

*Personal attention ensures that your questions are answered, enabling you to return to your facility ready to capitalize on your time investment!*



*From Personnel to PDAs. . . this seminar gives an overview of each piece of CompuClean functionality.*



Above, sample PDA screens.

2010

## CompuClean® Training Seminars

Please check the appropriate box for the class you wish to attend:

- May 6 & May 7
- July 12 & July 13
- October 26 & October 27

Please complete the information below, sign and return as soon as possible to guarantee your space in the class. Fax or mail completed registration to:

**SPARTAN CHEMICAL COMPANY, INC.**

ATTN:Gwen Haubert,1110SpartanDrive,Maumee,OH 43537

Fax: 419/897-9862

If you find you cannot attend a seminar after registering, a two-week minimum notice is appreciated.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title / Position

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Cellular or Mobile Phone

Travel Information:

- Toledo       Detroit       Driving

\_\_\_\_\_  
Arrival (Date/Airline/Flight#/Time)

\_\_\_\_\_  
Departure (Date/Airline/Flight#/Time)

\_\_\_\_\_  
Signature

We have arranged a group rate for accommodations at Ramada Hotel. Standard King/Double Room- \$65.00 per night. Please contact the hotel reservations office at 419/535-7070 and reference the Spartan Chemical CompuClean Seminar to reserve your accommodations.



## *Spartan Chemical Company, Inc.*

*invites you to realize your potential for operational excellence at a two-day CompuClean Custodial Maintenance Management software training course.*



# Welcome . . .

As a CompuClean® client, you are invited to attend or send a representative to the CompuClean two-day, Maumee based training seminar. At this seminar, you will learn how best to implement and use your new software program. The agenda illustrated here will give you an idea of the scope of topics and issues that both the seminar and software help you deal with more efficiently.

Attendees are responsible for paying their own travel and lodging expenses.

Spartan will host lunches both days. Attendees are also treated to cocktails and a nice dinner out Monday evening. Breakfasts as well as any pre- and post-seminar meals are on your own.

In order to concentrate on getting the most from your CompuClean software, we request all seminar attendees have previous training and experience utilizing the Microsoft Windows environment. Spartan will provide a laptop computer and remote mouse for your use during the seminar, or you can choose to bring your own.

We find it most beneficial to you when you utilize data from your own facilities or accounts during training. Therefore, once you are registered we will request you complete an easy, one page form about an area that you want to workload, inspect, etc. If you have already started using CompuClean, just bring your current database in for analysis and refinement.

We hope you'll join us in Ohio. . .and we look forward to sharing our software insights with you!

**The Ramada Hotel**



3536 Secor Road \* Toledo, OH  
419/535-7070

## CompuClean® Training Seminar Agenda

### Monday, Day One

8:15 a.m. Welcome & Introductions

8:30 a.m. Plant Tour

9:15a.m. Program & Agenda Overview

Versions (Available databases)

Navigating CompuClean

Company Configuration & Building Setup

Data/Record Navigation

Filtering

Indexing

Basic Report Options

9:45a.m. CAPITAL EQUIPMENT (Set up, Audit, transfer, move, order, receive, schedule PM)

10:30a.m. Break

10:45 am INVENTORY CONTROL

Purchase Orders and other Inv. Reports

12:00p.m. Lunch

1:00p.m. Workloading SetUp

Explain override functionality/difficulty factor

Establishing Cleaning Standards /TASKS

2:30p.m. Break

2:45p.m. Task Creation &

Editing-Continued

3:15p.m. Budgeting Inventory to Task

Explain inventory key/Run Custom List Report

3:45p.m. Xpress Auditing & Workloading

Bidding and Costing with CompuClean

Xpress Areas - Area/Task relationships

Run Xpress Usage Report

4:45p.m. Q&A

5:00pm Depart for dinner



### Tuesday, Day Two

8:15 a.m. Q & A

8:30a.m. Personnel & Event tracking.  
Personnel and event reports.

9:15a.m. Quality

Customizing inspection forms.

Detail Codes. Scheduling inspections.

9:40a.m. Break & Group photo

10:00a.m. Maintaing & Customizing Quality Insurance -  
Continued

10:35a.m. PROJECT Task Set-up, Scheduling and Reports  
Special Request Projects and Reports

11:20a.m. Tracking Scheduled and Reactive Projects  
Explain Ad Hoc Projects/Review Ad Hoc Project Reports

12:00p.m. Depart for Lunch

1:15p.m. Custom Reports & Administrative Options  
(Passwords and Security, Review Backup)

1:45 p.m. CompuClean Website and Upgrades  
Downloading upgrades and documentation,  
using [www.compuclean2000.com](http://www.compuclean2000.com)  
Discuss online training options

2:30p.m. Wrap up and Final Q & A

3:00p.m. Close . . .

