



Vetasi Training Course Content



Training course content

Course Number	Course Title	Duration (Days)
MX 001	Getting Started in Maximo	0.5
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none"> • Implementation Teams • System administrators • Support Teams • Business Partners • Asset Managers • Maintenance Teams • Procurement teams 		<ul style="list-style-type: none"> • Basic computer usage skills • Knowledge of Maintenance Procedures • Familiar with browser software
Standard Course Content		
<ul style="list-style-type: none"> • Logging On <ul style="list-style-type: none"> ○ User Name & Password (Company specifics can be included) • Select a Language (If company set up allows) • Browser Menus & Icons <ul style="list-style-type: none"> ○ Menus, Toolbars and Sidebars ○ Maximo Navigation <ul style="list-style-type: none"> ▪ Go To ▪ Sign Out • Reports (Basic running options) • User Profile <ul style="list-style-type: none"> ○ User options ○ Default sites • Opening Applications <ul style="list-style-type: none"> ○ Searching <ul style="list-style-type: none"> ▪ List screen ▪ Advanced Search options ▪ Saved searches ○ Return ○ Return with Value • Start Centre Components/Overview (Not just that used by Company) <ul style="list-style-type: none"> ○ Bulletin Boards ○ Favorite Applications ○ Inbox/Assignments ○ KPI Graph ○ KPI List ○ KPI viewer ○ Quick Insert ○ Result Sets ○ Personalising portlets (with reference to Company security) • Managing Multiple Start Centre's • Help <ul style="list-style-type: none"> ○ Tooltips ○ Field help ○ System Help 		

Course Number	Course Title	Duration (Days)
MX 101	Work Management in Maximo	2
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none"> • System administrators • Support Teams • Business Partners • Asset Managers • Maintenance Teams • Procurement teams • Inventory Teams 		<ul style="list-style-type: none"> • “Maximo Getting Started” course • Basic computer usage skills • Knowledge of Maintenance Procedures • Familiar with Browser software
Standard Course Content		
<ul style="list-style-type: none"> • Job Plan (Basics) <ul style="list-style-type: none"> ○ Durations ○ Tasks and requirements • Service Addresses <ul style="list-style-type: none"> ○ Locations ○ Assets • Work Order Overview <ul style="list-style-type: none"> ○ Work Order Cycle ○ Tasks and Activities • Work requests <ul style="list-style-type: none"> ○ Raising a Work request ○ Approving a Work request • PM Work Orders <ul style="list-style-type: none"> ○ Generate Work Orders ○ Time Based Work Orders ○ Meter Based Work orders • Condition Monitoring • Routes <ul style="list-style-type: none"> ○ Applying Routes • Workorders and Assignments <ul style="list-style-type: none"> ○ Assignment Manager ○ Assigning work ○ Follow up work • Overview of Service Level agreements (with reference to Company SLAs) 		



Course Number	Course Title	Duration (Days)
MX 102	Asset Management in Maximo	2
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none"> • System administrators • Planners & Schedulers • Asset Managers • Maintenance Teams • Procurement teams • Inventory Teams 		<ul style="list-style-type: none"> • “Maximo Getting Started” course • Basic computer usage skills • Knowledge of Maintenance Procedures • Working Experience of Maximo • Familiar with browser software
Standard Course Content		
<ul style="list-style-type: none"> • Location and System hierarchy <ul style="list-style-type: none"> ○ Location Hierarchy Overview ○ Using Locations • Entering Locations • Entering Assets <ul style="list-style-type: none"> ○ Lifecycle of Assets ○ Asset Application ○ Asset Sub-assemblies ○ Associating Spare parts ○ Rotating assets ○ Non Rotating assets • Associating Assets and people • Move or Modify assets • Classifications <ul style="list-style-type: none"> ○ Classification ○ Class Hierarchies ○ Specifications ○ User with options • Failure codes <ul style="list-style-type: none"> ○ Failure Lists <ul style="list-style-type: none"> ▪ Problem ▪ Cause ▪ Remedy 		



