

User Training

This training gives you an overview of what iD is, teaches you the basics of iD, work with moves, adds, and changes, troubleshoot faults, create work orders, and keep database up-to-date.

A series of exercises are given at the end of each part, after the discussion.

Target Audience:

This is aimed at resellers, business partners, contractors, and end-users that are responsible for managing, maintaining, and administering iD.

Objectives:

By the end of this training, you should be able to use, maintain, and administer iD desktop and handheld effectively. You should be able to add, edit and delete components in iD, make and break connections, synchronize between the desktop and handheld, create work orders, execute change orders, trouble-shoot faults, manage software, do the audits, and generate standard and custom reports.

Skills Required:

You should be familiar with Windows Operating Systems, and Microsoft Office applications such as Visio and Excel.

Topics:

Part 1: Overview

- 1.01 Course Objectives
- 1.02 Course Contents

Part 2: iD Basics

- 2.01 What is iD?
- 2.02 What could iD manage?
- 2.03 What could iD document and manage?
- 2.04 Logging-on to iD Desktop
- 2.05 iD Desktop
- 2.06 Logging-on to iD Handheld
- 2.07 iD Handheld
- 2.08 Scan and Display
- 2.09 Components and Attributes
- 2.10 Connections
- 2.11 Viewing Connections

Exercise 1: iD Basics

Part 3: Basic Moves, Adds, and Changes

- 3.01 Moves, Adds, and Changes (MACs) Overview
- 3.02 Adding a Component and Entering its Attributes - Desktop
- 3.03 Adding Equipment Using the Wizard
- 3.04 Adding a Component and Entering its Attributes - Handheld
- 3.05 Making and Breaking Connections
- 3.06 Quick Connection feature
- 3.07 Moving and Copying Components
- 3.08 Synchronizing between the Desktop and Handheld

Exercise 2: Basic Moves, Adds, and Changes

Part 4: Work Orders

- 4.01 The Work Orders Module
- 4.02 Creating Work Orders and Change Orders
- 4.03 Assigning Work Orders to Engineers
- 4.04 Reviewing Work Orders and Change Orders
- 4.05 Viewing Change Orders/History by Space
- 4.06 Locating the Space
- 4.07 Executing the Change Orders
- 4.08 Completed Work Orders

Exercise 3: Work Orders

Part 5: Troubleshooting Faults

Exercise 4: Troubleshooting Faults

Part 6: Keeping the Database Up-to-Date

- 6.01 Keeping the Database Up-to-Date
- 6.02 The Audit Module
- 6.03 Connectivity Alerts
- 6.04 Managing Software
- 6.05 Managing Assets and Exporting Components
- 6.06 Generating Standard Reports
- 6.07 Generating Custom Reports
- 6.08 Handheld Reports

Exercise 5: Keeping the Database Up-to-Date

Part 7: Other Connectivity Features

- 7.01 Search Components
- 7.02 Activity History

Exercise 6: Other Connectivity Features