



Sequence Software Product Training

Sequence Software offers individual and group product training tailored to each customer's requirements and project goals. Training consists of several different modules to match the Sequence system and options in the planned deployment. There are 4 primary modules (8 hrs) required for all deployments with 3 optional modules that can be delivered to meet the project requirements. Sequence will work with you to come up with the proper amount of training hours needed to achieve your project goals.

The training modules are designed to allow customers to begin authoring real content after the first session is completed. Follow-on training sessions allow authors to refine content as they learn more about the features and functionality. It is possible to produce instructions that are or can be approved (published) and ready for use as early as the 2nd or 3rd training sessions.

Many customers take time to refine the process and consider document naming conventions and defining a structure within the WinSequence authoring interface. This is entirely up to the customer to decide and manage, as there is often more than one way to present information. The Sequence training staff will guide the customers with some 'Best Practices' for arranging information, so customers can arrive at a method that works best for their organization.

Training: Time and Place

Training on Sequence Software follows a general guideline to understand available functionality but is typically customized to the needs of the project team and deployment plans. Training is typically provided in 2hr segments via interactive video conferencing (live person). We will discuss these items with the project lead prior to beginning of the training.

- Project Lead: Goals & Expectations
 - Document creation or conversion of legacy information
 - Customer Specific Application
- Schedule
 - Day(s) per week and time
 - 2 hrs per Module
- Training Agenda:
 - Modules 1-4 (Standard)
 - Modules 5-7 (Optional) (as needed)
- Access to Training:
 - Are users in a conference room; training room; at desk(remote)
 - Webex (Zoom or Teams)
 - Interactive Training: Hands-on; User Participation

The training modules and specific training elements for each module can be altered to fit the customer's needs based on their deployment goals. Some elements are required before training on the more advanced elements. This format has proven to be an effective process that provides excellent results.

Sequence can provide onsite training if desired. Please contact your Sequence Salesperson for additional details and pricing.



Modules 1- 4 are Recommended for all customers.

| |
|--|
| Module 1: Introduction to Sequence Authoring [2hrs] |
| Navigation of WinSequence Authoring Interface – Blue Folders, Menus, Work Instruction Objects/Nodes, etc. |
| Pull-down menus for Work Instruction Objects/Nodes |
| General Architecture of a Work Instruction |
| Use of ‘Types’ |
| Document ‘Types’ |
| Text Steps ‘Types’ |
| Methodologies for Adding Pictures |
| Picture editing |
| Exporting Instructions to a PDF Document |
| Leverage Existing Information: Re-use of Information |
| Introduction to Publishing [Approving a Document] |
| Managing Users, Groups and Permissions (POWER USERS/Sequence System Admins) (Usually provided prior to beginning of training) (1hr) |
| |
| |

| |
|--|
| Module 2: Global Objects [2hrs] |
| Color code of Work Instruction Objects/Nodes |
| Expert/Novice Functionality |
| Global References (Tools, Documents, Subassemblies, Parts, Consumables) |
| Notes: Internal notes and Version notes |
| Introduction to Assigning Objects [Multiple users] |
| Advanced Publishing: |
| Version Control |
| Approval Process |
| Assigning objects for Approval or Editing |
| Use of Notes |
| Publishing (Advanced) – Global References |
| Document Archive Management (Edit, Published, and Retired Versions) |
| Audience and Approval Routings (AS NEEDED) |
| |

| |
|---|
| Module 3: Features and Customer Organization [2hrs] |
| Check-In |
| Production Preview |
| Customer Review |
| PDF Deployment Methodologies |
| Organizing information and customer naming |
| Functionality Specific As Needed: |
| Text Tags |
| Spreadsheets |
| Videos |
| FileLinks |
| Continued Development of New Work Instructions (Customer with remote Sequence support) |
| Goals and Expectations |
| Q&A Discussion |
| |

| |
|--|
| Module 4: BOMs and Routings [2hrs] |
| Manual creation of BOMS/Parts/Consumables |
| MRPUltra [if Importing] |
| BOM creation and navigation |
| Child Part creation and use |
| Review global use |
| Routing Creation and Use |
| Operations |
| As Needed: |
| Context Materials – BOM by Operation Specific |
| Phantom Assemblies |
| Reference Designators |
| Changes in BOM managed by MRP Import [as needed] |
| Replaced Operation on Routings |
| Replaced Child BOM elements |



Modules 5- 7 are based on the type of licenses purchased and level of integration (MRPUltra, MESUltra, Enhanced Security)

| | |
|---|---|
| <i>Module 5: Electronic Deployment - Ref Library [2hrs]</i> | <i>Module 6a: Electronic Deployment - Work Order Implementation [2hrs]</i> |
| Introduction to Electronic Deployment | Work Orders with Data-Capture Overview |
| WebSequence | WinSequence |
| Breeze | Work Order Prompts and Validation Elements |
| Reference Library Deployment | Verification Prompts - 3 Types |
| Accessing Instructions | Information Prompts |
| General Interface Navigation and Use | Alert Prompts |
| 'Submit Request' | Connecting Instructions to Work Orders |
| 'Version Notes' (WebSequence Only) | Work Order Status' |
| Images and Layouts (WebSequence Only) | Work Order Visibility |
| Exploded Views | WinSequence |
| Panels for viewing and Settings | WebSequence |
| | Accessing Work Orders – User Sessions |
| | Navigation |
| | Methodologies for Executing Work Orders |
| <i>Module 6b: Electronic Deployment - Work Order Implementation [2hrs]</i> | <i>Module 7: Expanded Admin & Power Users Training</i> |
| Prompts and Data collection – Shop Floor Side | Enhanced Security (designed to support FDA Regulation Title CFR 21 Part 11) (Additional License Required) [2hrs] |
| Work Order Non-Compliance | MES / Auto Logon / Assigned Access – [kiosk] [2hrs] |
| Proceed with Exception | |
| Redlines | |
| Customer Specific Viewing configurations | |
| Viewing Instructions by Specific Operation or Work Area ONLY | |
| Panels within WebSequence Interface | |
| Data and Reporting | |
| Answers Interface [Future Release Only] | |
| Voiding or Changing Answers | |
| Historical Records | |
| Work Order Administrative Set-up | |
| Set-to-Current Manually | |
| Auto Set-to-Current | |
| Configured Work Orders | |
| Work Orders - Modified [As Needed] | |
| Work Orders – Rework [As Needed] | |