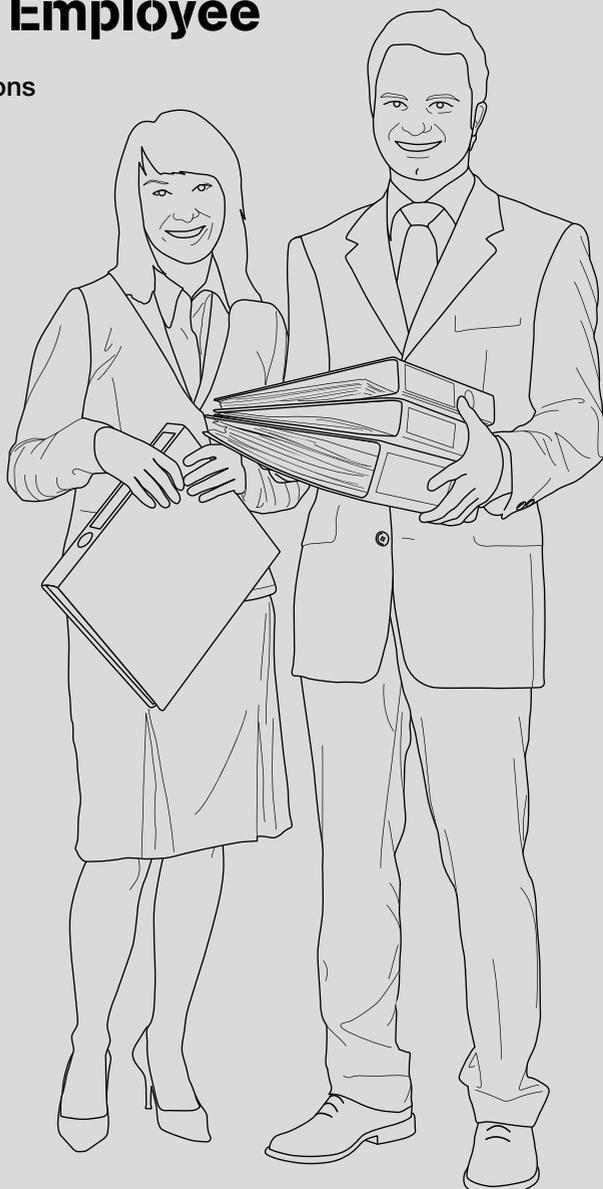


Instruction manual for proper use of your Open Source Employee

Employers original instructions



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OSE Support Centre

For OSEs supplied by INI Intern-National Ireland Ltd – please use the following details:

INI Intern-National Ireland Ltd
Top Floor,
2 Castle Terrace ,
Malahide, Co Dublin

T +353 (0)1 854 8012

E contact@internships.ie

W www.internships.ie

1.1 Introduction

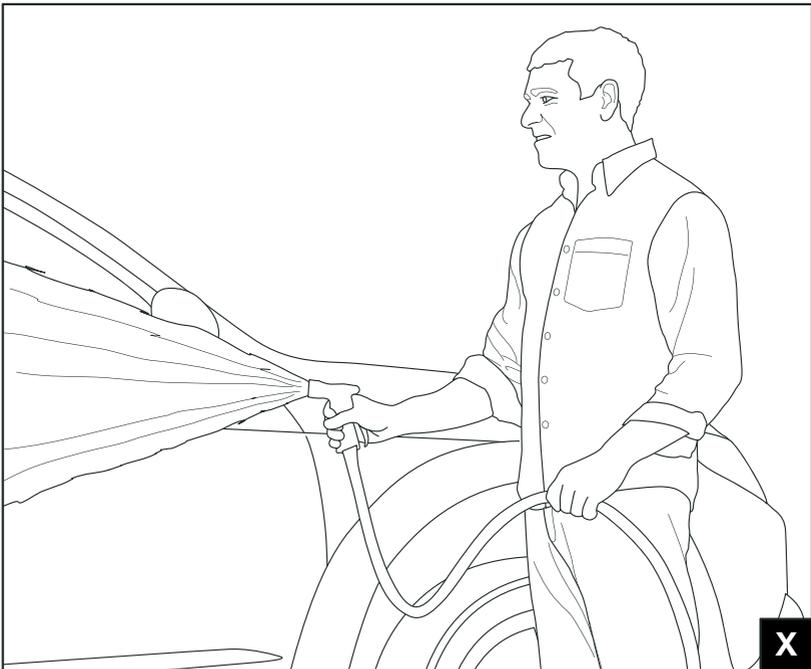
This useful guide has been created to provide you with a basic set of operating & maintenance instructions to ensure the optimal running of your Open Source Employee (OSE), or, to use the common term – ‘intern’ – for the purposes of clarity, the ‘intern’ in this manual will be referred to as the ‘OSE’. The OSE has many features aimed at making the experience more pleasant and enjoyable than initial concerns may suggest. Motivation, Performance, and Dependability have been given top priority in the design of each OSE.

