



PLEX EDUCATION

Course Catalog

Plex Education

Plex education programs are designed to get you trained and productive as quickly as possible. Whether you're a new Plex customer or a long-time user, you'll find course options to fit your needs. Most of our courses are available online, allowing you to maximize learning without leaving your office.

Training Options

Traditional Classroom Courses

Our traditional classroom courses and workshops are held virtually and onsite at Plex Headquarters in Troy, Michigan. These courses span one to several days based on the topic content and agendas.

- Receive in-person instruction and attention.
- Engage with peers, instructors, and others at Plex.
- Learn faster and more effectively in a focused learning environment away from daily distractions.
- Apply your learning with hands-on activities in 'sandbox' Plex environments.

Virtual Instructor Led Training Courses (VILT)

Our live Virtual Instructor-Led Training courses are perfect for the participant who wants specialized training but cannot get away from the office. These hands-on sessions give participants the opportunity to try out Plex features in a controlled learning environment.

- View presentations, applications, demonstrations, and virtual whiteboards.
- Participate from virtually anywhere in the world.
- Interact with instructors and classmates via activities, breakouts, polls, chat, screen sharing, and discussions.
- Complete hands-on exercises in 'sandbox' Plex environments.

Self-Paced Courses

Education and learning on your time and at your pace. Self-paced courses are available 24/7 in the All Access Pass Portal. Self-paced courses are available in video format and interactive lessons. Explore the content at the pace that fits you and your team. Repeat courses and portions as often as desired.

- Explore topics as you need them without waiting for scheduled sessions.
- Control your learning by pausing, scanning, skipping, and repeating sections.
- Experience some simulated Plex environments.

All-Access Pass (AAP)

Our All-Access Pass offers subscription-based access to online training. Subscribers can take live, virtual training, video courses, and interactive training focused on many different topics.

How This Catalog is Organized

This catalog provides you with up-to-date information about our growing course library. Courses are organized by Product Category and delivery modality.

The following definitions are relevant within all Plex Product functions including Business Management, Manufacturing Operations, and SaaS Platform.

Category	Course Definition
Overview	Overview courses are “snapshot” introductory summaries that define a specific subject area. You should take overview courses to determine if you want to learn more on a subject.
Foundation	Foundation courses cover the base level information on a given topic area. These courses function as a baseline for higher level courses. These courses are designed with users in mind.
Core	Core courses cover intermediate level information on a given topic area. These courses provide standard working knowledge needed to be competent in Plex knowledge typical for a Champion.
Advanced	Advanced courses cover mastery level information on a given topic area. These courses are designed for deep subject matter experts.

Schedules, and How to Register for Classroom and VILT Classes

Schedules for all live classroom and virtual courses are posted in the Education Services space in the Plex Community. The Education Services space displays the most updated schedules and registration links. Additionally, use the space to ask questions about classes, interact with classmates, and receive updates.

For those with an AAP, you can register for VILT inside the Plex Education Portal. Use the AAP code provided to you in your organization’s AAP Welcome Guide when gaining access to the Education Portal. Space for each session varies and is limited by logistical considerations for each course.

Contact Us

Any questions about our courses, schedules, or travel can be posted in the Education Services space in the Plex Community. You can also email educationservices@plex.com or call us at 248.391.8001.

Product Group: Essentials

Boot Camp

 All Day

Boot Camp is a course designed for users who are new to Plex and who need a core level of information to quickly get familiar with the Plex system. This live Instructor-led, five-day course requires no prior understanding of the Plex system and is currently delivered at our office in Troy, MI. This course focuses on the Critical Path and the configuration and transactions associated with three primary business phases (Buy>Make>Ship) used by Plex customers. The course is designed to simulate a typical implementation process with time to discuss the plan and execution of each step. During this course, participants will start with an empty database and add the parts, suppliers, and customers required to complete the transactions. This course also provides an in-depth look at security, how to design your own label, and an introduction to IntelliPlex.

Participants will be shown how to set up and complete the process of:

- Adding a Purchase Order and receiving Material to fulfill the order.
- Adding a Job and then reporting Production on the Control Panel.
- Adding a Sales Order and Shipping Material.
- Completing Cycle Counts to maintain Inventory accuracy.

Boot Camp runs Monday to Friday, 8 a.m. to 5 p.m. ET (*Friday ends at 2:30 p.m.) at Plex Headquarters in Troy, MI. Lunch provided daily. Additional information to follow completion of course purchase and session registration.

