

E-learning 2023



Get more out of IFS Ultimo!



Whenever you want at your own pace

For everyone who is working or is about to start working with IFS Ultimo, 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.



Take advantage of our e-learning offering

Prefer to take a course at your own speed, where and whenever you want? And prevent many people from day-to-day operations

from being non-productive at the same time with regular group training sessions? 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 IFS Ultimo, which is beneficial to effectiveness and job satisfaction.

Ins en Outs

Our extensive training offering is specially designed to support your use of IFS Ultimo in practice and to get the most from using the software.

Our varied offering of courses is suitable for regular users, key users and application managers. It will provide you with more knowledge, hone your skills and inspire you to use IFS Ultimo in many different ways.

How does it work?

Are you using IFS Ultimo's cloud solution? Then you will automatically have access to all functional e-learning. Click the question mark icon at the top right and choose the option 'Academy'.

Order e-learning through our Customer Portal

Have you ordered e-learning before? You assign participants in the portal. The participant then receives an e-mail with access information, and they can follow the e-learning.

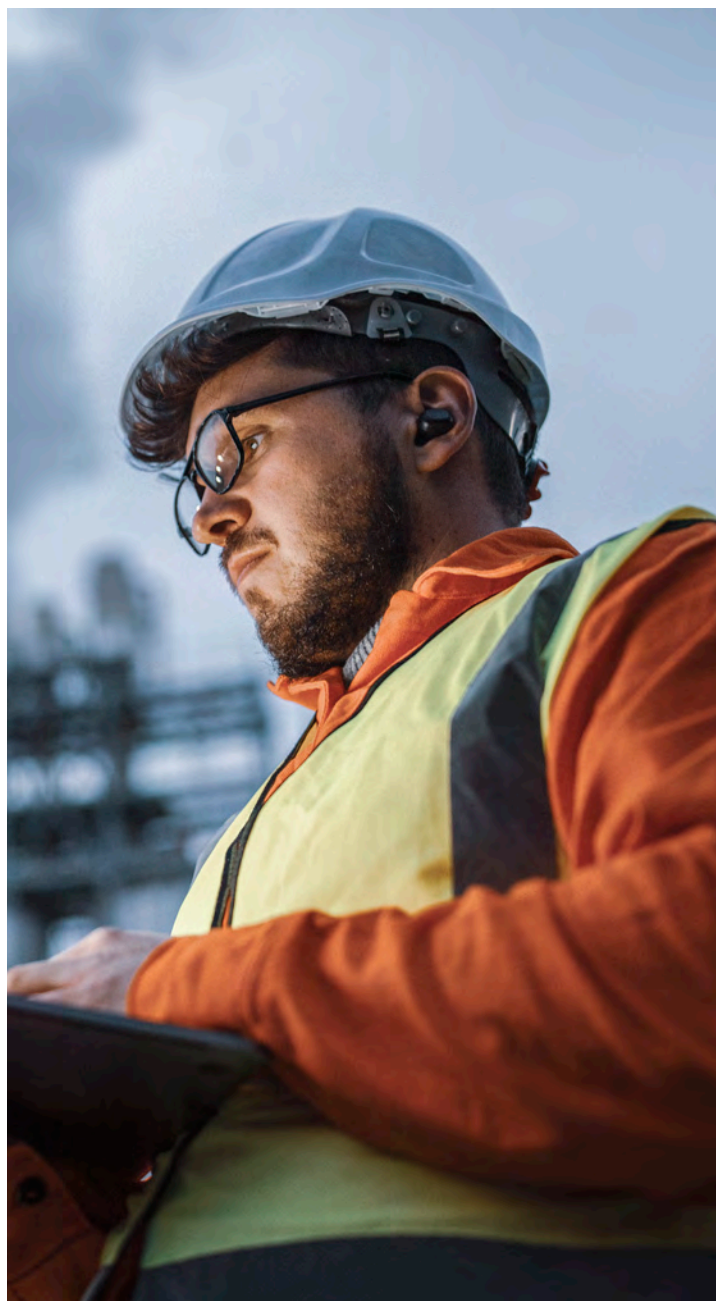
In the portal, you can also order e-learning.

High customer ratings

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

Why take an IFS Ultimo course?

