

2-HOTT Student Computer Prep

INSTRUCTIONS TO STUDENTS:

A personal computer/laptop is required for the 2-HOTT class since it is a hands-on technical training course. Having your own computer will enable you to complete all lab exercises covered in the course – enabling you to make the most of your practice time.


Two procedures are contained in this document:

- Please follow **Procedure 1** if you are **bringing your Lodge or Chapter's active computer** to an upcoming 2HOTT class.
- Please follow **Procedure 2** if you are **bringing a new or secondary computer** to an upcoming 2HOTT class.

PROCEDURE 1: Follow the procedure below if you are bringing your Lodge or Chapter's computer to your upcoming 2HOTT class.


STEP	ACTION
1	<p>Contact your Administrator or Recorder and ask that they complete the following for you prior to class. Backup your Lodge/Chapter's live LCL records.</p> <ul style="list-style-type: none"> ❑ Backup your Lodge/Chapter's live QuickBooks financial data. ❑ Run/Print a Profit & Loss Statement ❑ Run/Print a Balance Sheet. ❑ Verify that you can login into the LCL.net student database. <p>NOTE¹: Never load the <u>LCL.net Training Edition v2.0</u> on a fraternal unit's computer that already has LCL.net Version 2.0 installed on it. The 2 are not compatible!</p> <p>NOTE²: If necessary, contact your 2HOTT Trainer for assistance (follow Steps 2-4 below).</p>
2	<p>Contact your 2-HOTT Trainer at least one week before your training session to verify that your computer is properly configured for class.</p>
2a	<p>From the Education & Training website.</p> <ul style="list-style-type: none"> ▪ www.mooseintl.org ▪ Login to Members Only. ▪ Enter your MID Number and Password ▪ Click the quick link for Education & Training. <div style="display: flex; justify-content: space-around;"> <div data-bbox="597 1165 803 1753" style="border: 1px solid black; padding: 5px;"> <p>WHAT'S NEW? Newly added items also available to logged Members Only!</p> <ul style="list-style-type: none"> Home PAY DUES ONLINE Loyal Order of Moose Women of the Moose Moose Legion Mooseheart Moosehaven Moose Charities Catalog Sales Online Education & Training Member Benefits </div> <div data-bbox="852 1165 1469 1543" style="border: 1px solid black; padding: 5px;"> <p>MOOSE UNIVER Education & T</p> <p><i>Find it Here!</i></p> <ul style="list-style-type: none"> Training Home the Moose Report (R) Current Course (R) (R) (R) Guest Staff from Home (R) Current Course Schedules Find A Trainer LCL.net and QuickBooks Online Help Moose Honors only Portable Education Materials </div> </div> <p>NOTE: The 'Find it Here!' Box appears.</p>

PROCEDURE 1 (cont): Follow the procedure below if you are bringing your Lodge or Chapter’s computer to your upcoming 2HOTT class.



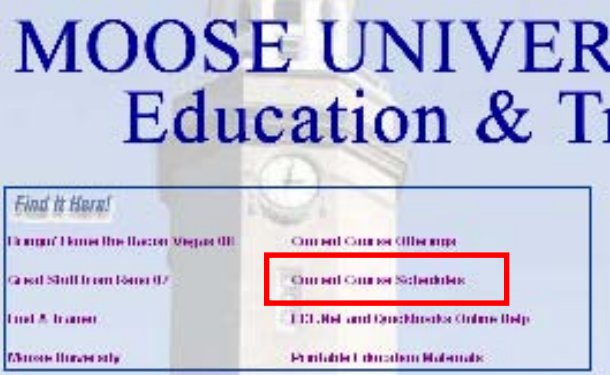

STEP	ACTION
3	<p>Locate your 2-HOTT training session and Trainer from the Education & Training website:</p> <ul style="list-style-type: none"> ▪ Click the ‘Current Course Schedules’ link. ▪ Under the ‘2-DAY HANDS ON TECHNICAL TRAINING (LCL.net & QuickBooks)’ heading, click the ‘2-HOTT Class Schedule’ link. <p>NOTE: Courses are listed by State.</p> <ul style="list-style-type: none"> ▪ Scroll until you find your scheduled training date. Note the registration CONTACT name, phone #, and email address.
4	<div style="display: flex; align-items: center;">  <div> <p>Contact your 2-HOTT Trainer at least one week before your training session to verify that computer is properly configured for class.</p> <p>This completes your computer prep procedure!</p> </div> </div>




PROCEDURE 2: Follow this procedure if you are bringing a new or secondary computer (that does NOT already have LCL.net or QuickBooks Pro 2007 installed) to an upcoming 2HOTT class.

