

MEX Training Calendar 2017



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 as well 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
\$1,485 inc GST

For International
Customers
\$1,350
excl GST

MEX has recently undergone extensive functionality changes in both MEX/FleetMEX v15 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 Introduction Training Course has been developed to give you the skills and understanding required 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 10 attendees

Contents:

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

MEX Advanced Training Course

1 DAY
\$850 inc GST

For International
Customers
\$775 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 provide you with the essential skills to effectively increase the potential to improve maintenance management capabilities. The course will demonstrate the importance of correctly setting the system up, data integrity, how to analyse data to improve effective decision-making, and reduce risk. This

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

Suitable for: New users, experienced users.

Prerequisites: The Introduction to MEX - Two Day Training Course or extensive use of the MEX CMMS

Capacity: up to 10 attendees

Contents:

Day 1
<ul style="list-style-type: none">• MEX System Management• Security within MEX in detail• Contractor Work Flow• Scheduled Tasks• Import and Export Data• MEX Dashboard• Regions• iOS App Demonstrations• Barcoding Demonstrations

MEX TRAINING COURSES

MEX Stores Training

1 DAY
\$850 inc GST

For International
Customers
\$775

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, Auckland & Port Moresby.

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

Prerequisites: The Introduction to MEX - Two Day Training Course or extensive use of MEX.

Capacity: up to 10 attendees

Contents:

Day 1

- Populating the Stores Control Files
- The functions of the Stores Catalogue
- Adding Spare Parts and Suppliers
- Associate Store items with Assets (APL)
- Stock-takes / Stock-take templates
- Requisitions & Reservations
- Issue / Return Spares to/from the Store
- Purchase and Standing Orders
- Create automatic Purchase Orders to Replenish Stock
- Purchasing Order Receipts
- Invoicing / Invoice matching
- Review the Approval / Financial Delegation Process
- Use MEX Today as a Store control centre
- Review Stores Reports

MEX Report Writing Course

1 DAY
\$850 inc GST

For International
Customers
\$775 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

Suitable for: New users, experienced users.

Prerequisites: The Introduction to MEX - Two Day Training Course or extensive use of the MEX

Capacity: up to 10 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 Queries

MEX TRAINING CALENDAR 2017

January

S	M	T	W	T	F	S
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	31				

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

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



Training Venue Details

City	Venue	Address	Postcode	State	Country
Adelaide	Rydges South Park Adelaide	1 South Terrace, Adelaide	5000	SA	Australia
Auckland	CityLife Hotel	171 Queen St, Auckland	1010		New Zealand
Brisbane	MEX Office	64 Commercial Road, Newstead	4006	QLD	Australia
Christchurch	Copthorne Hotel Commodore (Airport)	449 Memorial Avenue, Christchurch	8053		New Zealand
Melbourne	St Kilda Road Parkview Hotel	562 St Kilda Rd, Melbourne	3004	VIC	Australia
Port Moresby	Grand Papua Hotel	Mary St, Port Moresby	2093	NCD	Papua New Guinea
Perth	Rendezvous Hotel Perth	The Esplanade, Scarborough	6019	WA	Australia
Sydney	Mantra Parramatta	Parkes St, Parramatta,	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.

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 (INC. GST)

Public Training

- 1 Day – \$850 per person
- 2 Day – \$1,485 per person

Private Training

Prices vary depending upon location, days required, course required, and trainee number required. Costs also 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 our training packages and contact our training team today at

training@mex.com.au or call **+61 7 3392 4777**.



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