

# MEX Training Schedule 2016



## From Public Training Courses to Private One-on-One Sessions

**Here at MEX we can tailor make a training solution to suit you and your company's needs.**

Each and every module in MEX works hand in hand to provide a seamless control centre for your maintenance operation. From capturing asset information, job descriptions, down to the parts used on broken down equipment. Having a limited understanding of these modules will only lead to confusion when trying to use MEX.

We understand that every business has a different way of doing things due to the nature of the environment they operate in. However, we know that all businesses have one goal in mind:

To get the most out of your equipment and ensure you get the best return on your investment.

You have chosen MEX as your Maintenance System but the question is, how do you now get the most out of it?

The solution, Training.

The MEX Maintenance Software is easy to use, but like any program, training is a great way to make sure you understand and make use of all its features, in the most efficient way possible.

MEX provides many different options for training, including public and one-on-one sessions, from stores courses to specialist report writing courses and advanced lessons. All training is done on the latest version of MEX/FleetMEX.

### **MEX Training Courses**

In order to provide a general but in depth understanding into all the MEX modules, MEX runs public training in all major Australian and New Zealand cities throughout the year. This year MEX is proud to announce the addition of MEX Training in Port Moresby, Papua New Guinea.

This training is carried out by our team of qualified trainers / consultants who have extensive experience in maintenance, inventory management and Computerised Maintenance Management Systems.

# MEX Training Courses

## Introduction to MEX/FleetMEX Training Course

2 DAY  
\$1,400 inc GST

For International  
Customers  
\$1,272.73  
excl GST

MEX has recently undergone extensive functionality changes in both MEX/FleetMEX v14 and MEX/FleetMEX v12.6. These changes have significantly enhanced the product as well as providing MEX users with more options and the potential to increase / improve their maintenance management capabilities.

**Course Objectives:** The Standard Training Course has been developed to give you knowledge to understand how to set up and use MEX effectively in your organisation. It also serves as a refresher course for existing MEX Users. You will learn to navigate your way through the program, understand and carry out the essential functions of the MEX Maintenance Software.

**Locations:** Brisbane, Melbourne, Sydney, Perth, Adelaide, Christchurch, Auckland & Port Moresby.

**Suitable for:** New users, existing users needing a refresher.

**Prerequisites:** Basic understanding of computer usage.

**Capacity:** up to 12 attendees

### Contents:

Day 1	Day 2
<ul style="list-style-type: none"><li>• Conventions in MEX</li><li>• The Asset Register</li><li>• Work Orders / Work Order History</li><li>• Preventative Maintenance</li><li>• Equipment Readings</li><li>• Requests</li></ul>	<ul style="list-style-type: none"><li>• Security</li><li>• The Store System</li><li>• Easytime</li><li>• Reporting</li><li>• Other Features in MEX including MEX Ops</li></ul>

## MEX Advanced Training Course

1 DAY  
\$795 inc GST

For International  
Customers  
\$722.73 excl GST

This course is designed for all those current and aspiring MEX administrators that use MEX to its limits.

**Course Objectives:** The aim of the MEX Advanced Training Course is to explore, understand and build upon the features and modules of MEX that are not covered in the standard two-day MEX Training Course. From security, to scheduling and importing data into MEX/FleetMEX.

**Locations:** Brisbane, Melbourne, Sydney, Perth, Adelaide, Christchurch, Auckland & Port Moresby.

**Suitable for:** New users, Old users.

**Prerequisites:** The Introduction to MEX two-day Training Course or extensive user of the MEX CMMS

**Capacity:** up to 12 attendees

### Contents:

Day 1
<ul style="list-style-type: none"><li>• Security within MEX and on Reports</li><li>• Task Scheduler</li><li>• Importing &amp; Exporting Data</li><li>• Regions</li><li>• MEX iOS Apps</li></ul>

For more details on each of these courses, please contact the MEX Training team.

