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# FIMS New User Training Class Objectives

This two-day training class provides extensive hands-on training and lecture on all aspects of the FIMS application software as well as DOE real property policies and critical year-end reporting. This class is open to DOE Federal and Contractor personnel and there is no cost to attend this training. Detailed class objectives are provided below.

- Introduce participants to all capabilities of FIMS
  - Discussions on how FIMS serves as the Department's corporate facilities database
  - Review of FIMS related Headquarters guidance and year-end schedule
  - High-level overview of the FIMS Data Validation process
  - Extensive hands-on experience adding/updating real property information to FIMS
  - Review of FIMS data element definitions and year-end reporting requirements
  - Understand the difference between real and personal property
  - Instruction on the Anticipated Asset Information Module (AAIM)
  - Life Cycle Cost Estimating
  - Methods for calculating Replacement Plant Value (RPV)
  - Identifying and correcting data anomalies to improve data quality
  - Learn to efficiently navigate through the system
  - Develop custom ad-hoc queries and instruction on standard report generation
  - Developing Excel pivot tables to analyze the FIMS data
  - Instructions on utilizing the FIMS upload process
  - Exploring the functionality of the FIMS Document Module
  - Instruction on the excess screening and disposition archiving within FIMS
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