

## Setup for Self-Paced AIS and RCM Platform Training for New Employees

---

Note: It is important that you complete the AIS training before moving on to RCM part.

---

### ***Training Preparations***

This training uses a Training Sand Box which is based on a Virtual Machine.

This means, you will have to install the VM Player on your computer (laptop or desktop) and then use the Virtual Machine for your training.

1. Follow the instructions to install the VM player.
2. Load the training virtual machine.
3. Start the training following the process described below.

### ***Training Sandbox (VM)***

The training sandbox (Virtual Machine) has the following software already installed:

1. Local SQL 2012 server
2. Tomcat 7
3. AIS 4.19 + Modeler
4. RCM 5.10 + RCM Designer

### ***Step 1 - Install the VMware Player Software:***

The VMware Player is a third party product and not an Actimize product.

Please refer to the following website links for information on VMware and VMware Player <http://www.vmware.com>. You can download the VMware Player from the official website.

Alternatively, you can use the VMware Player installation found under: [\\netapp01\\Shared Documents\\Training\\ Employee Training\\VMware Player](#)

You must install the VMware Player software on your computer to run the training environment.

**Step 2 - Enable Virtualization Technology in BIOS (if required)**

In order to run the training environment on your computer, Virtualization Technology (VT-x) must be enabled in BIOS.

If it is disabled in BIOS, follow the below steps to enable:

1. Power ON the system, or restart your computer.
2. Enter the BIOS setup by pressing 'Enter', 'F2' or 'Del' key (The key may vary depending on your system model, please follow the on screen instruction during Power ON).
3. Look for an option labeled by 'Virtualization Technology' or 'Intel® Virtualization Technology' under 'CPU Configurations', 'System Configurations', 'Advanced' or 'Security' tab and check if the option is enabled or disabled.
4. If the option is disabled, enable the same.
5. Save the BIOS settings.

**Step 3 - Install the training environment on your computer****Create a local work-folder and copy the VMware file to it**

1. Create a work directory called **TrainingVM**.

If you have a D: drive on your computer, we recommend to use the D: drive.

2. Go to the following shared drive:

<\\netapp01\shared documents\training\ Employee Training\VM - AIS 4.19 - RCM 5.10 Training>

Copy the **STU-AIS-RCM** zip folder and extract it under your local **TrainingVM** directory.

The **STU-AIS-RCM** folder contains the Training VM image and contains multiple files.

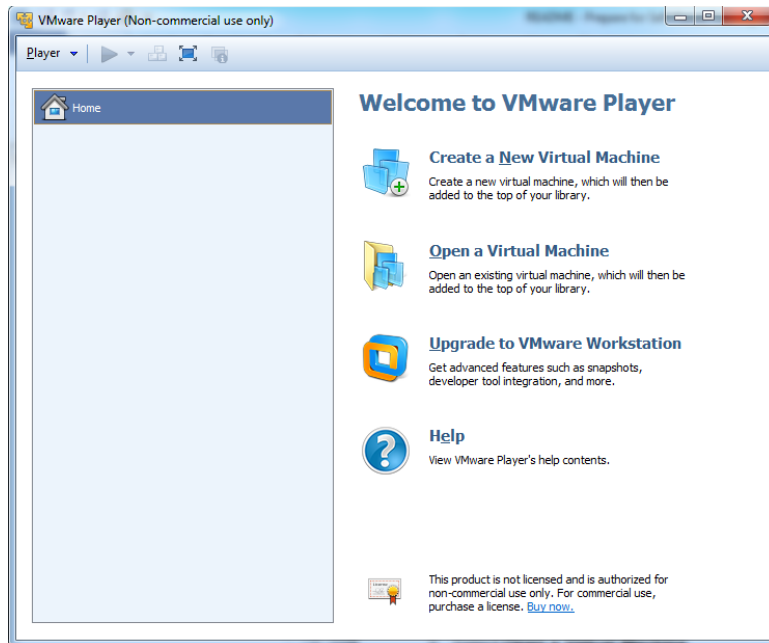
---

**Note:** The zip folder is approximately 25 GB and the extracted size is 47 GB.  
ENSURE YOU HAVE SUFFICIENT SPACE ON YOUR MACHINE.

---

## Configure VMware Player

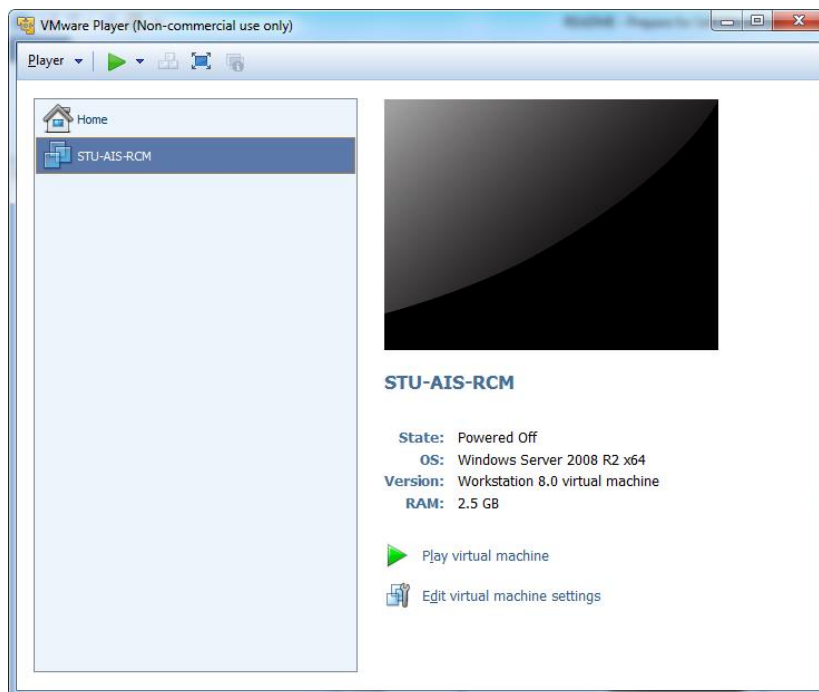
1. Start the VMware Player using the shortcut icon on your desktop or  
**Start > All Programs > VMware > VMware Player**



