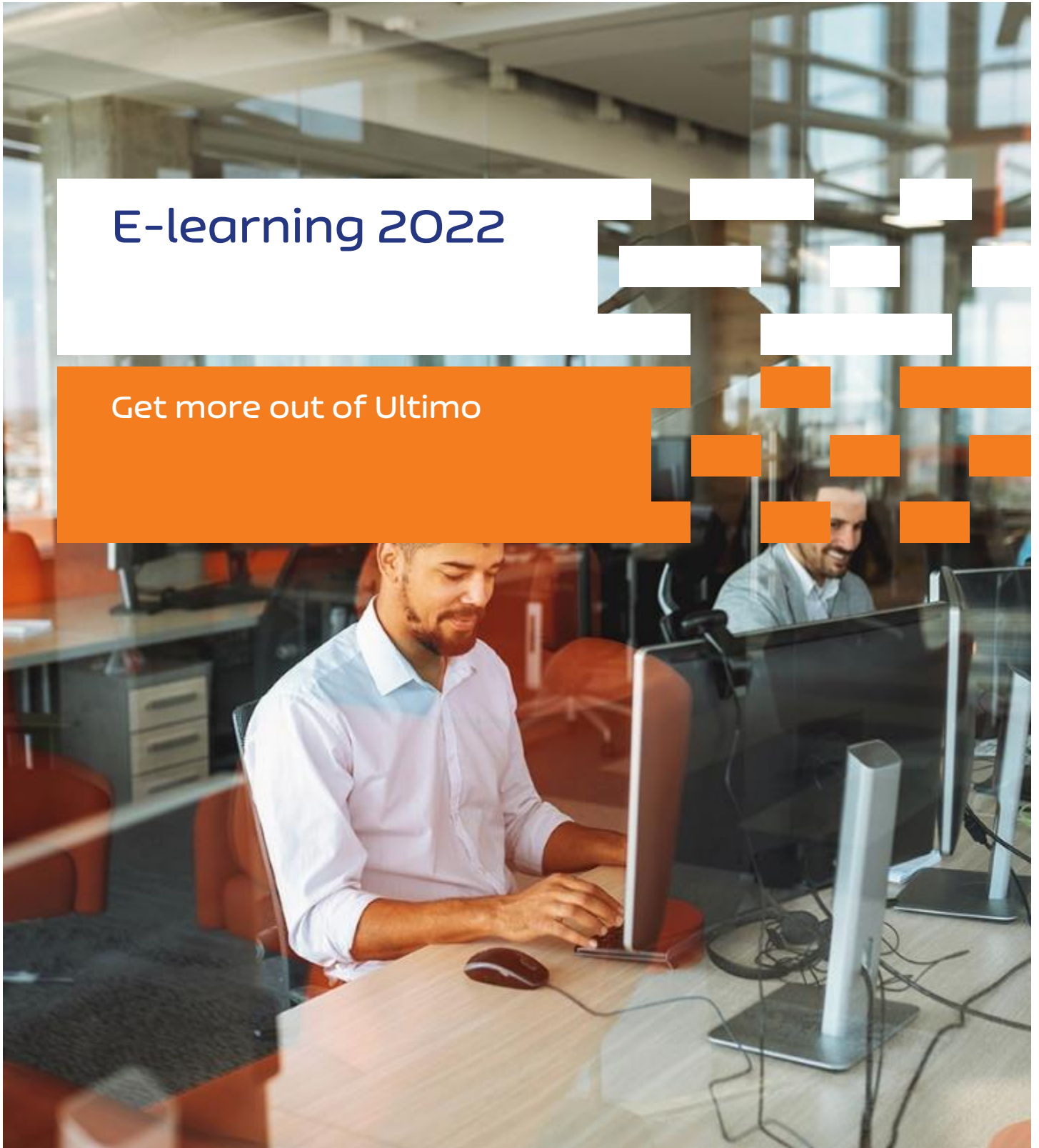


E-learning 2022

Get more out of Ultimo



☰ Live-link your assets and facilities.

ULTIMO

E-LEARNING

FOR EVERYONE WHO IS WORKING OR IS ABOUT TO START WORKING WITH ULTIMO AND WANTS TO USE THE SOFTWARE TO THE FULLEST EXTENT AND UNDERSTAND THE PROCESSES. YOU CAN TAKE E-LEARNING COURSES AT YOUR OWN PACE, WHERE AND WHENEVER YOU WANT. AND YOU WON'T HAVE TO GO ANYWHERE TO TAKE A COURSE.



