Online Training Check List

Please check the following requirements for participation in

Hamilton Online Software Training:

✓ Computer and language skills

General skills for working with a computer are required. Language skills and literacy in English or German (depending on the training language) are also required.

✓ Computer for each participant with a software version installed

Your company received an **installation package for the software** when the corresponding system was purchased and delivered. Please use that to install the software on an adequate computer/laptop that has an internet connection. Each participant should have an individual computer/laptop connected to the internet. If possible, use **more than one screen** in order to follow more easily. Please note that you need **administration rights** and you need to **follow the installation instructions** when you want to install the software. If your **IT department** will take care on the installation, please **provide them the instructions.** *Otherwise it might lead to problems when running the software!*

✓ Adequate internet connection

The computer/laptop that you are working with during the training needs an adequate internet connection **free from interference**. Note that we will use **Microsoft Teams** as our communication tool. Installation of the Teams Windows App on your training computer is required. It is needed for e.g. **sharing of screens** to support you during the training and for sharing of files.

✓ Adequate audio and video availability

The computer/laptop must provide audio and video capabilities. Please ensure that a working **headset** and **webcam** are available during the training.

✓ Adequate workplace – Avoid distraction

Please ensure that you can work in a convenient environment (quiet place with good lighting) without being disturbed for the whole of the training time. **Please be aware that virtual software training requires your full attention.**

✓ Be prepared

Please test the installation/connection/bandwidth of the remote session setup **before the first training day**. In case of usage of cordless headsets ensure a **fully charged headset** at the beginning of each training day. **Test the software** using the information that you received. Inform the trainer if the test was not successful at least one week before the first training day.

✓ **Enjoy the training!**   Thank you for your cooperation!

HAMILTON