Getting Started in Plex (Office)

 60 Minutes

This overview level course is designed for users who are new to Plex and need to quickly get familiar with the system. This self-paced video course requires no prior understanding of the Plex system.

Participants will learn how to:

- Log in and navigate.
- Reset password.
- Explore the Wiki.
- Explore the Plex Community.
- Become familiar with the Document Control System (DCS).

This video course should take less than one hour to complete.

Getting Started in Plex (Shop Floor)

 30 Minutes

This overview level course is designed for Shop Floor users who are new to Plex and need to quickly get familiar with basic navigation and usage of the system. This self-paced video course requires no prior understanding of the Plex system.

Participants will learn how to:

- Log in and navigate.
- Reset password.

This video course should take less than 30 minutes to complete.

Critical Path/Business Processes (Office)

 60 Minutes

This overview level course is designed for users who are new to Plex and need to quickly get familiar with the business processes that are commonly supported in Plex. This self-paced blended learning course requires no prior understanding of the Plex system.

Participants will learn how Plex:

- Supports inventory movement through the Critical Path (procurement, production, and shipping).
- Is used to perform specific production transactions on the shop floor using the Control Panel.

This interactive video course should take less than one hour to complete.

Critical Path/Business Processes (Shop Floor)

 30 Minutes

This overview level course is designed for shop floor users who are new to Plex and need to quickly get familiar with the business processes that are commonly supported in Plex. This self-paced blended learning course requires no prior understanding of the Plex system.

Participants will learn how Plex:

- Supports inventory movement through the Critical Path (procurement, production, and shipping).
- Is used to perform specific production transactions on the shop floor using the Control Panel.

This interactive video course should take less than 30 minutes to complete.

Communication Tools in Plex

 90 Minutes

This foundation level course is designed for users who want to understand and utilize communication and information tools in Plex. This self-paced video course will look at a variety of Plex modules including the Message Manager, the Wiki, Bulletin Boards, and the Document Control System.

Participants will learn how to:

- Set pop-up messages for when a user logs in or goes to a certain screen.
- Set up email notification for events like a customer return or an employee vacation request.
- Add relevant text to a Wiki.
- Use the DCS to store and retrieve documents.

This interactive course should take less than one hour and 30 minutes to complete.

Plex Community

 2 Hours

This foundation level course is designed for all Plex users who want to access and participate in the Plex Community. This live Virtual Instructor-Led Training will provide the participants with a look at the structure of the Plex Community as well as how to setup your profile and score points.

Participants will learn how to:

- Search for topics of interest.
- Participate in conversations.
- Follow people or groups.

This VILT course should take approximately one to two hours to complete.

Plex for New Champions

 2 Hours

This core-level course is designed for users who are familiar with Plex but new to the Champion role. This self-paced video course covers some of the different configuration options a Champion should consider, as well as troubleshooting techniques.

Participants will learn how to:

- Access and change customer settings (and see the desired outcome).
- Add values to setup tables.
- Review a part's process routing.
- Gain competency in searching for solutions to problems.
- Manage security for Plex Community users.
- Manage wiki content.
- Troubleshoot common Plex issues.

This video course should take approximately two hours to complete.

Plex for New Users

 60 Minutes

This foundation-level course is designed for users who are new to Plex that need to quickly get familiar with the system. This self-paced video course requires no prior understanding of the Plex system.

Participants will learn how to:

- Login and navigate.
- Perform basic tasks like view inventory and part information.
- Search for relevant data.
- Use the Plex Community.
- View content in the Document Control System.

This video course should take less than one hour to complete.

Plex UX Training Videos

 60 Minutes

These foundation-level videos are designed for users who are interested in learning about Plex's modernized user interface. These video tutorials will provide the user with overviews of several topics needed to successfully use Plex UX.

Participants will learn about:

- Plex UX login and navigation.
- Favorites set up.
- Basic configuration.
- Reporting options.
- Knowledge Center and other support options are also discussed.

This video course should take less than one hour to complete.

Product Group: Accounting and Financials

Accounts Payable

 90 Minutes

This foundation-level course is designed for users responsible for completing Accounts Payable (AP) transactions in Plex. This self-paced video course requires accounting experience and a basic understanding of the Plex system.

Participants will learn how to:

- Set up a typical chart of accounts and standard accounts.
- Set up your bank accounts.
- Create a supplier invoice and pay the supplier.
- Identify debit and credit accounts.
- Create debit memos (learn the various ways in Plex).
- Manage journal entries.

