MaintiMizer™
Web Edition Training Sept. 23rd - Sept 26th, 2024

M100-A Administration [Sept 23rd, 2024, 9am-3:30pm]

This session is intended 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 is needed from internal users. Attendees will learn how to configure the program including the setup of user accounts, security, permissions, establishing various tables and codes, streamlining data, and then support the ongoing behaviors that keep the MaintiMizer database in good working condition.

OUTCOME: Users will better support healthy administration & security of the MaintiMizer database

- Administrative Training, Utility/Settings Overview
- User and Employee Administration
    - Roles, Permissions, Users and Employees
- System Maintenance and Management
    - Facility Week Calendar
    - Accounting
    - Settings/General Parameters
    - Locations Codes (Buildings, Rooms, Room/Areas)
- 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
    - Code, Description and Naming Convention Standardization

M100-B Equipment, PM Structure and Part/Inventory [Sept 24th, 2024, 9am-3:30pm]

This session is useful for MaintiMizer administrators, and management within the Maintenance and/or Facilities Department(s). These administrators and users will make decisions on their equipment priority/criticality, naming convention and data requirements for each record. The equipment structure includes creating a hierarchy, locations, parts list, preventive maintenance components and schedule(s), costs, and centralize the supporting documents and files for each equipment item.

OUTCOME: Users will know how equipment records and part records are supported, and how to develop a preventive maintenance schedule.

- Review Administrative Training, Utility/Settings Overview
- PM/Equipment Module Overview
    - Definition, Purpose and Use
    - Equipment Record Creation and Naming Convention
    - Equipment Structure and Hierarchy
    - Equipment Categorization: Type, Criticality/Risk, Status, Location and More
    - OEM Vendor and Manufacturer Tables, General Details and Notes
- Preventive Maintenance Task Structure and Capabilities
    - PM Task Creation: Frequency, Instructions, Parts and Supporting Documents
    - SOP Library and Management
    - Preventive Maintenance Workflow Design: Generation to Closing
- Part/Inventory Module Overview
    - Definition, Purpose and Use
    - Part Record Creation and Part Numbering Convention
    - Stockroom Structure: Location, Quantity, On-Hand, Min/Max etc.
    - Vendor Structure: Catalog Number, Contact Information, etc.
- Parts & Equipment Searching and Review
    - Queries and Reports

MaintiMizer™ Web Edition Training

M100C Corrective Work Order Process and Reports [Sept 25th, 2024, 9am-3:30pm]

This session is useful for maintenance management, maintenance planners and those that make maintenance leadership decisions. This module focuses on identifying the corrective work order process for your department, adjusting the corrective work, alignment of the process to the MaintiMizer system and then using/navigating the Work Order module within the process.

OUTCOME: Users will have a more streamlined and reportable method for the work order process

- Review, Utility/Settings Overview and Equipment Module Functions
- Work Order Process
    - Identify and layout the basic needs for reports needed. Example:
        - Category Based Reports: Type, Status, Reason, Downtime, etc.
        - Time/Labor Reports
        - Cost/Financial Reports
        - Finding Work (Historical Work, Present Work and Future Work)
    - Work Order Process: Six-Step Method
        - Definition and Adjustment of the Existing Process
        - Communication Channels, Data Required, Prioritizations and Statuses Used
    - 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 Searching and Review
    - Queries and Reports

M200A - MaintiMizer™ Use Cases, Scenarios and Strategy [Sept 26th, 2024, 9am-12pm]

This session is useful for MaintiMizer users that want to review their unique use cases, strategize on maintenance processes, design specific queries or export data managed by the MaintiMizer system or anything else that is associated with managing the maintenance department. Attendees will share their scenarios with MaintiMizer professionals and discuss outcomes to match their goals. Attendees are required to participate in MaintiMizer 100 classes due to the terminology, settings and structure of the content.

OUTCOME: Users will have the opportunity to evaluate useful options to support their unique needs

- Review of common practices
- Review of facility behaviors and processes
- Using the query builder tool in daily activities

$2545 per attendee

Follow Up Remote Consulting Support - 2 hours per Company

These hours are held in reserve after the in-house project has been completed and are generally used for technical consulting and/or best practice support. Commonly, the system administrator and/or other Maintenance Department leadership schedules a session with a punch list of items that support system navigation, system configuration, use-case parameters, general help and overall technical guidance. This block of time is intended to ease into the newly defined processes and MaintiMizer practices in a post-training scenario.

CLASS PRICING
M100A, M100B, M100C, M200A
• $2,545.00 per attendee

Class sizes are limited, register today! Contact our team at info@ashcomtech.com or sales@ashcomtech.com