

PCS Axis - Basics Training Agenda

2017

OBJECTIVE

The objective of PCS and Allegro training is to provide the user with a baseline of skills necessary to successfully collect, analyze and report on compliance data. This is accomplished by guiding the user through the creation and use of a Data Collection Report and Allegro import/export.

Skills taught will include:

- Hierarchy Selection
- Route Creation
- Data Editing & Grid Navigation
- Report Building
- Allegro Import/Export

THE SCHEDULED CLASS CONSISTS OF *THE PCS AND ALLEGRO BASICS* CURRICULUM.

LOCATION

This event will be held at the following facility:

American Innovations (AI)
12211 Technology Blvd.
Austin, TX, 78727
(512) 249 – 3400

AI PCS Trainer: *PCS Technical Service Engineer*
pcstechservices@aiworldwide.com

1-800-829-3404 Opt 1 then 2

WHAT TO BRING

- Laptop with PCS software installed
 - Company database installed (*demo database available if needed*)
- Allegro Field Data PC
 - A/C charger to keep it up and running
 - USB dock or USB cable for connection to laptop
- Your attention and focus on learning PCS software. AI understands that day-to-day responsibilities do not cease during training and will need your help in managing interruptions.

If you have questions or need assistance installing PCS prior to class, please contact pcstechservices@aiworldwide.com

CLASS FORMAT

PCS training is designed to be very interactive. The trainer will present initial concepts for understanding and then utilize PowerPoint slides to support those ideas. Once a concept is understood the class will perform hands-on functions within the PCS and Allegro software to complete tasks. Knowledge assessments are used throughout the course to help solidify learned skills and identify areas for additional discussion. Those discussions may incur slight adjustments in the agenda depending on duration. AI trainers strive to meet the agenda outlined with your participation.

DAY 1 – INTRO TO PCS*DOOR OPENS AT 8AM; CLASS TIME 8:30AM – 4:30PM*

- Introduction
- Concepts
 - Using a Database vs. a Spreadsheet
 - Facilities and PCS Terminology

9:45-10:00 AM

BREAK

- Data Editing and Grid Navigation
- Hierarchy and Selecting assets

12:00-1:00 PM

LUNCH

- Data Entry
 - Facility Information
 - Facility Inspections
 - Facility Maintenance

2:45-3:00 PM

BREAK

- Layout Themes
- Workshop – Knowledge assessment

DAY 2 – PCS*DOOR OPENS AT 8AM; CLASS TIME 8:30AM – 4:30PM*

- Data Entry...Review
 - Facility Information
 - Facility Inspections

9:45-10:00 AM

BREAK

- Define route(s)

12:00-1:00 PM

LUNCH

- Reports & Graphs

2:45-3:00 PM

BREAK

- Reports & Graphs Continued
- Workshop – Knowledge Assessment

DAY 3 – PCS & ALLEGRO*DOOR OPENS AT 8AM; CLASS TIME 8:30AM – 4:30PM*

- PCS/Allegro File Sharing
 - Customize Prompts & Sorting
 - Send Survey/Route

9:45-10:00 AM

BREAK

- Allegro Field Computer
 - Hardware & Software

12:00-1:00 PM

LUNCH

- Questions & Answers
 - Review

- Workshop – Knowledge Assessment

ADDITIONAL RESOURCES

- Primary American Innovations website: www.aiworldwide.com
- Web help for PCS Axis <http://www.pcsaxishelp.aiworldwide.com/help>
- PCS Documentation & Tech Tips: [PCS Technical Support FAQ](#)
- Allegro Documentation & Tech Tips: [Allegro Technical Support FAQ](#)

TECH SUPPORT BY EMAILpcstechservices@aiworldwide.comallegrotechservices@aiworldwide.comBHtechservices@aiworldwide.com**TECH SUPPORT BY PHONE 1-800-229-3404**