



Session Synopses (Subject to Changes)

Accounting Basics 101 and UFI
Tim Prado, TMA Professional Services

WebTMA
TMA

T 1:00 Dogwood
W 10:15 Birch

Do you want to have a better understanding of how TMA's accounting can benefit your organization? This is a look at the basic TMA accounting structure and how you can use it to track costs whether you charge back to other departments or not. The session also includes a look at the TMA Universal Financial Interface (UFI) developed for transferring data to other financial packages such as Banner and PeopleSoft.

Accounting 102 - Why Counting Beans Can Be Fun
Rick Storlie, University of Nevada, Las Vegas
Frank Lucas, University of Nevada, Las Vegas

TMA

W 1:00 Salon A
Th 1:00 Salon B

Would you like to track where your budget dollars are being spent from inside TMA? Would you like to see an accounting system capable of breaking down costs and recharges at the shop level and preparing an upload to your financial package in any summary level or format you choose? Are you confused about transaction accounting, auto distributions, charge/no charge and post functions? We've spent the past year overhauling how we manage our budgets. Let us show you what we've learned and how you can put this information to work for your organization.

TMA CAFM
Gus Kotting, Architect of the Capitol
Steve McCabe, University of California-Berkeley

TMA

W 10:15 Sycamore
Th 8:30 Sycamore

The TMA CAFM module can be a useful tool in the current culture when 'data just isn't enough'. This session will demonstrate the preparation required and the value of using TMA CAFM in your organization from the perspective of two different users .

Using Contracts & Contractors with TMA
Adam Peterson, TMA Professional Services

TMA

W 1:00 Birch
Th 8:30 Birch

Many organizations choose to use the services of contractors for tasks outside the normal realm of responsibility for their department and/or expanding the resource pool. Even though work is performed under an outside contract, it is important to track those jobs and related expenses.

The Custodial Module
Gary Schaecher, TMA Founder
Ted Gross, Fort Lewis College

TMA

W 8:30 Salon C
W 1:00 Salon C

This session will provide a general overview of this relatively new module. We will discuss what is required to set it up, use it, and what benefits it brings to the custodial supervisor or manager. TMA's custodial management module was designed with the help of APPA and ISSA. Many of the built-in features and functions came out the book "Custodial Staffing Guidelines for Educational Facilities" and from ISSA's "447 Cleaning Tasks". The first portion of the presentation will be a general overview followed by a first-hand experience report from a TMA client who is in the process of initializing this module.

Customizing HTML for iServiceDesk <i>Darren Brown, TMA Client Services</i>	TMA	W 8:30 Sycamore W 1:00 Sycamore
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The open and modifiable HTML in iServiceDesk provides you with the ability to create and publish selected data to an unlimited number of end users or specific sites. This session looks at where and how modifications can be achieved within the allowed parameters. Note: This session does not include HTML training.

TMA Data Tune-up <i>Gary Cox, TMA Professional Services</i>	TMA	W 10:15 Salon A
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Discussion on what can be done to clean up selected tables in your existing TMA database for better work flow and reporting.

Development of Documentation for Policies, Processes and Procedures <i>Kim Rhode, Kutztown University</i>	All	W 2:45 Salon C Th 10:15 Salon C
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This is a repeat of a very popular session. We will review the process for developing documentation of policies, procedures and processes for users of TMA. Successful documentation ensures that your users consistently utilize TMA so that the data accumulated has the value necessary for accurate reporting and ultimately better decision-making.

Enhancements in Version 8.1 <i>Gary Schaecher, TMA Founder</i>	TMA	W 2:45 Salon B Th 1:00 Salon E
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TMA has been hard at work adding many of the functions and features talked about at our last user conference. New functions have been added for time card approval, sub-ledger posting (2-step processing), parts usage graphs, material requisitions OTF from the work order, etc. This session is intended as a preview of what will be a limited release. Other features include enhancement of HR management, better contract tracking, etc.