- Get to know the different options.
- Learn more about IFS Ultimo and use this knowledge to increase the returns from the software immediately or to make yourself a knowledgeable conversation partner for the consultant during the implementation.
- Improve your skills to manage the application independently, lowering the management costs.
- Acquire new insights by applying the exercise material.



E-learning programme

Functional	Professional	Premium	Enterprise
Objects Technical Asset Management	✓	✓	✓
Work Orders Technical Asset Management	✓	✓	✓
Objects Fleet Asset Management		✓	✓
Work Orders Fleet Asset Management		✓	✓
Objects Facility Services	✓	✓	✓
Work Orders Facility Services	✓	✓	✓
Periodical Maintenance Basic	✓	✓	✓
Periodical Maintenance - Maintenance Routes	✓	✓	✓
Periodical Maintenance in Schedule		✓	✓
Group & Bulk Periodical Maintenance		✓	✓
Stock Management	✓	✓	✓
Purchase Management	✓	✓	✓
HSE Work Permits	✓	✓	✓
HSE Incidents	✓	✓	✓
HSE Management of Change	✓	✓	✓

Application Management	Professional	Premium	Enterprise
Application Management Standard	✓	✓	✓
Application Management Supreme		✓	✓

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 IFS 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
- Planning periodical activities made easy
- Building up historical data for audits and inspections

Target audience

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

Required IFS Ultimo experience

Any IFS Ultimo 'Work Order' course

Average duration

1,5 hours

Available languages

Dutch, English, German, French



Periodical Maintenance - Routes

If your work with multiple maintenance objects requires many small, similar activities or checks, you can use maintenance routes. Think of the inspection round for legionella prevention, a round for recording meter readings or a round for topping up oil for various machines. By setting up maintenance routes in IFS 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 and managing maintenance routes

Target audience

Users of all product editions with Periodical Maintenance - Maintenance Routes

Required IFS Ultimo experience

Periodical Maintenance Basic

Average duration

1,5 hours

Available languages

Dutch, English, German



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 IFS 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 audience

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

Required IFS Ultimo experience

Periodical Maintenance Basic

Average duration

1,5 hours

Available languages

Dutch, English, German, French



Group & Bulk Periodical Maintenance

This e-learning course deals with the modules Group Periodical Maintenance and Bulk Periodical Maintenance. Both modules limit the amount of administrative work for periodical maintenance. With Group PM, periodical maintenance is set on the basis of the type of object and a maintenance regime. This could offer a solution for situations in which there are many of the same objects. Bulk PM deals with the periodical maintenance of small, mobile objects.

Content of the course

- Creating and managing maintenance classifications and periodical maintenance models
- Creating and managing Bulk PM
- Building up historical data for audits and inspections

