CHH761
MPS InsertManager

Course goal

The course teaches the basic concepts and the working steps of MPS InsertManager R2.

The interaction between MPS InsertMan-ager R2 and MPS Cockpit Planner is also expl.

Learning objectives

To be capable of handling the work steps of MPS InsertManager for his daily work.

To understand the basic concepts of MPS In-sertManager R2 and the interaction between MPS InsertManager R2 and MPS Cockpit Planner.

Participant profile

Insert sales
Mailroom Manager or Planner, respectively
Goods Reception / Stores Personnel.

Prerequisites

Interaction between MPS InsertManager R2 and MPS Cockpit Planner.
Basic concepts MPS InsertManager R2.

MPS InsertManager R2 and if possible MPS Cockpit are available at the workstations.

Topics

Record an insert job.
Book an area.
Release bookings and insert jobs.
Allocate delivery.
Create outsourcing job.
Release insert job to production.

Record delivery on receipt of goods.
Store delivery.
Process outsourcing job.
Modify delivery.
Re-store rest of delivery.

Course type and methods

This is an instructor led course with presentations, demonstrations, practical exercises, discussions.

Duration

On request.
(Insert Manager 1 day, receiving goods 0.5 day)

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