



ONIQUA MRO ANALYTICS – TRAINING CODE : OAT-GINI
Oniqua Analytics Solution Inventory
Introduction



Training Code: OAT-GINI Oniqua Analytics Solution Inventory Introduction

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Contents

OAT-GINI ONIQUA ANALYTICS SOLUTION INVENTORY INTRODUCTION.....2

PARTICIPANTS:.....2

PRE-REQUISITES:.....2

FORMAT:.....2

LENGTH:.....2

SCHEDULE:.....2

DESCRIPTION:.....2

PURPOSE AND OBJECTIVES:.....2

THIS COURSE WILL:.....2

ABOUT YOUR TRAINERS:.....2

TRAINING PROGRAM - DAY 13

OAT-GINI Oniqua Analytics Solution Inventory Introduction

Participants: Provided to all Oniqua staff and customers with a foundation for operating the system without the need for the more technical training on the product-specific areas of using the software range

Pre-requisites: A general knowledge of Windows-based software programs and a basic level of computer literacy

Format: Classroom; small groups, very interactive (12 participants maximum)

Length: 1 Day
Registration commences at 7:30 a.m., the class commences at 8:00 a.m., and the class concludes at 4:30 p.m.

Schedule: Day One (Monday) Welcome & registrations
Overview
Screen designs
Group data
Functionality
Reports
Statistics
Documentation

Description:

This module covers a general 'User Overview' of a product by providing a 'generic feel' that will be suitable for the initial operation of the system. This module is not product specific and covers such topics as the data presentation, working with the menus and data groups and general operations that are common to all products.

Purpose and Objectives:

To provide a co-lateral training base of topics that is common to all Oniqua MRO Analytics software programs

This course will:

- Introduce the general display of the software for users
- Provide an understanding of group data files
- Demonstrate the generic user functionality of the software
- Provide sufficient knowledge for investigating further information

About Your Trainers:

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

Training Program - Day 1

7:30 a.m. - 8:00 a.m.	Registration and Distribution of Course Materials	Admin
8:00 a.m. - 8:45 a.m.	Welcome & Introduction	Admin
8:45 a.m. - 9:15 a.m.	Overview – Oniqua software product, Oniqua/ERP systems data exchange, access, the 'Workbench', display definitions, mouse functionality, menu options	1.1
9:15 a.m. - 10:00 a.m.	Group creation, working with & viewing data groups	1.2
10:00 a.m. - 10:15 a.m.	Break	NA
10:15 a.m. - 11:30 a.m.	Screen designs, header, tabs & databases, saving/discarding changes to group information, returning groups	1.2
11:30 a.m. - 12:15 p.m.	Sharing and managing group files, utilities Sorting data, tag/untag, hide/unhide	1.2 1.3 1.4 1.5
12:15 p.m.- 1:15 p.m.	Lunch	NA
1:15 p.m. - 2:15 p.m.	Editing data fields, radio buttons, memos, dates, drop down lists, text fields, edit by block replace, backup/restore	1.6 1.7 1.8
2:15 p.m. - 2:30 p.m.	Break	NA
2:30 p.m. - 3:30 p.m.	Field properties, help Reporter and report suite	1.9
3:30 p.m. - 4:15 p.m.	Exporting reports to file Metric Viewer Documentation – User Manual and Reference Guide	1.10 1.11 1.12
4:15 p.m. - 4:30 p.m.	Review, certificates and Wrap-up	NA