# 2.1 SmartMan Manual – 2. Actions Menu 1. Register

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## 2.0 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.   Std Quick Start ON
7.   Adv Quick Start OFF
8.   SmartMan ONLINE

## 2.1 Register

### Out of the Box

When SmartMan is loaded for the first time on a computer, you can start using the software with the "Practice Sessions" login. This login does <u>not</u> require registration for the first 14 days. After that, you must have registered at least one user.

To register you must have an active internet connection and a key code. 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.

Once activated, the "Practice Sessions" login will be available but you must use the standard issue password for it to work.

### 2.1.1 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.
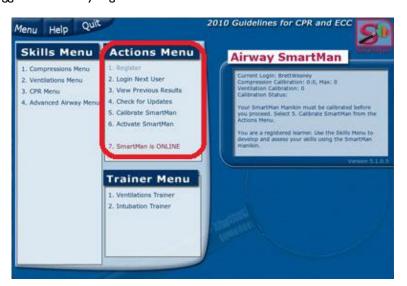
You must be connected to the internet to register.

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

### 2.1.2 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
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Fill In The Form

See the picture below

*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
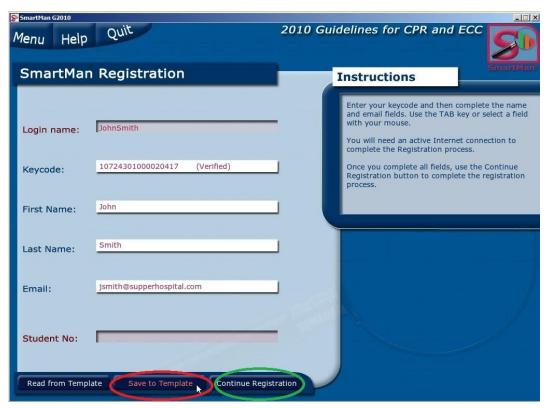
*Email:* Your email address.

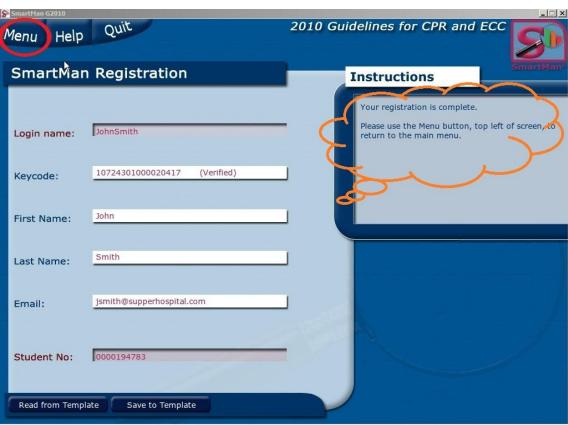*Student No.:* When all information is complete, you press the *Continue Registration button* (above in the green circle). The program will connect via the internet to verify the key code and create the necessary information. If everything is in order, a student number will appear on this line.

*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 in the bottom of your form.

Press the Menu Button at the top to select activities.

### 2.1.3 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 **Continue Registration** button to submit the information to the server.

*Example 2:*

If you are conducting a class with an unknown group, you may register generic FirstNames + LastNames 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.

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### 2.1.4 Register A Group - Bulk Registration

Registering 35 or 500 people one at a time 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 on the computers you are using. You can put these onto one machine or several machines.

Go here for the bulk registration template: http://ambusmartman.com/files/SmartManBulkRegTemplate.xls

**Put Information into Excel**

Here is the structure of the information that is required with the label of each column at the top. Each column must be completed. Blanks are not acceptable.

| Keycode | FirstName | LastName | Email | LoginName | LoginPW |
|---------|-----------|----------|-------|-----------|---------|
|         |           |          |       |           |         |
|         |           |          |       |           |         |

<u>What goes into the Form</u>

Keycode      This is issued by SmartMan. If you have several key codes you can use different ones to identify different logins and results.

FirstName    Just use letters (no spaces, commas, apostrophes or numbers).

LastName    Just use letters (no spaces, commas, apostrophes or numbers).

Email        The email address where you want information sent. Often an organization will use a single email for all people in a CPR class.

LoginName   This is the name that people use to identify themselves when they start SmartMan. They click on it to start. Often this is their name, but do not use spaces, commas, apostrophes or numbers.

LoginPW     The login in password is best if kept simple. It is required when each person clicks on their name to enter SmartMan. Something like 123456 works best. If you make a different password for each person, someone has to remember all of them.

<u>Rules for filling in the Form</u>

- All fields must be completed or it will not be accepted by the database.

- Passwords must be 6-10 characters. The most common password is: 123456

- There can be NO punctuation characters (eg ' , "./\;:) in any of the names or passwords

- Login Names must be UNIQUE

- First Name and Last Name combinations should be unique

- Later, if you analyze results with the Admin Module, you will only be able to search via First Name, Last Name and Keycode which are used in the registration form. Login names are NOT stored in the database.

<u>2.1.4.1 Bulk Registrations with Real Names</u>

Most often you will have the names of people who are going to attend a course before it takes place. It is good to have these names in SmartMan before the class. There are several advantages to using the correct student names:

- Their name is at the top of the print out
- Their results can easily be viewed at a later time
- The person can re-login at a later time without having to register
- If they perform compressions and then ventilations and then CPR all of their results will be under their own name
- It is easy to identify who has performed their activities.

<u>2.1.4.2 Bulk Registrations with Extra Names</u>

Often an extra person will show up for a class. If that person has only registered for your class at the last minute, it is inconvenient and takes time during the class to do a registration on SmartMan. To avoid this situation, have a few blank registrations already prepared. When you do a bulk registration, put in a few extras generic names.

### 2.1.4.3 Bulk Registrations with Generic Names

You may wish to use a continuous series to register people without names. We suggest that you use some way to identify different groups. For example you might use the following A001, A002, A003 for one group and B001, B002, B004 for another group.

Another way that is commonly used is to identify groups is to change the FirstName and LastName Columns. For example:

FirstName: FireDeptC     LastName     001

FirstName: FireDeptC     LastName     002

FirstName: FireDeptC     LastName     003


FirstName: HospitalB     LastName     001

FirstName: HospitalB     LastName     002

FirstName: HospitalB     LastName     003