

WEB TRAINING SETUP

There are various ways that you can setup the Web training.

1. **Classroom Setup (most ideal setup)**

- Each participant should have their own computer
- In addition we need one more computer for the trainer connected to an LCD projector
- Blumen Demo needs to be installed on all computers
- Microsoft Word and Excel needs to be installed on all computers
- Internet connection should be available on all computers
- A printer driver installed on all computers would help preview the reports
- Phone line with a speaker so everyone in the room can hear the trainer over the phone.

2. **Seminar Style Setup**

- At least one computer for the trainer connected to an LCD projector
- Other participant can either share computers or just watch the screen.
- Blumen Demo needs to be installed on all computers
- Microsoft Word and Excel needs to be installed on all computers
- Internet connection should be available on all computers
- A printer driver installed on all computers would help preview the reports
- Phone line with a speaker so everyone in the room can hear the trainer over the phone.

3. **Lecture Style Setup**

- One computer for the trainer connected to an LCD projector
- All participant will watch the screen and take notes
- Blumen Demo needs to be installed on the computer
- Microsoft Word and Excel needs to be installed on that computer
- Internet connection should be available on that computer
- A printer driver installed on that computer would help preview the reports
- Phone line with a speaker so everyone in the room can hear the trainer over the phone.

The above setup needs to be done at least a day before the training session.

Each training session lasts 60-90 minutes with small breaks in between. The trainer will discuss the topics to be covered for each session.

If you have any questions, please contact us at 1-800-597-8204.