



# 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 out 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 DAY COURSE**

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



### ADVANCED TRAINING

**1 DAY COURSE**

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 COURSE**

Discover how to create and modify your own reports. This will allow you to manage critical data specific to your business and effectively monitor the state of your operation.



### STORES TRAINING

**1 DAY COURSE**

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

**4 HOUR COURSE**

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



### TRADESMAN TRAINING

**4 HOUR COURSE**

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.



# 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.

Whether you're setting up your system, needing a refresher/health check or just some general advice, it can be extremely beneficial sitting down with someone with years of MEX and Maintenance experience.

**2 DAY  
COURSE**

**\$2,950**

**1 DAY  
COURSE**

**\$1,980**

**COST FOR UP TO 10 PEOPLE**  
+ Travel and related expenses



## PUBLIC TRAINING

### SOLD PER PERSON

MEX holds Public Training Courses approximately every 8 - 12 weeks across cities in Australia and New Zealand. For Australia these include Adelaide, Brisbane, Melbourne, Perth, Darwin & Sydney. For New Zealand, our courses are run in Auckland & Christchurch.

Public Training is run in a generic manner, where it involves customers from a range of different companies and industries. Participants can take advantage of this public setting to learn how other users work with the MEX system.

**2 DAY  
COURSE**

**\$1,485**

**1 DAY  
COURSE**

**\$850**

**COST PER PERSON**

# Public Training

## 2020 CALENDAR

### JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
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### FEBRUARY

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### MARCH

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### APRIL

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### MAY

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31						

### JUNE

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### JULY

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### SEPTEMBER

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### OCTOBER

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### NOVEMBER

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### DECEMBER

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#### KEY:

ADE : Adelaide  
AUC : Auckland  
BNE : Brisbane

CHR : Christchurch  
DAR : Darwin  
MEL : Melbourne

PER : Perth  
SYD : Sydney



Intro to MEX

Report Writing



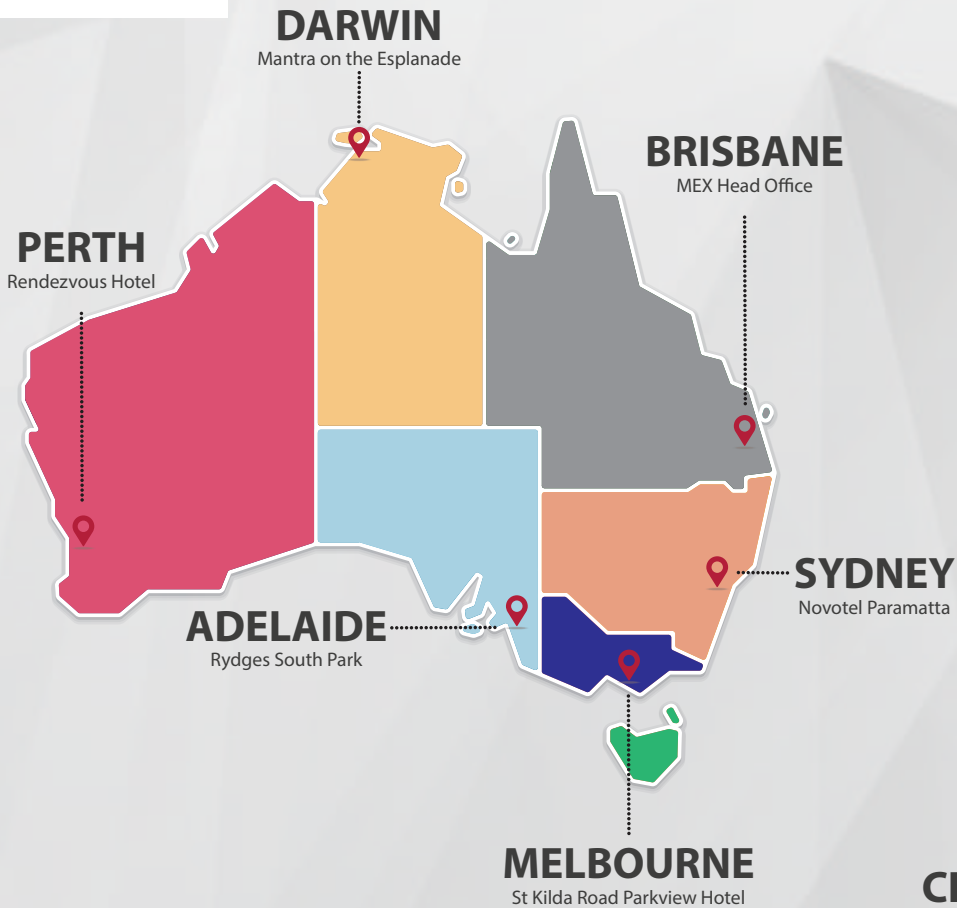
Advanced Training

Stores Training

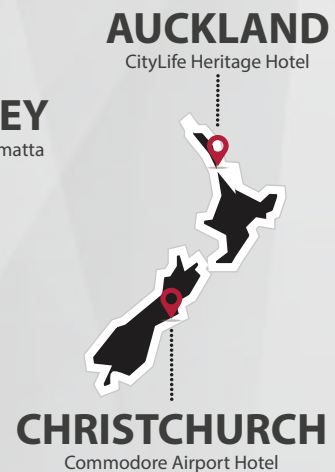


# Public Training Locations

## AUSTRALIA



## NEW ZEALAND



## 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
Darwin	Mantra on the Esplanade	88 Esplanade, Darwin City	0800	NT	Australia
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

Get off the ground running with a full Introduction Course designed to kick-start your MEX use and CMMS knowledge. Participants are taken through the essential functions of MEX with our highly skilled trainers on hand to guide you every step of the way.

