

TR09 Expert workshop

- **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 (*TR02/TR03*) 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 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.

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 (TR03)</i> .
Seminar duration	2 days; Corona virus: Online seminar in 3 days
Seminar fees	<i>Group seminar:</i> Please refer to the list of fees and dates. <i>In-house seminar:</i> We conduct this seminar optionally on site at your company. We will be glad to prepare an individual offer for you, dates to be arranged.

Seminar content and schedule	Corona virus: Online seminar over 3 days; daily 8:30 a.m. to 1:00 p.m.
Day 1	<p>9:00 a.m. to 5: p.m.</p> <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)
Day 2	<p>8:30 a.m. to 4:30 p.m.</p> <ul style="list-style-type: none">• Brief introduction of variants (detailed in <i>TR11</i>)• Brief introduction of filters (detailed in <i>TR15</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

Organisational details

1. Training location:

APIS Informationstechnologien GmbH

Gewerbepark A13

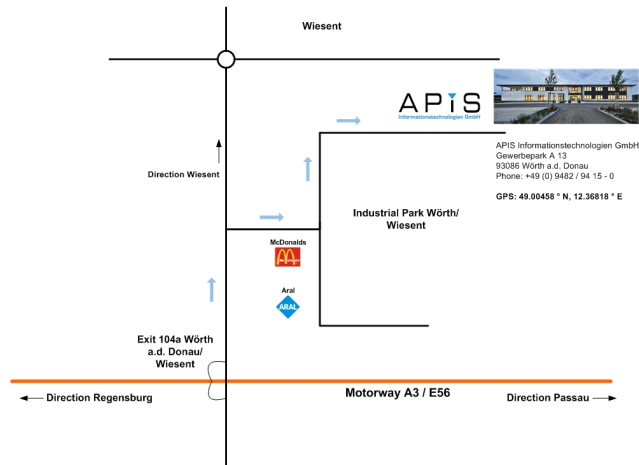
93086 Wörth a.d. Donau

Phone: +49 (0) 9482 / 94 15 - 0

GPS: 49.00458 ° N, 12.36818 ° E

Arrival by car:

Exit the A3 at Wörth a.d. Donau/Wiesent and take a left in direction Wiesent. After approx. 300 meters, take a right into the business park and then take a left. Follow the street for 300 meters and you will find APIS on your left.



There are **ample parking spots** available in front of the building.

Arrival by public transport:

You can use public transport to get as far as Regensburg. From there you will need to get a taxi to get to APIS in Wörth a.d. Donau (ca. 23km).

We will gladly help with booking a taxi. Please contact us as early as possible at:

+49 (0) 9482 / 94 15 - 0

2. Hotel recommendations

2.1 Hotel *Central* in Regensburg

There are many hotels in the in the city centre of Regensburg. One of them is the Hotel Central. It is located in the immediate vicinity of the old town and the main railway station. The distance to the school is about 25 km.

Address:

Hotel Central
Margaretenstraße 18
94047 Regensburg

Phone: +49 (0) 941 / 29 84 84 - 0
Fax: +49 (0) 941 / 29 84 84 - 29

<https://www.hotel-central-regensburg.de/en/>

How to get there:

You will find directions at the following Internet address

<https://www.hotel-central-regensburg.de/en/hotel/location.html>

2.2 Hotel *Butz* in Wörth a.d. Donau

This hotel is located directly in Wörth a.d. Donau and is approx. 4 km away from the training location.

Address:

Hotel Butz
Kirchplatz 3
93086 Wörth a.d. Donau
Phone: +49 (0) 9482 / 951 – 0
<https://butz-woerth.de/en/>

Room booking:

We recommend that you order one of the newly renovated rooms (room category "Comfort").

Single room from €45 incl. breakfast (category: Comfort)

How to get there:

You will find directions at the following Internet address:

<https://butz-woerth.de/en/gasthof/how-to-get-there/>

3. Registration and services

Registration: Formless or using the attached form (see last page).

Complimentary benefits: Seminar documents, lunch, refreshments during seminar.

Contact:

APIS Informationstechnologien GmbH

Wolfenbütteler Straße 31 B

D-38102 Braunschweig

GERMANY

Phone: +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 letter, fax or 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 cancelled.

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 to:

APIS Informationstechnologien GmbH
Wolfenbütteler Straße 31 B
D-38102 Braunschweig

Fax: +49-531-70736-25

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: _____