

# DKI TAS Training

## On Site Systems Operation



### Objective

This course is designed to give administrative and operational staff sufficient knowledge and confidence to use the Omega 3000/OfficeKey System to manage bulk petrochemical distribution facilities.

### Recommended Participants

The roles of personnel who will require access to the system are varied, therefore separate training modules have been clearly identified and individually structured to suit particular terminal activities.

Participants in this program should include;

- System Administrator
- Site/Shift Supervisor
- Operator
- Scheduler
- Stock Management

### Pre-requisite

Attendees should be computer literate and have a sound understanding of the site operational process and in particular, of the activities which they are involved.

### Overview

This course explains the hierarchical nature of the Terminal Automation System, providing an overview of its related modules.

The training course provides comprehensive instruction for the administrative functions, scheduling, stock management, product import and export.

The course is predominately a hands on program, where personnel involved will learn by working through the step by step exercises.

### Duration

Training commences at the beginning of the FAT, to familiarise the customer with their system as provided by DKI, and continues with formal sessions conducted on site during the installation and commissioning phase.

Training will take place over a period of 4 days. These days have been structured into formalised training sessions and personalised review and re-enforcement.

### Modules

#### Getting Started

Explains how to get started and includes common features of the system.

#### Configuration

Focuses on configuration of product, storage devices, access areas, personnel, companies, etc. Whilst the majority of these tasks are performed when a site is first commissioned, there may be a need to add, delete or modify information, therefore it is important to be aware of these requirements.

#### Stock Management

Explains multi company ownership of product through the monitoring of stock levels, batch intake, stock reconciliation and reporting.

#### Security

Explains how to control site access, access privileges and general security. It illustrates how to set up personnel, cards, time codes and expiry dates.

#### Scheduling

Covers one of the major features of the TAS System, Load Scheduling. Understanding the equipment and the type of loading available is crucial to take full advantage of the system.

#### Reporting

Designed to allow the user to select reports to be printed immediately or at close-out time.

#### Maintenance

Provides an outline of procedures relating to house keeping, regular maintenance and support.

The learning process isn't limited to customer system implementation training. Follow up training is available for continued skill development, new employees and newly acquired system features and modules.

The table following provides details of each module and recommended participants. It should be used only as a guideline as the roles of the personnel who will be attending the course vary from site to site.

Modules	System Administrator	Supervisor	Operator	Scheduler	Stock Management
<b>Getting Started</b>					
- OfficeKey Features	✓	✓	✓	✓	✓
- TAS Architecture	✓	✓	✓	✓	✓
- Navigating					
- OfficeKey Modules					
<b>Configuration</b>					
- Loading Console					
- Load Meters					
- Batch Meters					
- Company	✓	✓	✓	✓	✓
- Customers	✓	✓	✓	✓	✓
- Equipment Types					
- Drawer Products					
- Base Products					
- Hazchem					
- Allocations					
<b>Stock Management</b>					
- Tank Configuration					
- Tank Status					
- Tank Group					
- Metering	✓	✓			✓
- Inventory					
- Site Balance					
- Product Movements					
- Product Ownership					
- Summary					
<b>Security</b>					
- Cards	✓	✓	✓		
- Personnel	✓	✓	✓		
- Time Codes	✓	✓	✓		
- Expiry Dates					
<b>Scheduling</b>					
- Schedules					
- Set/Get Next Seal	✓	✓		✓	
- Orders	✓	✓			
- Equipment List					
- Tankers					
- Current Transactions					
- Transaction List					
<b>Reporting</b>					
- Report Scheduling	✓	✓			✓
- Omega Examples					
<b>Maintenance</b>					
- System Backup					
- System Shutdown/Restart					
- Computer Stations Restart					
- Reset Bay					
- Retrieve Bay Registers	✓	✓	✓		
- Reset Printers/Replace Ribbon	✓	✓	✓		
- Reset Terminal Server					
- Configure Terminal Server					
- Reset Hub					
- Modem Reset					

#### Head Office

110 Henderson Rd, PO Box 2813 Rowville, Victoria 3187 AUSTRALIA, Phone: +61 3 9730 8888, Fax: +61 3 9764 9931

#### Locations:

Selangor, Malaysia Phone: +60 3 7727 0755, Fax: +60 3 7727 1755

China - Beijing Phone: +86 10 6297 1803, Fax: +86 10 6297 5591

Bangkok, Thailand Phone: +66 2 652 2617, Fax: +66 2 652 2618

China - Guangzhou Phone: +86 20 3623 9655, Fax: +86 20 3623 9639

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