I_Site Training Courses

I_Site
WORKSHOP 1
What is I_Site
Hardware
Mobile App
The Web Portal
Notification Settings
User Creation
Driver Creation
Driver Groups

I_Site
WORKSHOP 2
Manage Site
Machine Settings
Machine Groups
Pre-Op Check Creation
Pre-Op Check Results
Messaging
Andon
Shock Preview

I_Site
WORKSHOP 3
Shock Results
Shock Setup
Utilisation
Activity Statistics
Home Screen
Help Centre

Virtual User Training Course – Cost: £95 per person – Shared with other Customers.

The Virtual User Training Course is aimed at training individual users from multiple customers together.
Training is hosted remotely via Microsoft Teams and the training is split across 3 days in one week.
Workshop 1+2 are 2.5 hour each session and Workshop 3 is a 1.5 hour session.
These courses are hosted once every 2 months and training are completed using a demo site.
Please see the end of the brochure for a full list of available dates for our Customer User Training Courses.

Virtual Company Training Course – Cost: £585 – 1-on-1 Training – Unlimited Number of Attendees.

The Virtual Company Training Course is aimed at training a single customer with unlimited attendees from that business. The course is aimed at both new I_Site users and refreshing existing users.
Training is hosted remotely via Microsoft Teams and the training is split across 3 days.
Workshop 1+2 are 2.5 hour each session and Workshop 3 is a 1.5 hour session.
The company training is completed using the customers own site and the Toyota Trainer will assist in setting up your site during the training.
The dates and times can be booked in advance to fit customer requirements and the training workshops can be completed across multiple weeks if required. (Depending on trainer availability)
Course can be tailored towards how the customer would like to use the I_Site system.

On-Site Company Training Course – Cost: £1170 – 1-on-1 Training – Limited Number of Attendees.

The On-Site training will be hosted at the customers own site but would be limited attendees depending on meeting room capabilities for safe social distancing.
For the best experience we would require a large meeting room with a large TV or Projector that could be used to present the training.
The On-Site training is completed using the customers own site and the Toyota Trainer will assist in setting up your site during the training.
The training day can be booked in advance to fit the customer requirements.
Course can be tailored towards how the customer would like to use the I_Site system.

For further information, bookings or other I_Site queries please contact the
UK Connectivity Team: I_Site@uk.toyota-industries.eu

Training Course Workshop Outline

I_Site	I_Site	I_Site
WORKSHOP 1	**WORKSHOP 2**	**WORKSHOP 3**
What is I_Site	Manage Site	Shock Results
Hardware	Machine Settings	Shock Setup
Mobile App	Machine Groups	Utilisation
The Web Portal	Pre-Op Check Creation	Activity Statistics
Notification Settings	Pre-Op Check Results	Home Screen
User Creation	Messaging	Help Centre
Driver Creation	Andon	
Driver Groups	Shock Preview	

Workshop 1 – (2.5 Hour Session)

A. **What is I_Site** – Description of the I_Site system.
B. **Hardware** – Overview of hardware used with I_Site.
C. **Mobile App** – Overview of I_Site Mobile app features.
D. **The Web Portal** – Accessing the I_Site Web Portal.
E. **Notifications Settings** – Enabling I_Site Notification Settings.
F. **15 Minute Break**.
G. **User Creation** – Creating new I_Site users.
H. **Driver Creation** – Creating Drivers and Assigning access.
I. **Driver Groups** – Creating Driver groups and populating them.

Workshop 2 – (2.5 Hour Session)

A. **Manage Site** – Overview of Manage Site Section.
B. **Machine Settings** – Overview of Machine Configuration Section.
C. **Machine Groups** – Creating Machine groups and populating them.
D. **15 Minute Break**.
E. **Pre-Op Check Creation** – Creating POC checklists and publishing them.
F. **Pre-Op Check Results** – Viewing POC results.
G. **Messaging** – Overview of Messaging System.
H. **Andon** – Overview of Andon System.
I. **Shock Preview** – Preview of Shocks and Preparation for Calibration.

Workshop 3 – (1.5 Hour Session)

A. **Shock Results** – Viewing and understanding Shock Results.
B. **Shock Settings** – Viewing/Adjusting shock settings on machines.
C. **Utilization** – Viewing Utilization details for drivers and machines.
D. **Activity Statistics** – Viewing Activity Statistics for drivers and machines.
E. **Home Screen** – Setting up home tiles and customizing settings.
F. **Help Centre** – Overview of Help Centre and Support Material.

Who should attend the training?

We understand every company is different and companies may require different people to attend the training, we would recommend having at least 2 I_Site Admin users who have full access to the system for each site.
Having people attend the training from different departments can help spread the knowledge between the business and the I_Site system can provide useful information for all departments of the business.

Recommended Attendees

Main Site Admin Users (Full I_Site Administrator Access)
Trainers (Access to Manage Drivers)
Health and Safety (Access to Manage Pre-Op Checklists)
Department Managers (View Only Access for Reporting)
Team Leaders/Supervisors (View Only Access for Resetting Lockouts)

When is the training?

Our Virtual User Courses are hosted once every 2 months and are shared with other customers see below for list of course dates.

Our Virtual Company Course can be booked to fit your company's requirements, for new sites we recommend to complete workshops 1-2 first then follow up with the final workshop 3 once the trucks have collected live shock data from your site.

For existing sites we can complete all 3 workshops together or split if required.

I_Site Virtual User Course Dates for 2024

Our I_Site User courses are hosted once every 2 months, these workshops are shared with other customers and are not direct 1-on-1 training.

Workshop 1+2 are hosted on **Wednesday and Thursday from 09:00-11:30am** each day (2.5 hours).
Workshop 3 are hosted on **Friday from 09:00-10:30am** (1.5 hours)
We complete one workshop per day covering all 3 workshops over 3 days.

Our 2024 courses are booked for the below dates and times.

January – **Wednesday 17th to Thursday 18th** at 09:00am-11:30am and **Friday 19th** at 09:00am-10:30am.
March – **Wednesday 13th to Thursday 14th** at 09:00am-11:30am and **Friday 15th** at 09:00am-10:30am.
May – **Wednesday 15th to Thursday 16th** at 09:00am-11:30am and **Friday 17th** at 09:00am-10:30am.
July – **Wednesday 17th to Thursday 18th** at 09:00am-11:30am and **Friday 19th** at 09:00am-10:30am.
September – **Wednesday 18th to Thursday 19th** at 09:00am-11:30am and **Friday 20th** at 09:00am-10:30am.
November – **Wednesday 13th to Thursday 14th** at 09:00am-11:30am and **Friday 15th** at 09:00am-10:30am.

These course dates and times are not able to be adjusted or re-arranged, If you are unable to attend your training course we can invite you to the following months course.

How to book training?

To book any of our training packages we will require a PO to cover the total course costs before we can book any training requirements, if you require a quote to raise the PO please contact the UK Connectivity Team via I_Site@uk.toyota-industries.eu and they can assist in providing a quote.

Once PO has been received training will be booked and invites will be sent to attendees.

Cancellation Terms

All of our training courses take extensive planning to execute, so to ensure we can continue to deliver the highest level of service to our customers please make us aware at least 10 working days prior to the course date if you wish to cancel.

Any cancellations made within this time will be subject to a cancellation fee, which will be half course cost if made at least 6 working days prior to the course and full course cost if made within 5 working days or less.

**For further information, bookings or other I_Site queries please contact the
UK Connectivity Team: I_Site@uk.toyota-industries.eu**