This video course should take under one hour and 30 minutes to complete.

Accounts Receivable

 60 Minutes

This foundation-level course is designed for users responsible for completing Accounts Receivable (AR) transactions in Plex. This self-paced video course requires accounting experience and a basic understanding of the Plex system.

Participants will learn how to:

- Set up a typical chart of accounts and standard accounts.
- Add AR invoices to Plex (learn the three ways).
- Apply a deposit to an invoice.
- Create credit memos (learn the various ways in Plex).
- Add prepayment options.

This video course should take under one hour to complete.

Financial Statements

 90 Minutes

This core-level course is designed for users who need to design or utilize Financial Statements in Plex. This self-paced video course requires a basic accounting background. With a focus on balance sheets and income statements, participants will get to see how to create these reports and other financial reports in Plex.

Participants will learn:

- The difference between classic and multi-level financials.
- How to plan, set up, and create reports.
- How to allow end users to see some, but not all, details on a report.
- How to add totals and other financial functions to the report.
- An overview of financial consolidation over multiple Plex instances.

This video course should take approximately one hour and 30 minutes to complete.

General Ledger

 30 Minutes

This foundation-level course is designed for users who need to manage the General Ledger. This self-paced video course requires a basic accounting background.

Participants will learn how to:

- View account activity reports.
- Add journal entries.
- Reverse journal entries.
- Create memorized journal entries.
- Manage the general ledger by understanding the role financial periods play.

This video course should take under 30 minutes to complete.

Standard Costing

 90 Minutes

This foundation-level course is designed for users who want to understand how standard costing is set up and works in Plex. This self-paced video course requires an understanding of cost accounting as well as common transactions in the Plex system.

Participants will learn how to:

- Set up various cost types.
- Manage your cost accounts in the chart of accounts.
- Build a cost model.
- Run the Standard Cost Activity Report (SCAR) and determine how often to run SCAR.
- Complete a variety of transactions types and look at inventory valuation reports.

This video course should take approximately one hour and 30 minutes to complete.

Product Group: Customers and Sales

EDI in Plex

 60 Minutes

This foundation-level course is designed for users who wish to become familiar with EDI (Electronic Data Interchange) or who understand EDI and need to know how it works in Plex. This self-paced interactive course is most effective for those who have an understanding of sales orders and shipping in Plex. The course starts with a review of basic terms and EDI processes and documents.

Participants will learn:

- Where to look for EDI documents.
- How to troubleshoot errors.
- How to set up notifications.
- What options are available for customer and supplier EDI.

This interactive course should take under one hour to complete.

Order to Cash

 90 Minutes

This foundation-level course is designed for users who want to experience the tasks and transactions involved in the order to cash business processes. This interactive self-paced course simulates the Plex system and allows the user to complete the directed tasks at their own pace.

Participants will learn how to:

- Add a 2-tier customer order.
- Schedule shipments.
- Load and ship containers.
- Complete other common activities performed regularly in the order to cash business processes.

This interactive course should take approximately one hour and 30 minutes to complete.

Product Group: Human Capital Management

HCM Employee Details

 30 Minutes

This foundation-level course is designed for users who need to manage employees in Plex. This self-paced video course requires a basic understanding of Plex navigation.

Participants will learn how to:

- Add and edit user records.
- Add and edit employee records.

This video course should take approximately 30 minutes to complete.

HCM Employee Records

 30 Minutes

This core-level course is designed for users who need to manage employees and employee records in Plex. This self-paced video course requires a basic understanding of Plex navigation.

Participants will learn how to:

- Add, edit and delete employee records.
- Update setup tables to support employee record management.

This video course should take approximately 30 minutes to complete.

HCM Job Description

 30 Minutes

This foundation-level course is designed for users who need to manage employee job descriptions in Plex. This self-paced video course requires a basic understanding of Plex navigation.

Participants will learn how to:

- Add and edit job description data.

This video course should take less than 30 minutes to complete.

HCM Time off Tracking

 30 Minutes

This foundation-level course is designed for users who want a basic understanding of how Plex can track employee's time off work. This self-paced interactive course requires no prior understanding of how Time off Tracking is used in the Plex system.

Participants will learn:

- How requests are created and management of those requests.
- How to add a time off request.
- Setup of time off types and other configuration data.
- How to initiate specific time off types for an employee.