Target audience

Users of all product editions with the modules Group & Bulk PM

Required IFS Ultimo experience

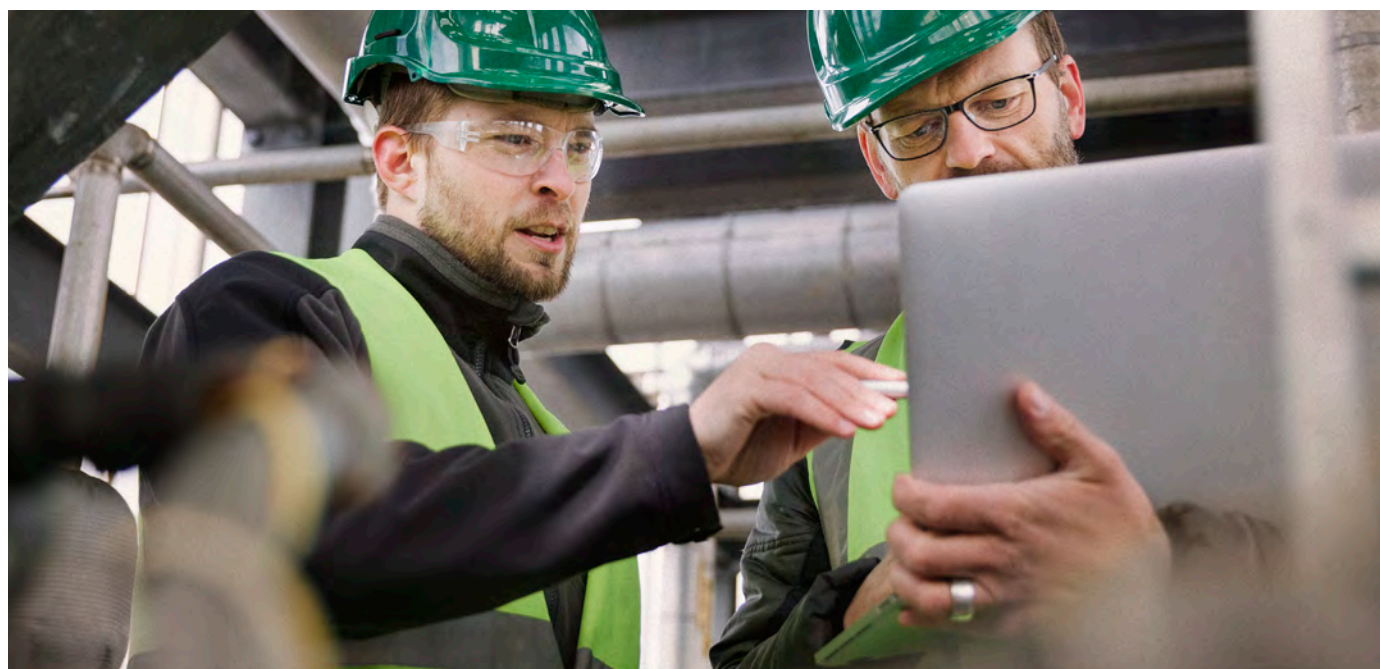
Periodical Maintenance Basic

Average duration

1,5 hours

Available languages

Dutch, English



Stock Management

IFS Ultimo developed a specific e-learning course for the warehouse managers. This course deals with the management of stock with the IFS 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 purchasing. 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 audience

Warehouse managers

Required IFS Ultimo experience

Any IFS Ultimo 'Work Orders' course

Average duration

2 hours

Available languages

Dutch, English, German



Purchase Management

IFS Ultimo developed a specific e-learning course for the purchase employees. This course deals with the purchase of goods and services with the IFS 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 audience

Purchase employees

Required IFS Ultimo experience

Stock Management course

Average duration

2 hours

Available languages

Dutch, English, German



Work Permits

To promote safety during work, a lot of organisations use work permits. This process can be managed digitally with the module HSE 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 IFS 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
- Conducting a task risk assessment

Target audience

All users of the module 'HSE Work Permits'.

