

SPECIFICATIONS

An extremely valuable tool within **OPTIMAS**[®] is the ability to store controlled documents and update them easily with the electronic management of change features:

Hardware & Software Requirements

- Client Computers: Pentium 200+ MHz with 128 Mb of RAM, XGA resolution (1024 X 768 minimum); sound card required for video and simulations
- Operating System: Windows NT, ME, 2000 or XP

Licenses Available

- Department, Site and Enterprise licenses are available.
- The software can be deployed initially in one department, or business unit, and easily expanded to others over time.

Warranty Support

- Warranted to work as specified for one year. Warranty does not cover problems caused by user.
- Upgrades and phone support free for one year.
- Ongoing support and upgrades following year #1 are available for a nominal annual fee.

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Learning Management System and Controlled Document Platform

OVERVIEW

OPTIMAS[®]

Training and Documentation Management System, enables you to:

- Define training standards for jobs across a department, site and/or corporation
- Assemble information needed to satisfy training and operating requirements and keep that information up to date
- Set up training “courses of study” for job positions
- Manage and track the training process for individuals and/or various groups
- Manage the “updating process” for Controlled Documents.

OPTIMAS[®] Overview

OPTIMAS[®] is a computerized Document and Training Management System that provides continuous access to training guidelines, assignments, documentation and procedures.

OPTIMAS[®] serves as the “electronic warehouse” for all your training materials. Training requirements for all job positions or corporate initiatives are located in one place which allows users to retrieve needed information at any time from any networked computer.

From OPTIMAS[®] you can launch computer-based lessons and display existing training and reference materials on line all across the department, site, or corporation. It accepts most e-file types, so you utilize existing Word docs, multimedia files, graphics, CAD, SOPS, checklists, P&IDs etc..

OPTIMAS[®] Users can access training information at any time to train for jobs, check their status, check off completed tasks, and manage their progress.

Trainers can add to, delete or modify any editable training material as needed in OPTIMAS[®]. They can make policies, OJT assignments and other information available to users on-line. Administrators can also design curricula for individuals or by job position. All of this data can be easily updated in OPTIMAS[®]. OPTIMAS[®] allows you to modify Word documents in Word, and then just update the files for viewing on-line.

Administrators can print any number of reports to validate training status for individuals or groups tracked in OPTIMAS[®].

OTHER CONTENT AVAILABLE THROUGH POWER SPECIALISTS ASSOC., INC.

OSHA Compliance Materials

These materials are designed to assist safety professionals and trainers with supplemental training needs. Choices of materials include over 50 different OSHA compliance topics. Topics include: Accident Investigation, Anthrax, Bloodborne Pathogens, Chemical Safety, Fire Safety, Scaffolds, Lockout/Tagout, Forklift, Electrical Safety, and many more topics.

Delta Training Fundamentals

A library of computer-based training (CBT) titles designed to help trainees understand basic concepts integral to the papermaking process with a goal to provide a versatile training tool to jumpstart the training process fundamental knowledge they need to operate effectively and efficiently. Lessons are offered in PAPER MANUFACTURING, PULPING, RECAUSTICIZING, LIME KILN and RECOVERY BOILER operations.

PSA/JHA Mini-Simulations

Jointly developed to provide cost-effective operational simulation. Specific and random scenarios test operator skills in:

- 1, 2 or 3 Element Drum Level Control
- Dissolving Tank Level / Density Control
- Lower Furnace Air Control
- Single / Multiple Effect Evaporator Control

PSA / JHA 2-D & 3-D Recovery Boiler Leak Detection

Jointly developed to provide cost-effective “site-specific” recovery boiler leak detection simulation training. YOUR recovery boiler (3-D) and DCS (2-D) is modeled to produce simulations for both control and floor operating personnel. Standard and random scenarios test operator skills in assessing 10+ critical and non-critical leaks in the following boiler sections (i.e. Economizer, Generating Bank, Primary, Secondary and Tertiary Superheaters, Screen Tubes, Furnace Sections and Water Coil Airheater,

AF&PA Picture Upgrade Package

A “quick to implement” and cost-effective approach to bridging generic training material to site-specific reference can be accomplished with the AF&PA Picture Upgrade Package. Site ownership of the hard copy AF&PA training material is required. That material is converted to populate OPTIMAS[®] with a template for 125+ site generated and labeled pictures to be imbedded in the content. This options provides immediately available generic content with site-specific equipment pictures.



JHA Complete Simulations

If a complete operating simulation is what you desire, JHA Simulations has developed site and unit-specific simulations for paper machines, pulping, and recovery operations.

Complete simulation packages are available for most process operations on a custom basis. John Arkison (JHA Simulations) can be contacted at the PSA CT office at the number listed on the back page.

TRAINING CONTENT / SERVICES AVAILABLE

There are virtually unlimited options available to “populate” the reference resource depository within **OPTIMAS®**. PSA has developed a generic directory and associated content to effectively launch your training efforts right from the start.

PSA also provides external training materials in conjunction with our Alliance Partners, Delta Training and JHA Simulations.

Site-specific training, SOP development, Lock-Out / Tag Out and P&ID updates are all available services from PSA.

Generic Directory

This directory is one example for a “vision” to start a “site-specific” **OPTIMAS®** training Learning Management System. It highlights the menu structure with red topics being considered “generic” and available immediately with the black items developed by either site personnel, or PSA, as site-specific material. When visualized in this manner, the content population of the **OPTIMAS®** platform is like a Christmas tree with ornaments being added over time to develop the complete package. It makes the overall training objective a manageable, planned project with attainable and cost-effective progress relative to available resources.



