

## Computer-Based Training Courseware Installation Guide

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

| FIRST, select your installation |  | → | If you have purchased a CD-ROM 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>CD-ROM Full Installation</b>   | <b>Standard (LAN) Network</b>  | <b>Power User (LAN) Network</b>  |
| <b>STEP</b>                     | <b>Description</b>   |   | All of the files get installed onto the computer. The CD-ROM disk is NOT required to run the course.  | On the LAN server, create a folder named RE_LMC4. Set this up as a shared folder with security settings so that users can read, write, execute and modify files**.       |  |
| <b>1</b>                        | <b>Install the Resource Engineering Learning Management Center</b>   |   | Run <b>setup.exe</b> from the CD-ROM disk.<br>Accept the default installation location of c:/Program Files/RE_LMC4**.   | Run <b>setup.exe</b> from the CD-ROM disk.<br>Change the installation location to the RE_LMC4 shared folder on the LAN server.   | Run <b>setup-power.exe</b> from the CD-ROM disk.<br>Change the installation location to the RE_LMC4 shared folder on the LAN server.                                     |
| <b>2</b>                        | <b>Install the Course Files</b> where XX is the product number (see the reverse page for more information) |   | Run <b>xxx.exe*</b> from the CD-ROM disk once on the training computer for each course<br>Accept the default installation location of c:/Program Files/RE_LMC4.   | Run <b>xxx.exe*</b> from the CD-ROM disk once on the network server for each course.<br>Change the installation location to the RE_LMC4 shared folder on the LAN server. | Run <b>xxx.exe*</b> from the CD-ROM disk once on the network server for each course.<br>Change the installation location to the RE_LMC4 shared folder on the LAN server. |
| <b>3</b>                        | <b>Install the Desktop Shortcut/Program Group Icon</b>   |   | Run <b>setup-shortcut.exe</b> from the c:/Program Files/RE_LMC4 one time.<br>Accept the default location.   | Run <b>setup-shortcut.exe</b> from the RE_LMC4 folder on the server once on each client.<br>Accept the default location.   | Run <b>setup-shortcut.exe</b> from the RE_LMC4 folder on the server once on each client.<br>Accept the default location.   |
| <b>4</b>                        | <b>Register Each Course</b>  |   | <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 XP, Vista, Windows 7

| <b>Important Notes – PLEASE READ</b>   |   |
|--|---|
| <b>Notes on CD-ROM Installations:</b>  | <ul style="list-style-type: none"> <li>CD versions are licensed for installation on ONE computer that learners come to for training. Read the full license carefully before installing.</li> </ul>  |
| <b>Notes on Network Installations:</b>   | <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>  |
| <b>Getting Started After Installation:</b>   | <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 ? 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>  |
| <b>Notes on Registering Courses:</b><br><br><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> |
| <b>**Permissions</b>   | <ul style="list-style-type: none"> <li>The c:\Program Files\RE_LMC4 (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.**

| Master Courses                   |                                   |  |
|----------------------------------|-----------------------------------|--|
| DOE: Screening Experiments – 32a | SPC Workout – 38a                 | SPC Workout (Service) – 38s              |
| Advanced SPC – 39a               | 5S's: Workplace Org. – 41a        | Lean Manufacturing – 44a                 |
| FMEA Investigator – 46a          | FMEA Investigator (Service) – 46s | Mistake-Proof It! – 49a                  |
| Gage Mentor – 55a                | MSA – 57a                         | Fundamentals of APQP – 59a               |
| 8-D Problem-Solving – 61a        | DMAIC Problem-Solving – 63a       | Root Cause Analysis w/Corr. Action – 65a |
| Six Sigma – 68u                  | Six Sigma (Services) – 68s        |  |

| Targeted Training Courses   |   |                                   |                          |
|-----------------------------|---|-----------------------------------|--------------------------|
| Design-FMEA Basics – 46m02  | Introduction to Lean Six Sigma – 44m08    | Introduction to Six Sigma – 68m01 | Overview of Lean – 44m01 |
| Process-FMEA Basics – 46m03 | Role of a Lean Six Sigma Champion – 64m01 |                                   |                          |

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@reseng.com](mailto:support@reseng.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