The Executive Dashboard <i>Sue VanCleve, University of New Mexico</i> <i>Brian Barnett, TMA Professional Services</i>	WebTMA TMA	T 2:45 Birch Th 10:15 Birch
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The University of New Mexico has implemented the Executive Dashboard and their managers love it! Sue VanCleve will discuss setting up and using this tool and how it has made a difference in their organization. She will provide sample SQL statements for creating a variety of report displays.

TMA - Facility Scheduler, Event Management and Fleet Management <i>Gary Cox, TMA Professional Services</i>	TMA	T 2:45 Cedar
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These useful optional modules in TMA provide an excellent resource for managing, utilizing and scheduling your organization's resources. This session provides an overview of the features and functionality available in these tools.

WebTMA - Facility Scheduler, Event Scheduler and Fleet Management

WebTMA

T 1:00 Sycamore

Dan Looper, TMA Professional Services

W 2:45 Dogwood

These useful optional modules in WebTMA provide an excellent resource for managing, utilizing and scheduling your organization's resources. This session provides an overview of the features and functionality available in these tools.

Forum - Open Discussion for Basics of TMA

TMA

T 1:00 Salon D

Gary Cox, TMA Professional Services

Luis Pino, TMA Sales

This forum is for new users of TMA desktop who would like to have an open discussion and ask questions about using basic functions of the TMA product. You will receive tips on the best practices you can employ to track or get information using the various features as well as the recommended times to implement available advanced features/options.

Forum - Open Discussion on the Basics of WebTMA

WebTMA

W 10:15 Salon D

Wade Quinton, TMA Sales

Jenny Pino, TMA Engineering

This forum is for new users of WebTMA who would like to have an open discussion and ask questions about using basic functions of the WebTMA product. You will receive tips on the best practices you can employ to track or get information using the various features as well as the recommended times to implement available advanced features/options.

Future Technologies for TMA Desktop

TMA

T 9:45 Salon B

Gary Schaecher, TMA Founder

John Smith, TMA Chief Executive Officer

T 1:00 Salon B

An overview of planned changes to be implemented in TMA desktop versions.

WebTMA - General Inspections

WebTMA

Th 1:00 Birch

Adam Peterson, TMA Professional Services

Martin Crawford, Cirque du Soleil

Inspections are used to ensure safety and reliability of Assets and Equipment. The WebTMA Inspection module accomplishes those tasks. This session will show the setup and usage of this valuable tool to collect, record, and review your data for reference and predictive maintenance analysis.

iServiceDesk Features and Functions

TMA

W 2:45 Salon D

Jacob Leon, TMA Professional Services

Th 8:30 Salon C

The iSD module is the most popular purchasable option offered by TMA. This session will review the features and functionality found in iSD from the basics of entering work requests and materials requests through authorizations, routing, and generating real-time status reports (open or closed) for work requests and work orders.

Key Management

Tim Prado, TMA Professional Services
Ted Gross, Fort Lewis College

WebTMA
 TMA

T 9:45 Birch
 Th 1:00 Salon C

TMA Key Management provides you with the ability to track key information on both areas and the movement of keys held by individuals in the most efficient manner possible. This session will review the features of this module, including the links with iSD. In addition, Ted Gross will provide tips on processes they have found to be effective in their environment at Fort Lewis College.

Lease Management Preview

Gary Schaecher, TMA Founder

WebTMA
 TMA

Th 10:15 Salon B

Each year TMA presents a number of sessions which allow current users to preview what is planned for a future release. These sessions are your opportunity to provide valuable feedback and comments on how to improve our product. The new enhanced Lease module will enable TMA and WebTMA users to better track lease records. New functions include amendments to leases, lease invoices, property tax information, appraisals on properties, estimates, and who is responsible for managing a lease. A number of other great functions will be talked about and presented. If you lease to others or lease properties yourself, you don't want to miss this session.

Management - Creativity in the Workplace

Joel Embry, New Business Development

All

W 10:15 Salon E

Creativity - the ability to transcend traditional ideas, rules, patterns, and relationships to create meaningful new ideas. This session will cover why this is important to you in the workplace.

Management - Effective Team Formation and Maintenance

Kerry Joels, Consultant

All

T 9:45 Salon E

Quality maintenance requires good communication and teamwork. Establishing effective teams can be tricky, but can be effective for good performance, supervision, training, retention, and morale. Find out how to develop and support effective teams in your operation.

