

Swiss-AS Training – Course Description

AMOS Basics MRO WBT

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This e-learning course is designed to give AMOS beginners a basic knowledge of AMOS and provides you with an introduction to AMOS. You will learn how the practical workflows are represented within the software.

Course Objectives

Upon completion of this course, you will be able to:

- ✓ Understand the basic features of the modules and main programs
- ✓ Be aware of the main workflows in AMOS
- ✓ Use the general functions in AMOS
- ✓ Use the AMOS mail, AMOS Documentation and web drive
- ✓ Understand the purpose of Part Administration
- ✓ Use Order Tracking, Stock Information and Part Tracking to search information
- ✓ Request, answer and close a technical assistance query
- ✓ View personal shift plans and enter holiday and other requests

Who should attend

Everybody who starts to work with AMOS on a regular, daily basis and who considers attending any further AMOS course.

Prerequisite

None

Skill

Beginner

Type

E-learning

Certification

To receive the certificate, you must complete the course and pass the test with a minimum score of 80%. AMOS Basics is the mandatory prerequisite for advanced training (included classroom training).

Duration

8 hours

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Course Topics	
AMOS Modules A deeper insight into the modules <i>Material Management, Component Maintenance, Human Resources, Quality Assurance, Financial Management and Commercial</i> where some tasks are accompanied by more detailed information and process flows.	Additional Tools • AMOS Web Drive • AMOS Mail • AMOS Documentation
Getting Started • AMOS Log-in and Menu • Interface Customisation • Multiple Window Mode	Information Programs Stock Information provides details about the availability of parts at the home base and outstations. Parts Tracking contains extensive information regarding the history and movements of parts. Search orders with their associated data in Order Tracking.
General Features Here you will learn about the most common features in AMOS. • <i>Tabs and Special Fields</i> - shows the different tab layers and the different types of input fields. • <i>Date Formats and Instant Information</i> • <i>Context Menu and History</i> • <i>Tables of Data and Reports</i> – used for filtering, results displaying and reporting. • <i>Search for parts</i> • <i>Quick Save</i> – save current filters and retrieve them any time again. • <i>Create and View Links</i> • <i>Text Module</i> – to create and use pre-defined text modules.	