

AGENDA – CAMS Workshop

“Learn to use Nexcor products and services more effectively”

Overview: Nexcor Technologies provides complete technical training that prepares Maintenance, Engineers and users to implement, utilize, and maintain their CAMS system.

Agenda

Day One

8:00 a.m. Introduction and Setup of Participant’s Laptops

- Who is Nexcor?
- Maintenance Today.
- Tactical (Day to Day) vs. Strategic (Long Term) use of CAMS-Pro.
- Review basics of PM Planning to include all tasks including: Daily, Shift, Pre-Flight as well as the Periodic PMs.
- The thinking behind CAMS-Pro and CAMS Mobile
- Understanding the “how to” of CAMS-Pro based on the needs of the plant.

9:30 a.m. PM Sheet Design

- Step-by-Step process of designing PM Sheets. Including:
 - Tasks with different intervals.
 - Tasks with the same interval but not on the same week. (Offset)
 - Tasks with different skills.
 - Tasks due based from the last time the work was completed.
 - Adding Tasks to existing PM Sheets, Editing Existing PM Sheets.
- Design PM sheets with Pictures.
- Include required Part swap and needed tools.
- Using the Library Function.

11:30 a.m. PM Sheet Printing

- Review all types of PM Sheet printing and understanding equipment groups.

12:00 p.m. Lunch (provided)

1:00 p.m. Work Packs

- Review the Work Pack function and its Pros and Cons.
- What are Work Packs?
- Daily Duties
- Assigning Work
- Closing Work Packs
 - Work Pack Weekly Cut-off

3:00 p.m. Document Control

3:30 p.m. Work Orders

- Discussion of the three methods of using work orders.
 - Scheduled
 - After-the-fact
 - From Audits / Inspections
- Documenting work orders for best practice
- Audits / Inspections
 - Audits / Inspections History
 - Work Orders from Audits / Inspections

Day Two

8:00 a.m. Labor History and Parts Usage Entry

- Entering parts usage
- Entering Breakdown repair labor
- After-the-fact work orders

9:15 a.m. Labor Reports

- Identifying and understanding the labor reports.

10:30 a.m. Loss Line Time Tracking

- How does Loss Line Time Tracking differ from Downtime Tracking?
- LLT Incident Entry
- Production Hours Entry
- LLT Reports

12:00 p.m. Lunch (provided)

1:00 p.m. CAMS Mobile

- Work Orders
- Supervisor Sign Off
- Audits / Inspections
- PMs

3:00 p.m. Parts – Physical Cycle vs. Financial Cycle

- Review parts room setup
- Review parts cycle best practices
- Review parts financial cycle

4:00 p.m. Review

- Review of Topics Covered
- Questions and Answer Session

Day Three

8:00 a.m. Parts System

- Parts Entry overview
- General Ledger system
- Vendor/Manufacturer setup
- Parts setup
- Parts search
- Parts reports

10:00 a.m. Purchase Order System

- Purchase Orders
- Packing Slip
- Invoice
- Purchase Order system reports

12:00 p.m. Lunch (provided)

1:00 p.m. Purchase Order System - Continued

1:30 p.m. Employee Training Tracking

- Managing and tracking employee training
- Knowing who within your department or facility is qualified to perform the tasks needed on a certain piece of equipment.
- Advance knowledge of when re-certifications are required.
- Tracking Training Materials (including pictures)

3:00 p.m. CAMS Setup, Equipment List, System Settings, User Accounts, etc.

- Review Equipment list, system settings, user accounts, Global items entry, default assignments, importing task data, etc.

4:30 p.m. Review

- Review of Main Topics
- Upcoming Features
- Questions and Answer Session

5:00 p.m. Review Individual Plant CAMS Databases (Optional – no charge)

- Evaluate participants' CAMS-Pro database, make assessments and provide recommendations for deriving the maximum return on their CAMS-Pro system.