Each OSE is a custom-build, no two OSEs are identical in operating performance or capabilities. Please refer to the Specifications & Capabilities Overview Document (CV for short) you received prior to installation of the OSE.

1.2 Intended Use

The OSE is for commercial use only, and not for personal or non-professional ventures. (Fig. 1.2)

The OSE is not intended for use by persons with reduced (or lack of) experience or knowledge of the operating environment designated by each OSE.



(Fig. 1.2) The OSE is for commercial use only, and not for personal or non-professional ventures.

1.3 Important Instructions

Read and understand all instructions & recommendations contained within this manual.

- Learn the OSE's applications and limitations as soon as possible
- Follow the maintenance instructions specified within this manual
- Never attempt to instruct the OSE while under the influence of drugs, alcohol, or heavy medication



Warning! OSE's can become unstable if the instructions within this manual are not understood.

1.4 Product Information

The OSE is a bespoke addition to each company. The function of the OSE is to provide support to targeted, or general, areas of a business. OSEs are, in general, sentient beings with advanced cognitive abilities, and have the capacity to adapt to changing environments – as a result of this, each OSE has the ability to retain information provided by the designated end-user, or supervisor(s). Most OSEs come with pre-installed and updated information relevant to the sector of choice.



Warning! OSEs are not indestructable, they require regular care & maintenance to ensure optimal operating performance.

2.1 Integration

To ensure your OSE integrates seamlessly with your current operating environment, it is recommended that you take some time at the beginning of the experience to establish the needs & goals of the OSE – take this information and apply it to the daily tasks assigned to the OSE. During the initial period of integration & operation, check regularly on the OSE to ensure initial commands have been understood (see note on Product Information – ability to retain information) and if necessary, provide an explanation as to what contribution each task makes to the overall operation of the business.

2.2 Operation & Optimisation

Each OSE should come complete with a 'self-starting' function. However, execution of tasks can be made more efficient by applying the following rules:

- Learn the OSE's applications and limitations as soon as possible
- Ensure the OSE has sufficient tasks to perform, relevant to the OSE's particular capabilities.

- Ensure communication is maintained with the OSE. Your OSE comes equipped with audio & video recognition hardware and software, and in most cases, should be capable of recognising commands in several different languages.
- Your OSE likes a challenge, make sure you administer tasks which will stimulate the operational development of your OSE, also administer tasks which will keep the OSE functional on a routine basis.

Optimisation of your OSE can be achieved by activating the 'feedback' function – this feature is a form of diagnostic tool which can be activated at any time, and is useful for acquiring real-time reports on how the OSE's perception of the experience is developing. (Fig. 2.2)



(Fig. 2.2) Optimisation of your OSE can be achieved by activating the 'feedback' function.



Warning! Leaving your OSE idle or in 'standby' mode for too long may result in deterioration of the Motivational Receptors, and can reduce overall performance.



Warning! Information should be gradually fed into the OSE. If you overload your OSE with information/commands too early during the experience it may activate the Information Overload Relief Valve, there is a risk of the OSE unintentionally venting excess information – resulting in the perception of reduced performance. This is commonly known as Information Blowback.

