



VFA SOFTWARE TRAINING

v. 1.1

About VFA Training

Accruent offers a variety of training courses on VFA software products as well as our Capital Planning methodologies. VFA.facility Core Training classes may be scheduled as a dedicated class for your organization, either hosted at your site, or via our web-based Zoom platform. Mixed-Client Group classes may also be scheduled in our Boston, MA and Vaughan, ON training facilities (pending a minimum number of attendees registering for a group session).

For further information about VFA Training courses (including Advanced options), please email vfatraining@accruent.com.

Accruent Confidential and Proprietary, copyright 2020. All rights reserved.

This material contains confidential information that is proprietary to, and the property of, Accruent, LLC. Any unauthorized use, duplication, or disclosure of this material, in whole or in part, is prohibited.

No part of this publication may be reproduced, recorded, or stored in a retrieval system or transmitted in any form or by any means—whether electronic, mechanical, photographic, or otherwise—without the written permission of Accruent, LLC.

The information contained in this document is subject to change without notice. Accruent makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Accruent, or any of its subsidiaries, shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

VFA.facility Core Training

VFA.facility Core Training enables customers to maximize the benefits of Accruent's facility management solutions. VFA.facility training is intended to enable users to become proficient in using and manipulating the Facility Condition Assessment (FCA) data housed within the VFA.facility software. The Training Team will work with the client to schedule an onsite training class (or classes), to be held at a client-hosted location, for up to 10 students per session.

The VFA.facility Core Training class consists of a two-day training session comprised of lecture, demonstrations, and hands-on student exercises. Students will be taught how they can manipulate and utilize the database information, as well as how VFA.facility may serve as a dynamic tool for planning, budgeting, and project prioritization.

The first day of class focuses on the Asset database and general navigation of the VFA.facility software. The Accruent Product Trainer will demonstrate how the database is structured and how the assessment data is populated and updated within the VFA.facility Asset database. This session will focus on understanding the different types of information gathered during a Facility Condition Assessment, how that information is classified, as well as an overview of maintaining and updating your Asset database records. The session also explores the various benchmarks and metrics and explains how they are calculated (Replacement Value, Renewal Costs, the Facility Condition Index (FCI) and the Requirements Index (RI)).

The second day of the class focuses on leveraging the Asset database information via Reporting and Data Analysis techniques; This session includes setting up and running basic Reports, interpreting the results of those Reports, creating and analyzing "what if" Funding scenarios, a demonstration of how to develop a Pairwise Ranking Strategy in order to prioritize your Requirements and create a Capital Budget, as well an introduction to Dashboards and VFA FacilityView.

Each of the students in the class will be provided with a VFA.facility Training Guide, which will be used during the class to guide the students through a variety of hands-on exercises. The students will also be provided with a training environment to be used during the class, which will be based upon either a generic training dataset, or a copy of the client's Facility Condition Assessment data (depending on the data available for effective demonstrations of the software features and functionality). This training environment will also be made available to the students for 30 days after the end of the training class so that the students can practice what they have learned during the class, using both the training environment and the VFA.facility Training Guide.

*A Web-based version of our VFA.facility Core Training is also available and provides a broad overview of the VFA.facility software features. It is a good option for users who are unable to attend an in-person training session and would like an introduction to the VFA.facility software or a refresher on subjects that were previously covered in an in-person session. VFA.facility Web-based Training includes two, 3-hour web-based training sessions, to be scheduled on mutually agreed upon days and times, that may be attended by up to 5 students. As the Web-based version of VFA.facility Core Training is 6 hours (vs. 13 hours for the in-person, 2-day session) not as much time can be spent on each subject. We are flexible to spend more or less time on any topic, based upon client request.

February 2020

Accruent, LLC

11500 Alterra Parkway

Suite 110

Austin, TX 78758

www.accruent.com