Generic Training Content

There are currently 36 modules available, with others being added on an ongoing basis. A module consists of the directory structure, one-time modifications as needed, with the sections highlighted in red containing “generic” content. The modules are available in groups of ten (10) at \$100/module, \$1,000/group and \$3,000 for all 36 modules. Five (5) modules of your choice, as well as the directory structure, are included, at no cost, with the purchase of the **OPTIMAS®** Learning Management System.



Site-Specific Services

PSA’s experienced engineers are available on a T&M basis to develop site-specific:

1. Training materials to populate **OPTIMAS®** based on site prioritized topics
2. SOPs, ESOPs, Troubleshooting Guides, Lock-out / Tag-out Procedures, Checklists, P&IDs, etc.
3. Operation optimization training
4. Recovery and power boiler operations and safety training.

Our Co-op engineer program can provide a low-cost alternative for populating **OPTIMAS®** when limited by available resources.



USER FUNCTIONS

Users can select from six options to access information in **OPTIMAS®** as described below:

Power Specialists Assoc., Inc. OPTIMAS	
Reference Resource	Training Resource
Document Manager	Course Training
User Guide	Qualification System

Reference Resource	Used to find information quickly. Material is organized by department and up to 4 sublevel topic areas where bookmarks can be established to make finding information easier.
Training Resource	Used to access training materials in a self-study environment from any computer location. You can launch computer-based lessons, checklists, external lessons—anything required for training activities. Additionally, quizzes are available to gauge understanding of material.
Course Training	Used to enable individuals to identify their training assignments, and to launch the materials they need to complete them. “Course Training” also provides up-to-the-minute records on training progress, helping users to plan their training activities and complete assignments on time.
Qualification System	Used by personnel to complete any certification assignments that is required for their job position training.
Document Manager	This mode allows users to find and review any procedure in the system. Procedures can also be printed out for use and discarded afterwards, since the more recent revision of any procedure is always in OPTIMAS® . (See Doc Control Functions on page 5.)
User & Admin Guides	Available in Hard Copy and always available on-line for additional information on OPTIMAS® functions.

Users typically are given access to information but do not have the permissions needed to modify or alter materials, nor look at the training records of other users.

TRAINER / ADMIN FUNCTIONS

Trainers and administrators can take advantage of the same functions as users, but additionally have permissions to perform a number of design and management tasks:

<i>Adding & Editing Material</i>	Adding new materials, editing materials already in OPTIMAS® and revising procedures according to guidelines established by the department (but performed through OPTIMAS®).
<i>Setting Up Users & Assigning Courses</i>	Setting up users and assigning them courses to take. Users can be assigned more than one course. For example, a user can be assigned the training activities to certify for a specific job function, and simultaneously be assigned training activities to complete a Site / Corporate Safety course.
<i>Establishing Course Requirements</i>	<p>Establishing what a course requires, identifying knowledge base material to study and what external resources to access.</p> <p>Course training is broken down into three categories:</p> <ol style="list-style-type: none"> 1. CBT requirements: Process knowledge section applicable to each job code or equipment component 2. Field or external requirements: Compromised of real world function that must be learned and physically demonstrated whereby a supervisor determines competency 3. Task requirements: Actual job procedures provide to the trainee for demonstration of proficiency. <p>Panel reviews can also be indicated, if required.</p>
<i>Adding & Deleting Courses</i>	Modifying, adding, deleting courses according to Site or Department requirements and changes.
<i>Assessment Test Preparation</i>	Self-tests can be created for trainees to use as they study a body of knowledge to help them determine progress. These “tests” can be accessed during actual training and provide “loop-back” capability to re-study incorrect or missed information.
<i>Qualification Testing</i>	<p>Qualification testing is comprised of “core” and “random” questions from the self-test database. Core questions are assigned by the administrator when deemed important enough to appear in each user’s qualification test.</p> <p>Qualification test design allows for question weighting based on lesson topics.</p> <p>Testing protocol includes “bookmarking” to allow trainees to “skip” questions, move through the test, and then return to the skipped items.</p>

MANAGEMENT FUNCTIONS

Several training management tools are provided within **OPTIMAS®**:

<i>Generate Reports</i>	Managers can generate reports detailing the training progress of individuals, groups or entire departments.
<i>Review Training Records</i>	Managers can quickly review an individual’s training records and track any individual’s training history. Training problems can be identified and addressed in a timely manner.
<i>Sign-Off & Document Revision</i>	Permissions are typically given to managers to “sign-off” on OTJ training tasks and external lessons. Also, managers typically participate in document revision activities.

DOCUMENT CONTROL FUNCTIONS

An extremely valuable tool within **OPTIMAS®** is the ability to store controlled documents and update them easily with the electronic management of change features:

<i>Document Control</i>	Procedures can be added, deleted and modified according to any system the corporation / site wants to employ. If desired, controlled documents can be accessed in an external file on the server through OPTIMAS® . Procedures can include graphics.
<i>Easy Access To Most Recent Doc</i>	Employees and trainees can continuously access operational support documents (SOPs, checklists, work instruction, ESOPs, Lock-out / Tag-out, troubleshooting guides, etc.) The most up-to-date documents can be printed for easy review. Built in search and filter features insure easy access.
<i>Request For Change</i>	All users can submit requests for changes and OPTIMAS® will automatically notify reviewers of the submission.
<i>Review Of Proposed Changes</i>	Reviewers have a host of options enabling them to not only accept or reject the suggested change, but to provide additional commentary on their reasoning, which becomes part of the revision history of the document in question.
<i>Publishing of Approved Changes</i>	Changes that are approved are published through OPTIMAS® , and those affected by the procedural change can be notified of the new information and as an option, be required to sign-off on their acknowledgement of the change.