

WB09 IQ for advanced users

- **Brief repetition of question of basic functions**
- **Helpful additional settings for FMEA facilitation**
- **Targeted use of the template file for standards**
- **Hidden champions: other editors for special tasks**
- **Creation of reusable print jobs**
- **Making of to-do lists (list of open issues)**
- **Targeted navigation in large FMEA**
- **Further tips & tricks regarding the familiar editors**
- **Targeted analysis of FMEA (statistics)**
- **Tips & tricks regarding action tracking**
- ...

The APIS IQ software has become one of the leading FMEA tools on the market since 1992, comprising an extremely broad range of functions that you should learn step by step. That is why the courses for beginners on the IQ software (e.g. *WB03*) initially impart only those basic functions that are absolutely necessary to create and maintain a FMEA. It is recommended to use these basic functions for a while to consolidate their handling.

When the basic functions are confirmed, users usually claim more from the IQ Software: *Can we do this and that faster or in a more convenient way, etc.?*

This is where the Live Online seminar comes in by providing further tips and tricks regarding familiar editors and dialogs and introducing further editors and concepts. Furthermore, we give recommendations regarding typical FMEA working scenarios (e.g. *input of a customer complaint*). You will thus become an advanced user of the APIS IQ software.

The schedule is open for individual problems and questions to a certain extent.

Technical requirements:

Inform yourself conveniently from any location about the advanced functionalities of the IQ software and save travel expenses/time. To do this, take part in our live online seminar. All you need is an Internet-capable computer with a browser and a headset (VoIP) or a telephone (audio).

💡 EACH PARTICIPANT RECEIVES A TEMPORARY TRAINING LICENSE OF THE IQ SOFTWARE FOR THE SEMINAR. FOR THE EXERCISES WITH THE IQ SOFTWARE WE RECOMMEND THAT YOU WORK WITH TWO MONITORS IN ORDER TO BE ABLE TO FOLLOW THE TRAINER'S DEMONSTRATIONS IN PARALLEL.

Quality promise: Not just an online lecture

As with our face-to-face seminars, this online seminar will not only provide you with knowledge, but will also give you time to practice and answer your questions individually. Therefore, each thematic block is followed by an exercise. You can ask the trainer individual questions at any time via chat or hand signals.

💡 THE SEMINAR IS ACCOMPANIED BY A TRAINING DOCUMENT, WHICH YOU WILL RECEIVE IN ADVANCE AS PDF.

Live, no recording!

The seminar is conducted live by an experienced APIS trainer.

The Seminar Concept: Distributed Sessions instead of endless loops

In contrast to the face-to-face seminar, with the online seminar we have the advantage of training at a time when you have the best concentration. For this reason, the seminar is spread over three mornings from *8:30 a.m.* to *1:00 p.m.* The breaks will be individually arranged in the group.

Details of the Seminar

Target group	The seminar is intended for users, who use the basic functions of the IQ software and want to take the next step to become advanced users.
Prior knowledge	Knowledge of methodology and experience in FMEA according to VDA and AIAG as well as safe handling of the basic functions of the APIS IQ software. Such knowledge is imparted e.g. in the seminar <i>Two-in-One (WB03)</i> .
Seminar duration	3 mornings: 8:30 a.m. to 1:00 p.m.
Services	Experienced APIS trainer; Good supervision ratio due to limited number of participants; Temporary IQ training licence; participant documents
Seminar fee	Please refer to the list of fees and dates.

Seminar content and schedule	3 morning sessions each from 8:30 a.m. to 1:00 p.m.
Session 1 to 3	<ul style="list-style-type: none"> • If necessary, brief repetition of the basic functions • Helpful additional settings for FMEA facilitation • Save packages of settings for different working scenarios (several configuration files) • Administrate standards in the template file • Reuse of FMEA contents • Work with reusable print jobs • Work with several windows • Targeted navigation of large FMEA • Translate FMEA into other languages • Further tips & tricks regarding familiar editors • Tips & tricks on action tracking • Work with individual number ranges (item code, ID number) <ul style="list-style-type: none"> • Brief introduction of variants (detailed in <i>WB20</i>) • Brief introduction of filters (detailed in <i>WB07</i>) • Set-up of individual tables (user-defined view) • Targeted analysis of FMEA (statistics) • Process Flow Diagram and Control Plan in detail • Everything in view (advantages of the Object Inspector) • Making of individual to-do lists (PIM) • Complex queries in one or more APIS files: the IQ Explorer is the solution • Broaden your perspective: cross-structure working • Derivation of cause-effect diagram from the FMEA • Answering of questions from participants

Live Online: Organisational details

Registration: Form (see last page) by e-mail to training@apis.de

Contact for questions: APIS Informationstechnologien GmbH
Wolfenbütteler Straße 31 B
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GERMANY
Tel.: +49 (0) 531 / 70736 - 0
Fax: +49 (0) 531 / 70736 - 25
E-Mail: training@apis.de

General Terms of Business of APIS Informationstechnologien GmbH

Registration

All registrations for our seminars must be received in writing – by e-mail. By registering for one of our seminars, customers agree to be bound by our General Terms of Business.

Due to the limited number of places available for our seminars, they are awarded on a "first come, first served" basis. Registrations only become effective once they have been confirmed in writing.

If the minimum number of participants is not attained for a particular seminar then we will notify you immediately and offer an alternative date if required.

Cancellation

A cancellation fee of 20% of the attendance fee is payable if cancellation notification is received between 8 weeks and 2 weeks before the start of the seminar. If the cancellation is received less than 2 weeks before the start of the seminar then the full attendance fee is payable. We appreciate your understanding in this matter. However, it is possible to appoint a substitute participant by arrangement. You will be notified immediately if an event needs to be canceled.

In all cases the liability of APIS Informationstechnologien GmbH is limited exclusively to the attendance fee. The course instructor and the seminar program are subject to change without notice.

Fees

For details of our seminar fees, please refer to the list of seminar dates and fees. All prices are quoted per participant and are subject to VAT. The seminar fee is payable without deductions after the invoice is issued.

Scope of Validity

These General Terms of Business apply to the running of seminars and training courses in the training facilities of APIS Informationstechnologien GmbH and in external training facilities. Any changes will only be valid if they are agreed in writing.

Data Protection

By registering for a place on one of our courses you agree to your data being electronically stored and processed for the purpose of dealing with your registration.

Teaching Materials

All rights reserved worldwide. The training documents must not, even in the form of excerpts, be duplicated, passed on, re-written, saved in a database or translated into a different language without the express written authorization of APIS Informationstechnologien GmbH. Duplication is not permitted either electronically, mechanically, magnetically or manually.



REGISTRATION

Please send by e-mail to:

APIS Informationstechnologien GmbH
Wolfenbütteler Straße 31 B
D-38102 Braunschweig

Mail: training@apis.de

Seminar title	Date	Location

Participant(s):

(Title) Surname, First name	E-Mail

Information for the invoice (please fill in completely):

Company address:

Billing address (if differently from company address):

Order No.: _____

Phone / Fax: _____

Tax ID Number: _____

Location / Date: _____

Signature: _____