This interactive course should take less than 30 minutes to complete.

Time and Attendance

 60 Minutes

This foundation-level course is designed for users who want a basic understanding of how Plex can capture an employee's time and attendance information. This self-paced interactive course requires no prior understanding of how Time and Attendance is used in the Plex system.

Participants will:

- Use an interactive screen to learn about different aspects of the Time and Attendance Plex environment.
- Gain a foundational understanding of how Plex can be used to capture and manage attendance information.
- Learn configuration considerations such as point setup tables, attendance schedules and settings.

This interactive course should take less than one hour to complete.

Product Group: Inventory Management

Inventory Creation and Tracking

 60 Minutes

This foundation-level course is designed for users who want a better understanding of inventory in Plex. This self-paced video course requires some experience in the Plex system.

Participants will learn:

- How inventory is created in Plex.
- How inventory is tied to the process routing for each part.
- The seven fields required for every inventory container.
- The importance of container types.
- How to view, make changes, and retire inventory.

- What “real-time” reporting means.
- How to manage the life-cycle of a container of inventory using container status.

This video course should take less than one hour to complete.

Inventory in Plex

 30 Minutes

This foundation-level course is designed for users who want a high-level understanding of inventory in Plex. This self-paced video course requires no previous experience with the Plex system.

Participants will learn:

- What inventory is and the requirements for tracking it.
- How inventory is created and managed in Plex.
- How history and other controls manage traceability.

This video course should take less than 30 minutes to complete.

Label Setup and Design

 3 Hours

This core-level course is designed for users who need to understand how to design labels, set label defaults, and override the defaults when necessary. This live Virtual Instructor-Led Training will provide each student with a unique environment to complete the hands-on training. Participants should be comfortable navigating the system as the course will move through numerous screens to set default label formats (and overrides) for receiving, shipping, and production.

Participants will learn how to:

- Find a specific label format in the Label Library and make it “active.”
- Use the Label Designer to modify a label.
- Navigate different screens to set label defaults or override defaults.
- Set up unique label requirements.

This VILT course should take approximately three hours to complete.

Lot Management in Plex

 30 Minutes

This overview-level course is designed for users who want to understand what lot management is and the capabilities within Plex. This self-paced video course requires no prior Plex experience.

Participants will learn:

- Basic concepts of lot management.
- Options for handling different lot requirements.
- The role of shelf life and various date fields used in lot management.
- About traceability features in Plex.

This video course should take less than 30 minutes to complete.

Product Group: Planning and Scheduling

MRP and Scheduling in Plex

 30 Minutes

This foundation level course is designed for users who want to understand scheduling concepts and the tools we use for scheduling in Plex. This self-paced video course requires no prior experience with scheduling in Plex.

Participants will learn about:

- MRP.
- Production Requirements Planning (PRP).
- Capacity Planning.
- Dispatch List.
- An overview of the Finite Scheduling system.

This video course should take less than 30 minutes to complete.

MRP/Scheduling Setup and Management

 4 Hours

This core-level course is designed for users who need to set up and use one or more of the scheduling tools in Plex. This course is a series of short, self-paced videos that begin with an overview on basics of scheduling and then goes into the deeper topics for each area. The course requires an understanding of purchasing and production in Plex.

Participants will learn:

- The setup tables and settings required for MRP and PRP.
- The different demand types that drive purchasing and production.
- How to use the MRP and PRP screens.
- Scheduling parameters (options) that affect demand.
- Capacity Planning.
- Kanban job scheduling.
- Reporting and troubleshooting.

This video course should take approximately four hours to complete.

Product Group: Production Management

Maintenance in Plex

 3 Hours

This foundation-level course is designed for users who need to gain an understanding of how the Plex system manages maintenance requirements. This live Virtual Instructor-Led Training requires no prior experience with the Maintenance Module.

Participants will learn how to:

- Add equipment in the equipment list.
- Schedule preventative maintenance.
- Add work requests and checklists for maintenance.
- Receive notification when maintenance is due.
- Review reports related to maintenance.

This VILT course should take approximately three hours to complete.

Maintenance Management

 3 Hours

This core-level course is designed for users who want to use Plex to manage preventative maintenance as well as unplanned maintenance. This self-paced interactive course requires no prior understanding of the Maintenance Modules in Plex.

Participants will learn how to:

- Add equipment to the system.
- Schedule preventative maintenance.
- Add work requests for maintenance.

