

Course Title: Equipment Register within FMS

Duration:

1/2 Day

Times:

9.30am – 12.30pm

Course Aims:

This course aims to support the setup and day to day running of Equipment Register. Equipment Register is an integral component of FMS. It will enable the school management team to monitor the school equipment for insurance and planning purposes.

This course will provide you with the ability to record the equipment purchased, along with any security marks/serial numbers and track its location, condition and so on. It will also show you the various routines you can run such as stock checks and inspections.

Course Objectives:

By the end of the course you will be able to:

* set up Equipment Register including users and system parameters
* populate the register via excel, FMS or manual entry
* locate and relocate equipment
* allocate staff responsible and changing responsibilities
* set up and run equipment inspections
* set up and run a stock take
* record the disposal of equipment
* analyse the equipment using the various report available

Target Audience:

Staff responsible for the monitoring and recording of an Asset Register

Requirements:

It is important that you have an understanding of FMS basics such as order processing, but this is not essential.