

## 2-HOTT Student Computer Prep

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### INSTRUCTIONS TO STUDENTS:

A personal computer/laptop is required for the 2-HOTT class since it is a hands-on technical training course. Having your own computer will enable you to complete all lab exercises covered in the course – enabling you to make the most of your practice time.


Two procedures are contained in this document:

- Please follow **Procedure 1** if you are **bringing your Lodge or Chapter's active computer** to an upcoming 2HOTT class.
- Please follow **Procedure 2** if you are **bringing a new or secondary computer** to an upcoming 2HOTT class.

**PROCEDURE 1:** Follow the procedure below if you are bringing your Lodge or Chapter's computer to your upcoming 2HOTT class.


STEP	ACTION
1	<p><b>Contact your Administrator or Recorder and ask that they complete the following for you prior to class. Backup your Lodge/Chapter's live LCL records.</b></p> <ul style="list-style-type: none"> <li>❑ Backup your Lodge/Chapter's live QuickBooks financial data.</li> <li>❑ Run/Print a Profit &amp; Loss Statement</li> <li>❑ Run/Print a Balance Sheet.</li> <li>❑ Verify that you can login into the LCL.net student database.</li> </ul> <p><b>NOTE<sup>1</sup>:</b> Never load the <u>LCL.net Training Edition v2.0</u> on a fraternal unit's computer that already has LCL.net Version 2.0 installed on it. The 2 are not compatible!</p> <p><b>NOTE<sup>2</sup>:</b> If necessary, contact your 2HOTT Trainer for assistance (follow Steps 2-4 below).</p>
2	<p>Contact your 2-HOTT Trainer <b>at least one week before</b> your training session to verify that your computer is properly configured for class.</p>
2a	<p>From the Education &amp; Training website.</p> <ul style="list-style-type: none"> <li>▪ <a href="http://www.mooseintl.org">www.mooseintl.org</a></li> <li>▪ Login to <b>Members Only</b>.</li> <li>▪ Enter your <b>MID Number</b> and <b>Password</b></li> <li>▪ Click the quick link for <b>Education &amp; Training</b>.</li> </ul> <div style="display: flex; justify-content: space-around;"> <div data-bbox="597 1165 803 1753"> </div> <div data-bbox="852 1165 1469 1543"> </div> </div> <p><b>NOTE:</b> The 'Find it Here!' Box appears.</p>

**PROCEDURE 1 (cont):** Follow the procedure below if you are bringing your Lodge or Chapter's computer to your upcoming 2HOTT class.



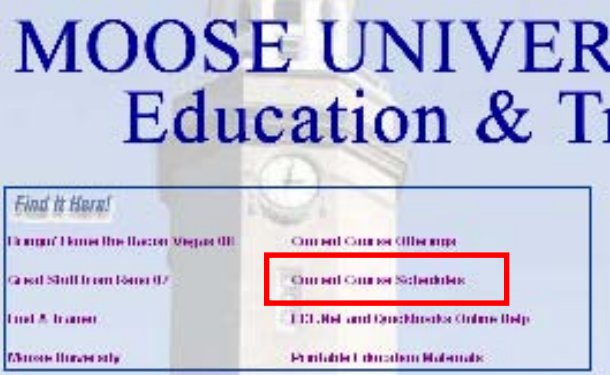

STEP	ACTION
3	<p>Locate your 2-HOTT training session and Trainer from the Education &amp; Training website:</p> <ul style="list-style-type: none"> <li>▪ Click the '<b>Current Course Schedules</b>' link.</li> <li>▪ Under the '<b>2-DAY HANDS ON TECHNICAL TRAINING (LCL.net &amp; QuickBooks)</b>' heading, click the '<b>2-HOTT Class Schedule</b>' link.</li> </ul> <p>NOTE: Courses are listed by State.</p> <ul style="list-style-type: none"> <li>▪ Scroll until you find your scheduled training date. Note the registration CONTACT name, phone #, and email address.</li> </ul>
4	<div style="display: flex; align-items: center;">  <div> <p>Contact your 2-HOTT Trainer <b>at least one week before</b> your training session to verify that computer is properly configured for class.</p> <p>This completes your computer prep procedure!</p> </div> </div>




**PROCEDURE 2:** Follow this procedure if you are bringing a new or secondary computer (that does NOT already have LCL.net or QuickBooks Pro 2007 installed) to an upcoming 2HOTT class.

