

## Course Profile

### EM - Asset Management

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<b>Duration</b>	1 day
<b>Prerequisites</b>	<p>Delegates wishing to attend this course should have completed the following training:</p> <ul style="list-style-type: none"><li>▪ Introduction to UNI-<i>form</i> v7 with Spatial</li><li>▪ Estates Management</li></ul>
<b>Note</b>	<p>When this course is delivered onsite, it is vital that the Standard Estates Management Access Reports are downloaded from the CAPS website, installed on each of the PC's required for the Training session and linked to the UNI7TRAIN database prior to the start of the course.</p>
<b>Target Audience</b>	End Users and System Supervisors
<b>Objectives</b>	<p>By the end of this course you will be able to:</p> <ul style="list-style-type: none"><li>▪ Correctly use the UNI-<i>form</i> Estates Management System, with emphasis on Asset Management.</li><li>▪ Correctly use the Asset Management functionality to enter data and create code lists for the production of PI's.</li><li>▪ Successfully run statistical asset management reports from UNI-<i>form</i>.</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>- Introduction to Estates Management</li><li>- Index Screen</li><li>- Property Ownership details Screen</li><li>- Ownership details</li><li>- Services</li><li>- Utilisation</li><li>- Attributes</li><li>- Valuations</li><li>- Links Screen</li><li>- Summary Screens</li><li>- Schedule</li><li>- Contractors</li><li>- Contractors Price</li><li>- Actual Cost</li><li>- Progress Dates</li><li>- Internal Rate of Return</li></ul>

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