**Management - Improving Your Effectiveness Through
 Becoming a Strong Leader**

John Smith, TMA Chief Executive Officer

All

T 2:45 Salon E

Learn how to lead through understanding the basic leadership qualities that are the necessary tools for becoming a strong leader.

**Management - Managing Through TMA Software -
 Accountability and Performance Measurement for Performance
 Appraisal**

Kerry Joels, Consultant
Darren Brown, TMA Client Services

TMA

W 2:45 Salon E

Used appropriately, your TMA software is a powerful tool for personnel management. Performance evaluations are always more objective and more valid when backed up with hard data on an employee's productivity and reliability. Good documentation is important to fairness for both management and employees.

**Management - Performance Monitoring & Improvement Skills -
Feedback, Recognition and Coaching**

All

T 1:00 Salon E

Kerry Joels, Consultant

Research shows that employees actually want constructive feedback on performance and that supervisors often don't like giving it. Learn three simple and effective tools for improving performance in your organization and building competence and trust at the same time.

Management - The Power to Effectively Manage Your Team

All

W 8:30 Salon E

John Smith, TMA Chief Executive Officer

Gain the power to effectively manage your team. Acquire the basic tools and techniques that are necessary for you to motivate and bring out the best in each team member so they can perform at the highest level.

Managing & Using Task Codes

All

T 2:45 Salon B

Larry Olofson, Iowa State University

Th 8:30 Salon D

You have heard about this session on the TMA List. Clients talk about and use the information year after year. What can Task Codes do for you? Whether you use the 'canned' set of Task Codes or establish your own, this session will discuss in-depth the use of Task Codes to assist you in tracking both general and specific facets of the work your crafts people perform as well as how to establish the unique Task Codes used in your own business.

Materials Management - Panel Discussion

WebTMA

T 2:45 Sycamore

Allen Nelson, Pepperdine University

TMA

JT Young, TMA Engineering

Lenore Marlow, TMA Engineering

Darren Brown, TMA Client Services

Open discussion on using the Materials Management features and functions in TMA and WebTMA.

Materials Management 101

WebTMA

T 9:45 Salon D

Allen Nelson, Pepperdine University

TMA

Are you considering expanding TMA or WebTMA to track parts and inventory? This session covers the basics of starting up a Warehouse/Storeroom operation. Allen Nelson has used TMA to manage his warehouse operations since 2000. He will share his experience and knowledge on organizing, nomenclature and good business practices for getting started.

Materials Management 102

WebTMA

T 1:00 Birch

Ismael Hashim, TMA Professional Services

TMA

W 10:15 Salon B

For clients who are using the basic functions of WebTMA/TMA Materials Management, this session looks at more advanced usage for quotes, purchase requisitions, purchase orders, sales orders, OTP/OTS, Receiving & OHA.

Materials Management for Enterprise
 Gary Cox, TMA Professional Services

TMA

W 8:30 Birch

TMA Enterprise for desktop offers advanced features and functions only available in this robust product. This session will look at offerings such as invoice matching, PM load balancing, no cost on line items, and P-Cards

Meeting Joint Commission Requirements for the Building Maintenance Program
 Debra Jodry, Hospital Corporation of America

WebTMA
 TMA

T 2:45 Salon C

A review of the requirements and how to meet the requirements of the Joint Commission for the Building Maintenance Program. What to cover; how to cover it; what kind of details you need.

mobileTMA - Best Practices and Handheld Options
 Walt Kalista, University of Pittsburgh
 Michelle Key, University of Arkansas
 Mike Ishmael, Anyware Mobile Solutions

WebTMA
 TMA

W 8:30 Salon D

W 1:00 Salon E

These clients have effectively implemented the use of mobileTMA. Each will provide insight on best practices they have found to work in their environments. Anyware Mobile Solutions is a partner with TMA who will discuss how an organization should go about selecting the appropriate mobile device.