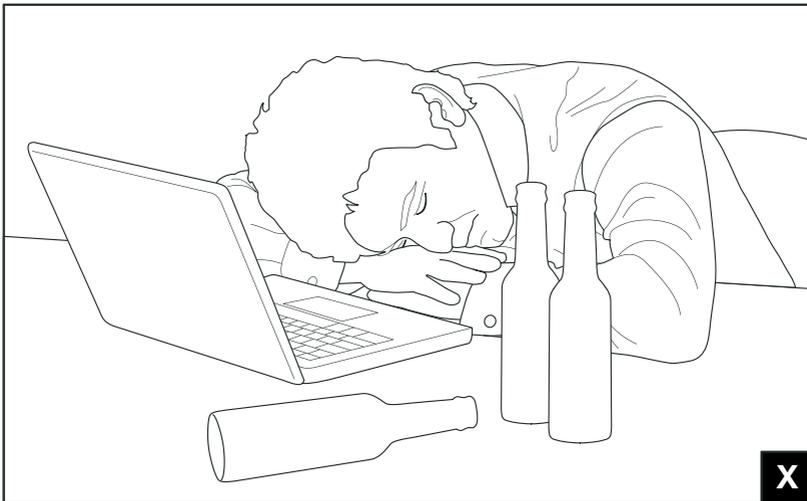
2.3 Power Supply

OSEs cannot function without energy. Every OSE is equipped with an internal bio-chemical energy generator. While this generator is efficient, it may require filling at least once per day during typical working hours. Please allow 30min-1hour each day for the generator to refuel.

Please note: Overfilling of your OSE may result in reduced or lethargic performance.



Warning! The performance of your OSE can be reduced severely if exposed to C_2H_5OH during working hours – excessive exposure to C_2H_5OH may cause your OSE to malfunction, become volatile/unstable, or shut-down completely for several hours. It can also affect start-up time up to 24-hours after excessive exposure has occurred. (C_2H_5OH is commonly known as 'alcohol')

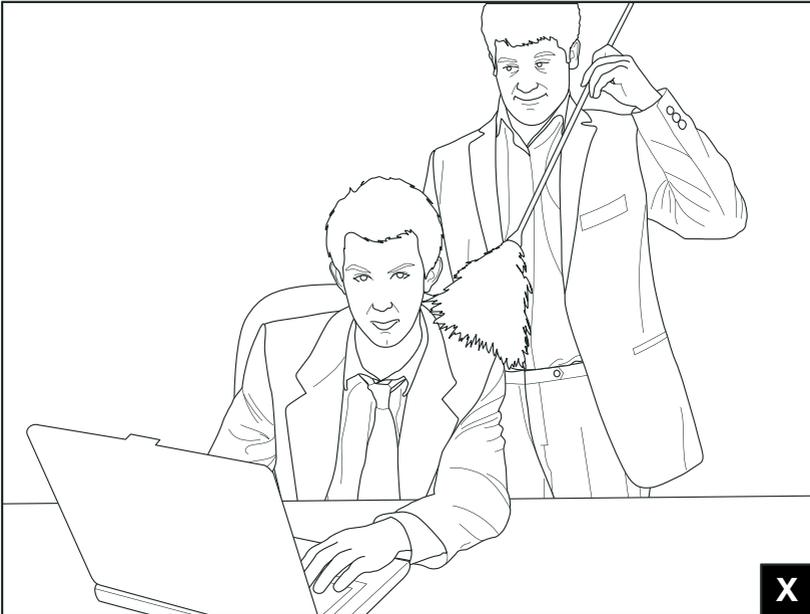


(Fig. 2.3) The performance of your OSE can be reduced severely if exposed to C_2H_5OH

2.4 Maintenance

Regular maintenance of your OSE is advisable to ensure performance levels remain uniform throughout the experience. Take some time to consider performing the following maintenance procedures:

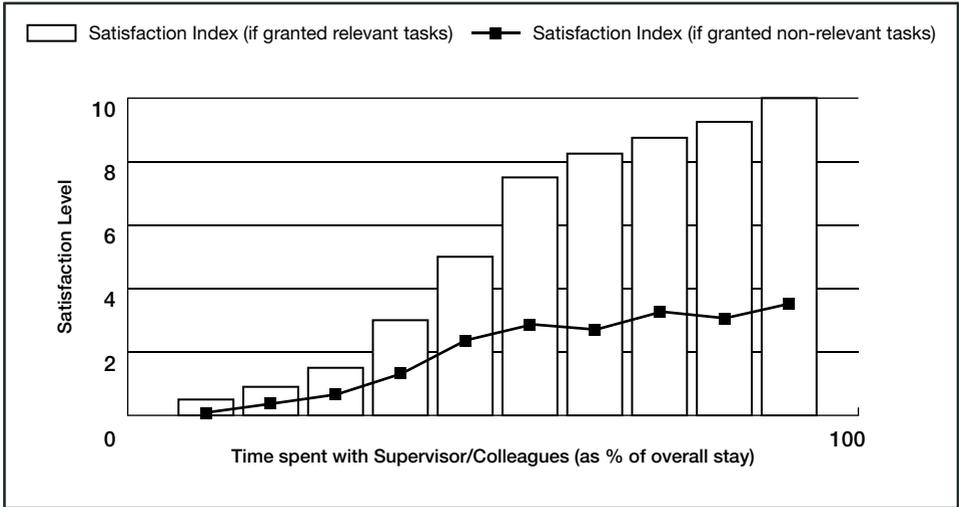
- Learn the OSE's applications and limitations as soon as possible
- Provide your OSE with an introduction to your operation, and the operating environment.
- Explain the purpose of tasks administered to your OSE and how they contribute to the overall running of your operation.
- Activate the 'feedback' function several times during the experience (see Operation & Optimisation)
- Consult the Troubleshooting Section of this manual if you notice any operational anomalies with your OSE
- Perform an Exit Evaluation Check towards the end of the experience to ensure information has been retained, and the OSE has developed along the lines of expectation.



