



NEWSLETTER - MAY 2007

Hello everyone!

It's hard to believe we're over a third of the way through 2007 already! The end of the financial year is just over 8 weeks away!

WHAT'S HOT IN 2007

- **Office 2007** – The latest version of Microsoft Office was released last month by SkillCheck Inc (A First Advantage Company) for Internet licenses. Microsoft Office 2007 is also now available for standalone and network-based testing installations. Ask for more information.
- **Annual site licenses** – More and more users are moving to this simple, easy to use service. Conditions apply.

Benefits – 24x7 access; extensive range of tests; branding with your logo available; sub-user security control; scores database for all tests completed; may be used internally as well as sending test sessions externally; local and global norming and more!

- **Unbranded, metered site licenses** – This option has become very popular with companies with only an “occasional” need to administer skill testing or behaviour profiling. This method of accessing online skill testing suits those in niche markets (executive, accounting, industrial, education etc) as well as those running a smaller office or who have infrequent skill testing needs.

Benefits – low cost; convenient; 24x7 access to the full range of SkillCheck tests and assessments – including Behaviour Profiling, Industrial, Call Centre, Microsoft Office 2007, 2003, 2002 2000, Clerical & Office Skills, TalentScout, TimeSolver and more!

- **Hardware Requirements** – With the advances in computer hardware and the ever expanding range of products offered, the SkillCheck software media has been moved to DVD media. License files are now supplied either on a floppy disk, via an e-mailed ZIP archive file or on a USB Flash Drive (a nominal extra cost applies for USB Flash Drive).

Supported operating systems continue to be Windows 2000 with SP2+ or Windows XP Professional. Windows Vista is in the final stage of QA.

“TOO GOOD TO BE TRUE” OFFERS

We recently received an offer to buy a product which looked pretty good on the surface... until we read the fine print.

Be careful you do not get caught in a “too good to be true” offer only to learn you have to spend a lot to get very little... and the price jumps up very steeply for any extras and when renewal time comes around.

Check carefully before you make a commitment. There are some sharks out there...

REMINDERS - Have you remembered to do the essentials?

- 📌 **Daily update of your Anti-virus software** signatures (annual license for this vital protection – don't rely on 'free-ware')?
- 📌 **Daily incremental backup** of each mission-critical PC?
- 📌 **Weekly full back-up** of every mission-critical PC?
- 📌 **Install a software firewall program** on every Internet-connected PC (Microsoft Windows firewall is really not enough!)



Nothing worse than a dead PC

PC & NETWORK-BASED LICENSES

Back-up & Purge Scores Database - Dependant on your volume of candidate testing, purging or backing up should be diarised to be done monthly/ bi-monthly etc.

It's extremely easy to do this – and it's all in your manual. Refer to the "Advanced Administrator" section (usually Section 4). Just remember one important thing – should you choose to purge, this will **delete** all scores.

Moving a License - It is a **mandatory requirement** to have your original floppy disk and CD-ROM (or CD/DVD/USB) to do this. When SkillCheck installs on a standalone PC, the license files install **with** the software application. To uninstall and re-install, the original media are an essential part of successfully relocating your license to another PC. **PLEASE** follow the instructions for SkillCheck install/uninstall procedures in your User's Guide – Section 2.

I hope you are all enjoying the benefits of our buoyant economy and I wish you every success throughout the remainder of this year.

Call me with any questions. As always, I'm here to help.

Very best regards,

A handwritten signature in black ink, appearing to read 'John Lescohier'. The signature is stylized and written in a cursive-like font.

John Lescohier
SkillCheck Pacific Pty Ltd