EVERYTHING AT YOUR OWN PACE

Prefer to take a course at your own speed, where and whenever you want? And want to prevent many people involved in daily operations to be out of action at the same time because they are attending regular group courses? Then you will be interested in our

offering of e-learning. E-learning is the ideal way for your organisation to introduce larger groups of users to Ultimo, which is beneficial to effectiveness and job satisfaction.

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.

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 an e-learning course, you will receive an e-mail in which we ask you for the names and e-mail addresses of the participants. After you have provided us with this information, every participant will receive an e-mail with a link to access one or more e-learning courses.



E-learning programme

Functional	Essentials	Professional	Premium	Enterprise
Basic Use	✓	✓	✓	✓
Objects - Essentials - Technical Asset Management	✓	✓	✓	✓
Work Orders - Essentials - Technical Asset Management	✓	✓	✓	✓
Objects - Fleet Asset Management			✓	✓
Work orders - Fleet Asset Management			✓	✓
Periodical Maintenance Basic	✓	✓	✓	✓
Periodical Maintenance - Maintenance routes		✓	✓	✓
Periodical Maintenance in Schedule			✓	✓
Stock Management		✓	✓	✓
Purchase Management		✓	✓	✓
Work permits		✓	✓	✓

Application management	Essentials	Professional	Premium	Enterprise
Application Management Basic	✓	✓	✓	✓
Application Management Advanced			✓	✓
Application Management Database			✓	✓





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. We then describe the course offering per type of course (i.e. basic courses, module courses and application management courses).

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



BASIC USE

Learn the basics of Ultimo online with this e-learning. You are introduced to the user interface, the structure and the way in which you enter data into the software. After you have taken this course, you can efficiently do your day-to-day activities in Ultimo and you'll have the basics necessary to take the module courses.

Content of the course

- Introduction to Ultimo and the many options the software offers
- Basic functions of the software, including entering and searching for data
- Structure and the use of explorers
- Working with selection lists and filters
- Function of master data
- Applying filters to search
- Changing personal dashboard
- Viewing reports

Target group

All novice users of Ultimo. For this course, it doesn't matter which Ultimo software application you use.

Required Ultimo experience

N/A

Average duration

2 hours



PERIODICAL MAINTENANCE BASIC

To maintain the best possible performance of your assets and to minimise the number of failures, periodical maintenance (PM) can be a solution. By setting up periodical maintenance in Ultimo, you guarantee maintenance, prevent work from being forgotten and you make the work easy to plan in your daily operation.

Content of the course

- Creating periodical maintenance models based on time, weeks and meter readings
- Easily planning periodical activities
- Building up historical data for audits and inspections

Target group

Users of all product varieties who want to work with the module Periodical Maintenance

Required Ultimo experience

Any Ultimo 'Work Order Management' course

Average duration

1.5 hours



PERIODICAL MAINTENANCE - MAINTENANCE ROUTES

To maintain the best possible performance of your assets and to minimise the number of failures, maintenance routes can be a solution. By setting up maintenance routes in Ultimo, you guarantee maintenance, prevent work from being forgotten and you make the work easy to plan in your daily operation. This course deals with working with maintenance routes.

Content of the course

- Creating and managing maintenance routes

Target group

Users of all product varieties with maintenance routes for periodical maintenance

Required Ultimo experience

'Periodical Maintenance Basic'

Average duration

1.5 hours



PERIODICAL MAINTENANCE IN SCHEDULE

To maintain the best possible performance of your assets and to minimise the number of failures, periodical maintenance (PM) and condition-based maintenance may be a solution. By setting up periodical maintenance in schedule in Ultimo, you guarantee maintenance, prevent work from being forgotten and you make the work easy to plan in your daily operation. In this e-learning course, we go into periodical maintenance in schedule and condition-based maintenance. With condition-based maintenance the condition of an asset determines what maintenance needs to be done and when.

Content of the course

- Creating and managing periodical maintenance models with a combination of time and meter readings (PM in schedule)
- Creating and managing condition-based maintenance PM
- Building up historical data for audits and inspections

Target group

Users of all product varieties with Periodical Maintenance in Schedule and Condition-Based Maintenance

Required Ultimo experience

'Periodical Maintenance Basic'

Average duration

1.5 hours





STOCK MANAGEMENT

Ultimo developed a specific e-learning course for the warehouse managers. This course is about managing the stock using the Ultimo Stock Management module. You learn to register articles and make a warehouse layout, implement stock adjustments and register receipts. And you also learn to create order recommendations for purchase. This course is essential for warehouse managers.

