

# On Key Plus Training

## End-user training for more productive employees

### The importance of end-user training

To ensure the optimal use of a system, users have to understand the system's overall purpose and the different features that enable the system to fulfil this purpose. Purposeful training helps users to become more effective and productive in using a system when performing their work.

Pragma - the owner of On Key EAM – presents training courses to equip users with the successful use of the system. Users can enrol for specific standalone modules or opt for one of three learning pathways that provide a targeted training approach to better equip learners with the necessary knowledge to fulfil their duties in the system.

### The value of end-user training

On Key Plus end-user training will ensure that team members adopt On Key EAM and use it effectively from the outset.

New team members will learn how to use the system appropriately without picking up bad habits from long-standing or more experienced staff.

Experienced staff members obtain access to new features, and best practices are entrenched at a deeper level.

### Structured learning pathways

We offer three courses, each consisting of online training modules, contact sessions and discussion forums. The live, online contact sessions provide an opportunity for learners to interact with Pragma's subject matter experts.

Learners are able to raise questions about the application of On Key in their own working environments. The discussion forum space is a safe place for learners to learn from each other and pose questions to the facilitation team. Leading questions are placed on the discussion forums to gauge learners' understanding of the content. Based on the learner interactions in the discussion forums, the facilitation team can adapt and tailor what is presented during the contact sessions.

The three courses are:



#### Entry learning pathway

focuses on On Key usability, navigation and work order transactions.



#### Basic learning pathway

introduces the learner to the same modules as the Entry pathway, and also introduces the asset register and basic concepts of planning.



#### Advanced learning pathway

suits engineering planners or learners seeking a complete grasp of On Key's configuration and transactions, covering basic to advanced training.

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## Entry, basic, and advanced learning pathways course outlines

Ideal course participants	On Key 5 users with good On Key knowledge converting to On Key Plus	Data clerks, engineering planners, planners assistants, schedulers, foreman	Engineering planners, maintenance managers
Modules	Entry learning pathway	Basic learning pathway	Advanced learning pathway
Getting Started	●	●	●
Master Data Configuration for General Use			●
Master Data Configuration for System Enhancement			●
Asset Register Basics	●	●	●
Assets and Asset Types Basics			●
Basic Profiles	●	●	●
<b>Midway Online Contact Session</b>		●	●
Resource Configuration		●	●
Time Loss Configuration			●
Manually Created Work Orders	●	●	●
Validating Work Orders		●	●
Planning Basics		●	●
Feedback on Work	●	●	●
Security Setup			●
<b>Final Online Contact Session</b>	●	●	●
<b>Estimated hours</b>	<b>11 hours</b>	<b>23 hours</b>	<b>30 hours</b>