Special Session: Considerations for Mobility
 Dave Whitney, TMA Sales
 Mike Ishmael, Anyware Mobile Solutions
 Derek Edwards, TMA Client Support

WebTMA
 TMA

W 4:30pm - 5:15pm Sycamore

This session will focus on the types of issues which need to be considered when selecting a device to “mobilize” a portion of your workforce. Items covered will include: Types of available devices (durable vs. non-durable, cradle sync, WiFi, etc.), social factors for consideration (environmental and user requirements), total cost of ownership considerations, device trends and technology directions.

mobileTMA - Features and Functions for Palm, PPC and cellularTMA
 Ismael Hashim, TMA Professional Services
 Patrick Smith, TMA Engineering

WebTMA
 TMA

T 9:45 Sycamore

W 2:45 Sycamore

This session will use a Power Point presentation and emulation to review the features and functions of mobile TMA and cellularTMA.

PMs - Strategies and Setup for TMA
 Darren Brown, TMA Client Services

TMA

Th 10:15 Salon E

Th 1:00 Dogwood

This session will review the process of scheduling work orders from an in-depth look at managing and using task codes to properly utilize master checks and failure codes. Gain a better understanding of how these play an integral part in the Planned (Preventive) Maintenance process.

PMs - Strategies and Setup for WebTMA
 Jake Leon, TMA Professional Services

WebTMA

T 2:45 Dogwood

Th 10:15 Dogwood

This session will review the process of scheduling work orders from an in-depth look at managing and using task codes to properly utilize master checks and failure codes. Gain a better understanding of how these play an integral part in the Planned (Preventive) Maintenance process.

The Challenges of Preventive Maintenance
Ken Hill, Technology Transfer Services

All

W 1:00 Salon B
 Th 8:30 Salon B

This presentation will present methods to evaluate the effectiveness of your PM program, address maintenance technician turnover, and how formal written procedures are paramount to your organization.

Using Projects
Jake Leon, TMA Professional Services

WebTMA
 TMA

W 8:30 Salon B
 Th 1:00 Salon D

TMA has always been a powerful tool for tracking projects. This session will be a thorough review of the base TMA Project Management tool and its potential usage in an organization. Using Estimates with projects will also be included as part of the discussion.

Properly Importing TMA Data
Rob Leach, Brevard County Public Schools
Larry Olofson, Iowa State University

TMA

T 1:00 Salon A
 W 1:00 Salon D

There is a better way to enter a large volume of new records than one record at a time. This session will provide tools for preparing data for import, setting up the import, and finally executing the import into your database. Both the SQL Server and Oracle databases will be addressed. Even if you will not be doing the actual import, this presentation will help you gain a better understanding of how to pull the data together.

Responsibilities of the WebTMA System Administrator
Gary Cox, TMA Client Services

WebTMA

T 2:45 Salon D
 W 10:15 Dogwood

The WebTMA System Administrator must establish basic access and preferences specific to their environment. This session will review the functions specific to the administrator login.

Responsibilities of the TMA Administrator
Richard VanSchoonhoven, University of Wisconsin-Whitewater

TMA

W 2:45 Salon A

The TMA Administrator holds the key to the success related to TMA's ability to perform to its full potential. This session will cover how to manage your data and effectively communicate with your users and customers. This session will also cover how to make TMA more valuable to your organization. Richard VanSchoonhoven, a CMMS administrator since 1985, will share his 20+ years of experience as a system administrator providing some ideas on how you can "dazzle your boss" and win over your workers using TMA.

Roof Tracking

Gary Schaecher, TMA Founder

WebTMA
TMA

Th 8:30 Salon E

The cost of tracking all maintenance activities and aspects of a complex roofing system is a problem every facility manager faces. At the suggestion of many TMA users, TMA will be adding new powerful functions to make this job much easier. Roof sections and types will be able to be defined; maintenance work histories and PM histories will be trackable for individual roof sections. A building can now have unlimited roof sections, each with their own work histories and attributes of work can be tracked. This is another great opportunity to provide your suggestions and input prior to the final specification being delivered to engineering for coding.

