

GMP - R



MediaVision

PO Box 441, NL-1250 AK Laren
Burg. van Nispenstraat 14
NL-1251 KH Laren (NH)
Netherlands

Tel.: +31 (0)35 5312637
Fax: +31 (0)35 5389767
e-mail: mediavision@mediavision.nl
<http://www.mediavision.nl>

**Manual
English**

MediaVision

WARNING: This program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties and will be prosecuted to the maximum extent possible under the law.

CONTENTS

1.	INTRODUCTION	4
2.	INSTALLATION	5
2.1	Hardware requirements	5
2.2	Installation	5
2.3	Installation of the video (optional)	6
2.4	Parts of the texts and registration data	6
2.5	Possible Problems that can be encountered when using GMP-R	7
3.	CONTROL THE TRAINING	8
3.1	General	8
3.2	Log on: the first time	8
3.3	Control buttons	8
4.	GMP-R	9
5.	REGISTRATION GMP-R	10
5.1	Access to the registration system	10
5.2	The overview screen	11
5.3	The detailed screen	14
5.4	Printing	15
5.5	The analysis screen	16
5.6	Routes	17
5.7	Options	19
5.8	Menu bars	22
6.	EDITOR GMP-R (summarised description)	24
6.1	The structure of the training	25
6.2	The contents of the training	26
6.3	Making changes to the contents	26
6.4	Making changes to the structure	28
6.5	Texts	28
6.6	Menu bars	29

For more information:

MediaVision bv
P.O. Box 441
1250 AK Laren
The Netherlands
Tel: +31 35 5312637
Fax: +31 35 5389767
E-mail: mediavision@mediavision.nl

1. INTRODUCTION

GMP-Refresher is an interactive training for the pharmaceutical industry about GMP. The course covers important GMP subjects (the same as in the interactive GMP-1 training) which are treated from a different point of view. The training can be used for both new employees and experienced employees as an advanced training to test the already present knowledge.

Summarised, GMP-R contains:

- new training material for those who already followed GMP-1, GMP-2 and Microlife
- material for both self study and group sessions
- combinations of modules for specific target groups
- extra emphasis on validation, change control and documentation
- drama elements
- knowledge refresher but also deepening

GMP-R consists of 7 modules which can be used separately as well as combined; each module ends with a test:

1. Why GMP?
2. Validation
3. Change control
4. Deviations
5. Maintenance
6. Cleaning
7. Administration

Didactic

The most known didactic learning model exists of the following elements:

- knowledge (knowing, understanding, logic)
- skill (motor activity, automatism)
- conduct (attitude, mentality, motivation, intuition)

All modules of GMP-R mostly concentrate on 'knowledge' and 'conduct'.

Flexibility

This lesson package can fully be adapted to specific needs and wishes.

- The modules the student must complete can be selected beforehand to train each employee individually and according to his or her needs.
- The results of the students are registered in order to be able to monitor the quality of the training.
- The application also offers the possibility of quickly and easily making adaptations to the texts to make company specific questions.

This manual is aimed at helping the trainer manage GMP-Refresher.

2. INSTALLATION

2.1 Hardware Requirements

The application runs under Windows 98 and later versions of Windows. The minimal application requirements are similar to the minimal system requirements of your Windows version. Viewing video's can be a problem if you use Windows 2000. The installed application uses approximately 80 MB memory space on the hard disk (excluding the video). The video automatically runs from the enclosed CD-rom/DVD-rom (to run the video's from your hard disc: see paragraph 2.3).

Note! To view video you need Windows Mediaplayer 9. You can download the software from: <http://www.microsoft.com/windows/windowsmedia/player/9series/>

2.2 Installation

Note! Check whether the system date of the computer has been set on the current date!

1. Insert the CD-rom of 'GMP-R' in the CD-rom player.
2. Plug in the enclosed sentinel computer plug (the program doesn't work without the plug!)
3. Open Windows Explorer and (double-) click the CD-rom drive on the left side of the screen.
4. The right part of Windows Explorer will then show the contents of the CD-rom including the file "Setup.exe".
5. Double-click "Setup.exe" and follow the instructions on the screen.
6. In the Start menu under <PROGRAMS><MEDIAVISION>you will find the application <GMP-REFRESHER ENGLISH> with its 3 components. The desktop now includes the "GMP-R ENGLISH" icon. Use this icon to start the training.

This key allows you to use the program during the agreed licence period. At the end of the licence period the activation code of the sentinel key will be expired.

Please contact MediaVision to extend your licence.

If you want to stop using the program you have to return the program plus sentinel computer key to MediaVision.

2.3 Installation of the video (optional)

The video runs from CD-rom. It is also possible to run the video from the hard disc. For this you need 200 MB extra disc space.