**Save Time & Money With MEX**

# MEX Training Courses

## MEX Stores Training

1 DAY  
\$795 inc GST

For International  
Customers  
\$722.73 excl GST

The aim of this course is to understand the Stores module and how store items are integrated into MEX.

**Course Objectives:** This course will help you understand the inner working of the MEX Stores Module. From the Stores inventory of spare parts, to the allocation of parts through the Store or a Work Order, through to the re-ordering of parts through the creation of Purchase Orders and Store specific reporting.

**Locations:** Brisbane, Melbourne, Sydney, Perth, Adelaide, Christchurch, Auckland & Port Moresby.

**Suitable for:** Customers that use or are intending to use the MEX stores Module

**Prerequisites:** The MEX Standard two-day Training Course or extensive use of MEX.

**Capacity:** up to 12 attendees

### Contents:

#### Day 1

- Populating the Stores Control Files
- View and understand the functions of the Stores Catalogue
- Adding Spare Parts and Suppliers
- Associate Store items with Assets (APL)
- Issue / Return Spares to/from the Store
- Requisitions & Reservations
- Overview of working with Purchase and Standing Orders
- Purchasing Order Receipts
- Invoicing
- Review Stores Reports

## MEX Report Writing Course

1 DAY  
\$795 inc GST

For International  
Customers  
\$722.73 excl GST

There are over 200 generic reports in MEX that can be used to help you extract the data you need to make informed decisions about your maintenance. If one doesn't suit your needs MEX has the functionality to allow our users to create their own custom reports.

**Course Objectives:** The aim of the MEX Report Writing Training Course is to understand the MEX Reporting Module. Upon completion of the course you should be able to develop basic reports in MEX and FleetMEX. This will include design, development and the deployment of new reports as well as editing some existing reports.

**Locations:** Brisbane, Melbourne, Sydney, Perth, Adelaide, Christchurch, Auckland & Port Moresby

**Suitable for:** New users, Old users.

**Prerequisites:** The MEX Standard two-day Training Course or extensive use of the MEX

**Capacity:** up to 12 attendees

### Contents:

#### Day 1

- Introduction to, and overview of the Database Structure
- Overview of Table Relationships
- Introduction to designing reports
- Exporting, restoring & importing reports
- System and User Reports
- Report Data Sources & Creating Queries
- Editing existing reports & creating new reports
- Using SQL and Predefined Data sources



# MEX Training Calendar 2016

## January

S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## February

S	M	T	W	T	F	S
	1	2 SYD	3 SYD	4 SYD	5	6
7	8	9 BNE	10 BNE	11 BNE	12	13
14	15	16 PER	17 PER	18 PER	19	20
21	22	23 MEL	24 MEL	25 MEL	26	27
28	29					

## March

S	M	T	W	T	F	S
		1 ADE	2 ADE	3 ADE	4 ADE	5
6	7	8 PNG	9 PNG	10 PNG	11	12
13	14	15 AUC	16 AUC	17 AUC	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12 BNE	13 BNE	14 BNE	15	16
17	18	19	20	21	22	23
24	25	26 PER	27 PER	28 PER	29	30

## May

S	M	T	W	T	F	S
1	2	3 MEL/SYD	4 MEL/SYD	5 MEL/SYD	6	7
8	9	10 BNE	11 BNE	12 BNE	13	14
15	16	17	18	19	20	21
22	23	24 CHR	25 CHR	26 CHR	27	28
29	30	31				

## June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7 AUC	8 AUC	9 AUC	10	11
12	13	14 SYD	15 SYD	16 SYD	17	18
19	20	21	22	23	24	25
26	27	28 PER	29 PER	30 PER		

## July

S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12 MEL	13 MEL	14 MEL	15	16
17	18	19 BNE	20 BNE	21 BNE	22	23
24	25 PNG	26 PNG	27 PNG	28 PNG	29 PNG	30

## August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 SYD	17 SYD	18 SYD	19	20
21	22	23 PER	24 PER	25 PER	26	27
28	29	30	31			