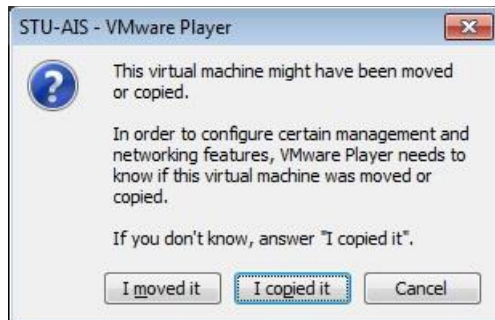
2. Select **Open a Virtual Machine**.

Locate the **STU-AIS-RCM.vmx** file under your local **STU-AIS-RCM** folder.

Click **Open**.



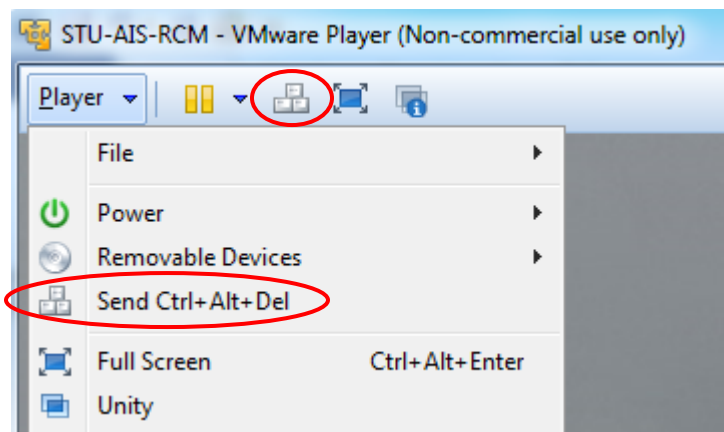
3. Select **STU-AIS-RCM** (under Home) and click **Play virtual machine**. The virtual machine starts.
4. When playing the virtual machine for the first time, the following dialog box opens:



Click **I moved it** and wait for the machine to open.

5. Once the **STU-AIS-RCM** virtual machine boots up, log on as **Administrator**. The password is **actimize**.

To log on to the virtual machine, go to the **Player** Menu at the top of the machine. Select **Send Ctrl+Alt+Del**. Alternatively, use the respective icon in the icon bar.



### ***Test the setup:***

1. Test setup by starting the virtual machine. You will be prompted for a username and password. The username is **Administrator** and the password is **actimize**.
2. On the virtual machine open up the Services window. There is a services shortcut icon in the quick launch menu bar.
3. Start the **AIS\_actimize\_1\_training** service. It may timeout the first few times you try to start it. Once it successfully starts, go to the next step.
4. Start the **Apache Tomcat** service.
5. Minimize the Services window.

6. Using the icon on the desktop start the **Actimize Visual Modeler** (double click icon to start the Modeler). Close the Modeler.
7. Open Internet Explorer and enter the URL: <http://localhost:8080/actimize>
8. The RCM Login Screen should display. Login as **admin** the password is **password**.
9. Close Internet Explorer.
10. Keep the VM environment open for your training exercises and labs.

### **Training License:**



The training Virtual machine uses a training license for both AIS and RCM, which is limited in time.

If you encounter a problem with the license, being expired, please contact the training team.




### **Step 4 – Understand the Training Process:**

You start with the Basic Training for **AIS**, only then you move on the Basic Training for **RCM**.

#### New to Actimize? Start Here:

TType	Solution	Training	Version#
	AIS	Basic Training	4.15
	RCM	Basic Training	5.8


The training includes Lecture Slides and Student Labs and follows a specific order

-  [Lecture Slides](#)
-  [Student Labs](#)
-  [README - Prepare for Self-Paced Training\\_VM - New Employees](#)

Follow the Lecture Slides in their numerical order. Note, certain numbers are absent.

Start by reading the **Lecture Slides**. Do the **Class Exercises**, as they occur in the unit. At the end of each unit, check the last slide. If there is a **Student Lab**, do the Lab before moving on to the next unit's Lecture Slides.

Each step in the training builds on previous steps. Therefore, you must follow the order correctly and do the Class Exercises when they are shown and the Student Labs at the end of the particular unit of Lecture Slides.

The Class Exercises are indicated by a special icon  in the top right corner. Use your VM training environment for these class exercises.

The Student Labs are located in a separate Student Labs folder.

**For Each Unit Follow this Order:**

**Step 1:** Read the Unit's Lecture Slides

**Step 2:** Do the Unit's Class Exercises – Indicated by the icon 

**Step 3:** Do the Unit's Student Labs, as indicated at the last slide of the unit

**Step 4:** Move to the next unit

If you have questions, there is very good online help for AIS which is very useful, especially for the AIS functions.

**Now you are ready to start the training**