MEX
Maintenance Software

Training Courses

Learn from our Experts and Improve Your Use of the System

We provide many different options for training, including public and one-on-one sessions, specialist report writing courses and advanced lessons.

The best way to get the most of the MEX system is to make sure you understand and are making use of all the features, in the most efficient way possible.

We offer guidance and training by our experienced consulting and training staff to make sure the system is used correctly guaranteeing you get the best return on your investment.

INTRODUCTION TO MEX
🕐 *2 Days*

A great beginner or refresher course! You will learn to navigate your way through MEX, solve maintenance problems, & carry out the essential functions

ADVANCED TRAINING
🕐 *1 Day*

Must have prior knowledge of MEX to attend this course. Explore, understand & build upon the features and modules of MEX that are not covered in the Introduction Course.

REPORT WRITING
🕐 *1 Day*

Discover how to create & modify your own reports, allowing you to manage critical data specific to your business. You will learn how to effectively monitor the state of your operation.

STORES TRAINING
🕐 *1 Day*

The course will help you make use of all the features of the MEX Stores module. You will specifically learn how to use; the Catalogue, Requisitions, Purchasing, and much more.

REGIONS TRAINING
🕐 *Up to 4 Hours*

Regions allow companies to run multiple sites in MEX autonomously. Learn how to use MEX Regions and perform day to day tasks when working with your MEX Regions.

TRADESMAN TRAINING
🕐 *Up to 4 Hours*

Perform the basic day-to-day tasks that would be required of a trades-level user. The course focuses on the Work Order process, allowing users to record their own work activity in MEX.

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Training Options

Here at MEX we offer two main Training methods to suit a wide range of different needs. Our Courses can be run either Privately at your site or Public Courses are held in capital cities in Australia and New Zealand.

PRIVATE TRAINING

UP TO 10 ATTENDEES

Private Training is run onsite at a companies' chosen facility where attendees can get specialised help on their MEX system. We have a number of highly skilled Trainers and Consultants available to give support & guidance through onsite consulting or private training.

Sitting down with someone with years and years of MEX and Maintenance experience can be extremely beneficial when you're setting up your system, or if you need a refresher course or a health check or some general advice.

2 DAY COURSE	1 DAY COURSE
$2,950	**$1,980**

COST FOR UP TO 10 PEOPLE

PUBLIC TRAINING

SOLD PER PERSON

MEX holds Public Training Courses approximately every 8 - 12 weeks in Australian cities including: Adelaide, Brisbane, 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.

2 DAY COURSE	1 DAY COURSE
$1,485	**$850**

COST PER PERSON

MEX
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Public Training

2019
CALENDAR

JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
		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

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	BNE 5	BNE 6	BNE 7	8	9
10	11	SYD 12	SYD 13	SYD 14	15	16
17	18	PER 19	PER 20	PER 21	22	23
24	25	MEL 26	MEL 27	MEL 28		

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	AUC 5	AUC 6	AUC 7	8	9
10	11	12	13	14	15	16
17	18	ADL 19	ADL 20	ADL 21	ADL 22	23
24	25	BNE 26	BNE 27	BNE 28	29	30
31						

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
	1	CHR 2	CHR 3	CHR 4	5	6
7	8	SYD 9	SYD 10	SYD 11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	PER 30				

MAY

Su	Mo	Tu	We	Th	Fr	Sa
			PER 1	PER 2	3	4
5	6	MEL 7	MEL 8	MEL 9	10	11
12	13	BNE 14	BNE 15	BNE 16	17	18
19	20	AUC 21	AUC 22	AUC 23	24	25
26	27	SYD 28	SYD 29	SYD 30	31	

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
						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	25	26	27	28	29
30						

JULY

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	BNE 16	BNE 17	BNE 18	19	20
21	22	SYD/AUC 23	SYD/AUC 24	SYD/AUC 25	26	27
28	29	PER 30	PER 31			

