**HACH WIMS TRAINING**

These workshops described in this document are designed to fit the various user needs for Hach WIMS software. Classroom or remote training, along with hands-on experience will help users progress from an introduction to the software through the operational uses, management, and advanced administration. Users are encouraged to actively participate in all facets of the training to gain the most out of this session.

**Customer Requirements:**

* Access to internet (remote training though onsite access is preferred)
* Ability to access remote training application – WebEx is currently used by Hach and can be downloaded prior to remote training at <https://signup.webex.com/webexmeetings/US/sem_signup_tomorrow.html?CPM=KNC-sem&TrackID=1021381&psearchID=webex>
* Projector (for classroom training)
* Up to 20 students for onsite training
* No more than 2 users per PC for remote training

**Hach WIMS New User/Refresher Training Agenda**

**Delivered On Line via WebEx**

**(Remote or on-site training typically purchased as part of a new integration project, or may be purchased additionally at any time as part of a refresher or new hire training)**

Training will be conducted using our Tutorial Database. At the end of training, you will have an established knowledge of the system. There will be 3 (4 hour) remote sessions via teleconference through Webex. All times of all subjects in training will be met to stay on schedule.

**Session 1 Operator Training**

* General Theory of Operation Hach WIMS
* Menu Overview
* Monthly Data Entry
* Custom Data Entry
  + Creating, Saving, and Sharing Templates
  + Importing from Excel
* Printing Reports

**System Manager Training**

* Variable Setup
  + Math Toolbox – Setting up calculations
  + Variable Limits, Entry Limits
* Designing Monthly and Custom Data Entry Forms
* Q & A

**Session 2 System Manager Training**

* Designing Spread Reports
  + Creating, Saving, and Sharing Templates
  + Importing From Excel
* Designing Spread Reports (continued)
  + Creating, Saving, and Sharing Templates
  + Importing From Excel
* Q & A

**Session 3 System Manager Training**

* Graphs
  + Time Series
  + Customizing Graphs
  + Saving and loading graphs
* Trigger Reports
* Scheduled Tasks
* Exporting/Importing Data Using Generic CSV Import
* Dashboards
* Q & A

**Hach WIMS New User/Refresher Training Agenda**

**Delivered On-site**

**(Remote or on-site training typically purchased as part of a new integration project, or may be purchased additionally at any time as part of a refresher or new hire training)**

Training will be conducted using your Tutorial Database. At the end of training, you will have an established knowledge of the system. Ideally, the best setting is a classroom/conference room with a projector and screen for the instructor and computer for each trainee. There will be two 15 minute breaks and an hour for lunch. Training will resume on time and it is expected that all participants return from breaks and lunch promptly.

**Day 1**

**7:30-10:00 Installation Review**

* System Architecture
* DBA helper
* Install on training PC’s

**10:00-12:00 Operator Training**

* Hach WIMS Video
* General Theory of Operation Hach WIMS
* Menu Overview
* Monthly Data Entry
* Custom Data Entry
  + Creating, Saving, and Sharing Templates
  + Importing from Excel
* Printing Reports

**12:00-1:00 Lunch**

**1:00-3:00 System Manager Training**

* Variable Setup
  + Math Toolbox – Setting up calculations
  + Variable Limits, Entry Limits
* Designing Monthly and Custom Data Entry Forms

**3:00-3:15 Break**

**3:15-5:00 System Manager Training**

* Designing Spread Reports
  + Creating, Saving, and Sharing Templates
  + Importing From Excel

**Day 2 - New User/Refresher Training Agenda**

**8:00-10:00 System Manager Training**

* Designing Spread Reports (continued)
  + Creating, Saving, and Sharing Templates
  + Importing From Excel
* Questions and answers

**10:00-10:15 Break**

**10:15-12:00 System Manager Training**

* Review and Questions
* Graphs
  + Time Series
  + Customizing Graphs
  + Saving and loading graphs
* Exporting/Importing Data

**12:00-1:00 Lunch**

**1:00 -3:00 System Manager Training**

* Dashboards
* Scheduled Tasks

**3:00-3:15 Break**

**3:15-5:00 System Manager Training**

* Wizards
* Review
* Open topics

**Hach WIMS Training Agenda**

**New User and Lab Cal/Or Job Cal Plus**

**(Remote or on-site training typically purchased as part of a new integration project, or may be purchased additionally at any time as part of a refresher or new hire training)**

Training will be conducted using our Tutorial Database. At the end of training, you will have an established knowledge of the system. Ideally, the best setting is a classroom/conference room with a projector and screen for the instructor and computer for each trainee. There will be two 15 minute breaks and an hour for lunch. Training will resume on time and it is expected that all participants return from breaks and lunch promptly.