Content of the course

- Making choices in registering articles and article groups
- Setting article stock levels
- Managing warehouse locations
- Working with stock adjustments
- Registering receipts and returns
- Order recommendations
- Managing stock management master data
- Analysing stock information

Target group

Warehouse managers

Required Ultimo experience

'Work Order Management'

Average duration

2 hours





PURCHASE MANAGEMENT

Ultimo developed a specific e-learning course for the purchase employees. This course is about purchasing goods and services using the Ultimo Purchase module. You learn to work with order requests, orders and order recommendations. And you also learn to work with purchase invoices, receipts and returns. This course is essential for purchase employees.

Content of the course

- Managing order requests and orders
- Creating order recommendations
- Registering purchase invoices
- Registering receipts and returns
- Managing purchase master data
- Analysing purchase information

Target group

Purchase employees

Required Ultimo experience

'Stock Management'

Average duration

2 hours



A man and a woman in business attire are looking at a laptop in an office setting. The woman is on the left, smiling, and the man is on the right, looking at the screen. The laptop is silver and has the word 'ULTIMO' on the lid. The background is a blurred office environment with a chalkboard.

TECHNICAL SOLUTION COURSES

THESE COURSES ARE FOCUSED ON A SPECIFIC FIELD, LIKE TECHNICAL ASSET MANAGEMENT OR FACILITY SERVICES. WITH THESE COURSES YOU LEARN MORE ABOUT THE SPECIFIC FUNCTION OF THE SOLUTIONS OR, IN A BROADER CONTEXT, MANAGING THE WORK FLOWS AND PROCESSES IN THE ULTIMO APPLICATION.



OBJECTS - ESSENTIALS

Ultimo developed two specific e-learning courses for working with objects in the Ultimo editions 'Essentials'.

- The Management course for creating, managing and applying master data, equipment and buildings in Essentials. This course is intended for the planners, asset managers and executing employees with an administrative role.
- The Use course just for applying equipment and buildings in Ultimo. This course is intended for executing employees.

Object Use

- Being able to apply objects
- Being able to consult information about equipment and buildings

Object Management

- Creating and managing object master data
- Creating object structure
- Recording available object information in the right place

Required Ultimo experience

'Ultimo Basic Use'

Average duration

Management: 1.5 hours
Use: 1 hour





WORK ORDERS - ESSENTIALS

Ultimo developed two specific e-learning courses for working with jobs in Ultimo Essentials.

- The Management course for managing the full work order process. This course is intended for the planners, managers and executing employees with an administrative role.
- The Use course for reporting, processing and consulting jobs. This course is intended for executing employees.

Work Order Use

- Creating jobs
- Processing jobs and registering material, personnel, tool and other costs
- Analysing job data

Work Order Management

- Managing work order master data
- Creating and preparing jobs and recording material, personnel, tool and other costs
- Working with job plans

Required Ultimo experience

'Object Management' course for Ultimo Essentials

Average duration

Use: 1 hour
Management: 1.5 hours





OBJECTS - TECHNICAL ASSET MANAGEMENT

Ultimo have developed two specific e-learning courses for working with objects in Technical Asset Management.

- The Use course just for applying equipment, inventory, process functions, exchange parts and buildings in Ultimo. This course is intended for executing employees.
- The Management course for creating, managing and applying master data, equipment, inventory, process functions, exchange parts and buildings in Ultimo. This course is intended for the planners, asset managers and executing employees with an administrative role.

Object Use

- Being able to apply objects
- Being able to consult and complete information about objects

Object Management

- Creating and managing object master data
- Creating object structure
- Recording available object information in the right place

Required Ultimo experience

'Ultimo Basic Use'

Average duration

Use: 1.5 hours
Management: 2.5 hours





WORK ORDERS - TECHNICAL ASSET MANAGEMENT

Ultimo developed two specific e-learning courses for working with jobs in Technical Asset Management.

- The Use course for reporting, processing and consulting jobs. This course is intended for executing employees.
- The Management course for managing the full work order process. This course is intended for the planners, managers and executing employees with an administrative role.

Work Order Use

- Reporting jobs
- Processing jobs and registering materials, hours, tools and other costs
- Processing inspections
- Analysing job data

Work Order Management

- Managing master data related to work orders
- Creating and preparing jobs and planning materials, hours, tools and other costs
- Working with job plans
- Preparing inspections

Required Ultimo experience

'Object Use' or 'Object Management' course for Technical Asset Management

Average duration

Use: 1.5 hours
Management: 2.5 hours





OBJECTS FLEET ASSET MANAGEMENT

For working with Objects within Fleet Asset Management, Ultimo has developed two specific e-learning training courses.

