



Recruiting Technology

Checklist optimal use of OTYS

Advice for optimal use of the Internet

Version 1.1

OTYS Recruiting Technology

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Chapter 1 Instructions

Install your PC for optimal use of the OTYS software. The checklist enables you to achieve this within 9 steps. We advise you to use this checklist regularly. For example, when your computer is updated, use the checklist to ensure that all the steps have been carried out so that your computer is working optimally. A detailed explanation of these instructions can be found in the OTYS optimization manual.



Chapter 2 Steps

1. Have you installed the latest version of OTYS?

- NO -> Ensure that you install it, see <http://install.otys.nl>
YES -> You have completed the installation.
Does this bring about an improvement?
-> Yes
-> No, go to step 2.

2. Are the Internet explorer settings properly installed for trusted sites?

- NO ->
Ensure that this is set to the Optimization Instructions as given in (Chapter 2). In order for this to work, you need to close your OTYS first; make sure that your OTYS icon at the bottom right hand of the Windows bar is also disabled.
YES ->
Have you followed the instructions according to the optimization manual and does this bring about an improvement?
->Yes
->No, go to step 3.

3. Do your colleagues use the internet connection to download large files, stream video's or radio

- ?NO -> Go to step 4.
YES -> Ask them to disable this. Does this bring about an improvement?
->Yes
->No go to step 4.

4. Do you have enough memory space available in your computer?

- NO ->
In order to check how to do this, you can read the Optimization Instructions in chapter 2. You can expand your memory by purchasing more memory space or disabling certain applications.
YES -> Go to step 5.

5. Have you already reset the router (unplugged it properly)?

- NO -> Make sure that it is done, and also that it is done at a regular basis.
YES -> Does this bring about an improvement?
->Yes, we advise you to do this regularly.
->No, go to step 6.

6. Have you checked if the problem has to do with your Wifi?

- NO -> Do not forget this, check if a wired connection brings about an improvement.
YES -> Does this bring about an improvement?
->Yes, we recommend you to work with a cable connection.
->No, go to step 5.



7. Is your PC on sleepmode?

NO ->Go to step 7.

YES ->

Hibernation can affect the speed of your computer when resuming work. Restart your computer and disable the sleepmode. Does this bring about an improvement?

->Yes

->No, go to step 8.

8. Have you disabled the virusscanner?

NO ->Disable the virusscanner.

YES ->Does this bring about an improvement?

->Yes, we advise you to use other Antivirus software . OTYS advises you to use AVG.

->NO, go to step 9.

9. Do you use the Windows 2000 as an Operating System?

NO ->Go to step 8.

YES ->

This is an outdated system. We advise you to use a newer version like Windows 7. Does this bring about an improvement?

->Yes

->No, go to step 10.

10. Do you use Internet Explorer 7?

To check this, open Internet Explorer. In the menu bar select 'Help' and select 'About Internet Explorer'. It opens a new screen where you immediately see the version.

NO ->OTYS works best with Internet Explorer 8 or higher.

YES ->

Update your version of Internet Explorer version. You can do this at www.microsoft.com. Does this bring about an improvement?

->Yes

->Go to step 11.

11. Have you followed the instructions above, gone through the Optimization Instructions and do you still have problems?

NO ->Check the steps above regularly to ensure you can continue to use OTYS optimally.

YES ->

Please mention this to us via a Speed test (see the optimization manual) or a support ticket.

Do not forget to answer the following questions :

1. Time when the delay started
2. Time when the delay ended.
3. Module in which you were working at the time of the delay.
4. Action that you were performing when the delay began.



Chapter 3 OTYS installer

You can install OTYS via the following link: [OTYS Installer](#)

Follow the steps, choose for 'Run' and within a couple of minutes you can use the OTYS system.

If you have further questions regarding installation of OTYS, please contact our Support desk number: (0900-666669). If you are using Citrix, Terminal Server, then it is possible that the installation cannot be performed. In this case please use [this link](#)