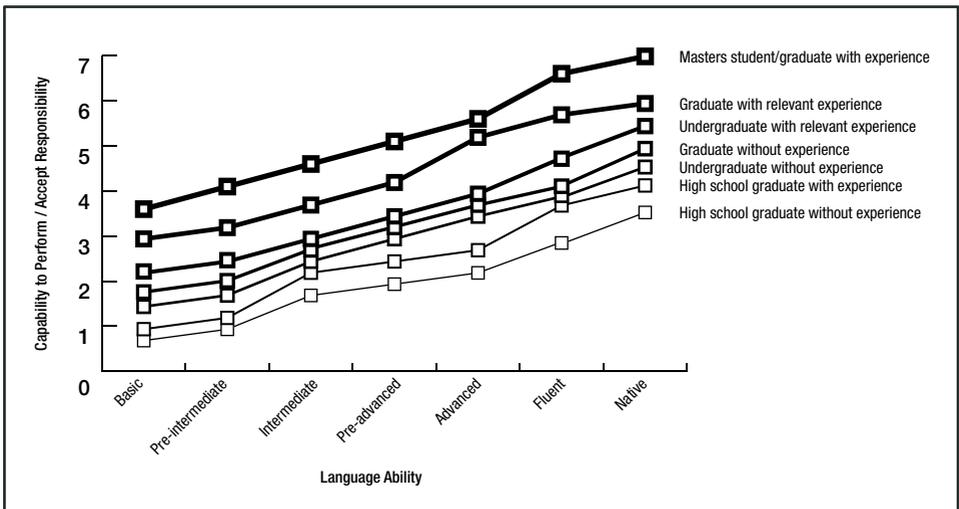
Warning! Your OSE has a self-clean function, it is not recommended you try to clean the OSE at any stage as this may result in personal injury.

3.1 Graphic Representations

Below you will find a series of graphics/charts representing the performance characteristics of your OSE under different operating conditions.



(Fig 3.1) Depicting the Satisfaction Index (evaluation scale of 1-10) the OSE is likely to experience.



(Fig 3.2) – Depicting the typical or average performance capabilities* of the OSE in relation to the Specifications & Capabilities Overview Document (CV) which accompanies each OSE.

*Assumption of an average 10-week operating duration – lesser/greater operating durations have a direct relative affect on capability to perform/accept responsibility. Some exceptions may occur.

4.1 Troubleshooting

This section will assist you with identifying & rectifying common issues and malfunctions affecting your OSE.

Problem	My OSE appears to be absent (physically)
Possible Cause	Your OSE may have contracted a virus or experienced prolonged or excessive exposure to C ₂ H ₅ OH
Solution	Make contact with your OSE to determine cause.

Problem	My OSE sounds odd and performance is down
Possible Cause	Your OSE may have contracted a virus or experienced prolonged or excessive exposure to C ₂ H ₅ OH
Solution	Activate the 'feedback' function to determine exact cause and take appropriate action.

Problem	My OSE seems uninterested in the tasks administered
Possible Cause	The tasks administered may be too high/low for your OSE's performance capabilities
Solution	Consult the Specifications & Capabilities Overview Document (CV), then See Fig 3.2 for average performance capabilities.

