



## Ten Open Training

Hitec (Laboratories) Ltd offer a broad training programme that is designed to give practical experience in building, managing and deploying Ten Performance and Ten Risk management systems.

Each course runs for 1 day takes place at our Northamptonshire premises by experienced trainers.

### Fundamentals

Provides the basic knowledge and skills required to populate and produce a system in Ten Performance and Ten Risk Manager.

### Further Features for Ten Performance Manager

Builds on the knowledge and skills acquired in the Fundamentals course, and introduces the attendee to further features associated with Ten Performance Manager.

### Further Features for Ten Risk Manager

Builds on the knowledge and skills acquired in the Fundamentals course, and introduces the attendee to further features associated with Ten Risk Manager.

### Customisation, Integration and Deployment

An advanced course for users who will customise the look and feel of Ten Performance and Ten Risk Manager, to their specific requirements. Integrating it with other systems to automatically transfer information into Ten and be responsible for its deployment across an organisation.

### Web Server Design

Intended as a 'hands on' practical session, that will take a model designed in Ten desktop and modify it to be suitable for use with the Ten Web Server. This will cover areas such as:

- Adding content to the model to allow it to be updated via the Web Server
- Using web designs to enhance the look of the model
- Adding security to the model to control who can access it via the Web Server
- Creating printable reports in areas such as Indicators, Objectives and Initiatives

This course is designed for users who have been on the standard 3-day courses or have good experience of Ten.





## Master Class

Designed for more experienced users, this course looks at a number of topics in more detail. It is split into 3 sessions, allowing time for questions, discussion and if required demonstration of techniques. Each session is implemented as 'hands on' with accompanying printed notes. The 3 sessions are as follows:

- Using Object Forms, Users Screens and Risk Profiles - basics to more advanced combinations
- Creating Reports and using User Screens, Custom Fields and Groups in combination
- Looking at various Object Form designs and layouts for use via the Web Server and/or publishing