Room Inspections

Luis Pino, TMA Sales

WebTMA
TMA

T 9:45 Dogwood

W 2:45 Birch

This session will review the implementation process and how the Room Inspection Module can be used to automate and streamline inspections of rooms, offices and areas within your facility as well as the presence and condition of assets. TMA Room Inspections provides technicians with the ability to carry inspection forms on Palm OS or Pocket PC handheld devices and the ability to download inspection forms and upload the results for future analysis.

Scheduling and Time Management in WebTMA

Ismael Hashim, TMA Professional Services

WebTMA

W 1:00 Dogwood

WebTMA's Time Management module allows you to schedule current and future work orders by technician or technicians while graphically viewing their workload as a list view, on a calendar, or as a Gantt chart. Learn to use this module to manage and easily change direct and indirect (sick time, training time, etc.) labor time based on priorities, work type, start time, or end time. The session will include a review of the Time Management, Review Assignments, and Batch Attendance features.

Scheduling/Time & Attendance in TMA

Tim Prado, TMA Professional Services

TMA

Th 10:15 Sycamore

Learn to use TMA's scheduling tools to manage your workflow and maintain priorities. This session will review the use of the Scheduler, Quick Post and take a look at the Time and Attendance modules as well as other TMA features that maximize productivity.

Spelunking TMA

Kartika Wisjnu-Lim, Simon Fraser University
Gerry Lopez, Simon Fraser University

TMA

T 2:45 Salon A

Th 1:00 Salon A

You have implemented TMA, requests are coming in, work is getting done and the TMA consultant is gone, now what? In May 2005, after 14 years using in-house-built Facilities Management Systems, Simon Fraser University (SFU) migrated all its facilities data and began to use TMA. SFU utilizes about 90% of TMA core modules and three of TMA's optional modules. They will show how they utilize TMA and stretch it further, in this session we will explore: Electronic manuals, HazMat and Asbestos Tracking, GL Interface (Project Encumbrances, Invoices, Material, Labor), Residences and Chargeable WO Billings and Year End Inventory count. Let this session intrigue you enough to make TMA the hub of your Facilities information and build connectivity to other systems.

Tips & Techniques - Part 1	TMA	Th 8:30 Salon A
<i>Lenore Marlow, TMA Engineering</i>		
<i>Jenny Pino, TMA Quality Control</i>		

This popular session provides quick and easy shortcuts to more effectively perform everyday tasks when using TMA. Learn to take full advantage of features and functionality not always obvious to a casual user that can save time when you use TMA. This session will demonstrate some of the functionality you may have previously overlooked. Features covered are for TMA Desktop only. The techniques are too numerous to fully cover in one session. You will want to be sure to include Tips & Techniques – Part 2 as part of your agenda.

Tips & Techniques - Part 2	TMA	Th 10:15 Salon A
<i>Lenore Marlow, TMA Engineering</i>		
<i>Jenny Pino, TMA Quality Control</i>		

This is a continuation of the TMA Tips and Techniques session.

Utility Management Overview and Preview of the Proposed Enhanced Version	TMA	W 10:15 Salon C
<i>Gary Schaecher, TMA Founder</i>		
<i>Luis Pino, TMA Sales</i>		

This presentation will present a broad overview of TMA’s current release of this module, its functions, its reports, and the benefits to be gained in deploying. It will also include a ‘preview’ of what is planned for the next release of this module. The preview will include a full description of each new function and screenshots showing the changes. An opportunity for everyone interested in utility management to provide comments and suggestions will be provided at the end of the session.

TMA - Work Order Costs	TMA	W 8:30 Dogwood
<i>Dan Looper, TMA Professional Services</i>		

The ability to capture the information you need to track the cost of running your operation is key to good management. This session will look at how you can accomplish this with TMA. The session will review where costs are entered, stored, and linked.

WebTMA - Work Order Costs	WebTMA	Th 1:00 Sycamore
<i>Wade Quinton, TMA Sales</i>		
<i>Dan Looper, TMA Professional Services</i>		

The ability to capture the information you need to track the cost of running your operation is key to good management. This session will look at how you can accomplish this with TMA. The session will review where costs are entered, stored, and linked.