Required IFS Ultimo experience

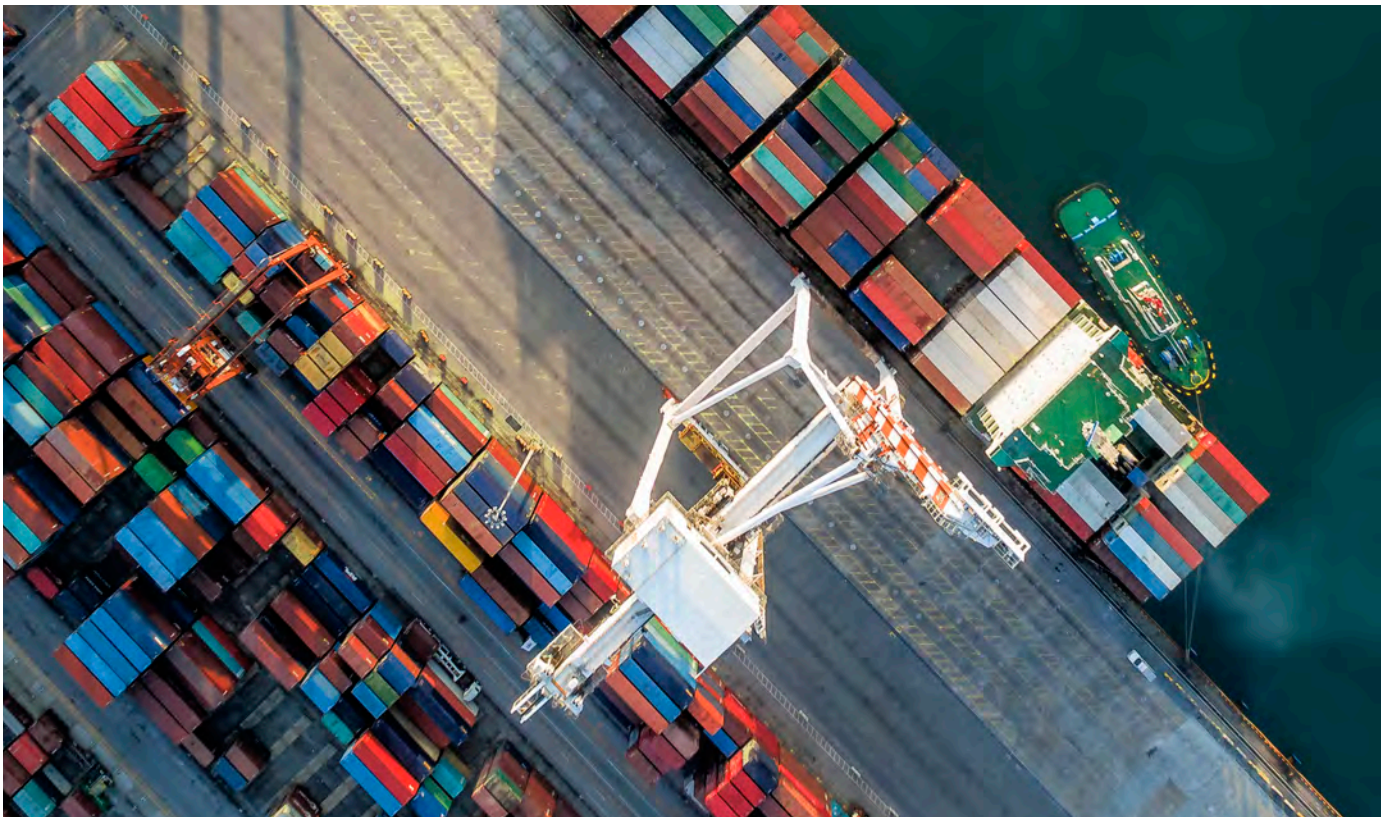
Any IFS Ultimo 'Work Orders' course

Average duration

2 hours

Available languages

English



HSE Incidents

When an incident occurs, it is important to record it correctly in IFS Ultimo. This allows you to understand dangerous situations and take appropriate action, which in turn allows you to avoid incidents. In this training course, you learn how IFS Ultimo can support you in this.

Content of the course

- Reporting incidents
- Processing incidents
- Evaluating and analysing
- Conducting risk analyses

Target audience

All users responsible for handling HSE incidents..