- Receive notification when maintenance is due.
- Review reports related to maintenance.

This interactive course should take approximately three hours to complete.

Control Panel - Bin for Bin Production

 60 Minutes

Control Panel - Simplified Production

Control Panel - Standard Production

This foundation-level course is designed for users who want to have a hands-on experience using the Control Panel. These three interactive self-paced courses simulate the Plex system and allow the user to complete the directed tasks at their own pace. In each course, the participant will create a job, navigate to the Control Panel, enter the appropriate data (workcenter, job, operator, source inventory, etc.), and then report production.

Each course will focus on a different reporting method:

- First course focuses on standard production—reporting often used in early operations.
- Second course focuses on simplified production—reporting used for pack operations.
- Third course focuses on bin for bin production—reporting for operations that do not require much operator interaction.

Each interactive course should take approximately one hour to complete.

Plan to Produce

 90 Minutes

This foundation-level course is designed for users who are new to production scheduling and reporting in Plex. This interactive self-paced course simulates the Plex system and allows the user to complete the directed tasks at their own pace.

Participants will learn how to:

- Create a job via the job manager.
- Schedule the job for production.
- Use the Control Panel to identify the workcenter, job, operator, and status.
- Load source material.

- Report production using standard, simplified, and bin for bin methods.
- Report production using the Audit Container screen.

This interactive course should take approximately one hour and 30 minutes to complete.

Product Group: Products and Programs

Process Routings Management

 30 Minutes

This core-level course is designed for users who want a fuller understanding of process routings in Plex. This self-paced video course provides a basic understanding of part operations, process routings, and bill of materials (BOM) as well as how they are structured and used in Plex.

Participants will learn how to:

- Create a routing for a part.
- Add the BOM to the appropriate part operation.
- Identify the supplier or workcenter where work is being done.
- Review options for production reporting methods.

This video course should take approximately 30 minutes to complete.

Product Group: Quality Management

Problem Control

 3 Hours

This foundation-level course is designed for users who want to setup and use the Problem Control module in their Plex system. This live Virtual Instructor-Led Training requires a basic understanding of Plex and documents associated with Problem Control.

Participants will learn about:

- Requirements for problem control setup.
- Tables and settings involved with problem control.
- Commonly used templates including 5 Why and 8-D.
- Viewing and modifying problem records.
- Workflow integration to the Problem Control system.
- Using the supplier portal for collaboration and resolution of issues.

This VILT course should take approximately three hours to complete.

Product Group: SaaS Platform

IntelliPlex: Working with Data

 4 Hours

This core-level course is designed for users who are familiar with IntelliPlex but want to build more complex reports. This live Virtual Instructor-Led Training will provide the user with more advanced topics like report bursting, date filters, and advanced portal topics.

Participants will learn how to:

- Build and schedule IntelliPlex reports.
- Set up complex joins.
- Upload external data to add to a report.
- Manage distribution options.
- Manage portal and dashboard options.
- Set multiple drill down options.

This VILT course should take approximately four hours to complete.

IntelliPlex Analytics

 60 Minutes

This foundation-level course is designed for current users of IntelliPlex who want to quickly understand and use the latest features. This self-paced video course provides an overview and descriptions of IntelliPlex “Next Gen” features.

Participants will be introduced to:

- Analytical folders.
- Star structures.
- Jumpstart reports.

This video course should take less than one hour to complete.

IntelliPlex Features

 3 Hours

This foundation-level course is designed for users who are new to IntelliPlex and want to begin building basic reports from data in Plex. This live Virtual Instructor-Led Training will provide the user with an overview of IntelliPlex navigation, security, and report building.

Participants learn how to:

- Log in and navigate within the Info Assist interface.
- Manage IntelliPlex security.
- Build basic reports including charts.
- Build more complex reports by joining tables and using drilldowns.
- Use and manage the portal.

This VILT course should take approximately three hours to complete.

IntelliPlex Portal

 2 Hours

This foundation-level course is designed for current users of IntelliPlex who want to focus on setting up and administering portals. This live Virtual Instructor-Led Training provides a look at building and maintaining IntelliPlex Portals and Dashboards.

Participants will be introduced to:

- Layout best practices.
- Design principles.
- Colors and themes.

This VILT course should take approximately two hours to complete.

