

Brivo Instructor Led Online Administrator Training

Overview

Brivo provides a wide variety of Professional Services, including training our end users. This form is designed to provide an end user with the opportunity to choose specific, individualized training from the Training department. Please fill out the attached questionnaire completely and return to training@brivo.com. Also, please email your purchase order number for Brivo part number B-PRO-OA-TRN-START (for Brivo Onair) or Brivo part number B-PRO-AP-TRN-START (for Brivo Onsite Server or Brivo Onsite) so that we can get started with the scheduling process as soon as possible.

The Brivo Training team will train the end user on their Onair, Onsite Server, or Onsite account. In order for this to succeed, we require that the account be installed and online prior to the training session. At least one (1) attendee on the call will need to have login credentials to their account.

The purchase order will include one (1) training session only. If additional sessions are required, a new purchase order must be submitted for each additional session.

Brivo Professional Services Cancellation Policy states that any scheduled support session must be cancelled at least 24 hours prior to the session to avoid cancellation fees. A rescheduling fee of \$75 will be charged if Brivo Training is not notified of the cancellation at least 24 hours in advance. A new purchase order for the rescheduling fee will be required prior to rescheduling the support session. To reach Brivo Training, please email them at training@brivo.com.

Brivo Instructor Led Online Administrator Training Form

Dealer Information

Dealer Name		
Dealer Contact Name		
Dealer Phone		
Dealer Email		
Purchase Order #		Brivo Job #
Brivo Account Name		
Brivo Account Number		

Training Presentation (Please choose one training option below)

Brivo Onair The end user's Brivo Onair account will be used for the presentation. *Note: With this option selected, Brivo will be contacting your customer contact regarding their participation during the online training session.*

Brivo Onsite Server/Brivo Onsite The end user's Brivo Onsite Server or Brivo Onsite account will be used for the presentation. *Note: With this option selected, we will be contacting your customer contact regarding their participation during the online training session. If you need Brivo Onsite training, please select the Brivo Onsite Standalone Only checkbox in the next session.*

Account Administration Details (Please select the topics that apply)

Basic Account Information (Included) Day to day administration functions such as viewing live and recorded video, menu navigation, passwords, schedules, cards, users, access groups, custom fields, notifications, event activity, and system reporting.

Total Number of Locations	<input type="text"/>	Number of Administrators	<input type="text"/>
Total Number of Door Readers	<input type="text"/>	Number of Cardholders	<input type="text"/>
Elevator Control <input type="checkbox"/>	# of cabs <input type="text"/>	Number of Floors	<input type="text"/>
NVR/DVR Integration <input type="checkbox"/>	# of NVRs/DVRs <input type="text"/>	NVR/DVR Model number(s)	<input type="text"/>
Anti-passback <input type="checkbox"/>	# of doors <input type="text"/>		
Photo ID Badge Printing <input type="checkbox"/>		Brivo Onsite Standalone Only	<input type="checkbox"/>
I/O Devices <input type="checkbox"/>			

End User's Company Information

End User's Company Name	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Contact Name	<input type="text"/>	Phone	<input type="text"/>		
Contact Email	<input type="text"/>				
Date Requested	<input type="text"/>	Time Requested	<input type="text"/>		
Date Requested	<input type="text"/>	Time Requested	<input type="text"/>		
Date Requested	<input type="text"/>	Time Requested	<input type="text"/>		

Additional Support Attendees

1.	Name	<input type="text"/>	Email	<input type="text"/>
2.	Name	<input type="text"/>	Email	<input type="text"/>
3.	Name	<input type="text"/>	Email	<input type="text"/>
4.	Name	<input type="text"/>	Email	<input type="text"/>
5.	Name	<input type="text"/>	Email	<input type="text"/>
6.	Name	<input type="text"/>	Email	<input type="text"/>
7.	Name	<input type="text"/>	Email	<input type="text"/>
8.	Name	<input type="text"/>	Email	<input type="text"/>
9.	Name	<input type="text"/>	Email	<input type="text"/>
10.	Name	<input type="text"/>	Email	<input type="text"/>