

Check List for Online Trainings

Please check the following requirements for the participation in
Hamilton Software Online Trainings

✓ General basic computer skills 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 VENUS 6 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. If you do not have VENUS 6, you will receive a download link with the invitation mail. Please note that you need **administration access** 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.

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.

✓ 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 recommended. It is needed for e.g. sharing of screens to support you during the training and for sharing of files.

>> check list continued on next page

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Please check the following requirements for the participation in Hamilton Software Online Trainings

✓ 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!

In case of any further questions, please feel free to contact us:

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We are looking forward to welcoming you soon!