

SESSION PLAN

TC145

Process Control Web – Downloading and Uploading Files

Author:	Graham Wilcox
Sign:	
Date:	8 December 2004
Revision:	0.0 – Draft Working Copy
	0.1 - Modifications to "Search" explanation, addition of dial-up details.
	0.2 – Added Course Summary and Equipment Requirements page.

Course Summary and Equipment Requirements

This is a Knowledge Session.

At the end of this session the participants will be able to

- Log onto the Process Control Web
- Find and download files
- Create and upload files with the correct structure and filename.

It is broken up into the following modules

Module 1 - Log onto the PCW
Duration - 15 minutes

Module 2 - Finding and Downloading Files
Duration - 30 minutes

Module 3 - Creating a Text and Zip File
Duration - 60 minutes

Module 4 - Uploading to the PCW
Duration - 15 minutes

The following equipment is required

- Item 1 – Laptop connected to the Internet
- OR
- Item 2 – Laptop or PC with modem and phone line
 - Item 3 – Data projector

CONTENTS

1	Purpose Statement	3
2	Introduction	3
2.1	Why the Participants have been Chosen.....	3
2.2	Where This Course Fits in	3
2.3	Objectives of the Course.....	3
2.4	How the Session Will Run.....	3
2.5	Motivation for the Attendees.....	3
2.6	Prior Experience.....	3
3	Test.....	3
4	Summary	3

1 Purpose Statement

At the end of the session the participants will be able to

- Log onto the Process Control Web
- Find and download files
- Create and upload files with the correct structure and filename.

2 Introduction

The Process Control Web is the primary Water Corporation backup system.

It is accessible by modem, internet or Water Corporation intranet.

The files saved on the PCW are backed up each night by the Water Corporation and are kept on redundant servers to provide continuous backup.

2.1 Why the Participants have been Chosen

The participants of this course have been chosen because they will require access to the PCW in order to download and upload files.

They maybe required to perform uploads into new or failed configurable hardware such as PLCs.

They may have been asked to make changes to configurable hardware and as a result be required to upload backups to the PCW.

2.2 Where This Course Fits in

This course fits alongside all the training on specific PLC configuration software. It requires that the participant be competent working in the Windows operating system environment.

2.3 Objectives of the Course

The objectives of this course are that the participants learn to

- Access the PCW
- Find and download files
- Upload correctly structured and named files

2.4 How the Session Will Run

This session is fully described in the training notes "Process Control Web.ppt".

This session will be run as a Knowledge session

It will be broken up into four modules as follows

Module 1

Explanation – The three means of accessing the PCW

Activity – Discussion, log onto the PCW via an Internet capable PC or via dial-up connection.

Revise

Module 2

Explanation – Finding files on the PCW by “Drill-down” and “Search”

Activity 1 – Find a file using both methods.

Revise

Module 3

Explanation – Creating a filename and text file with the correct structure and name. Zipping configurations files into the correct structure

Activity 1 – Create a filename and text file that describes the configuration to be uploaded using the Filename Generator found on the PCW.

Activity 2 – Zip configurations files and the text file into a self-extracting file ready for upload.

Revise

Module 4

Explanation – Uploading files to the PCW Parking Area

Activity – Upload a file to the Parking Area.

Revise

2.5 Motivation for the Attendees

This session will allow the attendees to be able to easily access files on the PCW.

They will be able to backup configuration files confidently so that their modifications are not lost or overridden by others.

2.6 Prior Experience

Determine who has had prior experience.

Do they want to proceed directly to the test?

Would they be willing to demonstrate what they know as it is addressed in the course?

3 Test

The test for this session is

1. Determine which of the given filenames are valid for the PCW.
2. Identify the means of logging onto the PCW.
3. Determine which files are not available for download.
4. Search the Process control web.

Note: test must be

- Valid to the material covered
- Quick to set and take
- Reliable – clear answers
- Cover a good sample of the course
- Discriminate between attendees who now know the material and those who don't.

4 Summary

Help is available from the trainers at the Process Control Training Centre or from others who have done this course.

It is suggested that the participants first talk amongst themselves, then the nearest DC5/DC6, then the PCTC trainers and finally the Technical Consultant Process Control as they begin to apply the knowledge gained today.

Participants are welcome to book an appointment at the PCTC to refresh their skills and clarify or discuss any issues arising from field experiences. The PCTC is available at any time when it is not being used for a training session.