

On Key Plus Training Guide 2026/27

Build the right capability for every On Key role



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Practical training | Superuser Certification

Training at a glance

Understand the roles and how the learning options fit together

Different roles require different levels and types of On Key capability.

Pragma Academy offers structured learning pathways, practical training and Superuser Certification to build the capability each role requires.

Find the right training for your role

End user

Use and transact

Uses On Key Plus effectively to perform the activities and transactions required for their role.

Learning pathways

- ▶ Entry learning pathway
11 hours
- ▶ Basic learning pathway
19 hours
- ▶ Advanced learning pathway
32.5 hours

The three pathways provide targeted learning for different role requirements, from core navigation and transactions through to broader On Key Plus configuration and functionality.

Power user

Configure and optimise

Develops deeper capability to configure, optimise and troubleshoot specific areas of On Key Plus, helping to promote consistent practice and better use of the software.

Training

- ▶ On Key Plus Asset Register Practical
- ▶ On Key Plus Maintenance Work Management Practical
- ▶ On Key Plus Profiles Practical

Professional user

Author and govern

Builds the capability to create and govern consistent, publish-ready On Key Insights content that teams can reuse with confidence.

Training

- ▶ On Key Insights Practical

Superuser

Support and enable

Combines broad On Key capability with asset management and business-process understanding. Superusers support other users, reinforce good practice, safeguard data quality and act as internal custodians of On Key EAM software.

Training

- ▶ On Key Plus Superuser Certification

Broad capability | Practical application | Certification

◆ Superuser Certification Route

Look for the ◆ marker on pages 3 and 4. It identifies learning shown in this guide that forms part of the Superuser Certification route.

End-user learning pathways

Build confident day-to-day On Key capability

Choose the pathway that best matches the On Key Plus scope required for your role. Each pathway combines structured learning with opportunities to engage Pragma subject matter experts and apply what you learn in your work environment.

Which pathway is right for you?



Entry

11 hours | R 2 400
New users or users familiar with previous On Key versions



Basic

19 hours | R 4 270
Planners, schedulers, clerks, foremen



Advanced ♦

32.5 hours | R 6 740
Engineering planners, maintenance managers

What does each pathway include?

All pathways

Getting Started, Basic Profiles, Manually Created Work Orders, Feedback on Work, Final LES

Entry + Basic

Asset Register Basics

Basic + Advanced

Midway LES, Resource Configuration, Validating Work Orders, Planning Basics

Advanced

Master Data Configuration for General Use, Master Data Configuration for System Enhancement, Assets and Asset Types Basics, Customising Profiles, Time Loss Configuration, Security Setup, Notifications

Live Engagement Session Calendar 2026/27

Course name	Live engagement session (LES)	Class time	Oct-26	Nov-26	Feb-27	Mar-27	May-27	Jun-27	Aug-27	Sep-27
Entry learning pathway	Final and only LES	08:30–11:30	20-Oct	17-Nov	02-Feb	09-Mar	04-May	15-Jun	03-Aug	14-Sep
Basic learning pathway	Midway LES	08:30–10:30	21-Oct	18-Nov	03-Feb	10-Mar	05-May	17-Jun	04-Aug	15-Sep
	Final LES	08:30–10:30	28-Oct	25-Nov	10-Feb	17-Mar	12-May	24-Jun	11-Aug	21-Sep
Advanced learning pathway	Midway LES	08:30–10:30	22-Oct	19-Nov	04-Feb	11-Mar	06-May	18-Jun	05-Aug	16-Sep
	Final LES	08:30–11:30	29-Oct	26-Nov	11-Feb	18-Mar	13-May	25-Jun	12-Aug	22-Sep

Note | Complete all modules leading up to a live engagement session before attending. Please consider this requirement when making your booking.

Practical training

Take On Key capability further

Practical training builds on everyday software use to develop applied capability in authoring, governance, configuration and optimisation.

The courses combine focused learning with practical application so that professional and power users can deepen their capability in the areas most relevant to their roles.



