

The Actions Menu

The Actions Menu is where you perform actions which are required by the program and you can view previous results of activities and tests performed by the person who is logged in.

Click on any menu item to perform the required action.

Actions Menu

1. Register
2. Login Next User
3. View Previous Results
4. Check for Updates
5. Calibrate SmartMan
6. Activate SmartMan
7. SmartMan ONLINE

1. Register

Each person who uses SmartMan must register. After the Login, no Activities will be available until a person has registered. If the person is registered and the Skills Menu is still grayed out, it means the manikin needs to be calibrated.

Understanding the Registration Process

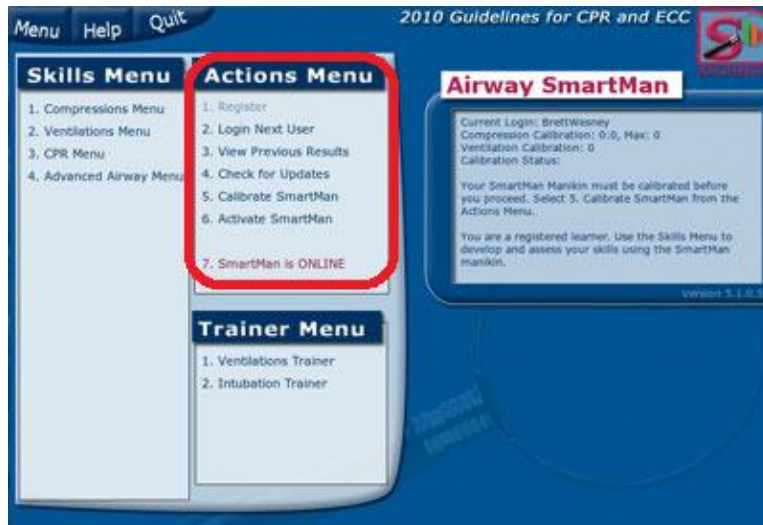
A registration uses one user from the total number of users purchased. Each registered user has 20 practices for each skill area and 3 tests for every activity before they must register again.

You must be connected to the internet to register.

The name which is used to register is the name that will be on any printed reports.

Register a Single Person

The Register Button is at the top of the Actions Menu. If it is grayed out, that means the person who is currently logged in is already registered.



Click on the Register Button and fill the form. It will appear as below. See below for a description of each piece of information.

Login Name: This will be filled in with the name you used to login,

Key Code: The key code is the long number that came with SmartMan. If all people in your organization or office are willing to use the same key code, you can create a template so it is already partly completed when they go to register.