- The Usage training for only applying fleet objects, fleet numbers and equipment. This training course is intended for operational staff.
- The Administrator training course for creating, managing and applying master data for fleet objects, fleet numbers and equipment in Ultimo. This training is intended for work planners, fleet managers and executive staff with a management role.

Use Objects

- Being able to apply Fleet Objects
- access and supplement information about Fleet Objects

Manage Objects

- Create and manage object master data
- Create fleet object structure
- Managing maintenance contracts
- Record available object information in the right place

Required Ultimo experience

Ultimo Basic use

Average duration

Use: 1,5 uur
Manage: 2,5 uur





WORK ORDERS FLEET ASSET MANAGEMENT

For working with Jobs in Fleet Asset Management, Ultimo has developed two specific e-learning training courses.

- The Usage training for reporting, handling and consulting Jobs. This training is intended for executive staff.
- The Administrator training for managing the entire work order management process. This training is intended for the work planners, managers and executive employees with a management role.

Use work orders

- Reporting jobs
- Handling of jobs and booking of materials, hours, tools and other costs
- Handling inspections
- Analyzing job data

Manage work orders

- Manage master data for work orders
- Creating and preparing jobs and planning materials, hours, tools and other costs
- Working with products
- Preparing and handling inspections
- Managing defects

Required Ultimo experience

Objects Fleet Asset Management

Average duration

Use: 1,5 uur
Manage: 2,5 uur





WORK PERMITS

To promote safety during work, a lot of organisations work with work permits. This process can be managed digitally with the module Work Permits. In this course you learn the relevant ins and outs.

Content of the course

- Setting up the necessary data (validation roles, progress statuses, selection lists, etc.) to support the process digitally in Ultimo
- Creating a work permit
- Processing a work permit, including the digital validation
- Creating templates to simplify the use of work permits, for periodical maintenance for example

Target group

All users of the module Work Permits.

Required Ultimo experience

E-learning course 'Manage Work Orders'

Duration

2 hours



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 CLASSROOM COURSES TO TEACH YOU TO CREATE REPORTS. AND A COURSE BELONGING TO THE CERTIFICATION PROGRAMME WORKFLOW DESIGNER COMPLETES THE COURSE OFFERING.



Application Management Basic

Ultimo developed this e-learning course specifically for application managers. In this online course, you learn to apply the basic application management functionality. The course deals with managing the authorisations and changing selection lists and dashboards. And it also touches on filling master data from a predefined library (Master Data Setup). This course is a must for every Ultimo application manager.

Content of the course

- Introduction to the Ultimo Configuration Tool (UCT)
- Creating and managing users
- Creating and managing groups
- Management of the Application Element Tree
- Changing selection lists
- Changing dashboards and service pages
- Filling master data using the Master Data Setup

Target group

Ultimo application managers

Required Ultimo experience

Any 'Work Order Management' course

Average duration

2 hours





Application Management Advanced

Ultimo developed this e-learning course specifically for application managers. In this online course, you learn to apply the advanced application management functionality. The course deals with advanced Ultimo Configuration Tool functionality. The course applies to Ultimo On-Premises and the Ultimo Premium and Ultimo Enterprise editions. With this knowledge you can change Ultimo according to the wishes of your organisation even further.

Content of the course

- Working with the Package Manager
- Creating and changing screens using the Screen Designer
- Working with the Menu Designer
- Advanced management of the Application Element Tree
- Creating and managing explorers
- Creating and managing grid widgets
- Creating and managing dashboards and service pages

Target group

Ultimo application managers for Ultimo On-Premises, Ultimo Premium and Ultimo Enterprise editions

Required Ultimo experience

'Application Management Basic'

Average duration

4.5 hours



APPLICATION MANAGEMENT DATABASE

Ultimo developed this e-learning course specifically for application managers. In this online course, you learn to apply the Database edit functionality. The course deals with advanced Ultimo Configuration Tool functionality. The course applies to Ultimo On-Premises and the Ultimo Premium and Ultimo Enterprise editions. With this knowledge you can change Ultimo according to the wishes of your organisation even further.

Content of the course

- Creating and managing tables
- Creating and setting columns
- Creating foreign key relations
- Creating and managing selection lists and label sets
- Creating and managing contexts and record statuses
- Applying database changes in the Screen Designer

Target group

Ultimo application managers for Ultimo On-Premises and the Ultimo Premium and Ultimo Enterprise editions

Required Ultimo experience

'Application Management Advanced' e-learning course and an understanding of how relational databases work

Duration

2.5 hours

