

# Go to training checklist

Complete	Items	Task
<input type="checkbox"/>	Materials	Pitney Bowes will ship all materials (i.e. manuals). Any materials will arrive prior to the start of course.
<input type="checkbox"/>		Training Data can be downloaded from the following site. <a href="http://web.pb.com/mipro-training/">web.pb.com/mipro-training/</a> (Click on the course link to download the zip file.)
<input type="checkbox"/>	Software	Is the software Installed? i.e. MapInfo Professional?
<input type="checkbox"/>		If No, click <a href="#">here</a> to download the latest version.
<input type="checkbox"/>	Desk / Room / Facility	Can you access the internet? A broadband connection is recommended.
<input type="checkbox"/>		Are there any internal barriers?
<input type="checkbox"/>	Training	Does your computer meet recommended system requirements? Click <a href="#">here</a> to check GTT Recommended requirements.
<input type="checkbox"/>		Do you have microphone and speakers (built-in or USB headset) to interact with the PBS Trainer and other participants? Most computers have built-in microphones and speakers, but you will get much better audio quality if you use a headset or handset. You can also call in on your landline or mobile device.
<input type="checkbox"/>		Will you be able to access your email? We will send an individual training invitation to each participant. Each invitation is unique to each participant. Please do not share links.
<input type="checkbox"/>		Have you tested that you can successfully access Go To Training? Many organisations have firewall restrictions and restrict access to some sites. Click on the link you have been emailed to access the webinar.
<input type="checkbox"/>		I.T. Support? If, on the day of training, you experience any issues at your end, do you have an I.T. resource to assist?



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