

Tips and Techniques

Registration -- Using More than One Key Code



Understanding SmartMan Key Codes

(For general information on how to register, see the file entitled, "Registration".)

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.

All SmartMan key codes will work on any SmartMan program so long as there are valid seats remaining for that key code.

A Key Code allows a specific number of people to register to use SmartMan. Each Key Code contains the number of "seats" which were purchased.

When a person registers so they can use SmartMan, they need the key code and the student number. The student number is issued when they register and should appear automatically when the registration is successful.

SmartMan Admin Page

The SmartMan Admin Page is designed to provide an administrator, EMS oversight person or someone examining the broad overview of skills performance with access to summary test information.

You are provided with a unique login and a password to access this information. This page allows you to display information **according to which key code** has been used for the registration. By identifying groups before they are tested on SmartMan, you can use a separate SmartMan key code to easily retrieve that summary information just for that particular group.

Using More Than One Key Code

When you purchase SmartMan you can have more than 1 key code assigned to you at no extra charge. Once you understand how key codes can be used to simplify your access to information you may choose to use several key codes instead of a single key code.

Here are a couple combinations in how you might order key codes with manikins.

1. You could order several SmartMan manikins and have everyone use the same key code.
2. You could order one SmartMan and make use of several key codes.
3. You could order a key code for each SmartMan

If you have already been using SmartMan and now would like to make use of more than one key code, please contact Ambu SmartMan at ubfi@ambusmartman.com.
(www.ambusmartman.com)

1. Using MORE THAN ONE Key Code with ONE manikin

By using a *second key code* for people who register, when you use the SmartMan Admin Page you will be able to instantly identify different groups who have used SmartMan.

Example 1: You might normally have SmartMan in a fire station. Then on another day you take SmartMan to a second location to test a different group. You can have the second group use a second key code.

Step 1

Go into the "Setup Corporate Template" Button.



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.

Step 2

Change the key code to the new one. Usually you will only have to change the **LAST 5 NUMBERS**.

The **check mark** will disappear when you delete the numbers.

When you put in the correct numbers for the second key code the **check mark will reappear**.

Fill in whatever information you want to be pre-filled out on the form.



SmartMan Registration Type: Corporate Setup

* **Keycode** 101245610201020111 ✓

* **First Name**

* **Last Name**

Middle Names

* **Date of Birth** mm dd yyyy
04

* **Gender** Male Female

* **Street Address** 1171 S Robertson Blvd

* **Town/City** Los Angeles

* **State** Ca **Zip Code** 90035

* **Country** USA

* **Company** Ambu SmartMan

* **Phone**

Mobile

* **Email**

* **Confirm Email**

Step 3

Make sure the check mark has appeared for the new key code.

Save the corporate details by clicking on the “Save Corporate Details” button.

Return to the Main Menu.

Now when the next person registers with “Use Corporate Registration” the second key code will be automatically filled in to everyone.

NOTE: You must remember to change the Corporate Template BACK to using the previous key code when you return to use SmartMan to your regular group. The Corporate Template only stores the current changes.

Example 2: A second way to use a second key code, particularly if you only have a few people to test or if you have a mixed group, is to have the second group enter the second key code when they register.

You might have one SmartMan in a fire station and you are generally using SmartMan for the EMT and Paramedic firefighters to practice and test their skills. Then one day you have 4 or 5 nurses come to use SmartMan and you want to keep their results separate.

As an alternative to the above you can give each of the nurses a copy of the second key code.

Have each person register using the existing “Use Corporate Registration” Button.

Have them **delete the last five numbers** of the key code they see and **enter the key code number** you have given them. They will know that they have entered a correct key code because a check mark will appear.

When they have changed the key code and completed the registration screen, they simply register as normal.

Because they have NOT made any changes to the Corporate Template, when your regular people go to register, they will still be using their normal key code.

2. Using a MORE THAN ONE Key Code on MULTIPLE manikins

A different Key Code on Each Machine

The easiest way to make use of multiple key codes is to have a separate key code on a separate computer for each SmartMan manikin system you are using. To do this, simply create a each corporate template with the key code you want on each machine. This is particularly useful if you have a SmartMan installation at different fire stations or perhaps they are in different sites around a county.

NOTE: You can greatly simplify the registration process by making use of the SmartMan “Corporate Template.” Please refer to the file related to that topic to learn more.