TrakSYS™ X
Training
Lab Manual
Introduction

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Introduction

Summary

This lab manual contains detailed instructions for completing several hands-on activities using the TrakSYS application. The following sections describe some of the document conventions and recommendations for executing the lab exercises.

Training Virtual Server

The exercises in this lab manual are designed to be executed on a specially prepared TrakSYS training server. Each student in the class will be assigned a training server name (T01, T02, T03… etc). The following steps will allow you to login to and access your personal training server using Windows **Remote Desktop Connection**…

- Click the Start menu and type "Remote Desktop Connection". Choose the **Remote Desktop Connection** link from the filtered applications.
- A **Remote Desktop Connection (RDP)** dialog should be displayed, type the name of your specific server (T01, T02, T03… etc) into the **Computer** text entry field and click **Connect**.
- When prompted, the login is **administrator** and the password is **Parsec1**.

You will utilize this same training server for the duration of the class sessions.

Text Conventions

Throughout the lab manual, certain types of key words will be highlighted in **bold**. The convention is that any menu/button captions, form labels, configuration values, and TrakSYS entity names (such as **Areas** or **Systems**) will be highlighted in bold.

Example: Click the **New** menu option to open the new **Area** input form. Provide the value **Packaging** in the **Name** field before pressing the **OK** button to close the form.

Step Descriptions

For each lab, there will be multiple steps defined to complete the exercise. Each step contains a short description of **what** needs to be done to complete the work. Beneath the description will be a bullet list of items that give tips and details regarding **how** to complete the step. Finally, on some steps, a concluding description may be provided indicating the expected results when the step is **completed**.

An example of the formatting is shown below.

Lab Step

Description of what is to be completed for the step.

- Tips and details of **how** to complete the step.
- Step 2
- Step 3

- Etc…

Description of what is expected when the step is **completed**.

Execution Recommendations

It is quite common to execute the lab steps by repeatedly looking back and forth from the printed lab manual to the screen. During these iterations, it is sometimes difficult to "re-acquire" the last executed instruction from the lab manual. It is recommended that a system of "denoting" each detail/step with a pen/pencil mark as it is completed be adopted.

At the end of each lab, is a **Conclusion** section. It is recommended that this be read after each exercise. It provides some repetitive re-enforcement of skills that were just learned, as well as some additional perspective on the tasks that can only be understood after completing the steps.