PRE-CONFERENCE TRAINING SCHEDULE:

Friday, April 9th: Pre-Conference Orientation

Start (Central)	End (Central)	Session / Activity	Platform
12:00 PM	1:00 PM	Pre-Conference Orientation	Attendify

Monday, April 12th - Thursday, April 15th: Pre-Conference Training

Start (Central)	End (Central)	Session / Activity	Platform
12:00 PM	1:15 PM	**Training Courses** *(choose one)* • "Foundation / Beginner" Training • "Work Lifecycle / Intermediate" Training • "Advanced Business Automation" Certification • "ReADY Request" Certification **Lecture** *(All together by class)*	Attendify
1:15 PM	2:00 PM	**Training Workshops** *(Breakout in Groups of 5-10)*	Microsoft Teams
2:00 PM	2:15 PM	Break	
2:15 PM	3:30 PM	**Key Concepts**	Attendify
3:30 PM	4:00 PM	**Training Workshops (Cont'd)**	Microsoft Teams
4:00 PM	5:00 PM	**Networking (Tues. & Thurs. Only)**	Wonder

This schedule is preliminary and subject to change. (3/4/21)

Course: "ReADY Request Certification"

Course Description:

Are you looking to leverage the power of ReADY Request to streamline business processes and improve communications within your organization? Then this immersive training course may be just what your ReADY Request administrator needs. We will show how to configure ReADY Request to automate more and more of your facilities processes. Attendees will also learn how to design request forms using all the capabilities of ReADY Request, and to design workflows that optimize the process for all those involved.

After training, attendees will take the AssetWorks ReADY Request Administration Assessment, which consists of multiple-choice questions and a form design exercise. Passing the assessment and receiving the AssetWorks ReADY Request Administration Certification demonstrates that an administrator has a clearly defined standard of knowledge and the skills required to automate business processes using ReADY Request.

Section Name	Topics Covered	

ReADY Request Setup and Builder	• **ReADY Request (Request and Setup Page)**
	   • Request Page
	   • Setup Page
	   • Templates
	   • Templates (Groups, Properties)
	   • Authentication
	 • **ReADY Request (Users / Roles / Permissions)**
	   • Users
	   • Roles
	   • Permissions (View/Insert)
	   • Template Properties
	   • Process Screen
	 • **ReADY Request (Form Builder Part I)**
	   • Form Builder
	   • Sections
	   • Text / Image
	   • Textbox (Text, Date, Number)
		• **ReADY Request (Form Builder Part II)**
		   • Multiple Choice
		   • Dropdown
		   • Comment Box
		   • Attachments
		   • Responsibilities (Alternate Views)
		 • **ReADY Request (Dynamic Data)**
		   • Dynamic Data
		   • Filtering
		   • Default Values
		   • Lookup Values
		   • Role-based filters
		 • **ReADY Request (Destinations / Hidden Formulas)**
		   • Destinations
		   • Hidden Formulas
		   • Skip Patterns
		   • Other Destinations

ReADY Request Workflow and Mapping	• **ReADY Request (Workflow)**
	   • Events
	   • Tasks
	   • Responsibilities
	   • Gateways
	   • Serial/Parallel/Unanimous/Majority
	 • **ReADY Request (Advanced Workflow)**
	   • Dynamic Responsibility
	   • Requestor Responsibility
	   • AiM Contact Types
	   • AiM Employees / Contact Profiles
		• **ReADY Request (Notification Templates)**
		   • Task Assignment Notifications
		   • Workflow Activity Notifications
		 • **ReADY Request (Mapping / Record Creation)**
		   • Quick Work Order
		   • Work Order
		   • Phase
		   • Problem Codes
		   • Default Assignments

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