1. Insert the CD-rom of 'GMP-R' in the CD-rom player.
2. (Double-) click the CD-rom drive in Windows Explorer.
3. The right part of Windows Explorer will then show the contents of the CD-rom, containing a directory "GMPR". Double click this directory. The course content appears containing a directory "Video".
4. Select "Video" by clicking on it once (blue selection appears) and "Copy" this (CTRL+C, or Edit-Copy, or right mouse-Copy).
5. In the left part of Windows Explorer: go to the directory in which you want to paste the directory "Video", select this (blue) and paste the directory "Video". (CTRL+V, or Edit-Paste, or right mouse-Paste)

Note! If you want to run the video from your hard disc you have to allocate the hard disc as the source of the video in the registration system. The standard setting is the CD-rom player. See paragraph 5.7 [DIRECTORY].

2.4 Parts of the texts and registration data

When more than one application copies are in use it is possible to manage the registration from a central location. Text adaptations can also be stored on a central location. To accomplish this the directories "Reg" and "Data" from the application directory have to be placed on a shared network station. The new location of "Reg" and "Data" has to be entered in the registration system (see paragraph 5.7 [DIRECTORY]).

When it is not possible to maintain text adaptations on a central location via a network, you can also achieve this manually.

Copy the files from the directory "Data" from the changed version to an external data carrier (for example a usb stick). Replace the files in the unchanged directory "Data" with the changed files on the data carrier.

2.5 Possible Problems that can be encountered when using GMP-R:

1. The colours are not correct.
 - *Check whether your video card (screen settings) is in the right mode; 65K colours (16-bit High Colour).*
2. A large black border is visible while running the application or the control buttons do not appear at the bottom of the screen.
 - *Check whether your video card (screen settings) is in the right mode; 800x600.*
3. The control buttons do not appear on the screen
 - *Check whether your video card (screen settings) is in the right mode; 800x600.*
4. The video hesitates.
 - *Is the CD-rom dirty or greasy? Clean it with a soft cloth.*
 - *Is the CD-rom damaged? Contact MediaVision.*
5. Video is not being (correctly) played back.
 - *Is Windows Mediaplayer 9 (or higher) installed on your computer? You can download it from: <http://www.microsoft.com/windows/windowsmedia/player/9series/>*
 - *Do you use Windows 2000? Contact MediaVision.*
5. Instead of video or audio you hear/see "Not available".
 - *Has the CD-rom been inserted in the first CD-rom player?*
 - *If you do NOT want to run the video from the first CD-rom player change the directory "Video" in the Registration System (see 5.7).*
 - *Allow the CD-rom player three seconds to come to speed before starting the application.*
6. Do you have problems installing the application under Windows Vista?
 - *Install the application in a different directory than "Program Files".*
7. You get the message: Initializing hardware key OR Can't find hardware key
 - *Open the directory Sentinel on the CD-ROM and double click on the file "Setup.exe".*
 - *Restart the computer if asked (Sentinel computerplug must be plugged in).*

You can reach our helpdesk: mediavision@mediavision.nl
or +31 (0)35 5312637(from 9.00-17.30 o' clock).

3. CONTROL THE TRAINING

3.1 General

The GMP R training application consists of three components:

1. TRAINING GMP-R (chapter 3-4)
2. REGISTRATION GMP-R (chapter 5)
3. EDITOR GMP-R (chapter 6)

Choose after installation: [START] → <PROGRAMS> → <MEDIAVISION>
→ <GMP-REFRESHER ENGLISH> to open these components.

GMP-R is the actual training application.

You can open it via the START menu as described above or by clicking the icon GMP-R ENGLISH on the desktop.

3.2 Log on: the first time

The training starts with a welcome screen. After clicking the [NEXT] button a leader starts, followed by the log on screen.

In the log on screen the following data have to be filled in:

- *the student's employee number*
- *the student's first name*
- *the student's surname*
- *the student's department*
- *the route which the student has to follow. This determines which modules/subjects the student will get*

3.3 Control buttons

The training can be controlled by the following buttons:

This button brings you to the next screen:



To pause a video you click on the pause button:



To restart the video you click on the play button:



Repeat the video with the repeat button:



Video's are automatically followed by a next screen. That is why you can only repeat a video by clicking on the repeat button before the video ends.

You can exit the application by this button:



4. GMP-R

The training can be done in two modes:

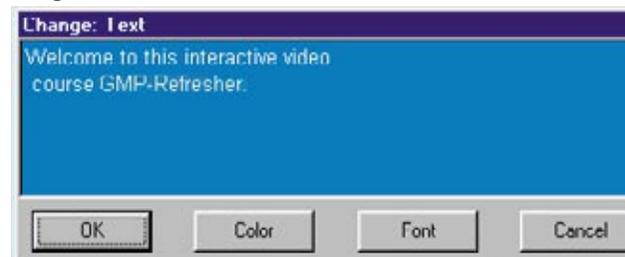
- *Normal*, as the student will view the application
- or in the *'Edit mode'*

Warning: Prevent students from running the application in 'Edit Mode' and only let one person work with this to prevent chaos!

