



Online Training

User Guide



Australia - 1300 769 362

New Zealand - 0800 786 925

Register for a Session

Select your preferred session from our online catalog, which can be accessed via <https://www.thatchamescribe.com.au/escribe/training>

Booking Details

- Courses are available to current escribe licence holders, with one place available per licence, on a first-come, first-served basis.
- All travel, accommodation and related costs are your responsibility.
- To request an **Escribe Explored** course, follow this email link info@thatchamescribe.com.au to input your company name, requested date/location and attendee details where prompted, then send your request.
- To request an **Introduction to Escribe** online session, follow this link to select your preferred date from the online catalog and submit your request.
- Booking confirmation and course details will be emailed by return.

Click on the link

Choose a session from the available options in the drop-down box

...and click 'Register' to confirm your selection

Complete the mandatory fields

...and click 'Register' to submit your request

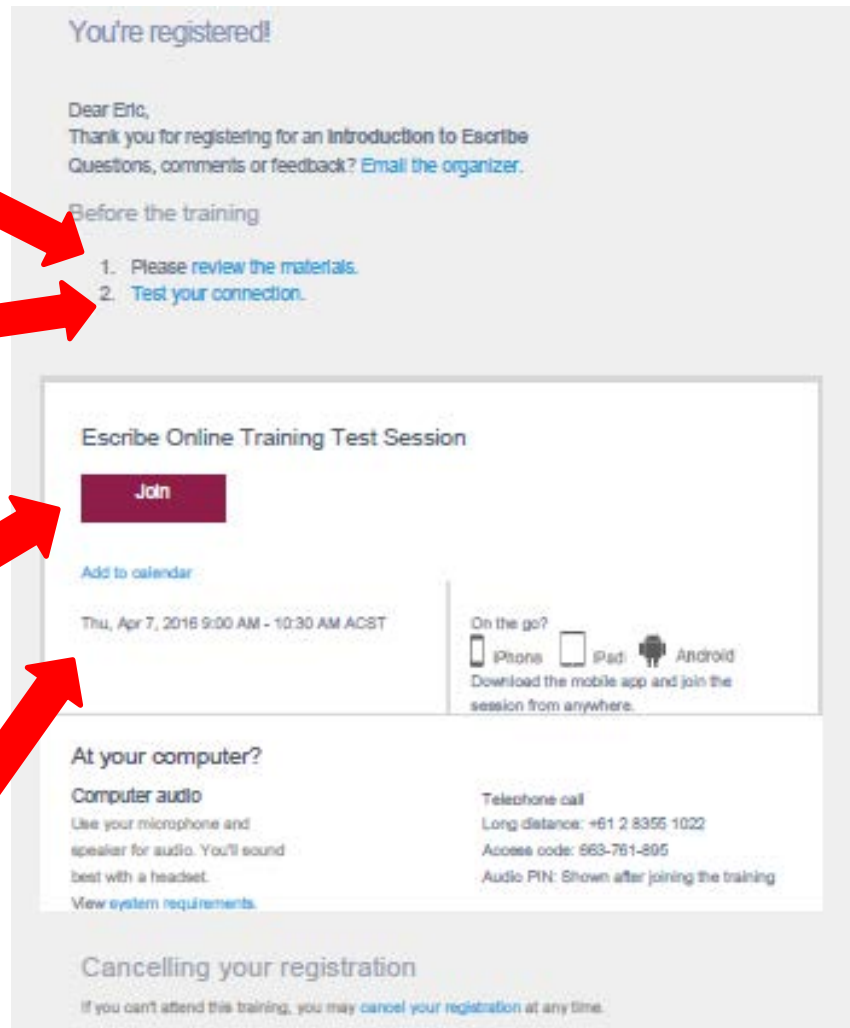
Once the organizer has confirmed your request, you will receive a confirmation email.

Please review the course materials available for download

...and test your connection via this link to make sure you can join successfully on the day of the training

Save a copy of the email. You will need to use the embedded link to join the training session.

For convenience, a reminder can be downloaded to your Outlook calendar



Important information

Thatcham escribe online training utilizes a Citrix application called GoToTraining.

