

# xSuite Training – Recommendations for Preparation and Follow-up

## Preparation

**Before** booking our training sessions, please ensure that the selected course **covers the topics you need**. We are happy to advise you in this regard. You can find an overview of our course offerings here:

<https://www.xsuite.com/en/company/academy/>

Would you like to get in touch with us personally? Send an email to [academy@xsuite.com](mailto:academy@xsuite.com), and we will be happy to assist you.

**Ideally**, participants should have the opportunity to familiarize themselves **with your company's xSuite software environment in advance**. We strongly recommend creating **user accounts** with the necessary permissions in **your SAP clients** for all participants. Ideally, they should also have **access to a test or practice environment** for the software applications running on **Microsoft Windows servers**.

## On-site Training

We are coming to your premises for training, but you are unsure which software needs to be installed on your PCs?

**No worries** – we will bring training laptops, allowing participants to access our training systems directly. To ensure a smooth training experience, we kindly ask for your support:

- Please provide sufficient space and power outlets for the laptops.
- We use VPNs, so we require unrestricted internet access (preferably via Wi-Fi) to externally reach the following ports: 80, 443, and 1194. Protocols: UDP and TCP.
- The Wi-Fi connection must be stable and provide good signal strength in the training room.
- Ideally, the training room should have a whiteboard or flip chart.
- Please provide sufficient beverages in the training room so that participants and trainers are well supplied, avoiding unnecessary breaks to get coffee.
- The training room should be technically equipped with the necessary features (e.g., blackout blinds, presentation capability via HDMI or equivalent with at least Full HD resolution) and **should be lockable**.

- It is very helpful if someone from your company is available on the first training day to assist with the technical setup. A smooth start benefits everyone.

## Remote Training

If you are registering your employees for a remote training session, please ensure they have the necessary equipment and an appropriate environment. This includes:

- A quiet space without disturbing background noise.
- A headset/microphone with good audio quality and a **webcam! Explanation:** Speaking to a blank screen is an unpleasant experience for both participants and trainers. **We highly value personal interaction**, so we reserve the right to cancel the training if participants cannot use their cameras.

For remote training, a stable internet connection is particularly important. Please ensure that your upload and download speeds are sufficient.

To access the training systems, the software TeamViewer is required. Please install this software before the start of the training and sign in with an account. The device you wish to use for participation must be listed as a trusted device. If these requirements are not met, a connection to the training systems cannot be established.

## Follow-up

Your employees are great – we are convinced of that! However, attending our training sessions alone is not enough to establish a **solid knowledge base**.

If newly acquired knowledge is not applied, it is quickly forgotten. Therefore, we strongly recommend providing your employees with opportunities to practice what they have learned. During the training, participants can freely experiment on our training systems.

We also **encourage practicing** on a test system **after the training**. This ensures that new information is retained in long-term memory, allowing your employees to handle future tasks with ease.

We look forward to your registrations!

**Your xSuite ACADEMY Team**