TRAINING

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

MEX Public Training

MEX holds public training courses detailed below, that run approximately every 8 - 12 weeks in Australian cities including: Adelaide, Brisbane, Darwin, Hobart, Melbourne, Perth and Sydney and New Zealand cities Auckland and Christchurch.

Public Training involves customers from a range of different companies attending a Training Session held at a Public Venue. Public Training courses speak of MEX in general situations for a variety of industries with a maximum of 10 attendees per course. All Public Training courses come with morning tea, lunch, afternoon tea and refreshments. If you have any dietary requirements please inform our friendly training team.

Disclaimer: Public Training is not the appropriate setting for companies to get specialised help on their MEX system. To ensure all attended participants receive the same level of training specific individual company questions should be kept to a minimum to allow the trainer to focus on the outlined content. If you wish to have specific help please purchase Private Training or Consulting.

Introduction to MEX/FleetMEX Training Course - Public & Private

2 DAY
$1,485 inc GST

For International Customers **$1,350 excl GST**

Read More

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, Darwin, Hobart, Christchurch and Auckland.

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
• Conventions in MEX • The Asset Register • Preventative Maintenance • Work Orders / Work Order History • Equipment Readings • Requests	• Security • Stores • Timesheets • Reporting • Other Features in MEX including MEX Ops

MEX Advanced Training Course - Public & Private

1 DAY
$850 inc GST

For International Customers **$775 excl GST**

Read More

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, Darwin, Hobart, Christchurch and Auckland.

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
• MEX System Management • Security within MEX in detail • Customising MEX • Scheduling Tasks • Import and Exporting data • Audit inspections • Work Order Scheduling • Work Permits • Group Work Orders • Work Order Quick Edit • Dashboard • Regions *(optional)* • Using Contractor Work Orders *(optional)* • iOS Demonstrations

MEX Stores Training - Public & Private

1 DAY
$850 inc GST

For International Customers $775

Read More

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 & Christchurch

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 - Public & Private

1 DAY
$850 inc GST

For International Customers $775 excl GST

Read More

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, Auckland & Christchurch.

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 SQL Queries
• Editing existing reports & creating new reports
• Using SQL Queries

MEX PUBLIC TRAINING CALENDAR

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 BNE/ SYD	7 BNE/ SYD	8 BNE/ SYD	9	10
11	12	13 PER	14 PER	15 PER	16	17
18	19	20 MEL	21 MEL	22 MEL	23	24
25	26	27	28			

March

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

KEY:

ADE = Adelaide
AUC = Auckland
BNE = Brisbane
CHR = Christchurch
DAR = Darwin
HOB = Hobart
MEL = Melbourne
PER = Perth
SYD = Sydney

- Intro to MEX
- Stores Training
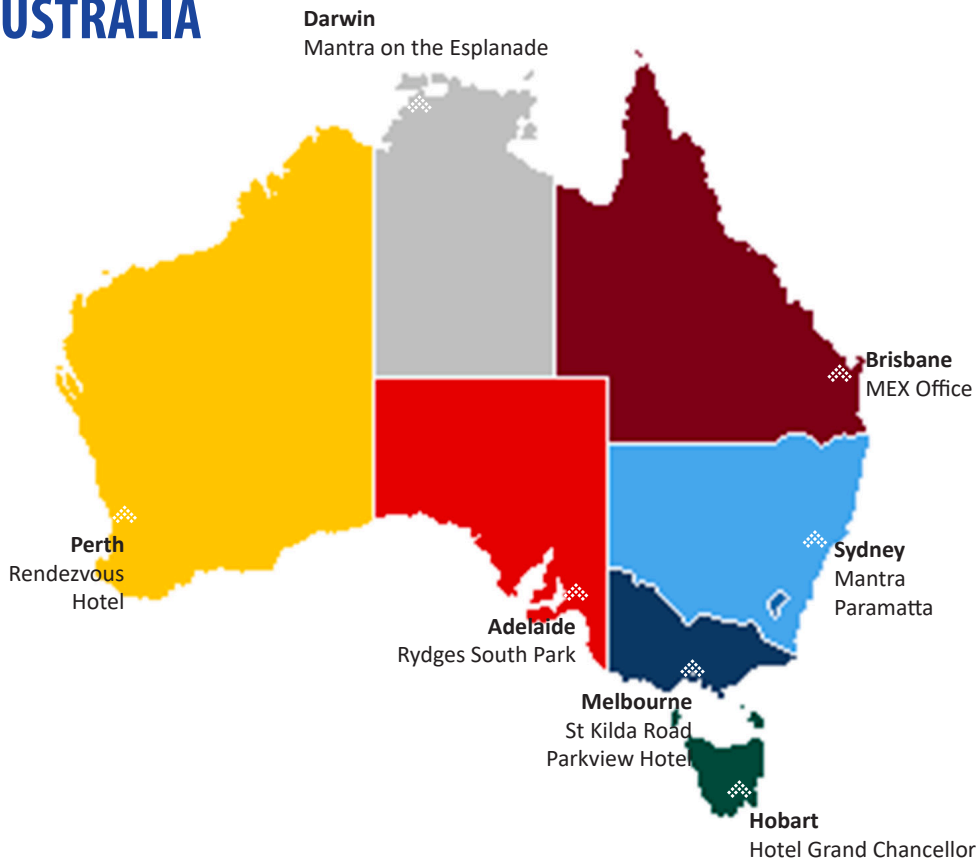- Report Writing
- Advanced Training

