

MicroMain Services

Express Training for MicroMain XM

Managing Work Orders

Getting your staff started in managing work orders is often the first step in utilizing the MicroMain XM™ computerized maintenance management system (CMMS). MicroMain offers remote training via the Internet—for up to four students per course—to give your staff an overview and hands-on experience in managing work orders. Upon course completion, class participants will be able to set up an initial database, create and monitor basic work orders, and generate reports.

Who Should Take the Course

This course is intended for staff who will administer the MicroMain XM product, primarily in managing work orders. No advance knowledge of CMMS is required.

Where the Course Is Held

This express training course on Managing Work Orders is conducted via the Internet. The students are on-site at their location and the MicroMain instructor is at a different location. The instructor runs MicroMain XM locally, giving control of the program to the students at several points during the training. Each student has an opportunity for hands-on experience during the course.

Students need access to a personal computer with a web browser that is connected to the Internet. This course consists of four hours of instruction, plus independent data collection by students, completed within one week:

- Day 1, two hours of instruction
- Independent data naming and collection
- Day 2, two hours of instruction

What Users Will Learn

Maintenance staff participating in this express training course will learn to:

- Define naming standards for their organization
- Set up an initial database
- Create labor records and monitor labor costs
- Create and monitor basic work orders
- Create and schedule basic preventive maintenance tasks
- Review asset histories
- Generate work order reports
- Use the MicroMain XM product resources (User's Guide, online help) to achieve additional objectives

How to Register

We offer three easy ways to register:
call your Account Manager toll-free at 888-888-1600,
contact us via email at training@micromain.com or
register online at www.micromain.com/training.

Register Online

Check available training dates online and register electronically to expedite your registration.

www.micromain.com



To take advantage of this training, call 1-888-888-1600.
Start improving your operations today!