Course Number	Course Title	Duration (Days)
MX 103	Inventory Management in Maximo	1.5
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none"> • System administrators • Asset Managers • Maintenance Teams • Procurement teams • Inventory Teams 		<ul style="list-style-type: none"> • “Maximo Getting Started” course • Intermediate computer usage skills • Knowledge of Materials Management • Knowledge of Maintenance Procedures • Familiar with browser software
Standard Course Content		
<ul style="list-style-type: none"> • Inventory Overview <ul style="list-style-type: none"> ○ Tracking Material ○ Relationships to other applications ○ Inventory & PM's ○ Just in Time ○ Safety Stock ○ Reorder Values • Setting Up Inventories and Item <ul style="list-style-type: none"> ○ Store rooms ○ Item Master ○ Creating an Item record ○ Commodity Codes ○ Add items to Store rooms ○ Add Vendors to Items • Issues & transfers <ul style="list-style-type: none"> ○ Reserved Items ○ Returning items ○ Transferring Items • Stock Checking <ul style="list-style-type: none"> ○ Item Availability ○ Transactions ○ Adjustments ○ Balances • Receiving Goods & services • Re Ordering • Assets (Basics only) <ul style="list-style-type: none"> ○ Rotating items 		



Course Number	Course Title	Duration (Days)
MX 104	Purchasing Management in Maximo	2
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none"> • System administrators • Support Teams • Asset Managers • Maintenance Teams • Procurement teams • Inventory Teams 		<ul style="list-style-type: none"> • “Maximo Getting Started” course • Basic computer awareness skills • Knowledge of Maintenance Procedures • Knowledge of Financial Procedures • Knowledge of Materials Management
Standard Course Content		
<ul style="list-style-type: none"> • Purchasing Overview <ul style="list-style-type: none"> ○ Materials management ○ Definitions • Requisitions <ul style="list-style-type: none"> ○ Purchase Requisition Application ○ PR Lines ○ PR status • Purchase Order <ul style="list-style-type: none"> ○ Create a PO ○ PO Lines ○ Create a PO from a PR ○ Create a Change Order ○ Complete a Receive • Contract & Blanket Order <ul style="list-style-type: none"> ○ Master Contract ○ Create an Associated Contract ○ Authorise sites for a Contract ○ Blanket Agreements 		



Course Number	Course Title	Duration (Days)
MX 201	Using SQL with Maximo	1
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none">• System administrators• Support Teams	<ul style="list-style-type: none">• “Maximo Getting Started” course• “System Administration for Maximo” course• Advanced computer awareness skills• Knowledge of Maintenance Procedures• Knowledge of Financial Procedures• Knowledge of Materials Management	
Standard Course Content		
<ul style="list-style-type: none">• Connecting to the Maximo DB• Querying the database• Understanding the Relationships table• Replicating relationships in SQL• Key administrative tables• Table structures for key areas such as workorder		



Course Number	Course Title	Duration (Days)
MX 202	System Administration for Maximo	5
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none"> • System administrators • Support Teams 		<ul style="list-style-type: none"> • “Maximo Getting Started” course • “System Administration for Maximo” course • Advanced computer awareness skills • Knowledge of Maintenance Procedures • Knowledge of Financial Procedures • Knowledge of Materials Management
Standard Course Content		
<ul style="list-style-type: none"> • Organisation and site configuration • Security settings including groups • Person and User groups • Locations & Assets • Inventory • Job Plans and Preventative Maintenance records • Introduction to workflow • Introduction to Reporting including KPIs • Introduction to Database Configuration • Escalations to automate checks/behaviours • Crontasks to automate tasks • Email communications (inbound and outbound) <p>Typical benefits:</p> <ul style="list-style-type: none"> ➤ Reduced faults due to incorrect Maximo configurations ➤ Greater understanding of security groups ➤ Delegates should be able to identify automation opportunities ➤ Greater confidence when managing the system 		



