

IA-FMS Training Overview

Tuesday through Friday, October 20-23, 2015 – Albuquerque, NM

Tuesday through Friday, October 27-30, 2015 – Albuquerque, NM

Training is designed to provide a basic understanding of the Indian Affairs Facilities Management System (IA-FMS). Training will emphasize Work Orders and Work Management and will cover the new Integrated Business Applications. These apps are: Asset Priority Index (API); Safety and Condition Assessment Portal (S&CAP); Work Order Reporting Kiosk (WORK); Budget and Project Execution, Ranking and Management (BPERM); and WebCRV (Web Current Replacement Value Calculation).

The course is not designed for regional or advanced HQ users. Preference will be given to first-time learners and those who have not had IA-FMS (Maximo) training within the last year. Students may attend either session; both are the same.

The primary goal is to ensure students acquire a solid foundation and familiarity with the system. The primary objective is for students (field users) to acquire the skills necessary to use IA-FMS to manage, track and report on work activities and accomplishments. *The training can be considered "survival training" – ready for "Day 1" on the job.*

The training will be presented by Instructors and the Team from Distributed Information Technologies (DIT) Inc. DIT is the contractor heading up the effort to implement IA-FMS for Indian Affairs. Training will last 4 days (Tuesday through Friday) from 8:30 to 4:30 and feature lectures, instructor-led demonstrations, hands-on exercises, and group discussion (Q and A). Helpers will be available to assist with questions, system use, etc.

Only a small subset of IA-FMS functionality is covered. Training will focus on how IA-FMS works, understanding the user interface, navigating within the system, querying for records, etc. Additional focus will be on understanding how to use IA-FMS's work order module to accurately track and manage work across the user's asset portfolios (buildings).

After completing the training, students should be able to log into IA-FMS, understand user profiles and default SITE settings, describe the functional groupings of IA-FMS modules and applications, and understand IA-FMS's Screen Elements (Tabs, Icons, Buttons, etc.). Students should be able to find and navigate to an IA-FMS application, navigate within and between IA-FMS applications, and find, enter, retrieve, and filter data from the IA-FMS database. In addition, students will become familiar with how legacy FMIS data will be presented in IA-FMS.