**Day 1**

**8:00 -10:00 Operator Training**

* Hach WIMS Video
* General Theory of Operation Hach WIMS
* Menu Overview
* Monthly Data Entry
* Custom Data Entry
  + Creating, Saving, and Sharing Templates
  + Importing from Excel
* Printing Reports

**10:00-10:15 Break**

**10:15-12:00 System Manager Training**

* Variable Setup
  + Math Toolbox – Setting up calculations
  + Variable Limits, Entry Limits
* Designing Monthly and Custom Data Entry Forms

**12:00-1:00 Lunch**

**1:00- 3:00 System Manager Training**

* Designing Spread Reports
  + Creating, Saving, and Sharing Templates
  + Importing From Excel

**3:00-3:15 Break**

**3:15-5:00 System Manager Training (Continued)**

* Designing Spread Reports (continued)
  + Creating, Saving, and Sharing Templates
  + Importing From Excel
* Questions and answers

**Day 2 New User and Lab Cal/Or Job Cal Plus**

**8:00-10:00 System Manager Training**

* Review and Questions
* Graphs
  + Time Series
  + Customizing Graphs
  + Saving and loading graphs
* Exporting/Importing Data

**10:00-10:15 Break**

**10:15-12:00 System Manager Training**

* Dashboards
* Scheduled Tasks

**12:00-1:00 Lunch**

**1:00 -3:00 System Manager Training**

* Lab Cal/Job Cal Plus

**3:00-3:15 Break**

**3:15-5:00 System Manager Training**

* Lab Cal/Job Cal Plus (Continued)
* Questions and Answers

**Hach WIMS Training Agenda**

**Comprehensive**

Training will be conducted using our Tutorial Database or the customer’s database. At the end of training, you will have an advanced knowledge of the system, as we take a deep dive into each topic.

Ideally, the best setting is a classroom/conference room with a projector and screen for the instructor and computer for each trainee. There will be two 15 minute breaks and an hour for lunch. Training will resume on time and it is expected that all participants return from breaks and lunch promptly.

**DAY 1**

8-9 am – WIMS overview to set the stage and allow the attendees to determine which sections are relevant to their needs… (Context-sensitive help, on-line videos)

9-10:30 am – Data entry forms, variables, audit trails, sample info, logbook, result comments

10:30 -10:45-Break

10:45- Noon – Report selection and generation, internal, regulatory, report wizard, the F1key

Noon - 1pm –Lunch with group (lunch provided)

1-3pm– Variables, types, and definitions (Parameter/Calculated/SCADA)

3-4pm – Scheduled tasks, notifications, review of Day 1

End of Day 1

**DAY 2**

8-9am – Q&A from Day 1, review/address as required

9-10am – Entry forms creation and modification

10-10:45 - Break

10:45- Noon – Creating and modifying simple reports

Noon-1pm – Lunch with group (lunch provided)

1pm-2:30pm – Exception and trigger reports

2:30pm-3pm - Break

3pm -4pm – Dashboards, graphs, trending, importing external data

4pm- Review all topics Q&A

**DAY 3**

8-9am – Review of Day 2

9-10am – Advanced report generation (trigger and exceptions)

10-10:45 - Break

10:45- Noon – Complex calculations (Daily detail calculations)

Noon-1pm – Lunch with group (lunch provided)

1pm-2pm – Conditional SCADA filtering

2pm-3pm – eDMR setup and best practices

3pm -4pm – SC1000 interfacing

4pm- Q & A

**DAY 4**

8-9am – Review of Day 3, Q&A

9-10am – Integration to SC1000 controllers

10-10:45 –Break

10:45-Noon – Data base maintenance, backup strategies

Noon-1pm – Lunch with group (lunch provided)

1pm-2:30pm-importing data from external sources and mapping into WIMS

2:30-3pm – Exporting data from WIMS

3pm-4pm-Open Q&A, address any additional requests not covered in the course

4pm-Adjourn

WIMS Q & A Tune Up: Remote

These remote sessions are custom consulting/training sessions lasting 4 hours where we either connect to your data base to do “real work” or use our Tutorial Data Base to provide instruction on specific applications and processes. Sessions as brief as 2 hours are available.

Usually, an outline is created prior to the session to confirm what will be covered, the allotted time for specific topics and allow the customer to prepare data items that might be required. Pre-work on the part of the Hach Services representative, other than scheduling, would be deducted from the time allocated for your session. You can touch on multiple topics or focus on one specific challenge.

Some examples of material covered would include:

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| --- | --- |
| * Instruction on use of specific advanced feature or module   + Multi variable Graphing   + Trigger Reporting   + Lab Cal   + Job Plus | * Maintenance of your Database   + Admin Best Practices   + Clean up or addition of variables   + Organization and formatting - Locations   + Performance Tune Up |
| * Report Creation   + Build standard or custom reports   + Modify current reports   + Automating Report Distribution | * Trending and Graphing   + Create specific Graphs   + Modify Graphs   + Explore Trending Options |
| * E-Reporting   + Understand your E-Reporting Options   + Move to True E-Reporting | * Forms Development   + Review and manage forms   + Create additional forms |
| * IT Issues   + Understand your E-Reporting Options   + Remote Access via Terminal Services or Citrix   + Securing your Database | * Optimization   + Chemical Use   + Power   + Instrument Calibration   + External Data   + SCADA |
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