## September

S	M	T	W	T	F	S
				1	2	3
4	5	6 BNE	7 BNE	8 BNE	9	10
11	12	13 MEL	14 MEL	15 MEL	16	17
18	19	20 ADE	21 ADE	22 ADE	23 ADE	24
25	26	27	28	29	30	

## October

S	M	T	W	T	F	S
30	31					1
2	3	4	5 BNE	6 BNE	7 BNE	8
9	10	11 CHR	12 CHR	13 CHR	14	15
16	17	18 AUC	19 AUC	20 AUC	21	22
23	24	25 SYD	26 SYD	27 SYD	28	29

## November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8 MEL	9 MEL	10 MEL	11	12
13	14	15 BNE	16 BNE	17 BNE	18	19
20	21	22 PER	23 PER	24 PER	25	26
27	28	29	30			

## December

S	M	T	W	T	F	S
				1	2	3
4	5	6 SYD	7 SYD	8 SYD	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### KEY:

ADE = Adelaide  
AUC = Auckland  
BNE = Brisbane  
CHR = Christchurch

MEL = Melbourne  
PER = Perth  
SYD = Sydney  
PNG = Papua New Guinea

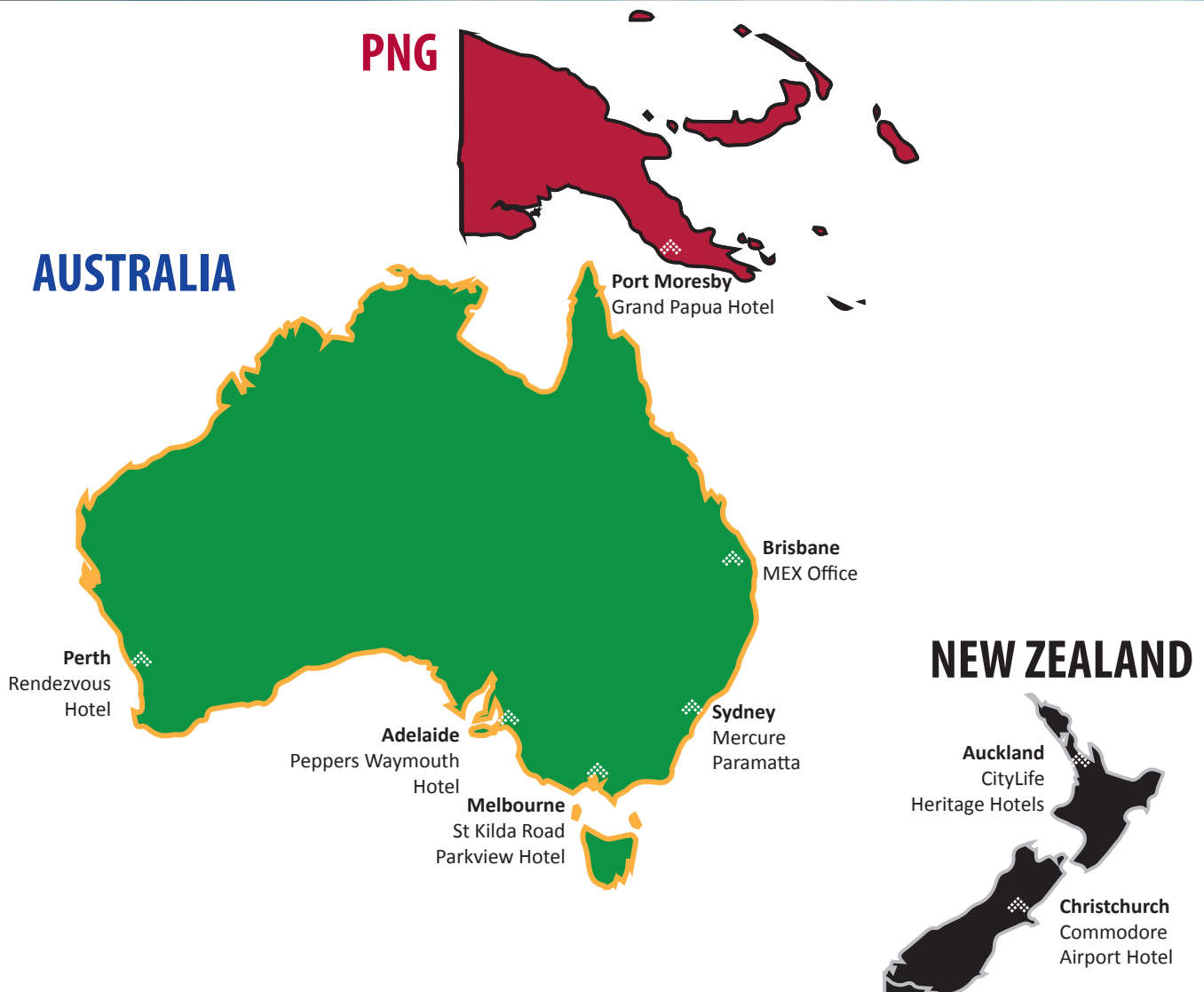


Intro to MEX  
Stores Training



Report Writing  
Advanced Training

# MEX Training Locations



## Venue Details

City	Venue	Address	State	Country
Adelaide	Peppers Waymouth Hotel	55 Waymouth Street, Adelaide	SA	Australia
Auckland	CityLife Hotel	171 Queen St, Auckland		New Zealand
Brisbane	MEX Office	MEX Office, 320-326 Ipswich Road, Annerley, Brisbane	QLD	Australia
Christchurch	Copthorne Hotel Commodore (Airport)	449 Memorial Avenue, Christchurch		New Zealand
Melbourne	St Kilda Road Parkview Hotel	562 St Kilda Rd, Melbourne	VIC	Australia
Port Moresby	Grand Papua Hotel	Mary St, Port Moresby	NCD	Papua New Guinea
Perth	Rendezvous Hotel Perth	The Esplanade, Scarborough	WA	Australia
Sydney	Mantra Parramatta	Parkes St, Parramatta, NSW 2150	NSW	Australia

Should any of these venues change or if there are any cancellations to courses, MEX Training will advise accordingly.

# MEX Private Training

To cater for your usage, there is an element of customization that will need to be done to the MEX training. We understand this and can easily provide private system training to suit your practices and business requirements.

All MEX training courses can be run privately on request, as well as consulting for training requirements that are outside the scope of what is listed in our public training.

