

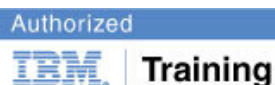
Training Syllabus

Inventory and Material Control for Maximo v. 5.2

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.

Prerequisites for this class include: Previous Maximo 5 hands on experience or Inventory course

- 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. Inventory transactions
 - a) Issuing material
 - b) Inventory verification and cycle count
 - 3. Reordering process



4. Rotatable spares
5. Moving equipment from one location to another

E. Receiving

1. Receiving application overview
2. Receiving materials

F. Creating Items

1. Item Master application overview
2. Creating items

G. Storerooms Application

1. Storerooms application overview
2. Creating and modifying storerooms