STEP	ACTION	
1	Make sure your new (or secondary) Lodge/Chapter computer meets the required specifications.	See computer specifications on Page 7 of this document.
2	Verify the computer's operating system (Windows XP, or Vista Home Premium).	<p>To check the Operating System, right-click the MY COMPUTER icon on the desktop and click Properties, <i>OR</i> follow a path similar to the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Start / Settings / Control Panel <input type="checkbox"/> Printers & Other Hardware <input type="checkbox"/> System / System Properties <input type="checkbox"/> Look under 'System' in the General tab
3	<p>Access or Print the '<i>Moose International LCL.net v2.0 and QuickBooks 2007 Installation Guide.</i>'</p> <p>NOTE: You may need to refer to this document as your Trainer assists you with the installation procedure(s).</p>	<p>To access the Installation Guide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> www.moosintl.org <input type="checkbox"/> Click Members Only <input type="checkbox"/> Enter your Moose ID Number and Password <input type="checkbox"/> Click the Education & Training link <input type="checkbox"/> Under the 'Printable Educational Materials' section, click the 'Moose International LCL.net v2.0 and QuickBooks 2007 Installation Guide.' <input type="checkbox"/> Save or Print the guide
4	<p>Load QuickBooks Pro 2007. Your Lodge/Chapter should have the installation cd.</p> <p> NOTE: Please be aware that <u>you will need to uninstall the QuickBooks Pro 2007 at the end of your training session for legal purposes.</u> Your Trainer will assist you with that procedure.</p>	<p>Obtain the QuickBooks Pro 2007 installation cd from your Chapter or Lodge and then install the software as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Insert the QuickBooks Pro 2007 cd in your computer. <input type="checkbox"/> Follow the automatic prompts, or <input type="checkbox"/> Follow the procedure in the 'Moose International LCL.net v2.0 and QuickBooks 2007 Installation Guide.' ➤ U.S Version: go to Page 27 ➤ Canadian Version: go to Page 36

PROCEDURE 2 (cont): Follow this procedure if you are bringing a new or secondary computer (that does NOT already have LCL.net or QuickBooks Pro 2007 installed) to an upcoming 2HOTT class.

STEP	ACTION
<p>5</p> 	<p>Contact your 2-HOTT Trainer for LCL.net Training Edition loading instructions.</p>
<p>6</p>	<p>Access the Education & Training website.</p> <ul style="list-style-type: none"> ▪ www.mooseintl.org ▪ Login to Members Only. ▪ Enter your MID Number and Password ▪ Click the quick link for Education & Training.   <p>NOTE: The 'Find it Here!' Box appears.</p>
<p>7</p>	<p>Locate your 2-HOTT training session and Trainer from the Education & Training website:</p> <ul style="list-style-type: none"> ▪ Click the 'Current Course Schedules' link. ▪ Under the '2-DAY HANDS ON TECHNICAL TRAINING (LCL.net & QuickBooks)' heading, click the '2-HOTT Class Schedule' link. <p>NOTE: Courses are listed by State.</p> <ul style="list-style-type: none"> ▪ Scroll until you find your scheduled training date. Note the registration CONTACT name, phone #, and email address. 

PROCEDURE 2 (cont): Follow this procedure if you are bringing a new or secondary computer (that does NOT already have LCL.net or QuickBooks Pro 2007 installed) to an upcoming 2HOTT class.

STEP	ACTION
8	<p>Locate your 2-HOTT training session and Trainer from the Education & Training website:</p> <ul style="list-style-type: none"> ▪ Click the ‘Current Course Schedules’ link. ▪ Under the ‘2-DAY HANDS ON TECHNICAL TRAINING (LCL.net & QuickBooks)’ heading, click the ‘2-HOTT Class Schedule’ link. <p>NOTE: Courses are listed by State.</p> <ul style="list-style-type: none"> ▪ Scroll until you find your scheduled training date. Note the registration CONTACT name, phone #, and email address.
9	<p>Contact your 2-HOTT Trainer at least one week before your training session to verify that computer is properly configured for class.</p> <p></p> <p>This completes your computer prep procedure!</p>



New Computer Specifications List – for LCL/QuickBooks Support

MINIMUM Computer Requirements for:

XP Pro:

- Pentium 4 Processor (or comparable)
- 1.8 Gigahertz (GHz)
- Minimum of 256 megabytes (MB) RAM (512 MB recommended)
- 40 GB Hard Drive
- Minimum of a 56k telephone modem to accommodate an Internet connection is needed, but a high-speed connection is strongly recommended for best performance
- 48X CD-ROM drive is required but Read/Write (R/W) capability is highly recommended
- 17" Monitor
- Compatible Printer

VISTA (Home Premium):

- 32-bit Processor (or comparable)
- 1.8 Gigahertz (GHz)
- Minimum of 256 Megabytes (MB) RAM (512 MB recommended)
- 40 GB Hard Drive
- A minimum of a 56k telephone modem to accommodate an Internet connection is needed, but a high-speed connection is strongly recommended for best performance
- 48X CD-ROM drive is required but Read/Write (R/W) capability is highly recommended
- 17" monitor
- Compatible Printer