

## Training Sessions – Preparation and Setup

Preparing for a training session is a lot of hard work for everyone involved, however, it is time well spent. By completing the following requests, we can focus entirely on the agenda and the needs of your organization. Please forward this checklist to your IT staff or whomever is responsible for setting up the training classroom; include the number of participants and the dates CKIS will be on-site.

### ATTENDEES

Please email [cristina@ckisconsultants.com](mailto:cristina@ckisconsultants.com) a list of attendees AND the Log-ins for each user. If needed, CKIS will create Log-ins or work with the Project Champion to ensure that users are properly setup for specific training sessions.



### CLASSROOM SETUP

The classroom should have a projector with an **HDMI connection**, or if an HDMI connection is not available, please supply an additional computer for the trainer along with a compatible projector.

### CLASSROOM COMPUTERS

1. Each attendee each must have a computer, internet connectivity and one of the following browsers:
  - Mozilla Firefox, Version 28 – 32 or newer
  - Google Chrome, Version 37 or newer
  - Internet Explorer, Version 11 or newer
2. Please bookmark the AiM Test Log-in on every computer and browser available:
  - <https://csufresnoapp.assetworks.com:8443/fmax/login>
3. Additionally, browsers should be configured to **allow pop-ups** for the above URL.

### TESTING COMPUTERS & SOFTWARE

1. Login with provided username and password
2. From the module list, click: **Work Management**
3. Click: **Work Order**
  - a. Click:  **Search**
4. Click:  **Zoom** next to **Editor** field



| Login         | Employee_ID | First_Name | Last_Name |
|---------------|-------------|------------|-----------|
| TGAFFERY      | TGAFFERY    | TOM        | GAFFERY   |
| TPAWLOWSKI    | TPAWLOWSKI  | TIFFANY    | PAWLOWSKI |
| VPRATSTANDARD |             |            |           |

- a. Ensure a pop-up window displays.

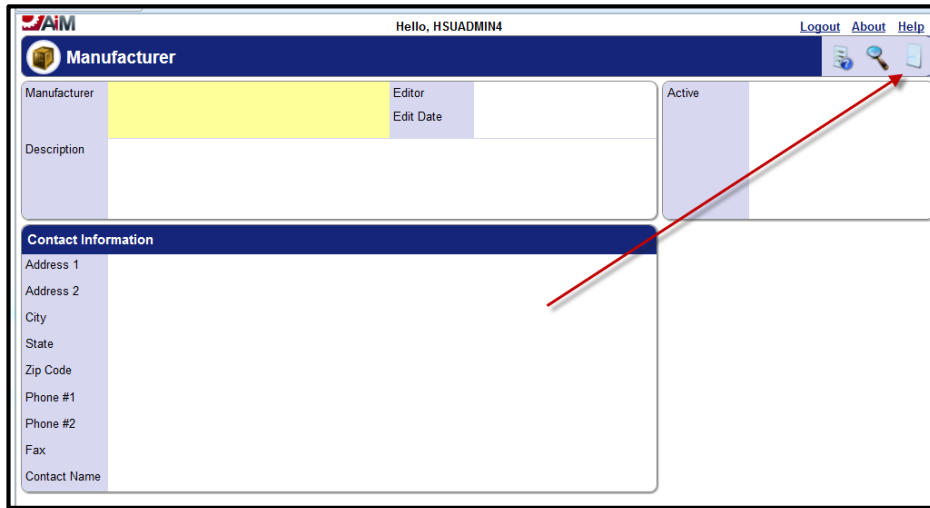
5. Return to the WorkDesk, Click:  Logo

6. From the Module list, click: **Inventory**

7. Click: Ellipsis 

8. Click: **Manufacturer**

a. Click:  **New**



b. Enter a **Manufacturer (TEST)**, **Description** and then click:  **Save**

