



MP2 Online Training



Infor's online training is perfect for customers who would like to optimize their use of certain modules, who would like a refresher class, or who may have limited budgets or time. Through Web-conferencing, trainees interact with a live instructor throughout the class and in a question and answer session.

Infor's online training does not replace Infor's live training, which is still ideal for those who would like an in-depth understanding of numerous MP2 features. The two-hour Web sessions target various MP2 modules, offering customers the flexibility to take the training they need, when they need it, and ensuring that training directly applies to their specific use of MP2.

Platform:	Live WebEx Conferencing
Cost:	\$495 per class
Length:	Two hours per session
Dates:	View schedule online at www.datastream.net/training

Course Descriptions

Equipment Setup – The equipment module is one of the key functions in MP2. Trainees learn the basics of creating equipment records and using equipment-related functions, including managing a spare parts list, tracking meter readings and maintaining an equipment hierarchy.

Inventory Part 1 – The inventory module is a vital part of the work order and purchasing modules. Trainees learn the proper methods for setting up their maintenance parts in MP2, including how to maintain accurate quantities and costs by setting up vendors, manufacturers, stock locations and reorder levels.

Inventory Part 2* – Maintaining an accurate inventory requires proper and consistent use of all MP2 inventory transactions. Trainees learn how to perform day-to-day transactions like receiving, checking out, returning, adjusting, and moving stock.

Purchasing Part 1 – Trainees learn how to create and manage quotations and requisitions for ordering parts and services. The training follows the order from initial quotation through the entire requisition process, including generating and printing quotes, converting quotes to requisitions, setting up, generating, approving, and printing final requisitions.

Purchasing Part 2* – Trainees learn to create, print, receive and close purchase orders. Trainees generate purchase orders from approved requisitions and add requisition line items directly to a PO. PO status levels and monitoring methods are also discussed.

* Part 1 is recommended, though not a prerequisite, for this course.

Security / Utilities – This session, for MP2 system administrators, reviews the security module and different utilities available in MP2. Trainees learn how to set up groups and users and the security options on menus, forms and fields.

Task Setup – Trainees learn how to effectively setup preventive maintenance tasks. Many variables available in the task module are covered, including in-service tasks, multiple equipment tasks, meter-based tasks, schedule types, and work order generation.

Work Orders Part 1 – Trainees are introduced to creating, printing and closing any type of work order in MP2. This session covers each field in the work order module, as well as the different methods available for printing and closing work orders.

Work Orders Part 2* – This session covers advanced functions in the work order module, including entering and approving work requests and scheduling work orders. Trainees learn how to set up and track readings in the Statistical Predictive Maintenance module.

For more information or to register, contact Infor at: 1.800.955.6775 (USA & Canada) or 1.864.422.5001 (direct), or e-mail infoEAM@infor.com.

* Part 1 is recommended, though not a prerequisite, for this course.



13560 Morris Road
Suite 4100
Alpharetta, GA 30004
1.800.955.6775

www.infor.com

Copyright © 2006 Infor Global Solutions GmbH and/or its affiliates and subsidiaries. All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor Global Solutions GmbH and/or its affiliates and subsidiaries. All rights reserved. All other trademarks listed herein are the property of their respective owners.