

Maximizing Usability – Learning IGOR Basics

This two-day course is geared towards personnel who are responsible for setting up preventive maintenance, managing work orders and equipment status, and handling demand maintenance issues.

Prerequisites: Prior experience with IGOR is helpful but not required.

Overview

- ❑ Learn to find information quickly.
- ❑ Learn how to organize, re-organize, and rename your data.
- ❑ Learn simple customization techniques so your user interface works for you.
- ❑ Learn to use subsets, sorts, and filters.
- ❑ Learn about adding, deleting, editing, copying, and merging records.
- ❑ Learn about Update-on-the-Fly.
- ❑ Learn how to set records to be inactive.
- ❑ Learn about the basics of reporting.
- ❑ Learn how to create Quick Reports.
- ❑ Learn how to export reports to other file formats.
- ❑ Learn about linking images and moving image folders.
- ❑ Learn about using the On-Line help.
- ❑ Learn about <Ctrl><S> (record counting and sums).

Equipment Management

- ❑ Learn about organizing an equipment hierarchy.
- ❑ Learn to track equipment specifications (e.g. Nameplate data – such as “Amperage” on a motor.)
- ❑ Learn about tracking “Out of Service” equipment.
- ❑ Learn how to easily transfer equipment and sub components.
- ❑ Learn ways of saving money by flagging equipment under warranty.
- ❑ Learn about tracking part lists of major components.

Preventive Maintenance

- ❑ Learn to define, link, and initialize tasks.
- ❑ Learn about making scheduling changes globally. Reset and Delay functions.
- ❑ Learn about issuing, closing, and managing PM work orders. Managing chaos.

Demand Maintenance

- ❑ Learn how to create and manage demand work orders (DMWO).
- ❑ Learn about downtime measurement and analysis.
- ❑ Learn to set up and manage work requests (WORReq).
- ❑ Learn about and how to use the Projects/Budget option.
- ❑ Learn how to measure labour cost (timesheets) and material costs.
- ❑ Learn about “Reasons for failure”, “Downtime Analysis”, and much more.
- ❑ Learn about history analysis and how it can be useful.

System Management

- ❑ Learn about setting up User Groups and Security.
- ❑ Learn about branches and how to set them up.
- ❑ Learn how to compact the database.