Problem	My OSE is not performing to optimal capabilities
Possible Cause	Your OSE may have been left idle for too long at some stage. Motivational Receptors have been damaged.
Solution	See notes on Operation & Optimisation (section 2.2 of this manual)

Problem	My OSE is not performing to optimal capabilities
Possible Cause	The Satisfaction Index of your OSE is low.
Solution	Consult Fig 3.1 to reverse this trend.

Problem	My OSE has become aggressive
Possible Cause	You have failed to note warning in section 2.4
Solution	Stop trying to clean your OSE

Problem	My OSE is incapable of performing the administered tasks
Possible Cause	Your OSE is an exception to the average performance capabilities outlined in Fig 3.2
Solution	Administer alternative tasks or contact your OSE Support Centre

Problem	I am not satisfied with my OSE, despite following suggestions within this manual/guide
Possible Cause	Your OSE may be defective.
Solution	Please contact your OSE Support Centre. You may need to return the defective OSE to original supplier.

5.1 End-User Licence Agreement

Each OSE comes with a fixed-term licence agreement and may be considered a ‘trial version’ of an FTE. Operating an OSE in it’s original state, outside the licensed period is not recommended. To extend the life of your OSE within your operation after the initial licence period expires, you may wish to purchase the full version of the OSE – known as an FTE (Full Time Employee). This will transform the OSE’s natural state and boost performance.



Warning! Licencing is Territory Dependant. Please check your OSE’s country of origin. Any OSE originating from outside the EU/EEA may not be permitted to function as an FTE without additional licences/certificates.

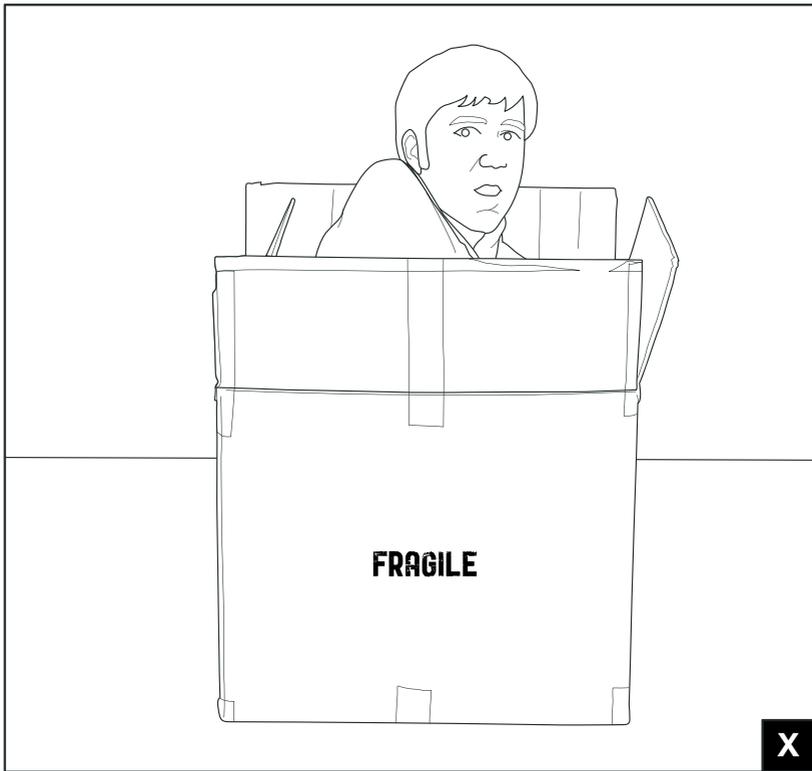
6.1 OSE Support Centre

Should you experience difficulties with your OSE. Please contact the OSE Support Centre attached to the organisation which installed your OSE.

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Warning! If returning your OSE to INI, please do not attempt to use any standard postal/courier service as this may damage the OSE and/or the OSE's primary functioning parts.

Disclaimer

The information contained within this manual is intended to provide a light-hearted, humorous, but informative guide to Employers hosting interns. Use of metaphors is common but there is an underlying & serious message about hosting an intern and how to make the best of the experience, solutions to common problems, information relating to communication & support of your intern. A more simple form of this guide is available from INI by e-mail. No offense is intended in the production of this manual and the contents should not be taken literally as read. If visiting the INI Office to meet the staff, please be aware of the following allergy advice which is not displayed clearly at the entrance door – **Warning: Contains 'Nuts'!**

Designed in the Republic of Ireland by **Demon Design**. Only a limited number of OSE's were harmed in the production of this manual!

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