Preparation

Preparation for our onsite arrival will ensure a more successful implementation of Theatre Manager's Facility Management module.

1 Week Prior

INFORMATION TO PREPARE FOR DAY 1

☐ The "Local" Administrator password for the database server. This may be a different password then the "Domain" Administrator account. This account is required for the database server only.

Local Administrator Password _____

☐ If you have a Network Domain setup, the "Domain" Administrator user ID and password for the server and workstation(s)

ID for Server and Workstations Plus Passwords _____

☐ If you are not using a Network Domain setup, the "Local" Administrator user ID and password for workstation(s)

ID for Local Administrator Plus Passwords _____

ID for Workstations Plus Passwords _____

☐ If you are using a Wireless Network that will be used by the Onsite Trainer, the Wireless Network password

Wireless Network ID and Passwords _____

☐ Actual examples of items/events/schedules in your upcoming (or existing) calendar
☐ Arrange for a projector and backdrop screen. The projector is best for a computer hookup with a fairly high degree of resolution

1 Day Prior

Creating a Training Area

☐ Prepare the training area for ample room for workstations
☐ Prepare the training area for and required Ethernet Hubs, Wireless network access
☐ Have in place additional power bars and/or extension cords
☐ Setup the projector and backdrop screen