BuildingReports University Complimentary Webinar Training

BuildingReports wants to help your ITM teams and administrators stay productive and increase their working knowledge of ScanSeries and BuildingReports during the COVID-19 outbreak. We are pleased to provide the following options for remote training so that your employees can take advantage of our resources online, even if they are working remote. Our goal is to provide them with the tips, tricks and resources to maximize your BuildingReports investment so that they are even better equipped to deliver the best possible service to your customers as the economy recovers. Each webinar training option is free of charge to BuildingReports Members and includes an estimated duration. Registrations can be made online by clicking here.

General Training

- **General Q&A, Tips & Tricks (up to 120 minutes)** – Our BuildingReports experts cover any administrative or technician questions.

Sales Training

- **General Q&A, Tips and Tricks (up to 60 minutes)** – Open discussion to answer questions for sales staff, including coverage of best practices, tips and tricks for more using BuildingReports to help more effectively close sales.
- **General Sales Training (60 minutes)** – An overview of the Building Reports features and tools that are important to facility management and environmental health and safety professionals.
- **Reselling Training (30 minutes) –** Maximize your recurring revenue for every customer by reselling BuildingReports inspection and reporting for your customers "self-inspection" requirements and for system services you do not provide.
- **HVACScan Reselling Training (30 Minutes) –** Learn how to take advantage of additional revenue from HVAC preventative maintenance with current customers. Includes strategies and tactics for reselling HVACScan to facilities for internal "self-inspection" use, and/or for their HVAC service provider.

Administrator Training

- **Basic Administrator Training (120 minutes)** – This session provides an overview of the reporting portal, including the homepage, Get Reports, Accounts, Buildings, Users, My Stats, Setup, Catalog and Support. *Note: Does not include the ManagerSeries applications covered in the 3-hour General Administrator training.*

- **General Administrator Training (180 minutes)** – Covers website elements included in the Basic Administrator Training, plus ManagerSeries applications.
- **New Feature Training (60 minutes)** – An overview of new features, such as ScanHistory and Floor Plans, and how to use them.
- **LiveArchive (15 minutes)** – Learn about setting up and utilizing our LiveArchive QR Codes for quick report access.
- **Advanced Inspection & Org Stats (15 minutes)** – Utilizing advanced inspection stats and org stats to monitor inspection, technician, and company key performance indicators.
- **ComplianceCenter (30 minutes)** – For members who have a local jurisdiction utilizing ComplianceCenter, a brief training on linking buildings/submitting inspections to their local AHJ's.
- **Healthcare Facility Inspections & Testing (30 minutes)** – This training covers specialized inspection items beyond normal inspection practices, how to format/access reports, current codes and terminology used for healthcare, navigating the healthcare report, and printing the report for surveyors (multiple report formats available).
- **Report Maintenance (60 minutes)** – Covers Get Reports navigation link; how to export inspections, merge, move devices to other reports, edit Inspections, inspector statistics, change status flags, notes, report types, customize your view, send customer's copies of inspections, Proposed Solutions, etc.
- **Proposed Solutions (15 minutes)** – Review of the internal quoting program for pricing repairs, customer quote approvals, and repair confirmation within reports.
- **Buildings and Accounts (60 minutes)** – How to create a building on the website using Buildings link, Accounts, and BRMobile. Group buildings, copy buildings, DocDrive, create user account for your customer, assign buildings to customers, add floorplans, etc.
- **User Administration (15 minutes)** – How to create user accounts for employees, customers, customer user roles, resetting passwords, inspection and organization statistics, and suggestions for using statistics for quoting.
- **Partnerships (15 minutes)** – General information about why partnerships exist, procedures to establish a partnership, finding partners, how to set up and general administration items.
- **Manager Series (105 minutes)** – Training on the full suite of Manager Series applications includes all of the items below, or select only the application of interest to you.
  - **Scheduling Manager (60 minutes)** – How to create an inspection schedule and administer calendar items and events with a thorough explanation of all features in SchedulingManager.

- o **ServiceManager (30 minutes)** – Review of the five ways to generate a service ticket, including general administration in Service Manager from both the technician and administrator perspectives.
  - o **Notifications Manger (15 minutes)** –Covers how to create notifications of when actions occur on the website via email or text notification.
- **BRForms & Form Designer (60 minutes)** – How to create and edit a BRForm, how the technician uses BRForms in the field, and how to access and edit an uploaded BRForm.

Inspector/Technician Training

- **General Q&A, Tips and Tricks (up to 60 minutes)** – Open discussion to answer questions for technicians, including coverage of best practices, tips and tricks for more effectively using ScanSeries.
- **General Creating a Building (60 minutes)** – How to create a building on the website using the Buildings link and BRMobile. Coverage of DocDrive is included as well.
- **BRMobile (15 minutes)** – Creating and editing a building, viewing and emailing past and current inspection reports, and using the calendar and service tickets.
- **Uploading/Downloading Buildings to a Mobile Device (15 minutes)** – The three ways to download a building for inspection, including differences between New/Routine and Previous inspections.
- **ScanSeries Training for One Application (120 minutes)** – Training on one ScanSeries application of your choice but does not include how to create a building.
- **ScanSeries Training for One Application & Building Creation (180 minutes)** – Includes one ScanSeries application and creation of a building.
- **ScanSeries Training for Multiple Applications & Building Creation (240 minutes)** – Includes multiple ScanSeries applications and the creation of a building.
- **Merging Inspections (15 minutes)** – What merges and what does not, guidance for inspectors in the field, and how to merge inspections online.
- **Healthcare Facility Inspections (15 minutes)** – Overview of best practices and meeting the requirements for healthcare occupancy inspections versus other occupancy types.
- **Failing Devices (15 minutes)** – How to fail a device, add a photos for failed and passed devices using DocDrive, adding notes to devices, and Embedded Codes and Standards.
- **Options for Notes (15 minutes)** – A review of the various note options available for use including: Building Notes for the inspector, Panel Instructions (hidden notes), Device level and General Inspection notes inside reports, and Inspection Comments that appear online but not in the report.
- **FireScan Training:**
  - o **Central Station Signal Verification (15 minutes)** – Learn about monitoring companies, system restoral and signals received/signal duration entries.

- o **Sound Testing Options (15 minutes)** – Covers both barcoding as well as non-barcoding (or manual entry) options.
- o **Sensitivity Testing of Smoke Detectors (15 minutes)** – covers how to enter sensitivity ranges either manually or automatically.

- **SafetyScan Training:**
  - o **Date Entry (30 minutes)** – How to enter date of manufacture, breakdown or 6-year entry and hydro date entry. Also includes best practices for swapping spares, using location fields, and the types of barcodes to scan.
- **SprinklerScan Training**:
  - o **Sprinkler System Types (15 minutes)** – covers how to fill out the system type field to generate a breakout report for different system types, such as wet system devices, dry system devices, deluge and pre-action system devices, etc.
  - o **Fire Pump Graph (30 minutes)** – How to enter fire pump data to generate the graph. Also includes how points are graphed for 5-year history in reports.
  - o **Impairments (15 minutes)** – Proper data entry for devices with an impairment.
- **SuppressionScan Training:**
  - o **Sprinkler System Types (15 minutes)** – How to fill out the system type field to generate breakout reports for different system types, such as kitchen hood systems or clean agent systems.