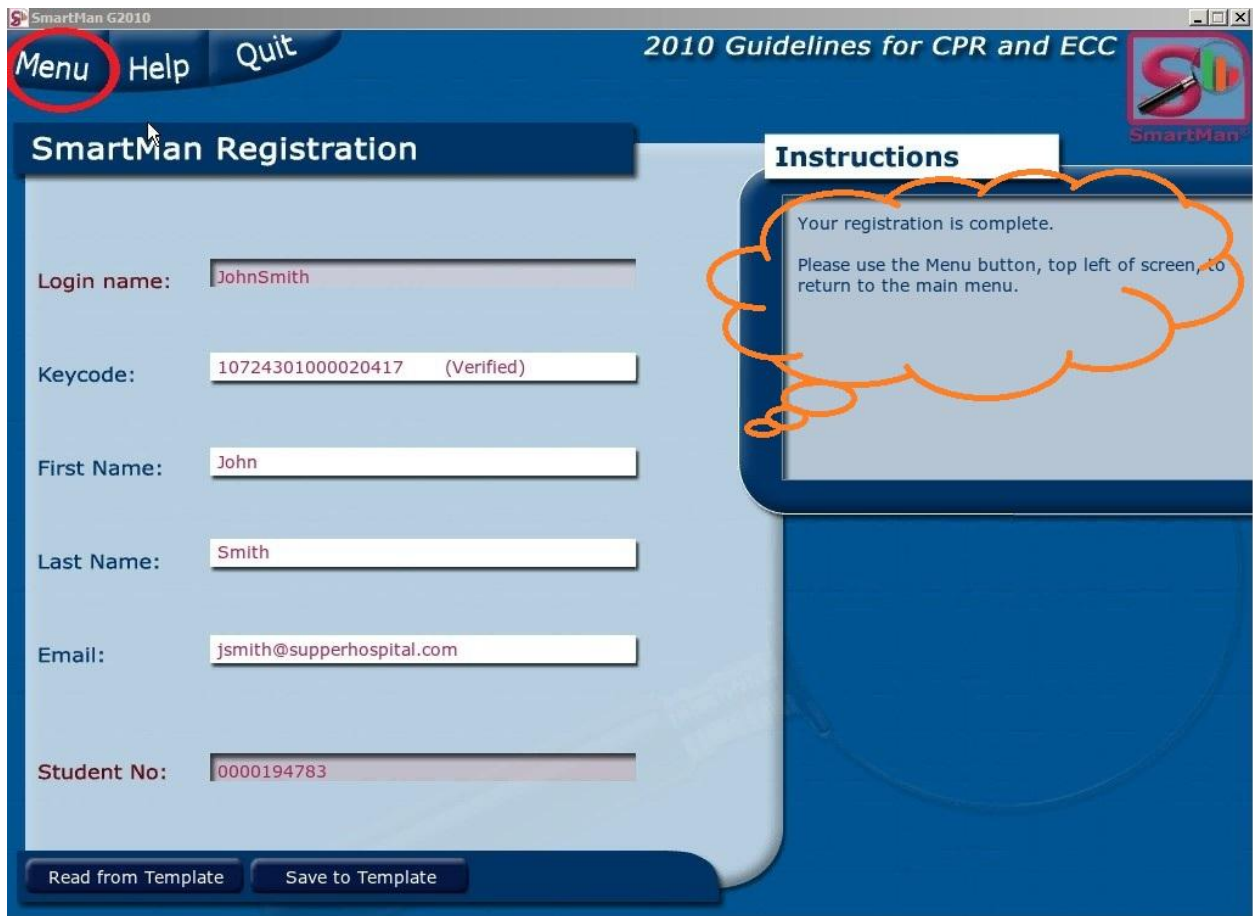
First Name: Your first name

Last Name: Your Last name

Email: Your email address.

Student No.: When all information is complete, you press the **Continue Registration button** (above in the green circle). The program will connect via the internet to verify the key code and create the necessary information. If everything is in order, a student number will appear on this line.

Menu Button: Press here when the student number has appeared. This will return you to the Main Menu and you can select an activity.



When your registration has been successful, the 'Your registration is complete' message will appear in the top right of the screen and the student number will also appear.

Press the Menu Button at the top to select activities.

Register Using A Template


Regular registration can be cumbersome because you have to remember the key code every time. To help simplify this, the registration form has a **Save to Template** button.

Whatever information you have put into the form, except the login name, will be saved when you press the "Save to Template" button. Use the template to automatically enter whatever information you wish to be prefilled when your users go to register.

Example 1:

If you have several individuals entering information or perhaps one person is entering information for a few people, you can use the template to speed things up.

- Enter the key code and press the **Save to Template** button.
- As each person enters the registration area, they press the **Read from Template** button (in the green circle in the image above). This places the key code into the form.

- When the form is complete, a third button will appear. Press the  button to submit the information to the server.

Example 2:

If you are conducting a class with an unknown group, you may register generic First Names + Last Names for all of them. If you use the code SAS01 you could do the following:

- Fill in the form completely with all of the information required, e.g. First Name = SAS and Last Name = 01.
- Save it to the template.
- When you register the next person, press the read from template button. On the pre-filled form change the 01 to 02.
- Then press submit the information.

Note: The template will only save one set of information. If you press the same to template button and there is no information in the form, it will clear the template.

Register a Large Group of People

Bulk Registration

Registering 35 or 500 people would be a time consuming process. To help save your time, SmartMan provides a service which it calls, 'Bulk Registration'.

This consists of you completing the required information in an Excel spreadsheet and sending that spreadsheet to SmartMan. We will do the registrations for you and return those registration files so you can then copy them onto a USB stick and into the directory. You can put these onto one machine or several machines.

Go here for the bulk registration template:

<http://ambusmartman.com/files/SmartManBulkRegTemplate.xls>