



Go To Training Checklist

Complete	Items	Task
<input type="checkbox"/>	Materials	<ul style="list-style-type: none">• Pitney Bowes will ship all Materials (Manuals). Any materials will arrive prior to the start of course.• Training Data can be downloaded from the following site. http://web.pb.com/mipro-training/ (Click on the course link to download the zip file.)
<input type="checkbox"/>	Software	<ul style="list-style-type: none">• Software Installed? i.e. MapInfo Professional?• If No, click here to download the latest version.
<input type="checkbox"/>	Desk / Room / Facility	<ul style="list-style-type: none">• Can you access the internet? A broadband connection is recommended.• Are there any internal barriers ie. Firewall issues?
<input type="checkbox"/>	Training	<ul style="list-style-type: none">• Does your computer meet recommended system requirements? Click here to check GTT Recommended requirements.• 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 make calls on your landline or mobile device.• 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.• Have you tested you can access Go To Training? Many organisations have firewall restrictions and restrict access to some sites. Click on the link on the training linking that you have been emailed.• I.T. Support? If on the day, you experience any issues at your end. Do you have a I.T. resource to assist you with any issues?