

MAESTRO*MOBILE - RECEIPT OF GOODS / INVENTORY-PROJECT TRANSFER / INVENTORY-SITE TRANSFER

Last modification: November 10, 2025

Lesson Plan

At the end of the *Mobility - Receipt of Goods/ Inventory- to Project Transfer/ Inventory-Site Transfer* lesson, the client and designated users will be able to perform the necessary configurations and actions related to the receipt of goods,inventory-project transfer, and inventory-site transfer in **maestro***.

Unit MOBRECEPIT01 - Preliminary Analysis

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to operate maestro* at the receipt of goods, inventory-project transfer, and inventory-site transfer mobility level. <i>PREREQUISITES</i> • <i>Inventory</i> • <i>Purchasing</i> • <i>Security Management</i>	• Analysis	• Discussion of the current and future process (strengths and weaknesses) • Decision-making <i>HOMEWORK</i> • <i>Reflect on discussions</i>	15 min		Pilot

Unit MOBRECEPIT02 - Configurations - Receipt of Goods / Inventory-Project Transfer / Inventory-Site Transfer

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to define and configure the various elements required for receipt of goods, inventory-project transfer, and inventory-site transfer mobility.	Security Management	Configuration of accesses for the employee	15 min		Pilot and/or Super Users

Unit MOBRECEPIT03 - Operations - Receipt of Goods / Inventory-Project Transfer / Inventory-Site Transfer

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to configure and use the different elements and processes of receipt of goods, inventory-project transfer, and inventory-site transfer mobility.	- Receipt of Goods - Inventory-Project Transfer - Inventory-Site Transfer	- User training according to the process established at the time of analysis - Addition and inquiry of receipts - Creation and inquiry of an inventory-project transfer - Creation and inquiry of an inventory-site transfer <i>HOMEWORK</i> <i>Practice entering transactions</i>	30 min		Pilot and/or Super Users

Unit MOBRECEPIT04 - Operational Training - Receipt of Goods / Inventory-Project Transfer / Inventory-Site Transfer

Optional Session - Training of the client's employees with the implementation specialist

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to configure and use the different elements and processes of receipt of goods, inventory-project transfer, and inventory-site transfer mobility.	- Receipt of Goods - Inventory-Project Transfer - Inventory-Site Transfer	- User training according to the process established at the time of analysis - Addition and inquiry of receipts - Creation and inquiry of an inventory-project transfer - Creation and inquiry of an inventory-site transfer <i>HOMEWORK</i> <i>Practice entering transactions</i>	30 min		Pilot and/or Super Users

Unit MOBRECEPIT05 - Analysis and Inquiry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, designated users will be able to use the analysis and report tools in maestro* to find the information they need regarding the receipt of goods, inventory-project transfer,	Completed transaction inquiry	- Review of previous concepts and validation of homework assignments - Completed transaction inquiry	15 min		Pilot Super Users Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
and inventory-site transfer mobility.					

Unit MOBRECEPIT06 - Form Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to use the standard maestro* forms defined to meet their needs.	N/A	N/A	To be determined		Pilot

Unit MOBRECEPIT07 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will have carried out the tests and verifications to validate the configurations made beforehand, and will be able to attest to the adequacy of these configurations with the established processes.	• Addition and inquiry of receipts • Creation and inquiry of an inventory-project transfer • Creation and inquiry of an inventory-site transfer	• Review of previous concepts and validation of homework assignments • Client support during the testing phase • Transaction validation • Report and inquiry validation • Review of configurations, if applicable • Review of the process, if	30 min		Pilot Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		applicable <i>HOMEWORK</i> • <i>Complete the integrated tests</i>			

Unit MOBRECEPIT08 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, designated users will have shown the necessary knowledge and skills to use the receipt of goods, inventoryproject transfer, and inventory-site transfer mobility.	• Learning validation • Security review	• Preparation for upcoming training sessions	15 min	• Acquired fompetencies form - MOBRECEPIT	Pilot