WebTMA - Version 4.0 Close Up	WebTMA	T 9:45 Salon C
<i>Jenny Pino, TMA Engineering</i>		
<i>Wes Harris, TMA Professional Services</i>		

WebTMA Version 4.0 represents a virtual re-write of the WebTMA software taking advantage of new technology. This session will show you how TMA is taking advantage of current technology. A look at new controls and more flexibility for the user will highlight this presentation.

WebTMA User Access and Login Security	WebTMA	Th 8:30 Dogwood
<i>Brian Barnett, TMA Professional Services</i>		
Th 10:15 Salon D		

WebTMA has an approach to system security that will allow the system administrator to manage data access through security settings. The presentation will demonstrate how to use this functionality for filtering data information per user and granting access to data as it relates to repair centers.

Work Orders 101 - How To's, Why For's & Where From's	All	T 9:45 Salon A
<i>Frank Lucas, University of Nevada, Las Vegas</i>		
<i>Rick Storlie, University of Nevada, Las Vegas</i>		W 8:30 Salon A

Why create work orders? How are they managed? What's done with all of the data? Where do I fit in the process? Why is all of this important? If you've ever asked yourself these questions, this session is for you. You'll learn why work orders are the least understood but most important function of any maintenance organization. You'll also learn how field technicians actually drive decision-making in a maintenance operation. Let us present you with concepts and strategies that will allow your organization to function more like a business.

Workshops

(Limited Space - Advance Registration Required to crm@tmasystems.com)

Workshop - MS Access Basics ** <i>Michelle Key, University of Arkansas</i>	WebTMA TMA	Th 10:15 Redbud
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This hands-on workshop will include:

Know Your Data and how it relates; creating a simple query, creating a query with criteria, exporting a query to Excel, and using the MS Report Wizard to create a report

Limited space available - Advance registration required crm@tmasystems.com

Workshop - Basics of TMA ** <i>Brian Barnett, TMA Professional Services</i> <i>Katrina McKire, TMA Client Relations</i>	TMA	W 10:15 Redbud Th 1:00 Redbud
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New clients and new users will appreciate this hands-on review of the fundamental and basic functions. The session will include such essentials as creating work orders, time and attendance, assigning work orders, and quick posting.

Limited space available - Advance registration required crm@tmasystems.com

Workshop - Basics of WebTMA ** <i>Brian Barnett, TMA Professional Services</i> <i>Katrina McKire, TMA Client Relations</i>	WebTMA	W 8:30 Redbud Th 8:30 Redbud
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New clients, new users and anyone considering a move to WebTMA will appreciate this hands-on review of the fundamental and basic functions. The session will include such essentials as creating work orders, time and attendance, assigning work orders, and quick posting.

Limited space available - Advance registration required crm@tmasystems.com

Workshop - Basics of Writing WebTMA Reports ** <i>Wes Harris, TMA Professional Services</i>	WebTMA TMA	W 2:45 Redbud Bonus Session F 9:00 Dogwood
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With WebTMA's Basic Report Writer, you can easily generate basic reports on screen, send them to a printer, e-mail them, or download them as Microsoft Excel files. This hands-on session will walk through creating and modifying a basic report.

Limited space available - Advance registration required crm@tmasystems.com

Workshop - mobileTMA for PPC Installation & Basics ** <i>Hyon Kim, TMA Professional Services</i> <i>Pete Turley, TMA Support</i> <i>Kathy Yu, TMA Engineering</i>	All	T 9:45 Redbud T 1:00 Redbud W 1:00 Redbud
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Hands-on experience for installation, setup and basic functions of the PocketPC for mobileTMA.

(Limited space available - Advance registration required** crm@tmasystems.com)

ACT

ACT - Basics of Writing ACT Reports

ACT

T 9:45 Cedar

Dwight Busby, TMA Support

Reporting is the hub of any database product. This session will review the basic steps for creating a custom report from the ACT database, including step-by-step instructions on connecting the ACT database with MS Access as well as tips for running queries and formatting reports.