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
				PER 1	2	3
4	5	MEL 6	MEL 7	MEL 8	9	10
11	12	ADE 13	ADE 14	ADE 15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	BNE 3	BNE 4	BNE 5	6	7
8	9	CHR/SYD 10	CHR/SYD 11	CHR/SYD 12	13	14
15	16	MEL 17	MEL 18	MEL 19	20	21
22	23	PER 24	PER 25	PER 26	27	28
29	30					

OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	BNE 8	BNE 9	BNE 10	11	12
13	14	15	16	17	18	19
20	21	AUC 22	AUC 23	AUC 24	25	26
27	28	29	30	31		

NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	MEL/PER 12	MEL/PER 13	MEL 14	PER 15	16
17	18	AUC 19	AUC 20	AUC 21	22	23
24	25	SYD 26	SYD 27	SYD 28	29	30

DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	BNE 3	BNE 4	BNE 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				

KEY:
ADE : Adelaide
AUC : Auckland
BNE: Brisbane
CHR : Christchurch
MEL : Melbourne
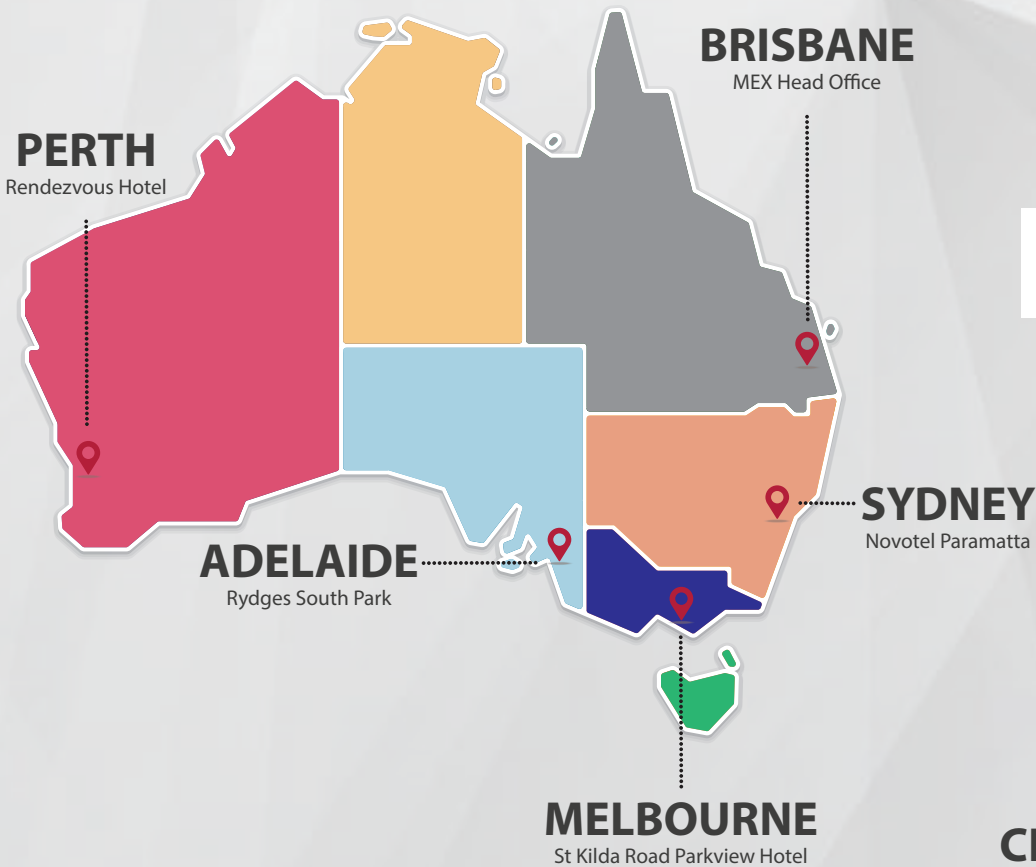PER : Perth
SYD: Sydney

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

![MEX Maintenance Software logo]

