



MaintiMizer™

Web Edition Training

Feb. 5th - Feb 7th, 2024

M100-A Administration [Feb 5th, 2024, 9am-3:30pm]

This session is useful for MaintiMizer™ administrators and leadership responsible for the daily operation of the MaintiMizer platform. These users are typically the first point of contact for the organization when questions or support are needed from internal users. Attendees will learn where configuration of the program occurs, setting up user accounts, permissions, establishing various tables and codes, and ongoing tasks suggested to keep the MaintiMizer tool in good working order. Topics include:

- Administrative Training, Utility/Settings Overview
- User and Employee Administration
 - Employees
 - Accounting
 - Security/Permissions
- System Maintenance and Management
 - Facility Week Calendar
 - Settings/General Parameters
 - Physical Locations (Buildings, Rooms, Room/Area)
- Adding and Using System Codes and Tables
 - Work Order
 - Equipment
 - Employee
 - Parts/Inventory
 - Vendors (Setting up vendors/manufacturers)
- Best Practices and Methods for Managing your MaintiMizer System

M100-B Equipment Records and PM Structure [Feb 6th, 2024, 9am-3:30pm]

This session is useful for MaintiMizer administrators, and management within the Maintenance and/or Facilities Department(s). This module focuses on organizing the equipment structure within the MaintiMizer platform, how to create a parts list, develop a preventive maintenance schedule, see aggregate costs and activities, and centralize supporting documents and files. Attendees will learn how to add/edit records, categorize assets/machines/equipment, build a PM cadence, and search for equipment.

- Review Administrative Training, Utility/Settings Overview
- PM/Equipment Module Overview
 - Definition, Purpose and Use
 - Equipment Record Creation
 - Equipment Structure and Hierarchy
 - Equipment Categorization: Type, Criticality/Risk, Active/Inactive
 - OEM Vendor and Manufacturer Table General Details and Notes
- Preventive Maintenance Task Structure and Capabilities
 - PM Task Creation: Frequency, Instructions, Parts and Supporting Documents
 - Meter Capabilities
 - SOP Library and Management
 - Various PM Functions
 - Generating and Closing PM Tasks
- Equipment Searching and Review

M100C Work Order Process and MaintiMizer Alignment [Feb 7th, 2024, 9am-3:30pm]

This session is useful for maintenance management, maintenance planners and others with roles that participate in the leadership of the maintenance department. This module focuses on definition of a corrective work process for your facility, adjustment of the corrective work process, alignment of the process to the MaintiMizer system, and then using/navigating the Work Order module within the process. Attendees will define their communication channels, and data points within the channels so that reports, searches and other desired outcomes are achieved.

- Review, Utility/Settings Overview and Equipment Module Functions
- Work Order Process
 - Identify and layout the basic needs for reports needed:
 - PM Completion
 - Safety/Reliability
 - Actual Time vs. Planned Time
 - Scheduled Date
 - Work order Process: Definition and Adjustment
 - "Six Step" Method
 - Communication Types, Data Required, Prioritization and Statuses Used
- Work Order Process
 - Alignment and Navigation of MaintiMizer to the Work Process.
 - Configuration, Label Definition and Required Information
 - Navigating Work Orders with the Work Process
- Work Order Module Review
 - Features and Capabilities

\$1,995 per attendee



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Feb 8th, 2024

M200A - MaintiMizer™ Queries, Reports and Intelligence [Feb 8th, 2024, 9am-12pm]

This session is useful for MaintiMizer users that want to review or export data managed by the MaintiMizer system. Attendees will learn how MaintiMizer data is stored, how to search/find data that has been stored, how to create a report from 2 or more areas of MaintiMizer, and how to export data out of the MaintiMizer system. Attendees are required to participate in MaintiMizer 100 classes due to the terminology, settings and structure of the content.

- Overview of Common MaintiMizer Module Standard Reports by Module
 - Work Order
 - Inventory
 - Equipment
 - Vendor/PO
- Using the Query Builder Tool
 - Query Builder vs. Report Writer Differences
 - How is data stored in the MaintiMizer database tables/
 - How to design your report: What information do you want to read on your report?
 - Components of Query Builder
 - Module
 - Screen
 - Fields
 - Filter
 - Sort
 - Building a Query
 - Results Page
 - Saving Queries
 - Exporting Data from Queries

\$550 per attendee

Follow Up Remote Consulting Support - 2 hours per Company

These hours are held in reserve after the classroom project has been completed and serve as follow up technical assistance support. Common use cases include further navigate configurations, discuss specific use-case parameters, help with navigation, and overall consulting as needed. This block of time is intended to ease into the newly defined MaintiMizer practices in a post-training scenario. These hours must be consumed within 45 days of the class.

CLASS PRICING

M100A, M100B, M100C

- \$1,995.00 per attendee

M200A

- \$550.00 per attendee