



Asia & Japan Public Education Schedule December 2011 - February 2012

Course Code (APAC)	Course Name	Medium of Training	Duration (Days)	Course Objectives	Course Outline	Shanghai		Beijing		Hong Kong	
						Schedule	Fee (RMB)/seat	Schedule	Fee (RMB)/seat	Schedule	Fee (HKD)/seat
1 EAM-RPT001	Advanced Reporting	English	5.0	<p>Course Objectives :</p> <p>This advanced course describes how to use Infor EAM reporting capabilities to their highest level. Participants will learn how to create and modify reports using Cognos-based Infor EAM Advanced Reporting. This course introduces report authoring using Infor EAM Advanced Reporting. The course previews the three main components of Infor's Advanced Reporting solution powered by Cognos :</p> <ul style="list-style-type: none"> - Advanced Reporting portal - Query Studio - Report Studio <p>Pre-requisite :</p> <ul style="list-style-type: none"> - General understanding of database architecture is recommended. - Previous experience with Infor EAM is recommended, but not mandatory. 	<p>Course Outline :</p> <ul style="list-style-type: none"> - Create and Organize Infor EAM Advanced Reporting Portal items - Schedule Report Distribution - Create, Save, and Run Simple Reports in Query Studio - Organize and Filter Data in Query Studio - Create Simple Charts in Query Studio - Create Simple List and Cross Tab Reports in Report Studio - Format and Organize Reports in Report Studio - Add Images, SumJunies, Calculations, and Customized Prompts to Reports in Report Studio - Add Conditional Formats in Report Studio - Create Drill-through and Master/detail Reports in Report Studio - Navigate Query Explorer and Add Simple SQL Statements to Report Studio Reports - Integrate Reports with Infor EAM <p>Audience :</p> <ul style="list-style-type: none"> - System administration or high-level functional personnel who are involved in the control, strategy, and implementation of Infor EAM would benefit from attending this training. 	12-16 Dec 16-20 Jan 13-17 Feb	10,000	5-9 Dec 9-13 Jan 6-10 Feb	10,000	5-9 Dec 9-13 Jan 6-10 Feb	15,000
2 EAM-ADM001	Extended Edition Configuration & System Planning	English	5.0	<p>Course Objectives :</p> <p>This course provides system administration personnel the information needed to administer security, modify global functions, and perform basic system administration functions. It focuses on the administration of Infor EAM itself, rather than any underlying platform or technical server aspects. It also covers basic business process logic and system planning to better prepare system administrators in how to configure the major Infor EAM modules.</p> <p>Pre-requisite :</p> <ul style="list-style-type: none"> - Class participants should possess a basic understanding of Infor EAM functionality. 	<p>Course Outline :</p> <p>This course is designed to give new users a jump start on basic system configuration. Attendees will gain the information needed to quickly implement critical system configuration requirements for Infor EAM Business Edition. The training class focuses on base configuration, administration, and general functional overview including :</p> <ul style="list-style-type: none"> - Organization Setup - User/User Group Security - Screen Designer - Hyperlinking - Dataspy's & Security Filters - Entities, System Codes, User Codes - Class & Categories - Data Model - Reporting - Business Process Management Center - Archiving / Upload Utility <p>Audience :</p> <ul style="list-style-type: none"> - Those who are responsible for the daily administration of Infor EAM as well as any "Power Users" would benefit from attending this class. 	12-16 Dec 9-13 Jan 13-17 Feb	10,000	19-23 Dec 16-20 Jan 20-24 Feb	10,000	19-23 Dec 16-20 Jan 20-24 Feb	15,000
3 EAM-OVR001	Extended Edition Overview (EAM Essentials)	English	5.0	<p>Course Objectives :</p> <p>A survey course of the most commonly-used features of Infor EAM, including the Equipment, Work, Preventive Maintenance, Materials and Purchasing modules. PriJuny functionality of each Infor EAM base module is demonstrated. The course is designed to provide attendees a high-level understanding of how the product functions and interacts with different modules.</p>	<p>Course Outline :</p> <p>After completing this course, participants should be able to:</p> <ul style="list-style-type: none"> - Tracking Equipment Information - Meters & Warranties - Labor Information - Task Records & Material Lists - Problem & Action Codes - Work Requests - Creating, Generating, Scheduling & Closing Work Orders - Basic Preventive Maintenance Tasks - Basic Inventory Management Tasks - Managing Requisitions - Managing Purchase Orders 	12-16 Dec 9-13 Jan 13-17 Feb	10,000	19-23 Dec 16-20 Jan 13-17 Feb	10,000	19-23 Dec 16-20 Jan 13-17 Feb	15,000

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				<p>Pre-requisite :</p> <ul style="list-style-type: none"> - General working knowledge of Windows 9x, 2000 or NT operating system, particularly Internet Explorer browser is required. 	<p>Audience :</p> <ul style="list-style-type: none"> - Infor EAM customers requiring a detailed overview of the entire base product, new Infor EAM customers, those who are in the process of purchasing Infor EAM, or MP2 users who are considering switching to the Infor EAM product. Personnel involved in the daily operation, control, strategy, and implementation of Datastream 7i. 						
4	EAM-BE1001	English	5.0	<p>Course Objective :</p> <p>This course is designed to give new users a jump start on basic system configuration. Attendees will gain the information needed to quickly implement critical system configuration requirements for Infor EAM Business Edition. The training class focuses on base configuration, administration, and general functional overview Objectives. After completing this course, participants should be able to:</p> <ul style="list-style-type: none"> - Understand work processes and their impact on configuration and setup - Configure a working environment for Infor EAM Business Edition v8.2 - Understand data needed for system start-up - Understand the use of the Data Upload Utility - Utilize Administrative Tools - Know why and when to backup/restore application on start-up <p>Pre-requisite :</p> <ul style="list-style-type: none"> - Basic understanding of a web-based application. Understanding of asset and work management. 	<p>Course Outline :</p> <p>After completing this course, participants should be able to:</p> <ul style="list-style-type: none"> - Understand work processes and their impact on configuration and setup - Configure a working environment for Infor EAM Business Edition v8.2 - Understand data needed for system start-up - Understand the use of the Data Upload Utility - Utilize Administrative Tools - Know why and when to backup/restore application on start-up <p>Audience :</p> <ul style="list-style-type: none"> - Any customers implementing Infor EAM BE v8.2 would benefit from this training. Typically, the person attending is responsible for the implementation and roll out of the product. 	<p>3-9 Jan</p> <p>20-24 Feb</p>	<p>10,000</p>	<p>9-13 Jan</p> <p>6-10 Feb</p>	<p>10,000</p>	<p>9-13 Jan</p> <p>6-10 Feb</p>	<p>15,000</p>