

MEX Training Schedule 2015



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

MEX has a training solution suited to you and your users.

Each and every module in MEX works hand in hand to provide a seamless control center for all your maintenance operations. From capturing asset information, job descriptions, down to the parts used on that broken down conveyor belt. 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 I 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.

Here at MEX we provide 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

For general usage, MEX runs public training in all major Australian and New Zealand cities throughout the year. These courses provide a general but in depth understanding into all the MEX modules.

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.

Public Training courses that MEX run are:

MEX Training Courses

Introduction to MEX/FleetMEX Training Course

2 DAY
\$1,400 inc GST

For International
Customers
\$1,275

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 more options and potential to increase / improve their maintenance management capabilities.

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

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

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

MEX Advanced Training Course

1 DAY
\$795 inc GST

For International
Customers
\$725

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.

Suitable for: New users, Old users.

Prerequisites: The Introduction to MEX 2 Day Training Course or extensive user of the MEX CMMS

Capacity: up to 12 attendees

Contents:

Day 1
<ul style="list-style-type: none">• Security within Mex• Scheduling Work Orders• Scheduling PM's & Reports• Importing & Exporting Data• Working with Regions• Working with the MEX iOS app• MEX Dashboard KPIs• Security on Reports

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
\$725

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

Course Objectives: This course will help you understand the stores inventory of spare parts, the allocation of parts through the Store or a Work Order, re-ordering of parts through the creation of Purchase Orders and Store specific reporting.

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

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 the MEX CMMS.

Capacity: up to 12 attendees

Contents:

Day 1

- Perform a Stock-take by creating Stock-take templates
- Create Requisitions Create Reservations
- Reserve and Requisition parts through Work Orders Issue / Return Spares to/from the Store
- Create a Purchase Order / Standing Order Create automatic Purchase Orders to Replenish Stock
- Perform Purchase Order Receipts Perform Invoice Matching
- Review the Approval / Financial Delegation Process
- Review Stores Reports

MEX Report Writing Course

1 DAY
\$795 inc GST

For International
Customers
\$725

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 the design, development and deployment of new reports as well as editing some existing reports.

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

Suitable for: New users, Old users.

Prerequisites: The MEX Standard Two-Day Training Course or extensive use of the MEX CMMS.

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 2015

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 SYD	4 SYD	5 SYD	6	7
8	9	10 BNE	11 BNE	12 BNE	13	14
15	16	17	18	19	20	21
22	23	24 MEL	25 MEL	26 MEL	27	28

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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		

KEY:

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

MEL = Melbourne
PER = Perth
SYD = Sydney



Intro to MEX



Report Writing



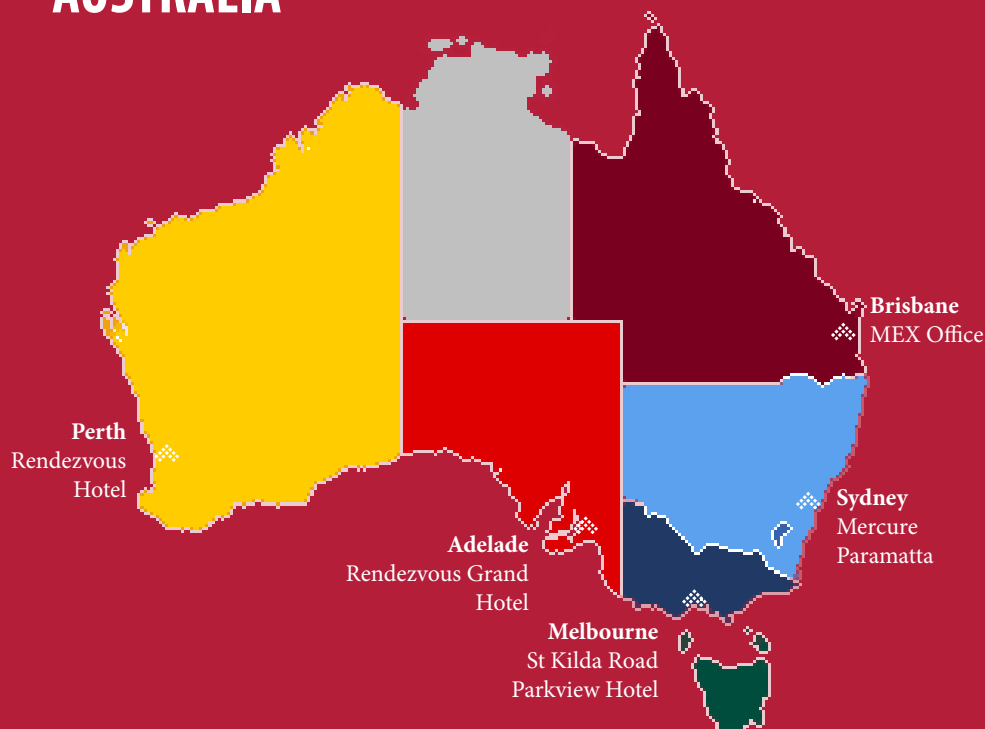
Stores Training



Advanced Training

MEX Training Locations

AUSTRALIA



NEW ZEALAND

Venue Details

City	Venue	Address	State	Country
Adelaide	Rendezvous Grand 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
Perth	Rendezvous Hotel Perth	The Esplanade, Scarborough	WA	Australia
Sydney	Mercure Sydney Parramatta	106 Hassall Street, Rosehill, NSW 2142	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 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. 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 Centre 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 or call **+61 7 3392 4777**.



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