Required IFS Ultimo experience

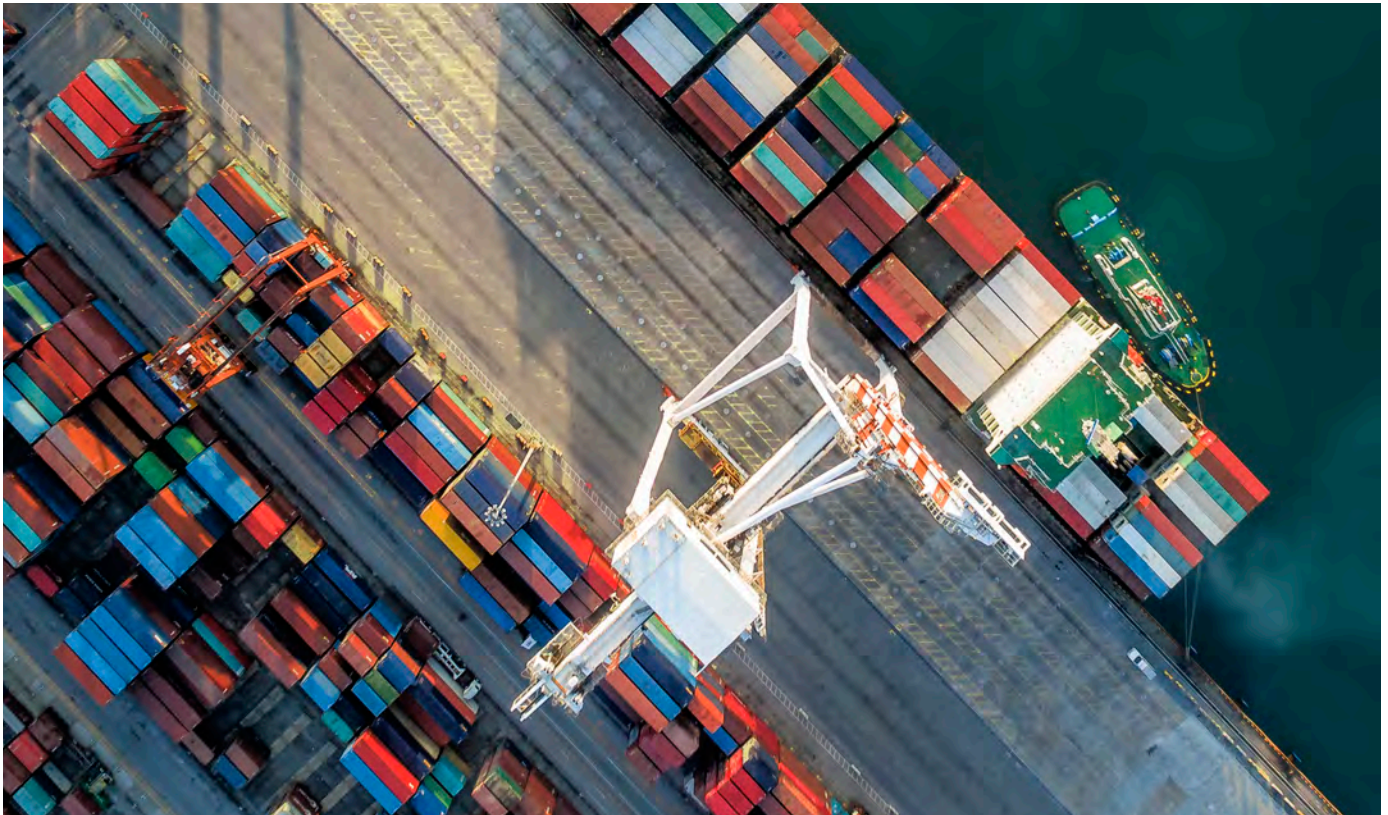
Any IFS Ultimo 'Work Orders' course

Average duration

1,5 hours

Available languages

English



HSE Management of Change

When making modifications in your organisation, it is important to mitigate safety and business risks. Also, due to laws and regulations, you often have to comply with procedures in doing so. The Management of Change module supports you in assessing proposed changes and implementing them in a structured way. With the module, you easily record the relevant data and gain insight into the steps taken. In this training course, you learn to work with the 'Management of Change' module.

Content of the course

- Requesting modifications
- Preparing modifications
- Assessing and approving modifications
- Carrying out and evaluating modifications
- Working with checklists
- Creating assessment roles
- Applying risk assessments

Target audience

All users of the module 'HSE Management of Change'.

