

Training Syllabus

Inventory and Material Control for Maximo v. 4.1.1

This is a one-day class that focuses on inventory and material control. Attendees will learn how to set up a storeroom and use Maximo and apply it to their companies' business practices of tracking stock and non-stock materials effectively and efficiently. Issuing items to work orders illustrates the relationship with the maintenance function. Intensive use of hands-on exercises using a fully populated Maximo installation will provide the student with practical experience.

- A. Overview and expected outcomes
- B. Maximo basics (using Companies)
 - 1. How to log in, screen layout and access to Help
 - 2. Query basics
- C. Inventory business processes
 - 1. Relationships with Maintenance and Purchasing
 - 2. Material types, stock vs. non-stock (demand)
 - 3. Inventory reordering process (stocking levels, reordering point, order quantities)
- D. Inventory control with Maximo
 - 1. Overview of warehouses & storage locations
 - 2. Creating a new part record
 - 3. Inventory transactions
 - a) Receiving material, check-in
 - b) Issuing material
 - c) Inventory verification and cycle count



4. Reordering process
5. Issuing material
6. Rotatable spares
7. Moving equipment from one location to another