STEP	ACTION	
1	Make sure your new (or secondary) Lodge/Chapter computer meets the required specifications.	See computer specifications on Page 7 of this document.
2	Verify the computer's operating system (Windows XP, or Vista Home Premium).	<p>To check the Operating System, right-click the MY COMPUTER icon on the desktop and click Properties, <i>OR</i> follow a path similar to the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Start / Settings / Control Panel</li> <li><input type="checkbox"/> Printers &amp; Other Hardware</li> <li><input type="checkbox"/> System / System Properties</li> <li><input type="checkbox"/> Look under 'System' in the General tab</li> </ul>
3	<p>Access or Print the '<i>Moose International LCL.net v2.0 and QuickBooks 2007 Installation Guide.</i>'</p> <p><b>NOTE:</b> You may need to refer to this document as your Trainer assists you with the installation procedure(s).</p>	<p>To access the Installation Guide:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="http://www.moosintl.org">www.moosintl.org</a></li> <li><input type="checkbox"/> Click Members Only</li> <li><input type="checkbox"/> Enter your Moose ID Number and Password</li> <li><input type="checkbox"/> Click the Education &amp; Training link</li> <li><input type="checkbox"/> Under the 'Printable Educational Materials' section, click the 'Moose International LCL.net v2.0 and QuickBooks 2007 Installation Guide.'</li> <li><input type="checkbox"/> Save or Print the guide</li> </ul>
4	<p><b>Load QuickBooks Pro 2007.</b> Your Lodge/Chapter should have the installation cd.</p> <p> <b>NOTE: Please be aware that <u>you will need to uninstall the QuickBooks Pro 2007 at the end of your training session for legal purposes.</u></b> Your Trainer will assist you with that procedure.</p>	<p>Obtain the QuickBooks Pro 2007 installation cd from your Chapter or Lodge and then install the software as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Insert the QuickBooks Pro 2007 cd in your computer.</li> <li><input type="checkbox"/> Follow the automatic prompts, or</li> <li><input type="checkbox"/> Follow the procedure in the 'Moose International LCL.net v2.0 and QuickBooks 2007 Installation Guide.'</li> <li>➤ U.S Version: go to Page 27</li> <li>➤ Canadian Version: go to Page 36</li> </ul>

**PROCEDURE 2 (cont):** Follow this procedure if you are bringing a new or secondary computer (that does NOT already have LCL.net or QuickBooks Pro 2007 installed) to an upcoming 2HOTT class.

STEP	ACTION
<p>5</p> 	<p><b>Contact your 2-HOTT Trainer for LCL.net Training Edition loading instructions.</b></p>
<p>6</p>	<p>Access the Education &amp; Training website.</p> <ul style="list-style-type: none"> <li>▪ <a href="http://www.mooseintl.org">www.mooseintl.org</a></li> <li>▪ Login to <b>Members Only</b>.</li> <li>▪ Enter your <b>MID Number</b> and <b>Password</b></li> <li>▪ Click the quick link for <b>Education &amp; Training</b>.</li> </ul>   <p><b>NOTE:</b> The 'Find it Here!' Box appears.</p>
<p>7</p>	<p>Locate your 2-HOTT training session and Trainer from the Education &amp; Training website:</p> <ul style="list-style-type: none"> <li>▪ Click the '<b>Current Course Schedules</b>' link.</li> <li>▪ Under the '<b>2-DAY HANDS ON TECHNICAL TRAINING (LCL.net &amp; QuickBooks)</b>' heading, click the '<b>2-HOTT Class Schedule</b>' link.</li> </ul> <p>NOTE: Courses are listed by State.</p> <ul style="list-style-type: none"> <li>▪ Scroll until you find your scheduled training date. Note the registration CONTACT name, phone #, and email address.</li> </ul> 

**PROCEDURE 2 (cont):** Follow this procedure if you are bringing a new or secondary computer (that does NOT already have LCL.net or QuickBooks Pro 2007 installed) to an upcoming 2HOTT class.

STEP	ACTION
8	<p>Locate your 2-HOTT training session and Trainer from the Education &amp; Training website:</p> <ul style="list-style-type: none"> <li>▪ Click the ‘<b>Current Course Schedules</b>’ link.</li> <li>▪ Under the ‘2-DAY HANDS ON TECHNICAL TRAINING (LCL.net &amp; QuickBooks)’ heading, click the ‘<b>2-HOTT Class Schedule</b>’ link.</li> </ul> <p>NOTE: Courses are listed by State.</p> <ul style="list-style-type: none"> <li>▪ Scroll until you find your scheduled training date. Note the registration CONTACT name, phone #, and email address.</li> </ul>
9	<p>Contact your 2-HOTT Trainer <b>at least one week before</b> your training session to verify that computer is properly configured for class.</p> <p></p> <p>This completes your computer prep procedure!</p>



# New Computer Specifications List – for LCL/QuickBooks Support

## MINIMUM Computer Requirements for:

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### XP Pro:

- Pentium 4 Processor (or comparable)
- 1.8 Gigahertz (GHz)
- Minimum of 256 megabytes (MB) RAM (512 MB recommended)
- 40 GB Hard Drive
- Minimum of a 56k telephone modem to accommodate an Internet connection is needed, but a high-speed connection is strongly recommended for best performance
- 48X CD-ROM drive is required but Read/Write (R/W) capability is highly recommended
- 17" Monitor
- Compatible Printer

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### VISTA (Home Premium):

- 32-bit Processor (or comparable)
- 1.8 Gigahertz (GHz)
- Minimum of 256 Megabytes (MB) RAM (512 MB recommended)
- 40 GB Hard Drive
- A minimum of a 56k telephone modem to accommodate an Internet connection is needed, but a high-speed connection is strongly recommended for best performance
- 48X CD-ROM drive is required but Read/Write (R/W) capability is highly recommended
- 17" monitor
- Compatible Printer