Required IFS Ultimo experience

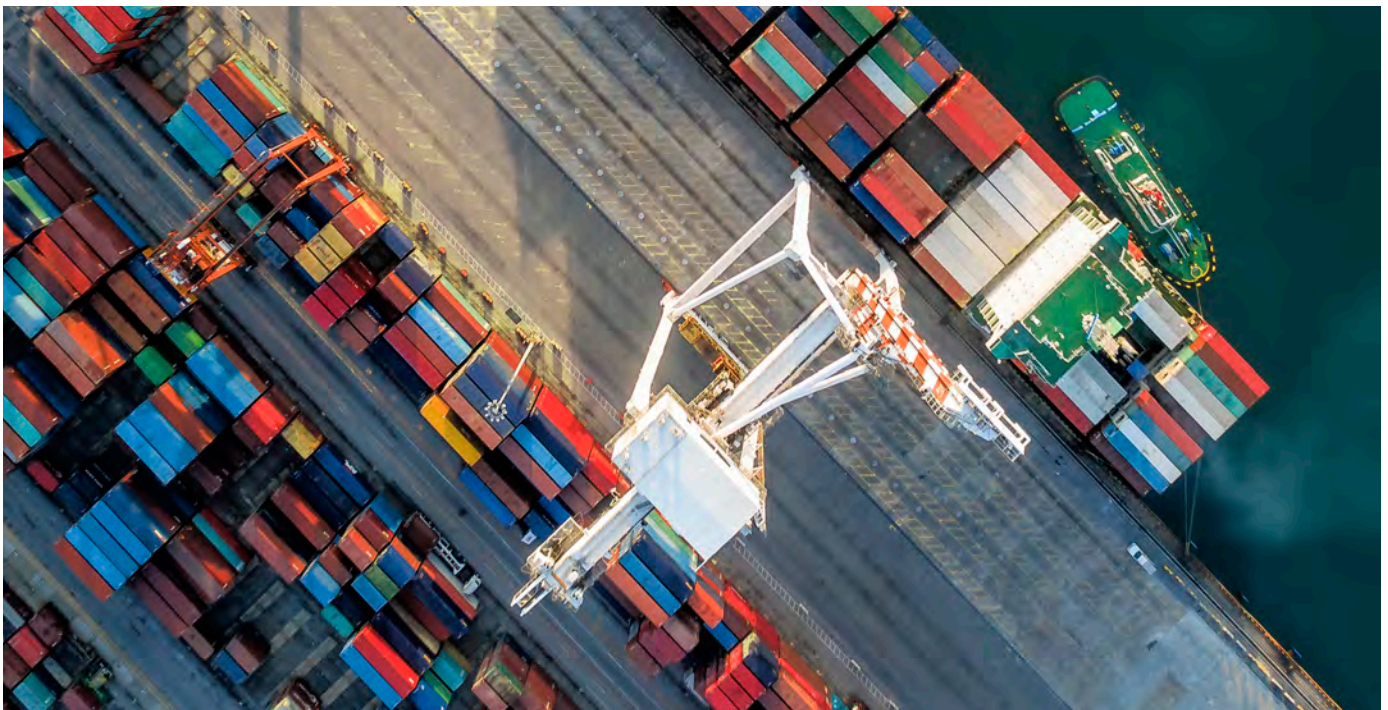
Any IFS Ultimo 'Work Orders' course

Average duration

2 hours

Available languages

English



Objects Technical Asset Management

IFS Ultimo 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 IFS 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 IFS 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 IFS Ultimo experience

IFS Ultimo Basic Use

Average duration

Use: 1,5 hours
Management: 2,5 hours



Work Orders Technical Asset Management

IFS 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 IFS Ultimo experience

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

Average duration

Use: 1,5 hours
Management: 2,5 hours

Available languages

Dutch, English, German, French



Objects Fleet Asset Management

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

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

Object Use

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

Object Management

- Creating and managing object master data
- Creating fleet object structure
- Managing maintenance contracts
- Recording available object information in the right place

Required IFS Ultimo experience

IFS Ultimo Basic Use

Average duration

Use: 1,5 uur
Management: 2,5 uur

Available languages

Dutch, English, German



Work Orders Fleet Asset Management

IFS Ultimo developed two specific e-learning courses for working with jobs in Fleet 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 products
- Preparing and processing inspections
- Managing faults

Required IFS Ultimo experience

'Object Use' or 'Object Management' for Fleet Asset Management

Average duration

Use: 1,5 hours
Management: 2,5 hours

Available languages

Dutch, English, German



Objects Facility Services

IFS Ultimo developed two specific e-learning courses for working with objects in Facility Services.

- The Use course just for applying equipment and buildings in IFS Ultimo. This course is intended for executing employees.
- The Management course to create, manage and apply master data, equipment and buildings in IFS Ultimo. This course is intended for the planners, asset managers and executing employees with an administrative role.