Course Number	Course Title	Duration (Days)
MX 203	Finance Management in Maximo	1
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none"> • System administrators • Support Teams • Asset Managers • Maintenance Teams • Procurement teams • Inventory Teams 		<ul style="list-style-type: none"> • "Maximo Getting Started" course • Intermediate computer usage skills • Knowledge of Maintenance Procedures • Knowledge of Materials Management • Knowledge of Financial Procedures
Standard Course Content		
<ul style="list-style-type: none"> • Invoice Matching <ul style="list-style-type: none"> ○ Definitions ○ Invoice Application ○ Invoice Types ○ Invoice Statuses ○ Approving Invoices • GL Accounts <ul style="list-style-type: none"> ○ Creating GL Account Components ○ Transaction Process ○ Tracking • Project accounts <ul style="list-style-type: none"> ○ Limitations • Financial Periods <ul style="list-style-type: none"> ○ Creating Financial periods • Companies <ul style="list-style-type: none"> ○ Creating a Company or Vendor ○ Adding to an Organisation • Labour Costs <ul style="list-style-type: none"> ○ Craft Costs ○ Labor Rate Costs • Currency Codes & Exchange Rates <ul style="list-style-type: none"> ○ Create a Currency Code ○ Exchange Rate rules and logic 		



Course Number	Course Title	Duration (Days)
MX 204	Workflow	1
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none">• System administrators• Support Teams	<ul style="list-style-type: none">• Knowledge of the Maximo application	
Standard Course Content		
<ul style="list-style-type: none">➤ Plan a workflow process➤ Implement a workflow within Maximo➤ Test a workflow➤ Administrate and maintain a live workflow<ul style="list-style-type: none">○ Understand where escalations may be more appropriate		
Typical benefits		
<ul style="list-style-type: none">➤ Improved productivity because of automated actions taken by workflow➤ Improved understanding of workflow related issues leading to reduced fault resolution times		



Course Number	Course Title	Duration (Days)
MX 301	BIRT Report writing for Maximo	2
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none"> • System administrators • Support Teams • Asset Managers • Maintenance Teams • Procurement teams • Inventory Teams 		<ul style="list-style-type: none"> • “Maximo Getting Started” course • Intermediate computer awareness skills • Previous Maximo Experience • Familiar with browser software • SQL development skills – ability to write a select statement taking data from multiple database tables • A basic understanding of Database structure
Standard Course Content		
<ul style="list-style-type: none"> • BIRT Reports <ul style="list-style-type: none"> ○ Connecting BIRT to Maximo ○ Report Templates ○ Understand the Scripted Datasource ○ Understand the Open Method ○ Understand the Fetch Method ○ Mapping the Dataset ○ Report Parameters ○ Report Layouts <ul style="list-style-type: none"> ▪ Grids ▪ Tables ▪ Crosstab ▪ Graphs ▪ Basic Formatting ▪ Grouping & Sorting ▪ Masterpage ○ Conditional Design <ul style="list-style-type: none"> ▪ Conditional SQL in open method ▪ Conditional Statements in fetch method ▪ Conditional Formatting <ul style="list-style-type: none"> • Map • Highlight • Visibility ○ Sub Query ○ With Statements ○ Testing BIRT report • Report Administration <ul style="list-style-type: none"> ○ Deploying BIRT report to Maximo ○ Exporting QBR for use in BIRT ○ Export BIRT reports for support analysis 		



Course Number	Course Title	Duration (Days)
MX 302	Key Performance Indicators and Query Based Reporting for Maximo	1
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none"> • Support Teams • Asset Managers • Maintenance Teams • Procurement teams • Inventory Teams 		<ul style="list-style-type: none"> • “Maximo Getting Started” course • advanced computer usage skills • Previous Maximo Experience • Knowledge of Maintenance Procedures • Familiar with browser software • SQL Knowledge required for KPI setup
Standard Course Content		
<ul style="list-style-type: none"> • Application Reports <ul style="list-style-type: none"> ○ Accessing Reports ○ Running Reports ○ Scheduling Reports ○ Navigation ○ Toolbar • Application Filters <ul style="list-style-type: none"> ○ Advanced Search ○ Saving Filter ○ Where Clause • QBR Reporting <ul style="list-style-type: none"> ○ Creating reports ○ Saving & Sharing Reports ○ Editing reports • Start Centre <ul style="list-style-type: none"> ○ Report List ○ Result Set ○ KPI • KPIs (Basics) <ul style="list-style-type: none"> ○ KPI Templates ○ KPI Manager ○ KPI viewer 		