Our trainers are highly experienced and know the ins and outs of the systems. Whether it's a one-on-one session or a whole weeks' worth of intense MEX training. We have the capacity to help you get the most out of your MEX setup.

## Prerequisites

All users will need to have access to the MEX training database. This can be either a MEX training laptop or one of your own computers fitted with a MEX training database to work with.

If you require a copy of your live MEX system to train with, our training team can organise to have this set up prior to training.

## MEX In-House Training Facility

**Customers are important to us, so we made a room for them.**

When you need to meet, learn etc, you need to be comfortable. The more enjoyable it is, the better you will learn and interact with what is going on around you.

At MEX our Training facility involves not only a custom built computer training room with the latest computers, but also a lounge room to kick back and relax. We have a games room for fun, and the MEX Think Tank space - showcasing all the MEX Products from MEX, to MEX Ops and the MEX iOS App.

**The MEX in-house training room and lounge have been designed to help you digest all the training information in a relaxing environment.**



**Save Time & Money With MEX**



# Training Prices Australia (Inc. GST)

## Public Training

- 1 Day – \$795 per person
- 2 Day – \$1,400 per person

## Private Training

- 1 Day – \$1,980 up to 10 people
- 2 Day – \$2,750 up to 10 people

Prices do not include travel expenses for the consultant, which are at an additional cost and may include flights, car hire, accommodation & meals.

Travel time may be payable for travel outside Australian metropolitan Areas.

## Training Contact Details

If you want to take MEX to the next level in your business, take advantage of the new reduced private training pricing and contact our training team today on

[training@mex.com.au](mailto:training@mex.com.au) or call **+61 7 3392 4777**.



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