



## Overview

When you start SmartMan you must create a login. Once you create a login and give it a password, you need to **register**.

Every person must register to use SmartMan.

Every person must complete the registration form.

This requires the use of the key code.

When you have successfully registered you will receive a Student Number. **WRITE IT DOWN and KEEP IT**. This allows you full access to all of the SmartMan sections.

## How to Register

When you press the “Register” Button you will see 3 buttons.

The three Buttons go to the same registration page.

- The **‘Setup Corporate Template’** button allows you to create a template so that some of the information is already prefilled in the Corporate Registration.
- The **‘Use Individual Registration’** and the **‘Use Corporate Registration’** buttons use the same form and the information goes into the same database.

The difference between ‘Individual Registration’ and ‘Corporate Registration’ is that the ‘Corporate Registration’ will contain information input by the administrator which then becomes the ‘Corporate Template’. This prevents entry errors and speeds up the registration process.

The screenshot shows the 'V4EMS Smartman® - Registration' page. At the top, it states: 'To access all the sections of Ambu SmartMan® you must register with an active keycode. During registration, your details will be submitted online to the SmartMan® database and you will be issued a student number by both a web page and an email.' Below this, it explains: 'Smartman offers both individual and corporate registrations. They are essentially the same and you can register using either. Corporate registration allows your administrator to complete some of the registration fields in advance, streamlining the registration process for multiple participants.' The page features three buttons with corresponding instructions:

- Use Individual Registration**: Press the **Use Individual Registration** button if you have an active keycode and are ready to register.
- Use Corporate Registration**: Press the **Use Corporate Registration** button if your corporate details have been partially completed using the **Setup Corporate Template** below.
- Setup Corporate Template**: Press the **Setup Corporate Template** button to partially complete a registration details for the **Use Corporate Registration** button above.

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 filled in when they go to register.

### Setting up the Corporate Template

Press the 'Register' Button.

Then press the 'Setup Corporate Template' button

You will see the following form.

The screenshot shows a registration form titled "SmartMan Registration Type: Corporate Setup". The form contains the following fields and options:

- \* Keycode: [Text Input]
- \* First Name: [Text Input]
- \* Last Name: [Text Input]
- Middle Names: [Text Input]
- \* Date of Birth: [Text Input] with sub-labels "mm", "dd", "yyyy"
- \* Gender: Radio buttons for "Male" (selected) and "Female"
- \* Street Address: [Text Input]
- \* Town/City: [Text Input]
- \* State: [Text Input] and Zip Code: [Text Input]
- \* Country: [Text Input]
- \* Company: [Text Input]
- \* Phone: [Text Input]
- Mobile: [Text Input]
- \* Email: [Text Input]
- \* Confirm Email: [Text Input]

Any information you put into this form is saved as a template. The information will then appear when a person registers with the 'Use Corporate Registration' Button.

Enter whatever information you wish to be prefilled for when your users go to register.

For example, put in the key code so they do not have to remember this long number. You might want to have them all use the same corporate address as well. If so then put in your address.

Leave their name blank as this must be unique in order to register.

You might also want to leave their email address for them to fill in.

When you have put in as much information as you want, press Save and Continue. You can easily change this later. (See below.)

Now, when any person goes to register, if they press the 'Use Corporate Registration' Button, whatever information you have recorded in the template will already be pre-filled in their form. The person registering is still able to change any of that information if they wish so it is up to the administrator to lay down and enforce the rules.

### Changing the Corporate Template.

When you press the 'Setup Corporate Template' button, if a template already exists it will appear. Change whatever information you wish to change, press 'Save and Continue'. That is now your Corporate Template. If one did not already exist you will see a blank form and you can complete same accordingly.

You can only have 1 corporate template. Whenever you save the Corporate Template, that becomes the new template.

## The 'Use Individual Registration' Button

This provides access to the same registration form, however it is totally blank. Most often this is used by an individual who might be using a different key code or a visitor who has their own key code.

- a) Use this button if you do not want to use the corporate template. Most often this would be someone outside of the organization who is going to enter a different key code.
- b) You have already used 'Use Corporate Registration' but for some reason the registration did not go through. There might have been an interruption to the internet or you were called away and did not complete it. When you return to complete the registration process, if you press the 'Use Corporate Registration' button, you will have to complete the information again. If you press the 'Use Individual Registration' button all of your registration information will still be there. Once the information is completed press the 'Submit Registration'.