When you login from a desktop computer to either test your connection, or to a live session for the first time, you may be prompted to install the Citrix Launcher file. Simply follow these prompts to complete the login process.

We strongly recommend that you test your connection well in advance of the live session in order to avoid delays in joining and any inconvenience to yourself and the other participants.

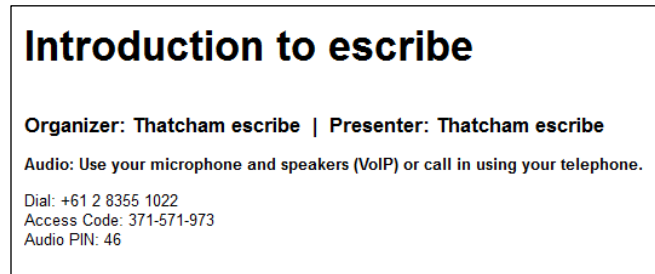
You can use your device's audio to listen and speak in the session. Alternatively you can dial-in via phone, using the details provided on the confirmation email.

Reminder emails will automatically be sent 1 day and 1 hour prior to the start time.

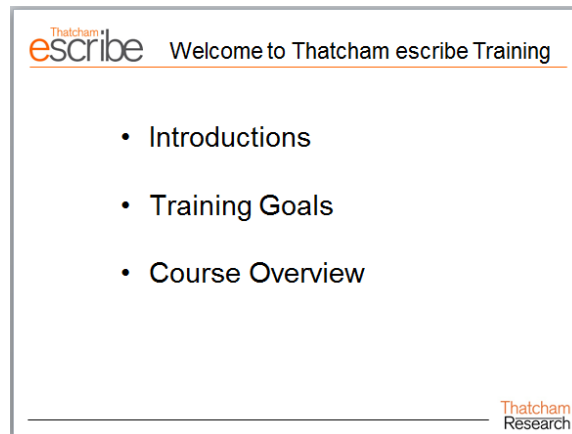
Join a Session

To join a training session click on the purple 'Join' button found in your saved email, or on the embedded link found in your downloaded Outlook calendar item and follow the on-screen prompts.

If the session has not started, you will see this screen.



When the session is ready to start, you will see this screen and the organizer will talk you through the schedule.



Once you have joined the online portion of the session you can use your computer's mic and speakers to listen and speak with the group.

For optimum sound quality, a headset is recommended. If using a microphone, it should be a distance of at least 1.5 feet away from any speakers that are built in to or connected to your computer. Using your webcam's microphone is not recommended.

You can also dial-in via telephone using the telephone number and access code provided on the booking confirmation email and the PIN displayed when you join the session.

The bottom of the Audio Pane and Viewer will indicate who is speaking.

Manage Your Session

Once you have joined the session, you will find a control panel on the right side of your screen. You can use this to manage your session.

The screenshot shows the GoToTraining control panel with several callout boxes explaining its features:

- Use the orange arrow icon to hide the control panel and free up screen space** (points to the orange arrow icon)
- Use the green microphone icon to mute or unmute yourself** (points to the green microphone icon)
- Use the blue screen icon to view the training in full screen mode** (points to the blue screen icon)
- Use the blue hand icon to ask a question** (points to the blue hand icon)
- Use the audio pane to switch between phone and device audio** (points to the Audio pane)
- Use the materials pane to access training materials** (points to the Materials pane)
- Use the chat pane to message the group or an individual in the session** (points to the Chat pane)

The control panel includes the following sections:

- Audio:** Telephone, Mic & Speakers, Sound Check, microphone level indicator, and speaker level indicator.
- Materials (3):** 01. Vehicle Translations.pdf (571 KB), 02. Escribe User Guide.pdf (5.35 MB), 03. TL837 - Key to Symbols U... (1.20 MB).
- Chat:** [Type message here], Organizer(s) Only, Send.
- Session Info:** Escribe Online Training Test Session, Training ID: 374-172-556.
- GoToTraining logo.**

You can leave the training at any time by selecting 'File' and then 'Exit – Leave Training' from the control panel.