

## On-Site Training Requirements

### Information

In order to ensure that attendees receive the maximum benefit from their training session, we advise that consideration is given to the designated training environment. It is requested that the following preparations are carried out **prior** to training to ensure the full course content can be delivered within the allocated time.

### Equipment

- PC to be provided for each expected attendee.
- PC to be provided for trainer.
- Projector to be provided and connected to trainer's PC (preferred option).
- Whiteboard or Flipchart.

### IT Requirements

- A Concept™ database intended for use during training is available on a designated database server. (If you do not have a training database, a copy of your live database will be suitable).
- Relevant version of Concept™ to be installed upon each PC used for training. N.B. If these are new installations, you will need to obtain workstation IDs from FSI.
- ODBC connection to the training database to be created on each PC to be used for training, if not already configured.
- Concept™ Logon to be defined on each PC to be used for training, if not already configured.
- Concept™ user account and access to be defined within Concept™ training database for each attendee. N.B. Trainer will need details of this information when attending site.
- Master User access to training database to be provided to trainer.

### Hosted Training

If you are unable to meet the IT requirements you may wish to utilise FSI's hosted training environment which can be used at remote sites. For an additional cost the training environment can be hosted from FSI's Head Office via internet enabled PCs at your premises, which has the following requirements:

- PC to be provided for each expected attendee with access to Internet Explorer 6 or 7.
- Ability to download and install the ICA Java Client on all PCs.
- Subject to agreed terms, if training is required on your own database, a copy must be delivered to FSI's Head Office a minimum of 5 working days prior to course.
- Ability to access <https://training.fsi.co.uk> from all PCs.
- Firewalls and/or proxy servers to allow access to ports 80, 443 and 1494.
- Connection tested by logging into <https://training.fsi.co.uk> and launching the notepad application. Contact [training@fsifm.com](mailto:training@fsifm.com) for the log in details.
- Stable internet connection of at least 2MB download speed is recommended.

### Further Assistance

If you have any questions or would like further assistance, please contact FSI Training on +44 (0)1708 251900 / [training@fsifm.com](mailto:training@fsifm.com)