



# EHS DATA Training Programme



2010-2011



## *EHS Data Training Programmes:*

### *Quarterly Training Sessions Hosted at EHS data offices Newark-on-Trent*

These sessions will be held on approximately a 3 monthly basis and will last a full day. Dates of upcoming events will be emailed to clients periodically and published in our newsletter. As a general guide the content will be as per the introductory and intermediate sessions detailed below. The content of the sessions can be tailored to the individual attendees though, so when booking please let us know your ability level.

**£200 per person**

### *Introductory Session (typically 3.5hrs)*

Suited to new users of MP5, including all you need to know to get you started.

- Open MP-5 and access your database with your own login
- Understand the MP5 interface
- Understand key MP5 concepts
- Explore the database
- Use Quick Start to produce:
  - Report and export to various formats
  - Time series graph
  - Quick table and graphing from it
  - Pivot table
- Accessing pre-stored selections
- Creating your own stored selections
- Manually enter data

### *Intermediate Session (typically 3.5hrs)*

Suited to current users looking to understand more detailed functionality and for administrators needing to learn how to manage and manipulate the databases structure.

- Modify the data structure:
  - Creating sample points, groups, variables, suites, defining physical limits and other attributes, creating aliases. Editing and deleting data points, and objects, restoring deleted items.
- Create compliance levels and grids
- Creating multiple compliance levels and grids, with stepped changes over time and setting up email alerts/reports.
- Automatic data import, viewing the import log, and resolving issues in the import processor.
- Setup and receive notifications from the auto-importer using email alerts.
- Create scheduled tasks
- Create calculations
- Create and manage monitoring schedules



### *Advanced Session (typically 3.5hrs)*

Of interest to people with a broad knowledge of MP-5 looking to fully administer their system.

- Creating a new database
- Importing sample points and variables to populate a database including creation of the structure
- Table Management, setting up and managing sample point types, units and data qualifiers.
- Creating and configuring auto-importing
- Setting up and managing test costs
- Performing bulk update operations using Find and Replace
- Editing reports
- Manage and troubleshoot auto-importers and email alerts

*Each of the above sessions can be run as a half day or combined to a fully day (i.e. introduction in the morning followed by intermediate in the afternoon).*

*Training can be held at EHS data offices in Newark-on-Trent or at your company's premises.*

*All sessions are assessed and a certificate will be provided on successful completion. Successful completion of the introductory course will be evaluated by the trainer without a formal assessment. Both the Intermediate and Advanced courses will be assessed by a timed task. Successful completion of the task will require the attendees to practically demonstrate a number of the skills learned in the session.*

**An individual Session £362.50**

**Full day (two sessions) £725.00**

Rates are exclusive of Travel and Expenses to client's premises. Hosting at EHS data's premises are chargeable at £100 per day.

Numbers per session are limited to 10 people and each pair of attendees as a minimum should ideally have access to a laptop/desktop, connectable to a MP-5 database (help with this is available).

### *Online Sessions (typically 1-3hrs)*

Online sessions can be arranged as requested using WebEx. These sessions can be tailored to suit the client's needs. These sessions can also be recorded if required for playback within your company. Please contact us to discuss your requirements.

**£95 per hour**

### *Bespoke Courses*

We are more than happy to discuss specific requirements including bespoke content and international travel as required. If you have a specific request please contact [matt.silk@ehsdata.com](mailto:matt.silk@ehsdata.com) or [phil.ely@ehsdata.com](mailto:phil.ely@ehsdata.com)