



To Schedule Training Contact
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Equipment and Supplies Webinar Materials Management

This class teaches how to use the Equipment & Supplies Module to further enhance the management of your department.

30 Minutes of Instruction + Up to 15 minutes of Questions & Answers in a Go To Meeting Format

Learning Objectives:

1. Know how to add Vendors
2. Know how to add and analyze Equipment
3. Know how to add and analyze Supplies

Specific Skills Learned:

Equipment

1. Benefits of using the Equipment Module
2. Best practices: assigning responsibility
3. Equipment Categories, Set-up, and Inventory
4. Adding or viewing pieces of equipment
5. Equipment repair records
6. Reports for repair or replace decision making, understanding costs, and general management

Supplies

1. Benefits of using the Supplies Module
2. Supplies Categories, Set-up, Locations
3. Changing costs for supplies in multiple stock rooms
4. Understanding the Inventory Items calculations
5. How to restock your inventory and allocate your supply costs
6. Reports for determining your current inventory, placing orders, physically tracking inventory, and tracking inventory issued

Best Practices for Assigning Employees to Equipment

If you decide to assign employees, the following steps will help measure their performance and ensure accountability.

1. Create an Area Type and Area for the equipment storage rooms.
2. Create tasks for maintaining the equipment.
3. Create inspection items for each piece of equipment stored there. For

8- Supply Inventory Items / Locations

Order Unit of Measure:	case
Product Cost:	\$64.00
Stock Unit of Measure:	gallon
Stock Qty On Hand:	22 gallon
Order to Stock Qty Conversion Factor:	4 HELP
Cost per gallon:	\$16.00
Total Cost/Stock on Hand:	\$352.00
Max:	85
Min:	20
Reorder Qty:	9.5 case

Product Cost

This cost is based on purchasing the Product using the Order Unit of Measure. If a skid costs \$2000 and you order by skid, enter \$2,000 here. If a skid is ordered by 68 cases per skid, then enter the cost per case here. Since All Purpose Detergent is ordered by a case (Order Unit of Measure) of 4 gallons, we enter the cost per case here.

Stock Unit of Measure

Continuing our example, the Stock Unit of Measure for a case of 4 gallons would be *Gallon*. The Cost per

Format and Class Availability:

Individualized Instruction:

Customized training uses a combination of the group presentation documentation and your data to provide documentation for note taking and future reference and address the specific needs of your organization.

Call to schedule training date

Group Presentation:

Class size limited to five organizations, includes documentation for note taking and future reference, question and answer session ensures your questions are addressed.