

RegPerfect Training Syllabus

Day 1

9:00 – 10:30

Regulatory overview

- Given by the department's Regulatory Specialist

10:30 – 11:30

RegPerfect Overview

Local Groups

- Checking membership of an individual login
- Checking members of a given group
- Adding a user to a group

SQL

- Writing a query
- Checking backup job history

Configuration

- Checking RegPerfect and System backup settings

Backups

- Checking folders for backup files

Data Flow

- Understanding flow of data from PLC to server
- Understanding how to read a flowchart
- Learning the parts of a RegPerfect tag

Services

- Reviewing UDC/Calc Engine
- Understanding when and how to restart

Logs

- Viewing UDC/Trace
- Using Baretail
- Using UDC Viewer

RP Apps Overview

- Reviewing what apps exist in RegPerfect

11:30 – 12:30

Lunch

12:30 – 1:00

Overview Exercises

1:00 – 1:15

Configuration (Subject matter covered depends on the class' familiarity with RegPerfect)

- Days of data raw data to retain and months of calculated data to retain
- Viewing tag scripts
- Viewing constants
- Viewing and configuring alarms
- Viewing controller configuration and retrieving IP addresses

1:15 – 1:30

Script Tester (May be excluded for a less experienced class)

- Viewing scripting
- Viewing tag references and dependencies

1:30 – 2:30

Spotlight

- Viewing and editing the Spotlight configuration file
- Opening displays in Notepad
- Viewing and configuring displays

2:30 – 3:00

Spotlight exercises

Day 2

9:00 – 10:00

Editor

- Menu options
- Edit Samples tab

10:00 – 10:15

Break

10:15 – 11:00

Editor Continued

- Reviewing the remainder of the tabs in Editor

11:00 – 11:30

Editor Exercises

11:30 – 12:30

Lunch

12:30 – 12:50

Plant tour

12:50 – 1:30

Dashboards

- Creating and editing new dashboards
- Reviewing global and startup dashboards

1:30 – 2:00

Dashboard exercises

2:00 – 2:15

Assets

- Creating valves
- Adding calibration bottles
- Managing inventory and viewing alerts

2:15 – 2:45

Reports

- Reviewing all parts of the Reports application
- Viewing and organizing reports
- Creating and deleting reports
- Scheduling reports

2:45 – 3:00

Report exercises

Day 3

EDR Setup and EDR Generator