



MP2 Maintenance – 2 Days

Course Description

This course provides detailed instruction of the Maintenance and Work Orders features of MP2. Equipment, Labor, Work Orders, Work Requests, Preventive Maintenance, and Scheduling modules are covered in detail. Functional demonstrations and hands-on exercises provide attendees a foundation of how to use MP2 to manage general work order maintenance 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
- ❖ Set up Statistical Predictive Maintenance

Who Should Attend?

MP2 users interested primarily in maintenance work order and task functionality would benefit from attending this class. This course applies to new and existing customers using any version of MP2.

Prerequisites

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

HIGHLIGHTS:

- ❖ **Identify and classify Equipment**
- ❖ **Learn all aspects of Work Order functionality**
- ❖ **Learn to configure Tasks (your PM System)**
- ❖ **Understand work management reporting**
- ❖ **Build a base of information to track performance**

Day 1

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

- ❖ 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
- ❖ SPM Failure Analysis
- ❖ Reason for Outage
- ❖ Work Order Graphs & Reports