Course Number	Course Title	Duration (Days)
MX 303	BIRT Report Support Workshop	1
Target Audience	Suggested Pre-requisites	
<ul style="list-style-type: none">• System administrators• Support Teams	<ul style="list-style-type: none">• Knowledge of Maximo loggers/logs• Ability to edit BIRT reports• Familiarity with JVMs	
Standard Course Content		
<ul style="list-style-type: none">• BIRT report architecture<ul style="list-style-type: none">○ Role of BIRT JVM and why it isn't used for all reports○ How to spot BIRT requests in the log files• Gather support information e.g. which loggers to use and some exercises to show the output• Discussion about BIRT reports to help debug problems<ul style="list-style-type: none">○ Show data from the message tracking application (when enabled)○ Data checks e.g. workorders○ How to spot common report dataset leaks that could lead to JVM failure <p>Typical benefits</p> <ul style="list-style-type: none">➤ Quicker response times when BIRT report related faults occur		



Course Number	Course Title	Duration (Days)
MX 401	Java Read Only	1
Target Audience	Suggested Pre-requisites	
<ul style="list-style-type: none">• System administrators• Support Teams	<ul style="list-style-type: none">• “Maximo Getting Started” course• Previous Maximo Experience	
Standard Course Content		
<ul style="list-style-type: none">• How and where Java is used in Maximo• Differences between Java and class files• Basic structure of Java code• How to find Java references within Maximo• How to extract Java from a class file• Work through sample problems and explain what the Java code is doing• Produce diagrams that clearly show how classes interact <p>Typical benefits</p> <ul style="list-style-type: none">• Increased confidence when reviewing specifications and considering potential solutions• Ability to discuss problems in code and possible mismatches with the specification• Greater understanding of IBM technotes/APAR documents<ul style="list-style-type: none">○ Some of the IBM documents contain code references and these are confusing to people without the appropriate training<ul style="list-style-type: none">▪ This means that inappropriate solutions are investigated and potentially relevant solutions are discounted		



Course Number	Course Title	Duration (Days)
MX 402	Analysing log files	1
Target Audience	Suggested Pre-requisites	
<ul style="list-style-type: none">• System administrators• Support Teams	<ul style="list-style-type: none">• “Maximo Getting Started” course• Previous Maximo Experience• Java Read Only course or experience developing Maximo Java classes	
Standard Course Content		
<ul style="list-style-type: none">• Overview of exceptions• How to identify the most relevant piece of Java in a stack trace and the Java that raised the exception• Explanation about how Maximo handles exceptions• Key log entries <p>Typical benefits</p> <ul style="list-style-type: none">• Greater confidence when errors occur• Quicker fault identification times and greater ability to identify and resolve the root cause of problems• Greater confidence when talking to Vetasi staff<ul style="list-style-type: none">○ Discussions can be more technical about possible causes and root causes		



Course Number	Course Title	Duration (Days)
MX 403	Websphere concepts	3
Target Audience	Suggested Pre-requisites	
<ul style="list-style-type: none">• System administrators• Support Teams	<ul style="list-style-type: none">• Experience of building / deploying EAR files• Stopping/starting JVMs• Collecting log files	
Standard Course Content		
<ul style="list-style-type: none">• Websphere architecture and key components• Messaging for interfaces• Webserver and its integration into Websphere <p>Typical benefits</p> <ul style="list-style-type: none">• Increased confidence when making design decisions• Greater confidence when resolving Websphere related problems• Quicker fault resolution through additional tools		



Course Number	Course Title	Duration (Days)
MX 404	Anywhere 7.5 support workshop	2
Target Audience		Suggested Pre-requisites
<ul style="list-style-type: none">• System administrators• Support Teams	<ul style="list-style-type: none">• Knowledge of the Maximo loggers/logs• Access to Anywhere installation/build folders – no changes are made	
Standard Course Content		
<ul style="list-style-type: none">• Anywhere architecture<ul style="list-style-type: none">○ The components involved in allowing an Anywhere application to communicate with Maximo○ Details of the Anywhere message structure○ How to spot Anywhere requests in the log files and to interpret their meanings• Gather support information e.g. which loggers to use and some exercises to show the output• Consoles that are available to provide additional information<ul style="list-style-type: none">○ Support teams are shown these and are advised to set aside time to investigate these after the course• Key properties files/settings / security groups• Common issues based on Vetasi helpdesk calls <p>Typical benefits</p> <ul style="list-style-type: none">• Quicker response times when Anywhere related faults occur		