about the rates and conditions, you can contact our Sales department.

Content of the course

- Creating and updating database records
- Retrieving linked data and changing these data
- How regular Ultimo users can request information through dialog boxes
- Creating dialog boxes, labels and e-mail templates, and their application in workflows
- How to handle status changes in Ultimo
- Implementing various changes, depending on data from choices (using When/Otherwise)

Target group

Experienced application managers who want to work with the Workflow Designer independently (in version 2019R2 and higher).

Required Ultimo experience

'Database'

Duration

3 days (note!)

Contact our Sales department for a quotation. You cannot register for this course in the Customer Portal.

SEE VITAL SIGNS.
TAKE VITAL ACTION.

Ultimo is the number one flexible EAM Cloud platform that gives you control over your asset management; helps you increase uptime, manage the costs and extend the life span of your assets; provides you with reliable control information; helps you meet laws and regulations; and helps you ensure a safe and healthy working environment. And with an unmatched and proven ROI. With Ultimo you see vital signs and you take vital actions.

Live-link your assets and facilities.

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ISO 9001:2015

INFORMATION SECURITY MANAGEMENT SYSTEM
DNV·GL
ISO/IEC 27001:2013