



**ONIQUA ENTERPRISE ANALYTICS – TRAINING CODE: OAT-GPNI Oniqua Analytics
Solution Procurement Introduction**



Training Code: OAT-GPNI

OAS Procurement Introduction

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TRAINING PROGRAM - DAY 14

OAT-GPNI OAS Procurement 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 30 minutes prior to the commencement of the class and the training concludes approx 8 ½ hours later including all breaks and lunch.
Schedule	Day One Welcome & Registrations Overview Group Creation Windows & Group Concepts Work Queues Data Manipulation Data Types Data Information OAS Portal Review

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

8:30 a.m. - 8:40 a.m.	Registration and Distribution of Course Materials	Admin
8:40 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, user security levels	1.1
9:15 a.m. - 10:00 a.m.	Group Creation – Working with & viewing data groups, creating groups using external data, creating groups from saved criteria	1.2
10:00 a.m. - 10:15 a.m.	Break	NA
10:15 a.m. - 11:30 a.m.	Window & Group Concepts – Window designs, header, tabs & databases, saving/discarding changes to group information, returning groups, Manipulation of Table data & Form data	1.2
11:30 a.m. - 12:15 p.m.	Data Manipulation - Sharing and managing group files, utilities, searching, Sorting data, tag/un-tag, hide/un-hide, distinct values	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.	Data Types - 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.	Work Queues Management – reviewing suppliers, setting alerts, identifying risks and opportunities	1.9
3:30 p.m. - 4:15 p.m.	Data Information - Field properties, On-line help, Workbench Reporter. Documentation – User Manual and Reference Guide OAS Portal - Accessing the Analytics Portal from the Workbench	1.10 1.11 1.12
4:15 p.m. - 4:30 p.m.	Review, Wrap-up and Certificates	NA