



ONiQUA ENTERPRISE ANALYTICS – TRAINING MODULE #12a
Oniqua Enterprise Analytics
Oniqua Supply Cataloging Course



Training Module #12a

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Module #12a – Oniqua Enterprise Analytics Basic Cataloging Course

- Participants:** This Course is aimed at those who will be performing the duties of a Cataloger, or those who will be supervising catalogers
- Pre-requisites:** There are no prerequisites for this course. Prior supply cataloging or procurement experience may be an advantage but is not necessary.
- Format:** Classroom; small groups, very interactive (10 participants maximum) and informal. Presented in a conversational manner with practical exercises. Materials; a set of course notes including all class material is retained by the participant.
- Length:** 3 Days
The class commences at 8:50 a.m, and the class concludes at 4:00 p.m. daily.

Purpose and Objectives:

- To provide a detailed level of training in disciplined cataloging techniques.
- Extend the participants' skill level using and invoking cataloging disciplines to meet their individual organization's needs for improving inventory information.
- Develop a better understanding of the functions of inventory information systems and be better equipped to play a more active role in the management of their own systems or in the evaluation of proposed new systems from a supply cataloging perspective.

It is hoped that the cataloger will develop an objective and practical approach to inventory cataloging.

About Your Trainers:

This course is staffed by a skilled trainer with "hands-on" experience in the design, use and functionality of cataloging software. This has been acquired through years of experience using the Catalog Compose and OSD, completing cataloging projects at client sites and providing technical training and consulting services relevant to the use of the software.

Training Program - Day 1

8:50 a.m. Start	Welcome, Introduction & Course Objectives	Admin Ch 1
	Introduction to Cataloging: <ul style="list-style-type: none"> a. What is basic cataloging? b. Why is it necessary c. Benefits d. Presentation and access to the basic catalog e. Results 	Ch 2
10:00 a.m. - 10:15 a.m.	Break	NA
	First Principles Of Cataloging: <ul style="list-style-type: none"> a. Terminology b. Item of supply concept c. Item of production d. Item of supply e. Basic rules of cataloging f. Problems associated with broad and narrow concepts 	Ch 3
12:00 p.m.- 1:00 p.m.	Lunch	NA
	The Database Approach: <ul style="list-style-type: none"> a. Table/reference files b. Avenue of access Table/reference files a. Avenue of access 	Ch 4
	Catalogue Procedures: <ul style="list-style-type: none"> a. Procedural Steps b. Cataloguing Tools c. Constraints & Policy & Procedures 	Ch 5
2:30 p.m. – 2:45 p.m.	Break	NA
4:00 p.m. Finish	Oniqua Standards Dictionary (OSD) Procedures	Ch 5

Training Program - Day 2

8:50 a.m. Start	Review previous day	Admin
	Cataloging Procedures: <ul style="list-style-type: none"> a. The value of a procedure b. Procedural steps c. List of cataloging tools (encoding rules and standards, abbreviations) d. Constraints on timing of a cataloging task e. Policy and procedures typical structures 	Ch 5
10:00 a.m. - 10:15 a.m.	Break	NA
	Address Data: <ul style="list-style-type: none"> a. Why we need numbering systems b. What we number c. How we number 	Ch 6
	Classification Systems: <ul style="list-style-type: none"> a. Inventory classifications b. Rules for the compilation of classifications c. Guide to developing a classification system d. Typical classifications e. NATO supply classification system f. Benefits of commodity classifications 	Ch 7
12:00 p.m.- 1:00 p.m.	Lunch	NA
	Item Names: <ul style="list-style-type: none"> a. Review of item name theory b. Structure of the OSD file c. Conventions used within the OSD file d. Scope of the OSD file 	Ch 8
	Item Names – Practical	Ch 8
2:30 p.m. – 2:45 p.m.	Break	NA
4:00 p.m. Finish	Item Names – Practical cont...	Ch 8

Training Program - Day 3

8:50 a.m. Start	Review previous day	Admin
	Item Names – Practical cont...	NA
10:00 a.m. - 10:15 a.m.	Break	NA
	Item Names – Practical cont...	NA
	Item descriptions: a. Descriptive patterns b. Descriptive type c. Encoding rules and abbreviations	Ch 9
	Item descriptions - Practical	NA
12:00 p.m.- 1:00 p.m.	Lunch	NA
	Item descriptions - Practical cont...	NA
	Suppliers / Manufacturers Data: a. Manufactured or altered part numbers b. Other manufacturer details elements c. Manufacturer data review	Ch 10
	Specifications and Drawings: a. Recording specification and drawing numbers b. Liaison requirements	Ch 11
2:30 p.m. - 2:45 p.m.	Break	NA
	Equipment and Assembly Coding a. Purpose b. Design considerations	Ch 12
3:30 p.m. Finish	Review course and Wrap-up	NA