



TOOLWATCH TRAINING

ToolWatch Essentials

Learn the Necessary Skills to be Successful with the ToolWatch System

TR-TW-102
7 February 2003

Course Details:

Class Description:

This course is designed for ToolWatch users who want to gain fundamental knowledge of the key components and skills needed to use the ToolWatch System. Participants engage in an interactive, hands-on training experience that will enable them to effectively implement and use the system. They'll learn how easy it is to create tool records, locate and transfer tools and equipment, and use ToolWatch's powerful reporting functions. The application and use of the Dolphin, ToolWatch's powerful new portable scanning device, will be covered in depth. A brief examination will be administered and participants will be awarded certification for the skills they have mastered.

Prerequisites:

ToolWatch assumes that participants have a reasonable understanding of Microsoft® Windows 95/98, NT or 2000 operating environments. Before attending ToolWatch training you should:

- know basic mouse skills such as double-clicking and right-clicking.
- be able to display the contents of a "drop-down" box by pointing and clicking with the mouse.
- know how to scroll through the contents of an open window by using the up/down and left/right scroll arrows.
- have a basic understanding of how your company plans to use the ToolWatch Tool Tracking System.

This Class Covers:

- System Overview and Navigation
- Creating Tool Records
- Searching for Tool Records with the ToolWatch Tool Browser
- Assigning and Transferring Tools to Employees and Locations
- Express Check In
- Printing ToolWatch Reports
- Using ToolWatch's New Portable Scanning Device: The ToolWatch Dolphin
- Using the Tutorial Database
- System Setup and Shortcuts
- Backing Up and Purging Data
- Tips on Labeling your Tools

Time: Tuesdays 8 a.m. to 5 p.m. & Wednesdays 8 a.m. to 12 p.m. Mountain Time.

Location: 13111 East Briarwood Avenue, Suite 200, Englewood, CO 80112

Cost:

Seats	Standard Price	Alliance Price	Unit
1	\$725.00	\$580.00	ea.
2-3	\$650.00	\$530.00	ea.
4-5	\$580.00	\$475.00	ea.

For the current training schedule, please visit the [ToolWatch web site](http://www.toolwatch.com) or call 800.676.4034.