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

**Prerequisites:** Basic understanding of computer usage

**Capacity:** Up to 10 Attendees

**Course Objectives:** The objective of this course is to provide the skills and understanding required to implement and effectively utilise MEX within your organisation. Working through a number of key maintenance modules and how they all work together. The topics covered in this course include:

### CONTENTS

#### GETTING STARTED

- Conventions in MEX; including navigating the MEX menus, using Listings and Control Files
- Understanding the MEX Asset Register
- Work Orders and History
- Requests and MEX Ops

#### WORKING FOR YOU

- Preventative Maintenance
- The Stores Module
- An overview of MEX Security
- Reporting and the MEX Dashboard



## ADVANCED TRAINING

 1 Day

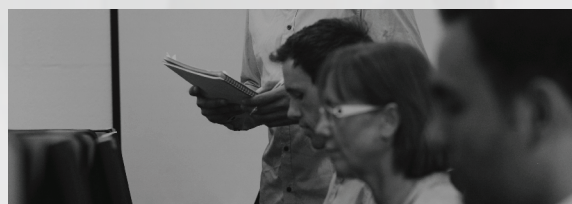
MEX works better when it's implemented correctly. For those users empowered with higher level administration tasks, it is important to ensure that MEX security is setup right and schedules are run on time. Attending our Advanced Training will arm you with the tools you need get MEX working the way you want it to.

**Suitable for:** Existing users, experienced users

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

**Capacity:** Up to 10 Attendees

**Course Objectives:** The aim of the MEX Advanced Training Course is to demonstrate the importance of correctly setting up MEX, data integrity, analysing data to improve effective decision-making, and reduce maintenance risks. The topics covered in this course include:



### CONTENTS

- Implementing Security and Customising MEX
- Managing User Options and Approvals
- Work Order Scheduling, Grouping and Permits
- Working with the Preventative Maintenance Activator
- Importing & Exporting Data
- Auditing Assets
- Utilising Quick Edit
- Modifying Dashboard KPIs
- Supplier Invoice Process
- Setting up Regions

# Training Courses



## REPORT WRITING

 1 Day

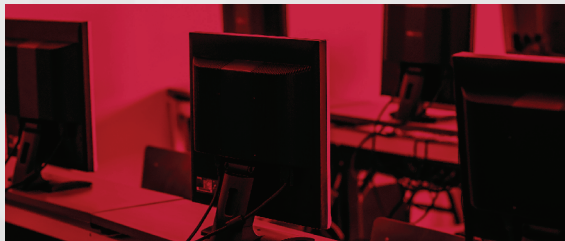
Reports are crucial in providing a clear picture of a maintenance operation's overall performance, where MEX has the capacity to report on all information entered into the system. With the Report Writing Course, you can discover how to create & modify your own reports and tailor the system to effectively monitor the state of your operation.

**Suitable for:** New users, existing users & experienced users

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

**Capacity:** Up to 10 Attendees

**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. The topics covered in this course include:




## CONTENTS

- 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

For our customers who need to better manage their inventory, the Stores Course provides an in-depth review of how to utilise the inventory and purchasing tools with the MEX Stores Module. Inventory management within the MEX system is broken down and participants are provided with effective skills and techniques to comprehensively manage their spare parts.

**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

**Course Objectives:** This course will help you understand the inner working of the MEX Stores Module. You will specifically learn how to use; the Catalogue, Requisitions, Purchasing, and much more. The specific topics covered in this course include:

## CONTENTS

- Administering the Stores Control Files
- Working with Catalogue items
- Performing Stocktakes
- Create Requisitions and Reservations
- Issue or Return Spare parts
- An overview of Purchase Orders
- Perform Invoice Matching
- Review the Approval / Financial Delegation Process
- Use MEX Today as a Store control centre
- Stores Reporting





# Training Courses



## REGIONS TRAINING

Up to 4 Hours

When operating across multiple sites, MEX Regions allows users to put a lot more security & segregation into the system. Knowing how to properly set this up can allow your users to concentrate on assets and associated maintenance schedules that are specific to their site.

**Suitable for:** Multi-site users and administrators

**Prerequisites:** The Introduction to MEX – Two Day Course & Advanced – One Day Course

**Capacity:** Up to 10 Attendees

**Course Objectives:** The Regions Course was created to provide an overview of how to use the MEX Regions Module and perform day to day tasks when working with your MEX Regions. With a complete run-through of the advanced features including:

### CONTENTS

- Overview of Regions
- Creating a new Region
- Region Mapping
- Assigning Assets
- Managing control files
- Working with the Stores Catalogue
- Preventative Maintenance
- Purchasing within a regionalised system



## TRADESMAN TRAINING

Up to 4 Hours

For all maintenance operations, it is imperative to capture work completed onsite. In order to achieve this, trades and contractors may be required to use MEX. This course helps these users understand the basic functions required for them to complete their work and most importantly log the work they complete on site.

**Suitable for:** Trades/Contractors working with MEX

**Prerequisites:** Basic understanding of computer usage

**Capacity:** Multiple groups of 10 to attend

**Course Objectives:** The Tradesman Training Course explains the basic day-to-day tasks that would be required of a trades-level user. The topics covered in this course include:

### CONTENTS

- Navigating the Asset Register
- The Asset's Details
- Understanding Work Orders
- Creating, Printing and Closing off Work Orders
- Entering Requests
- Running Reports

## PRIVATE TRAINING



### COSTS

Prices vary depending upon location, number of days, course & 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 all attendees.





# Meet Our Trainers

Our expert trainers are more than qualified to assist you and your operation.



**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 9 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.



**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.



**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.