Public Training Locations

AUSTRALIA

PERTH
Rendezvous Hotel

BRISBANE
MEX Head Office

ADELAIDE
Rydges South Park

SYDNEY
Novotel Paramatta

MELBOURNE
St Kilda Road Parkview Hotel

NEW ZEALAND

AUCKLAND
CityLife Heritage Hotel

CHRISTCHURCH
Commodore Airport Hotel

VENUE DETAILS

CITY	VENUE	ADDRESS	POSTCODE	STATE	COUNTRY
Adelaide	Rydes South Park	1 South Terrace, Adelaide	5000	SA	Australia
Auckland	CityLife Hotel	171 Queen St, Auckland	1010		New Zealand
Brisbane	MEX Head Office	64 Commercial Rd, Newstead	4006	QLD	Australia
Christchurch	Commodore Airport Hotel	449 Memorial Ave, Burnside	8053		New Zealand
Melbourne	St Kilda Parkview Hotel	562 St Kilda Rd, Melbourne	3004	VIC	Australia
Perth	Rendezvous Hotel Perth	148 The Esplanade, Scarborough	6019	WA	Australia
Sydney	Novotel Sydney Parramatta	350 Church Street, Parramatta	2150	NSW	Australia

Training Courses

INTRODUCTION TO MEX
🕐 2 Days

Suitable for: New Users, Existing Users needing a Refresher.
Prerequisites: Basic understanding of computer usage.
Capacity: Up to 10 Attendees

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.

CONTENTS

DAY 1
- Conventions in MEX
- The Asset Register
- Preventative Maintenance
- Work Orders / History
- Equipment Readings
- Requests

DAY 2
- Security
- Stores
- Timesheets
- Reporting
- Other features in MEX including MEX Ops

ADVANCED TRAINING
🕐 1 Day

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

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.

CONTENTS - DAY 1

- MEX System Management
- MEX Security 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
- Contractor Work Orders
- iOS Demonstrations

Training Courses

REPORT WRITING
🕐 1 Day

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

This Course will help you understand how to use the brand new MEX Report Designer module. Learn how to create a new report or edit an existing one to customise MEX to suit your specific needs.

Course Objectives: The aim of the MEX Report Writing Training Course is to understand the new Report Designer 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.

CONTENTS - DAY 1

- Introduction to, and overview of the MEX Report Designer
- The Reports Control File
- Creating New Reports
- Editing Existing Reports
- The Database Structures
- Relational Diagrams
- Using SQL Queries

STORES TRAINING
🕐 1 Day

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 the MEX CMMS
Capacity: Up to 10 Attendees

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.

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)
- Stocktakes/Stocktake 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 matchings
- Review the Approval/Financial Delegation Process
- Use MEX Today as a Store control centre
- Review Stores Reports

Training Courses

REGIONS TRAINING

🕐 Up to 4 Hours

Capacity: Up to 10 Attendees

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.

CONTENTS

- 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

TRADESMAN TRAINING

🕐 Up to 4 Hours

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

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.

CONTENTS

- The MEX Asset Register
- Work Orders / Work Order History
- Requests
- Reports

PRIVATE TRAINING

COSTS

Prices vary depending upon location, days required, course required & trainee numbers required.

LOCATION

Private Training is typically held at your work site however training can be held at the MEX Head Office.

EQUIPMENT

Running a course privately will necessitate certain equipment and/or technical requirements.

IN HOUSE FACILITIES

We have a dedicated training classroom, ample seating and refreshments available for any attendees.

MEX
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Meet Our Trainers

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.

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 8 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.

JULIA NGATUERE

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

ROB NICHOLAS

Rob has over 30 years' experience that ranges from nationally and internationally working as a Principal Maintenance Advisor, Maintenance Manager, Maintenance Superintendent and Planner. Rob also has IT experience as a principal consultant & project manager working with implementation and support of various ERP and CMMS systems. Rob is a very friendly and engaging MEX trainer/consultant.

LINDSAY WILSON

Lindsay has over 30 years' experience that ranges from working as a Tradesman 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.