



MP2 Complete – 4 Days

Course Description

This course provides detailed instruction of the Maintenance and Materials features of MP2. Equipment, Inventory, Labor, Work Orders, Work Requests, Purchasing, Preventive Maintenance, Scheduling, and reports specific to these areas are covered in detail. Functional demonstrations and hands-on exercises provide attendees a foundation of how to use MP2 to manage general maintenance, inventory, and procurement functions using MP2.

Objectives

After completing this course, participants should be able to perform the following tasks:

- ❖ Track equipment and asset information
- ❖ Create and update meters
- ❖ Enter labor, craft and timekeeping information
- ❖ Create and perform basic preventive maintenance tasks
- ❖ Create service contracts, nameplates and equipment variables
- ❖ Create WO Type codes
- ❖ Create and submit work requests
- ❖ Create, generate, schedule, and close work orders
- ❖ Perform Work Order scheduling
- ❖ View and print work reports
- ❖ Perform inventory management tasks
- ❖ Create and manage suppliers and manufacturers
- ❖ Manage stock information
- ❖ Perform physical inventories
- ❖ Perform ABC Analysis
- ❖ Perform EOQ Analysis
- ❖ Create, generate and update quotations, requisitions, and purchase orders
- ❖ Manage requisition approval
- ❖ View and print inventory and purchasing reports
- ❖ Set Up Security

Who Should Attend?

MP2 users interested in work orders, preventive maintenance tasks, inventory, or purchasing functionality should attend this training class. This course applies to both new and existing customers using any version of MP2.

Prerequisites

Class participants should possess a basic knowledge of Microsoft Windows and Microsoft Office.

HIGHLIGHTS:

- ❖ Review Equipment and Work Order functionality
- ❖ Configure a Task/PM system
- ❖ Security topics specific to these areas
- ❖ Build an understanding of Inventory Management
- ❖ Reduce stock outages through timely stock replenishment
- ❖ Provide a method of managing the purchasing process
- ❖ Build a base of information to track performance

Sample agenda – next page



Day 1

Introduction to MP2 Basic Functionality Planning, Data Collection & Initial Labor Setup

- ❖ Crafts
- ❖ Employees
- ❖ Timekeeping

Equipment

- ❖ Lookup Tables
- ❖ Locations & Sub-locations
- ❖ Master Equipment Records
- ❖ Spare Parts List
- ❖ Meter Readings
- ❖ Components
- ❖ Service Contracts
- ❖ Nameplates
- ❖ Assets
- ❖ Equipment Variables
- ❖ Review Available Reports

Day 2

Work Orders

- ❖ WO Lookup Tables
- ❖ Printing Work Orders
- ❖ Entering Information
- ❖ Quick Work Order Update
- ❖ Closing Work Orders
- ❖ Review Available Reports

Work Requests

- ❖ Call-in Requests
- ❖ Tenants
- ❖ On-Site Requests

Tasks

- ❖ Planning PM Systems
- ❖ In-service Tasks
- ❖ Multiple Equipment Tasks
- ❖ Shadowing
- ❖ Meter-Based Tasks
- ❖ Time-Based Tasks
- ❖ Schedule Types
- ❖ Instruction Lists
- ❖ Generate Work Orders
- ❖ Review Available Reports
- ❖ Work Order Processes
- ❖ Work Requests
- ❖ Work Order Scheduling
- ❖ Work Order Graphs & Reports

Day 3

Inventory

- ❖ Initial Setup
- ❖ Lookup Tables
- ❖ Vendors and Manufacturers
- ❖ Reorder Methods
- ❖ Receive Stock
- ❖ Checkout/Return Stock
- ❖ Adjust Stock
- ❖ Move Stock
- ❖ Perform Physical Inventory
- ❖ ABC Analysis
- ❖ EOQ Analysis
- ❖ Reserved Parts
- ❖ Available Reports

Day 4

Purchasing

- ❖ Purchasing Setup
- ❖ Quotations
- ❖ Requisitions
 - Generate Requisitions
 - Enter Requisitions
 - Requisition Approval
 - Print Requisitions
 - Generate Purchase Orders from Requisitions
- ❖ Purchase Orders
 - Generate Purchase Orders
 - Enter Purchase Orders
 - Add/Remove Line Items
 - PO Status Levels
 - Print Purchase Orders
 - Receive Against Purchase Orders
 - Purchase Item Status
 - Close Purchase Orders
 - Purchasing History
 - Available Reports
 - Security
 - Utilities Overview