Workshop - Writing ACT Reports

ACT

T 2:45 Redbud

Dwight Busby, TMA Support

With basic knowledge of creating reports in MS Access, this session will demonstrate how to use those skills to build sample reports from the ACT database.

ACT - Communicating with TMA Support

ACT

T 1:00 Cedar

Janet Hesting, TMA Support

This session will review the options available for communicating with TMA's Tech Support group including the ACT Support site .

ACT - Going Paperless with ACT1000/RequestLINE Work Orders and PMs

ACT

W 10:15 Cedar

David Coker, Edgecombe County Public Schools

David Coker successfully relies on the ACT software to manage many aspects of his facilities. This case study will demonstrate how to implement the user-friendly software for more than tracking work requests.

ACT - Managing Your Data Using the ACT Configuration Module

ACT

Th 10:15 Cedar

Janet Hesting, TMA Support

The Configuration menu in v4.0 and v5.0 offer Administrators numerous capabilities for managing the data and customizing the ACT application. This session will demonstrate functionality found in the ACT Configuration menu and should be particularly informative for ACT System Administrators.

ACT - Maintenance Assets and the ACT PM Module

ACT

W 2:45 Cedar

Dwight Busby, TMA Support

Let ACT help you get the most out of your assets. Attend this session if you want to learn how to set up maintenance asset records, set up PM schedules, and generate PM work orders. Find out the most common reasons why your PM's don't generate when you think they should.

ACT - Maintain Your ACT Database Using the DBA Manager
Dwight Busby, TMA Support

ACT

W 8:30 Cedar

What is the ACT DBA Manager and what can it do for you? As a Database Manager, you are required to keep data readily accessible to your users. See how DBA Manager can assist you in the administration of your MSDE database, from scheduling backups to managing security. In addition, basic tools for database administration and maintenance will be discussed. The target audience for this session is IT professionals or System Administrators charged with maintenance of the ACT database and the ACT applications

ACT - Materials Management with the ACT Inventory Module
Dwight Busby, TMA Support

ACT

Th 1:00 Cedar

Do you want to maximize the inventory tracking capabilities of your ACT software? Do you know where your Utility dollars are going? Attend this session to learn the in's and out's of ACT inventory management. Also, with today's high fuel prices, make sure you know exactly where your utility dollars are going.

ACT - Server Agent
Dwight Busby, TMA Support

ACT

Th 10:15 Cedar

Learn how to install and configure the ACT Server Agent. This module allows you to send automatic e-mail notifications regarding the status of work orders based on conditions you set. Save time for your department and keep your customers better informed at the same time!

ACT - Tips & Techniques
Derek Edwards, TMA Support

ACT

W 1:00 Cedar

This session will show some of the less obvious functions within ACT. Learn to utilize the system in a more efficient and effective manner for your day-to-day processes. Expand what you already know to make your job easier. We will also provide time for clients to share their own tips.

Roundtables

Education - College / University
TMA Sales
TMA Professional Services
TMA Engineering

TMA Desktop

Th 2:45 Salon D

Education - K-12
TMA Sales
TMA Professional Services
TMA Engineering

TMA Desktop

Th 2:45 Redbud

Healthcare
TMA Sales
TMA Professional Services
TMA Engineering

TMA Desktop

Th 2:45 Salon E

Corporate / Retail <i>TMA Sales</i> <i>TMA Professional Services</i> <i>TMA Engineering</i>	TMA Desktop	Th 2:45 Dogwood
Government / Parks & Recreation <i>TMA Sales</i> <i>TMA Professional Services</i> <i>TMA Engineering</i>	TMA Desktop	Th 2:45 Birch
ACT <i>TMA Engineering</i> <i>TMA Client Support</i>	ACT	Th 2:45 Cedar

Bonus Sessions (Friday)

Advanced TMA Reporting Using MS Access <i>Michelle Key, University of Arkansas</i>	TMA	F 9:00 Sycamore
Creating Crystal Reports from TMA Data <i>Adam Peterson, TMA</i>	TMA	F 9:00 Redbud
Creating Reports from WebTMA Data <i>Wes Harris, TMA Professional Services</i>	WebTMA	F 9:00 Dogwood