Provision IntelliPlex Analytic Applications

 60 Minutes

This foundation-level course is designed for the IntelliPlex Builder who wants to learn how to provision purchased IntelliPlex Analytic applications for use in their organization. This self-paced video course introduces users to the Analytic Library, delivered portals, Portal Designer, and security considerations. It is recommended that participants have a working knowledge of IntelliPlex and portal set up prior to this course or have previously taken the IntelliPlex features and IntelliPlex Portal courses.

Participants will learn how to:

- Verify your organization has purchased analytic applications.
- Identify the portals delivered with analytic applications.
- Use the edit capability to make changes to the portal.

- Enable permissions for access to the analytic applications.
- Distribute analytic applications to users.
- Use Portal Designer to personalize to portal.

This video course should take less than one hour to complete.

Security

 3 Hours

This foundation-level course is designed for users who are responsible for security management in their Plex system. This live Virtual Instructor-Led Training will provide participants with a unique environment to complete the hand- on training. Participants should be familiar with navigating Plex and have a basic understanding of user management.

Participants will learn how to:

- Activate permissions.
- Create a new security role and add permissions to the role.
- Create a new User ID and assign the appropriate role for the user.
- Create menu buttons that only certain roles can see.
- Manage password rules, IP address restrictions, and reports.

This VILT course should take approximately three hours to complete.

SmartPlex

 60 Minutes

This foundation-level course is designed for users who want to install and use the SmartPlex app on their phone or tablet. This self-paced video course requires a basic understanding of the Plex system.

Participants will learn how to:

- Download and configure the app.
- Set up the appropriate security.
- Test access to different modules in Plex.
- Learn how to join the conversation on what's next with SmartPlex.

This interactive course should take less than one hour to complete.

SQL in Plex

 6 Hours

This foundation-level course is designed for users who want to learn Structured Query Language (SQL) and how it can be leveraged in Plex. SQL is used to pull data from the tables of Plex and populate IntelliPlex or VisionPlex Reports. This live Virtual Instructor-Led Training requires no prior understanding of SQL. A basic understanding of what IntelliPlex and VisionPlex reports is beneficial.

Participants will learn:

- Plex SQL nomenclature and best practices.
- How to construct a query and view the results.
- Basic stored procedure concepts and the steps to create one.
- Simple exercises in SQL syntax.

This VILT course should take approximately six hours to complete, and can be split over two days.

Upload Administration

 60 Minutes

This core-level course is designed for users who need to upload data into Plex. This self-paced video course requires no prior understanding of uploads. A basic understanding of Plex security and Microsoft Excel will be beneficial. While this course focuses on specific uploads, the concepts and the steps to complete an upload are generally the same.

Participants will learn how to:

- Access the template for the upload they want to complete.
- Develop and test the upload file.
- Turn on the upload button when required (security).
- How to troubleshoot common errors encountered during an upload.

This video course should take approximately one hour to complete.

VisionPlex

 2 Hours

This foundation-level course is designed for users who want to create VisionPlex reports using data from Plex. This live Virtual Instructor-Led Training will provide each participant with a unique environment to complete the hands-on training. Participants should have some experience with SQL and a basic understanding of Plex Modules.

Participants will learn:

- VisionPlex basic structure and configuring elements.
- Where to locate data sources and execute functions.

- An overview of the VisionPlex Design Toolbox.
- VisionPlex Assistant.

This VILT course should take approximately two hours to complete.

Workflow Design and Management

 6 Hours

This core-level course is designed for users who need to create or manage workflows in Plex. This live Virtual Instructor-Led Training requires no prior understanding of workflows. This course is separated into two sessions: the first session focuses on planning and development of a stand-alone workflow and the second session focuses on the design and testing of an integrated workflow that can be used with the Purchasing Module.

Participants will learn how to:

- Plan and design a workflow.
- Build a workflow to manage a stand-alone business process.
- Test a workflow.
- Integrate a workflow with existing Plex Modules.
- Configure tokens, specials and condition statements.
- Develop strategies for testing and implementation.

This VILT course should take approximately six hours to complete, and can be split over two days.

Product Group: Suppliers and Purchasing

Procure to Pay

 90 Minutes

This foundation-level course is designed for users who want to experience the tasks and transactions involved in procure to pay business processes. This interactive self-paced course simulates the Plex system and allows the user to complete the directed tasks at their own pace.

Participants will learn how to:

- Add a purchase order.
- Receive the material against a purchase order.
- Finalize the receipt.
- Review the supplier invoice.
- Pay the supplier.

This interactive course should take approximately one hour and 30 minutes to complete.

