



**dynaway**

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# Agenda

Day 1	Topic
8.00 – 8.15am	Welcome and introduction to Dynaway Academy
8.15 – 9.00am	Introduction to Asset management (built in, not bolted on)
9.00 – 9.15am	<b>Break</b>
9.15 – 9.30am	<b>Maintenance asset management</b>
9.30 – 10.00am	- Setup and use of functional locations (types, lifecycle states and lifecycle models)
10.00 – 10.15am	- Setup and use of assets and functional location specifications
10.15 – 10.30am	<b>Break</b>
10.30 – 10.30am	- Setup of assets (types, lifecycle states and lifecycle models)
10.30 – 11.30am	- Use of assets (create, move, remove and install)
11.30 – 12.30am	<b>Lunch break</b>
12.30 – 13.00pm	- Setup and use of counters, asset BOM and asset type defaults
13.00 – 14.00pm	Q&A and day 1 exercises

# Agenda

Day 2	Topic
8.00 – 8.15am	Summary
8.15 – 8.30am	<b>Corrective maintenance</b>
8.30 – 9.00am	- Setup of requests (types, lifecycle states and models)
9.00 – 9.15am	<b>Break</b>
9.15 – 9.45am	- Setup and use of asset faults and maintenance downtime
9.45 – 10.15am	- Use of requests and request management workspace
10.15 – 10.30am	<b>Break</b>
10.30 – 10.45am	<b>Work order management</b>
10.45 – 11.30am	- Setup of work orders (types, lifecycle states and models)
11.30 – 12.30am	<b>Lunch break</b>
12.30 – 13.00pm	- Setup and use of work order project setup (create work order)
13.00 – 14.00pm	Q&A and day 2 exercises

# Agenda

Day 3	Topic
8.00 – 8.15am	Summary
8.15 – 8.30am	<b>Preventive maintenance</b>
8.30 – 9.00am	- Setup of maintenance plans
9.00 – 9.15am	<b>Break</b>
9.15 – 9.30am	- Setup of maintenance rounds
9.30 – 10.15am	- Use of maintenance schedule and auto-create preventive work order
10.15 – 10.30am	<b>Break</b>
10.30 – 10.45am	<b>Work order job management</b>
10.45 – 11.30am	- Setup and use of job types and job type default (forecast, checklist, work description and attached documents)
11.30 – 12.30am	<b>Lunch break</b>
12.30 – 13.00pm	Setup and use of work order job forecast and journals
13.00 – 14.00pm	Q&A and day 3 exercises

# Agenda

Day 4	Topic
8.00 – 8.15am	Summary
8.15 – 8.30am	<b>Work order planning</b>
8.30 – 9.00am	- Dispatch and automatic schedule
9.00 – 9.15am	<b>Break</b>
9.15 – 9.45am	<b>Work Order execution</b>
9.45 – 10.15am	- Register consumption and report feedback (notes, checklists and faults)
10.15 – 10.30am	<b>Break</b>
10.30 – 10.45am	- Work order pools and downtime activities
10.45 – 11.30am	<b>Maintenance review</b>
11.30 – 12.30am	<b>Lunch break</b>
12.30 – 13.00pm	Data management and Dynaway Add-on products
13.00 – 14.00pm	Q&A and day 4 exercises



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