Object Use

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

Object Management

- Creating and managing object master data
- Creating building and equipment structures
- Recording available object information in the right place

Required IFS Ultimo experience

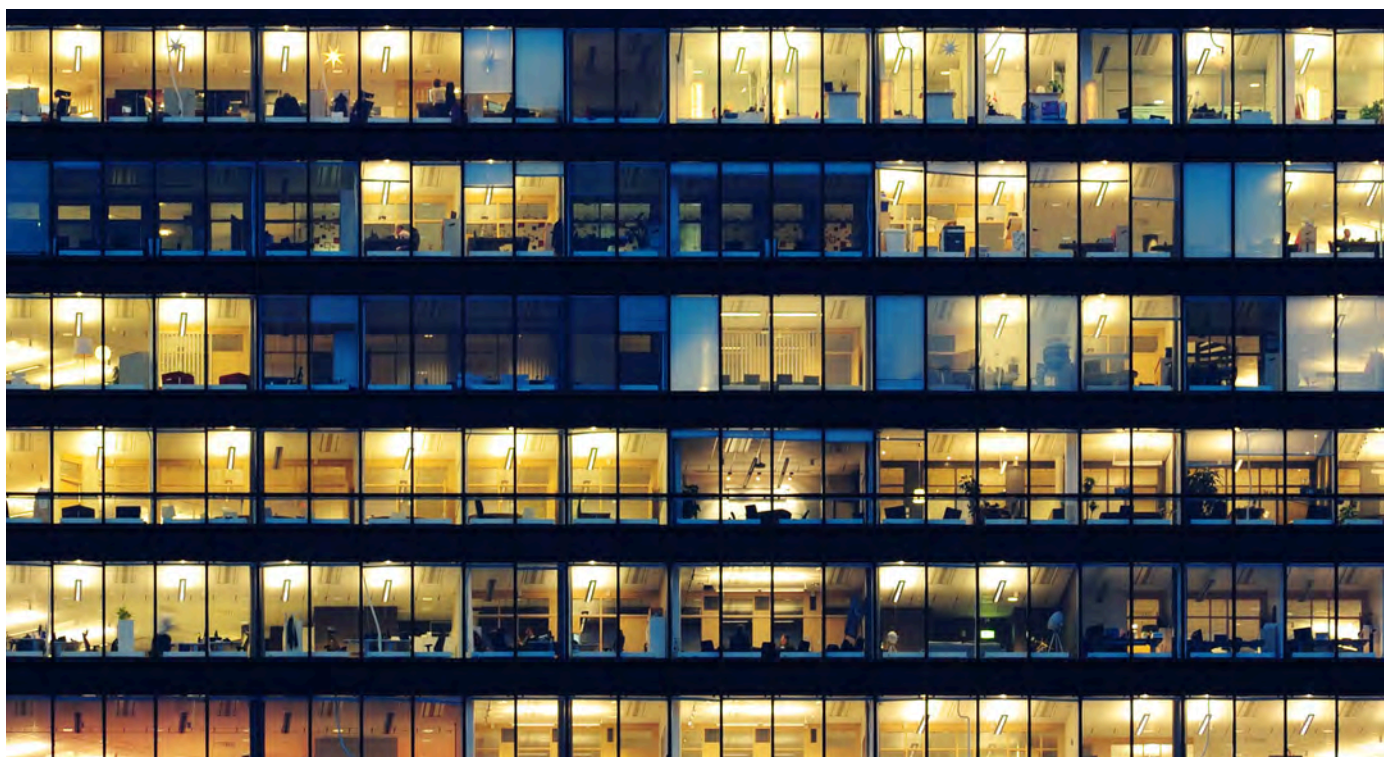
Basic knowledge of IFS Ultimo

Average duration

Use: 1,5 hours
Management: 2,5 hours

Available languages

Dutch



Work Orders Facility Services

IFS Ultimo developed two specific e-learning courses for working with jobs in Facility Services.

