

## Computer-Based Training Courseware Installation Guide

### INSTALLATION IS A 4-STEP PROCESS!!!

If you are upgrading or moving to a different computer or server, please review our [upgrade instructions](#). You will be able to move all of your existing data to the new installation by following those instructions along with the steps below.

FIRST, select your installation	➔	If you have purchased a Single Computer version, use this option:	If you have purchased a Standard LAN version, use this option.	If you have purchased a Power User LAN version, use this option.
SECOND, follow the steps.	↓	<b>Single Computer</b>	<b>Standard (LAN) Network</b>	<b>Power User (LAN) Network</b>
STEP	Description	On the LAN server, create a folder named QTP_LMC5. Set this up as a shared folder with security settings so that users can read, write, execute and modify files**.		
1	Install the Resource Engineering Learning Management Center	Run <b>SETUP1_5.exe</b>  Accept the default installation location of c:/Program Files (x86)/QTP_LMC5**.	Run <b>SETUP1_5.exe</b>  Change the installation location to the QTP_LMC5 shared folder on the server.	Run <b>SETUP1-power_5.exe</b>  Change the installation location to the QTP_LMC5 shared folder on the server.
2	Install the Course Files where XXX is the product number (see the reverse page for more information)	Run <b>SETUP2_xxx_5.exe*</b>  Accept the default installation location of c:/Program Files (x86)/QTP_LMC5. Do this for EACH course.	Run <b>SETUP2_xxx_5.exe*</b>  Change the installation location to the QTP_LMC5 shared folder on the server. Do this for EACH course.	Run <b>SETUP2_xxx_5.exe*</b>  Change the installation location to the QTP_LMC5 shared folder on the server. Do this for EACH course.
3	Install the Desktop Shortcut/Program Group Icon	Run <b>SETUP3_shortcut.exe</b> from the c:/Program Files (x86)/QTP_LMC5 one time.  Accept the default location.	Run <b>SETUP3_shortcut.exe</b> from the QTP_LMC5 folder on the server once on each client.  Accept the default location.	Run <b>SETUP3_shortcut.exe</b> from the QTP_LMC5 folder on the server once on each client.  Accept the default location.
4	Register Each Course	<p><b>IMPORTANT:</b> After installation, to Login to the Learning Management Center for the first time, select the user Admin Admin. Enter password Admin.</p> <p>Follow the instructions on the screen to customize the training and set up the Learning Management Center. Before the programs can be run they must be REGISTERED.</p> <p>Please see the reverse side <i>Notes on Registering Courses</i> for important information about registration.</p>		

\*See the next page for information on **PRODUCT ID NUMBERS**.

\*\*See the next page about **PERMISSIONS**.

Supported Operating Systems: Windows 7, 8 and 10

Important Notes – PLEASE READ	
Notes on Single Computer Installations:	<ul style="list-style-type: none"> <li>Single Computer versions are licensed for installation on ONE computer that learners come to for training. Read the full license carefully before installing.</li> </ul>
Notes on Network Installations:	<ul style="list-style-type: none"> <li>Network versions are licensed to be run on a LAN at ONE site. Read the full license carefully before installing.</li> </ul>
Getting Started After Installation:	<ul style="list-style-type: none"> <li>To Login for the first time, select the user Admin, Admin. The password is Admin. Follow the instructions on the first screen after you login to customize the LMC.</li> <li>You will need to enter information about your Training Administrator and create your custom Training News.</li> <li>Click on the Info (i) icon in the Learning Management Center for more information on using the Learning Management Center. If you are logged into the Learning Management Center as an Administrator, more information will be available to you in the Help.</li> </ul>
Notes on Registering Courses:  <b>ALL COURSES MUST BE REGISTERED PRIOR TO USE!!</b>	<ul style="list-style-type: none"> <li>All courseware must be registered before use.</li> <li>When you launch a course for the FIRST time, you will need to register it. You must be logged into the Learning Management Center as an Administrator or you will not be able to register the courses.</li> <li>Registration can be done online, by phone, fax, email, or through the internet from another computer. The FASTEST methods are online or through the internet from another computer if the computer you are on is not connected to the internet. Both methods are simple and will enable you to begin using the training immediately. Phone, fax, and e-mail options may take up to 1 business day depending on when you request the registration assistance.</li> <li>Launching a course will begin the registration process; follow the instructions on the screen.</li> </ul>
**Permissions	<ul style="list-style-type: none"> <li>The c:\Program Files (x86)\QTP_LMC5 (or wherever you have elected to install the Learning Management Center) folder must be set to FULL CONTROL for all users.</li> </ul>

**\*PRODUCT ID NUMBERS: Use this guide to determine which course files to install.**

Courses and Product ID Numbers		
DOE: Screening Experiments – 32a	Basic SPC – 38a	Basic SPC (Service) – 38s
Advanced SPC – 39a	5S's: Workplace Org. – 41a	Lean Manufacturing – 44a
Overview of Lean – 44m01	Introduction to Lean Six Sigma – 44m08	Lean for Business Processes – 44s
Lean for Job Shops – 45a	FMEA Training – 46a	FMEA Training (Service) – 46s
Mistake-Proofing Training – 49a	Error-Proofing Business Processes – 49s	Internal Auditing – 52a
Gage Mentor – 55a	Measurement Systems Analysis – 57a	Fundamentals of APQP – 59a
Control Plan Basics – 59m02	8D Problem-Solving – 61b	The Basics of DMAIC – 63m01
The Role of a Champion – 64a01	Root Cause Analysis w/Corr. Action – 65a	

If you have any questions, please consult our on-line Knowledge Base ([www.qualitytrainingportal.com/kb](http://www.qualitytrainingportal.com/kb)) as most problems/solutions are documented there. If you need further assistance, please call us or e-mail us at support@[QualityTrainingPortal.com](mailto:support@QualityTrainingPortal.com).

Please see: <http://www.qualitytrainingportal.com/customers/cbt/index.htm> for tutorials on:  
 Administering the LMC, Registering Courses, Setting Passing Scores, Reviewing Records, Ideas for News Items