

Target audience		Data Administrators, Data Capturers and Clerks	Engineering Planners, Planner Assistants, Schedulers, Foremen	Engineering Planners, Maintenance Managers
Courses		On Key 5 - Entry	On Key 5 - Planner Basic	On Key 5 - Planner Advanced
Modules		5 Modules	9 Modules	14 Modules
1	Getting Started with On Key	■	■	■
2	Configuring On Key		■	■
3	On Key Asset Register Basics		■	■
4	On Key Profiles	■	■	■
5	On Key Staff Configuration	■	■ plus CS 1	■ plus CS 1
6	On Key Work Order Configuration			■
7	On Key Time Loss Configuration			■
8	On Key Unscheduled Work Orders	■	■	■
9	On Key Validating Work Orders		■	■
10	On Key Planning		■	■
11	On Key Scheduling			■
12	On Key Daily Allocation			■
13	On Key Feedback on Work	■ plus CS 1	■ plus CS 2	■
14	On Key Service Management			■ plus CS 2
Cost		R1 550,00	R2 600,00	R4 500,00
eLearning Modules Estimated Hours		11 hours	20 hours	34 hours
VILT Class Contact Session		1 x 3 hour	2 x 2 hour	1 x 2 hr & 1 x 3 hr

Note:

CS = Contact session

Contact session via Pragma LMS - Virtual classroom training

Contact Sessions - Virtual classroom training schedule

NOTE: eLearning modules must be completed ahead of virtual classroom training sessions

Course Name	Time of class	Oct-20		Nov-20		Dec-20	
		CS 1	CS 2	CS 1	CS 2	CS 1	CS 2
On Key 5 – Entry	8:30am to 11:30am	14	-	17	-	2	-
On Key 5 - Planner Basic	8:30am to 10:30am	16	29	18	30	3	10
On Key 5 - Planner Advanced	11am to 2:00pm	13	30	19	01-Dec	4	11

Course Name	Time of class	Jan-21		Feb-21		Mar-21	
		CS 1	CS 2	CS 1	CS 2	CS 1	CS 2
On Key 5 – Entry	8:30am to 11:30am	19	-	8	-	8	-
On Key 5 - Planner Basic	8:30am to 10:30am	20	28	10	24	10	24
On Key 5 - Planner Advanced	11am to 2:00pm	21	29	11	25	11	25