Choose the practical that fits your role

Power-user practicals
Configure and optimise

Asset Register Practical ♦
24.5 hours | R 5 280
Develop practical capability to structure and manage the On Key Plus asset register, including asset and asset type structures, components, development functionality, configuration options and implementation.
Learning format | 14.5 hours self-paced learning; 2-hour live engagement session; 8-hour practical assignment

Maintenance Work Management Practical ♦
24.5 hours | R 5 280
Develop applied capability across maintenance work management in On Key Plus, from requests and work orders through planning, scheduling, execution, feedback and close-out.
Learning format | 14.5 hours self-paced learning; 2-hour live engagement session; 8-hour practical assignment

Profiles Practical ♦ 5 hours | R 2 280
Apply existing Profiles knowledge in practical configuration using dashboards, expressions, query builder and designer functionality to control system behaviour, data quality and operational roles.
Learning format | 5 hours practical assignment

Professional-user practical
Author and govern

On Key Insights Practical ♦
8 hours | R 2 280
Develop hands-on capability to author and govern On Key Insights sheets to a publishable standard, using master items, expressions, appearance controls and selection management to create clear and consistent analysis.
Learning format | 4 hours self-paced learning; 4 hours practical assignment

Practical Training Calendar 2026/27							
Course name	Live engagement session (LES)	Class time	Nov-26	Jan-27	Apr-27	Jul-27	Sep-27
Asset Register Practical ♦	Midway LES	12:00–14:00	24-Nov	26-Jan	06-Apr	20-Jul	01-Sep
Maintenance Work Management Practical ♦	Midway LES	12:00–14:00	10-Nov	27-Jan	07-Apr	21-Jul	02-Sep

No live engagement session required | On Key Insights Practical and Profiles Practical can be completed without a live engagement session.

Note | Complete all modules leading up to a live engagement session before attending. Please consider this requirement when making your booking.

On Key Plus Superuser Certification Training

Build trusted internal On Key expertise

Sustainable value from EAM software takes more than capable individual users.

Superusers combine broad On Key capability with asset management and business-process understanding to support users, reinforce good practice and help maintain consistent, trusted use of On Key.

What makes a superuser different?

Support users |

Provide a first point of contact for routine On Key questions and recurring issues.

Safeguard data

quality | Help to maintain master data and work order quality and identify data-quality concerns.

Reinforce good

practice | Support consistent transactions and standard maintenance work management practices.

Connect On Key to the

business | Apply broad software capability in the context of the organisation's processes and requirements.

Learning areas

- ▶ Asset management foundations
- ▶ On Key Plus core learning
- ▶ Asset register
- ▶ Maintenance work management
- ▶ Profiles and expressions
- ▶ User administration
- ▶ Reporting and business intelligence

◆ Follow the Superuser Certification route

The ◆ marker highlights learning shown in this guide that also forms part of the Superuser Certification pathway. The Superuser Certification brochure includes the full course list.

Certification at a glance

120.5 hours

Pricing per organisation:

First superuser | R 23 000

Additional superusers | R 16 000 each

Learning format:

- ▶ 8 hours facilitated virtual engagement
- ▶ 28 hours practical assessment
- ▶ 84.5 hours self-paced learning

Typical completion period:

- ▶ Approximately four months

No previous On Key training is required.

Keep your certification current

Certification is valid for 12 months. As On Key evolves, certified superusers complete short update learning and quizzes covering relevant software changes.

Updates can be completed as they are released throughout the year and are expected to take up to four hours in total annually.

Outstanding recertification requirements must be completed within 30 days of the annual renewal point. If they are not completed, certification becomes inactive until the outstanding requirements are completed.

Recertification fee | R 1 160

Certification confirms competence; the client organisation determines the superuser's operational responsibilities, access and permissions.

Previously completed learning

If an included course is already recorded as completed in the learner's Pragma Academy learning record, it does not need to be repeated. Previous completion does not change the Superuser Certification fee.

Ready to enrol?

Explore On Key training, individual course brochures and registration information.

www.pragmaworld.net/academy/on-key-training/