Save Time & Money With MEX

AUSTRALIA

Darwin
Mantra on the Esplanade

Brisbane
MEX Office

NEW ZEALAND

Sydney
Mantra
Paramatta

Perth
Rendezvous
Hotel

Auckland
CityLife
Heritage Hotels

Adelaide
Rydges South Park

Melbourne
St Kilda Road
Parkview Hotel

Christchurch
Commodore
Airport Hotel

Hobart
Hotel Grand Chancellor

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
Darwin	Mantra on the Esplanade	88 The Esplanade, Darwin	0800	NT	Australia
Hobart	Hotel Grand Chancellor	1 Davey Street, Hobart	7000	TAS	Australia
Melbourne	St Kilda Road Parkview Hotel	562 St Kilda Rd, Melbourne	3004	VIC	Australia
Perth	Rendezvous Hotel Perth	The Esplanade, Scarborough	2150	NSW	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.

Private Training

MEX Private Training includes the four training courses outlined above: The Introduction to MEX - Two Day Training Course, Advanced, Stores and Report Writing .

MEX can also run Private Training Courses that can be customised specific to your needs, additionally we offer the two following structured courses.

MEX Tradesman Training Course

This course is designed for tradesman's working with MEX.

Course Objectives: The Tradesman Training Course explains the basic day-to-day tasks that would be required of a trades-level user. The course primarily focuses on the Work Order process, allowing these users to be responsible for recording their own work-related activities in the system.

Duration: Up to 4 Hours

Capacity: Typically runs over a four-hour period, allowing for multiple groups of 10 to attend.

Contents:

Up to 4 Hours
• The MEX Asset Register   • Work Orders / Work Order History   • Requests   • Reports

This course contents can be customised to meet your company needs.

MEX Regions Training Course

This course is designed for MEX Users who need to work with the Regions module.

Course Objectives: The regions course was created to provide an overview of how to use MEX regions and perform day to day tasks when working with your MEX regions.

Capacity: Up to 10 attendees to attend.

Regions is an additional module of MEX that needs to be purchased separately to your system

Duration: Up to 4 Hours

Contents:

Up to 4 hours
• Overview of Regions   • Creating a Region   • Region Mapping   • Adding Users To A Region   • Logging in as a Regions Users   • Regions and Control Files   • The Stores Catalogue   • Preventative Maintenance   • Purchasing a regionalised system

This course contents can be customised to meet your company needs.

Costs

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.

Save Time & Money With MEX

Location

MEX Private Training is typically held at your work site however training can be held at the MEX Head Office or it can be organised to be held at a public venue at your cost.
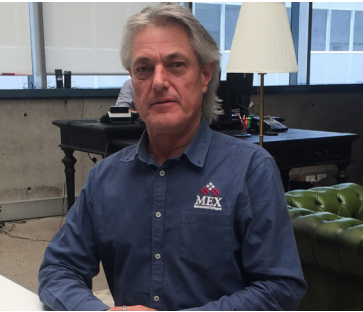
Equipment

Running this course privately will necessitate certain equipment and/or technical requirements. If you feel that you may not be able to meet these requirements, please contact us to find out what options are available to you. More information on private training requirements

MEX In House Training Facilities

Our In House Training Facilities are equipped with all the technologies and comforts you will need to learn the MEX system. We have a dedicated training classroom, ample seating and refreshments available for any training attendees.

MEET OUR TRAINERS

Damian Silvester

Damian came to MEX with a wealth of experience in light, heavy and complex manufacturing. With 30 years' experience Damian has worked as a maintenance planner and reliability engineer across several industries. His aptitude for mechanical, strategic and analytical skills and real world experience make Damian the perfect trainer for MEX.
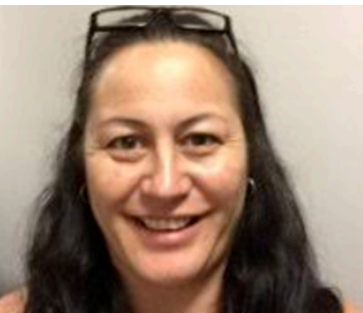
Darren Smith

Darren has spent over 20 years in the maintenance industry and has highly developed skills within facility management, manufacturing and maintenance management. Darren has spent the last 7 years at MEX working with hundreds of customers across every industry implementing, training and consulting on MEX. Darren holds a Asc Diploma in Mechanical Engineering & Maintenance.

Lindsay Wilson

Lindsay has over 30 years' experience that ranges from working as a Trades-man and Mechanical Technical Consultant/Technical Writer through to being an Engineering Product Coordinator and Maintenance Planner/Scheduler. Lindsay brings his extensive field experience coupled with his IT experience with retail systems, ERP Supply chains and CMMS. Lindsay has worked with MEX for over 8 years.

Julia Ngatuere

Julia comes from a strong IT and software consultation background with over 20 years' experience in strategic software implementation and support. Additionally she is highly adept at teaching having concurrently worked as an academic lecture for 10 years. Julia's vast experience in software consultation & implementation alongside her teaching career make her a friendly and engaging MEX trainer/ consultant.

Training is a great way to ensure you get the most out of your MEX system. Our expert trainers are more than qualified to assist you and your operation. Our training calendar is generally booked out 4 weeks in advance so get in quick to secure you place.

If you have any questions relating to MEX Training please contact our friendly training team at **Training@mex.com.au** or by calling **+61 7 3392 4777**

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MEX Makes It Simple