

**MoCA FOR WINDOWS  
RECOMMENDED TRAINING PROGRAM**

BELOW IS OUR ON-SITE TRAINING PROGRAM FOR MoCA FOR WINDOWS. YOU MAY DESIGN YOUR OWN SCHEDULE BASED ON THE INFORMATION GIVEN BELOW. PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS.

**DAY ONE  
9:00 AM - 3:00 PM**

1. INTRODUCTION TO MoCA FOR WINDOWS

BASIC FUNCTIONS  
DATABASE AND ON-LINE HELP

2. BASICS

MENU BAR, BUTTON BAR AND NAVIGATION FORM  
OPENING FORMS AND SEARCHING

*HANDS ON DATA ENTRY AND RECORD CREATION*

**DAY TWO  
9:00 AM - 3:00 PM**

3. PLANNING AND DATA COLLECTION

KEY FIELDS  
NUMBERING METHODS  
PLANNING DATA ENTRY METHODS

4. EQUIPMENT MODULE

CREATING A RECORD  
STANDARDIZATION OF LOOKUP TABLES  
GRAPHICS  
COMPONENTS  
CREATING SPARE CODES FROM INVENTORY  
SAFETY INFORMATION  
REPORTS

5. WORK ORDER CREATION

CREATE NON-REPETITIVE (ER/REPAIRS) WOs  
PRINT WO  
WO REQUEST

CLOSING WOs  
WO REPORTS

*HANDS ON DATA ENTRY AND RECORD CREATION*

DAY THREE  
**9:00 AM - 3:00 PM**

6. MAINTENANCE TASKS  
PLAN MAINTENANCE TASKS  
TASK INSTRUCTIONS  
CREATE TASKS  
REPORTS

7. WORK ORDER GENERATION  
GENERATE PM WOs  
CLOSING WOs

*HANDS ON DATA ENTRY AND RECORD CREATION*

DAY FOUR  
**9:00 AM - 3:00 PM**

8. INVENTORY  
INVENTORY RECORDS  
VENDOR RECORDS  
RECEIVING, CHECK-IN, CHECK-OUT FUNCTIONS  
INVENTORY ANALYSIS  
REPORTS

9. PURCHASING  
NUMBERING METHODS FOR REQUISITION AND PO  
REQUISITION GENERATION - AUTO/MANUAL

*HANDS ON DATA ENTRY AND RECORD CREATION*

**DAY FIVE**  
**9:00 AM - 2:30 PM**

10. PURCHASING (CONTINUED)  
REQUISITION GENERATION  
MANUAL PURCHASE ORDERS  
GENERATE PO  
RECEIVING FUNCTIONS  
REPORTS

11. GRAPHICAL ANALYSIS

12. REVIEW AND QUESTIONS

*HANDS ON DATA ENTRY AND RECORD CREATION*