

Reactec's onsite training provides a full day training session, which will focus on setting up your HAVwear system as well as focusing on the reports and administration of the Analytics Platform. The training is aimed at operators, supervisors and managers. All training material that is used throughout the session will be provided for future reference. **Please note:** *timings noted below are approximate.*

Pre-Training Preparation:

1. Download and Install:

It is essential that the activities are completed in advance of your training session. For further instructions on how to download and install, please click here: <http://www.reactecanalyticsplatform.com>

If you are unable to complete the activities below please contact helpdesk@reactec.com prior to your training.

- Download and install **Tag Manager** software
- Download and install **Card Manager** software
- Install the hardware drivers for the **RFID Read/Writer**

2. Gather Information:

Collect the following information in advance of the training session.

- Collate details (email and desired access) of a number of **personnel** who will require to be set up within the Reactec Analytics Platform
- Collate **Tool** information – minimum 3 tools
- Collate **Operator** information – minimum 3 Operators

3. Arrange hardware:

Ensure the hardware provided as part of your order is available during the training session for demonstration.

4. Resource:

Make available a room preferably with internet access and power points and a projector. If there will be more than 20 attendees, please notify Reactec ahead of time.

Training Agenda:

1. Reactec Analytics Platform Overview	All Staff	1 Hour
2. Introduction to HAVwear & Docking Station	All Staff	1 Hour
3. Tool Tag programming	Tool Programmer	45 mins
4. Operator Card programming	Card Programmer	45 mins
5. Hardware verification	Supervisor	30 mins
6. Reactec Analytics Reports and Administration	Supervisors/Managers	2 Hours
7. End of Session Review	Supervisors/Managers	30 mins