- 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 IFS Ultimo experience

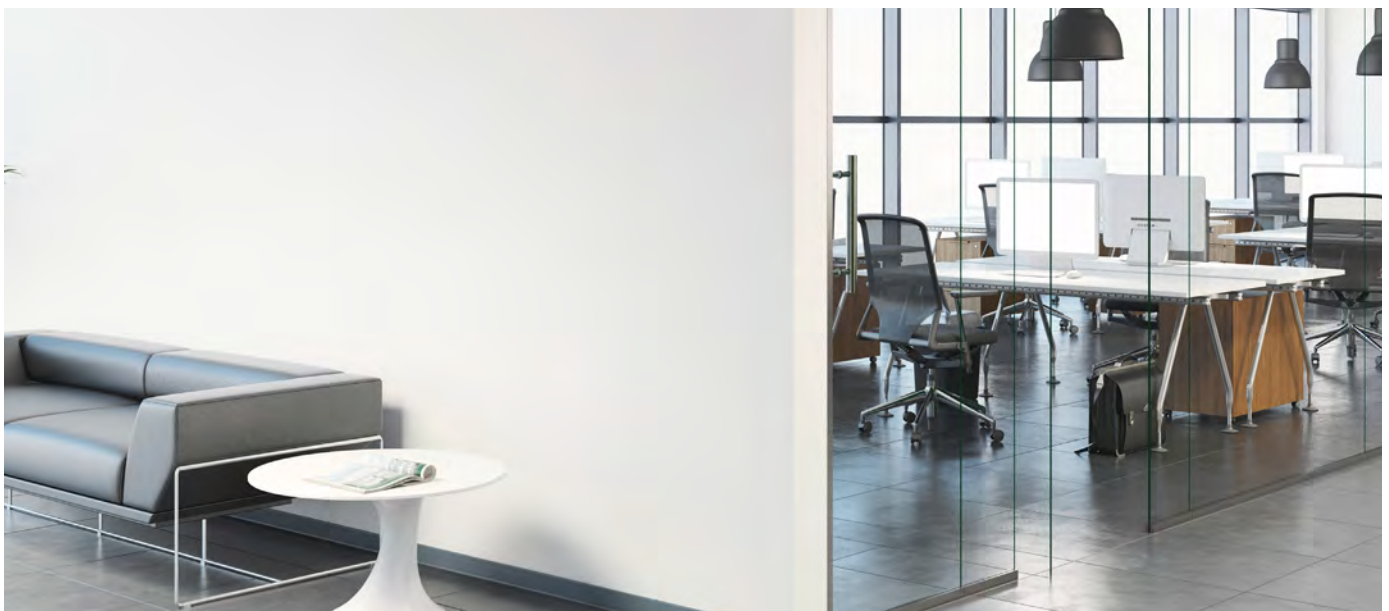
'Object Use' or 'Object Management' course for Facility Services

Average duration

Use: 1,5 hours
Management: 2,5 hours

Available languages

Dutch



Application Management Standard

IFS 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 IFS Ultimo application manager.

Content of the course

- Introduction to the Ultimo Customization 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 audience

IFS Ultimo application managers

Required IFS Ultimo experience

Experience with the IFS Ultimo application, for example by taking an object management and work order management course.

Average duration

2 hours

Available languages

English



Application Management Supreme

IFS Ultimo developed this e-learning course specifically for application managers. Besides basic application management functionality, you also learn to work with more advanced options. The course applies to IFS Ultimo On-Premises and the IFS Ultimo Premium and IFS Ultimo Enterprise editions. With this knowledge you can change IFS Ultimo according to the wishes of your organisation even further.

Content of the course

- All content from Application Management Standard
- Working with the Package Manager
- Working with the Screen Designer
- Working with the Menu Designer
- Advanced AET options
- Creating and managing explorers
- Creating and managing grid widgets
- Creating and managing dashboards and service pages
- Creating and managing tables
- Creating and setting columns
- Creating foreign key relations
- Working with selection lists
- Creating and managing contexts and record statuses
- Applying database changes in the Screen Designer

Target audience

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

Required IFS Ultimo experience

Any 'Work Order Management' course

Average duration

7 hours

Available languages

English



About IFS Ultimo

IFS Ultimo is a SaaS EAM solution from IFS, focused on maintenance & safety and well known for a rapid deployment, ease of use and an unparalleled time to value. Details about IFS Ultimo can be found at [Ultimo.com](https://ultimo.com).

About IFS

IFS develops and delivers cloud enterprise software for companies around the world who manufacture and distribute goods, build and maintain assets, and manage service-focused operations. Within our single platform, our industry specific products are innately connected to a single data model and use embedded digital innovation so that our customers can be their best when it really matters to their customers—at the Moment of Service™. The industry expertise of our people and of our growing ecosystem, together with a commitment to deliver value at every single step, has made IFS a recognized leader and the most recommended supplier in our sector. Our team of 5,900 employees every day live our values of agility, trustworthiness and collaboration in how we support our 10,000+ customers. Learn more about how our enterprise software solutions can help your business today at ifs.com.