In the *REGISTRATION GMP-R* you can set the application to 'Edit mode'. (see paragraph 5.7 [MISCELLANEOUS]).

If the application is set to EditMode, you can make changes to the texts directly. All texts (except the names of the practical cases) can be changed. If you now click on any text during the program, a blue box will appear with that text.

Diagram 4.1: Edit box GMP-R.



You can change texts in this field. Click [OK] to enter the change.

Click [CANCEL] to revert back to the previous text.

You can also change the colour and font of the text. Please note, however, that these changes are carried out for all the texts of questions, alternatives or feedback and that any change can alter the lay-out of these texts drastically.

If the program is in 'Edit Mode', you can also use the shortcut keys on the keyboard to scroll through the program.

- | | |
|------------|---------------------------------|
| [S] | Skips a video passage. |
| [D] | Continues to the next field. |
| [1-6] | Answers an alternative. |
| [Alt]-[F4] | Closes the program immediately. |

5. REGISTRATION GMP-R



Open this via: <START MENU><PROGRAMS>
<MEDIAVISION><GMP-REFRESHER ENGLISH>
and then <REGISTRATION GMP-R>.

A password must be entered to actually enter the Registration System. The default password is 'MV'. We recommend to change this password directly after starting the Registration System (by <EDIT>, <OPTIONS> [PASSWORD]). You can then enter a new password that is only accessible to those who are authorised.

5.1 Access to the Registration System:

The Registration System can be accessed on two levels:

- Instructor (lowest level, least authority)
- Administrator (highest level, most authority).

When starting the registration system, you must fill in a password. Depending on the password you have filled in, you are logged in as an instructor or as an administrator. Administrator level gives you access to the student details and to all settings of the program. Logged in as an instructor, you can view the student details but only set/change/add things the administrator has given you access to.

How to set the passwords will be explained later in this chapter.

After entering the password 'MV' and clicking [OK], you will see an overview of the students that have logged in for the Application.

Diagram 5.1: Screen showing overview of the Registration

Employee	Name	Department	Date	Duration of study	Average	Session 1	Session 2	Session 3
1	Jan Modaj Kwaltret		12-6-2009 10:16:13	1.23				
11	Diederik v Dindelhout			0.00				

Number of students / average score			
Average:	0 / - %	Rest:	0 / - %
Session 1:	0 / - %	Rest:	0 / - %
Session 2:	0 / - %	Rest:	0 / - %
Session 3:	0 / - %	Rest:	0 / - %
Session 4:	0 / - %	Rest:	0 / - %
Session 5:	0 / - %	Rest:	0 / - %
Session 6:	0 / - %	Rest:	0 / - %
Session 7:	0 / - %	Rest:	0 / - %
Session 8:	0 / - %	Rest:	0 / - %
Session 9:	0 / - %	Rest:	0 / - %

Total	
Number of students:	2
Average score	- %
Average duration of study:	0:41

5.2 The Overview Screen

The name, employee number, department and log-in date (and time) is shown for each individual student. The duration of study indicates the amount of time a student needed to follow the training.

Session shows the percentage of test questions of that session which the student answered correctly. Resit session shows the test score of the session's resit.

The test date and the date of the resit are also shown.

Caution: You will not see all the columns on the screen after starting the Registration System. You can view the other columns by using the scrollbar, or the arrows to the right and left of the scrollbar.

There are a number of averages (of scores and times of study) under the total overview, allowing you to see at a glance whether a student scores over or under average.

Use the arrow keys to:

- go to the first student on the list [| ◀];
- go back one student on the list [◀];
- go to the next student on the list [▶];
- go to the last student on the list [▶ |].

You can also select (becomes blue) students directly with the mouse by clicking on the appropriate line or by clicking on the bullet in front of the line.

Tip: To select multiple students, hold the CTRL key on the keyboard and simultaneously select the students with the mouse. The averages on the screen will not adapt to this selection. To view the averages of a selection, the selection must be printed or viewed in the print preview (see paragraph 5.4).

The data is automatically sorted by employee number in the first column. It can also be sorted by another column, such as Name, Department or Time of Study, in a- or descending order. For example, by clicking [NAME] in the second column once, the data will be sorted by last name in alphabetical order (A-Z). By clicking [NAME] again, the order is reversed (Z-A).

It is also possible to change the columns in the overview screen as follows:

- Order: Click on column title and do not release the mouse button. Then move the column title to the left or right and release the mouse button.
- Width: Click on the line between the column titles and do not release the mouse button. Then move the line to the left or right and release the mouse button.

The new column settings must be saved, otherwise the columns will appear in the old set-up when restarting the program. Saving columns is done by choosing <EDIT><OPTIONS> [COLUMNS]. See paragraph 5.7.

Student Administration

There are a number of menus at the top of the overview screen. <EDIT> in the menu bar has the following options: <ADD>, <CHANGE>, and <DELETE>. These commands help you to update your student administration (see diagram 5.2). The other commands in the menu bar will be discussed in paragraph 5.8

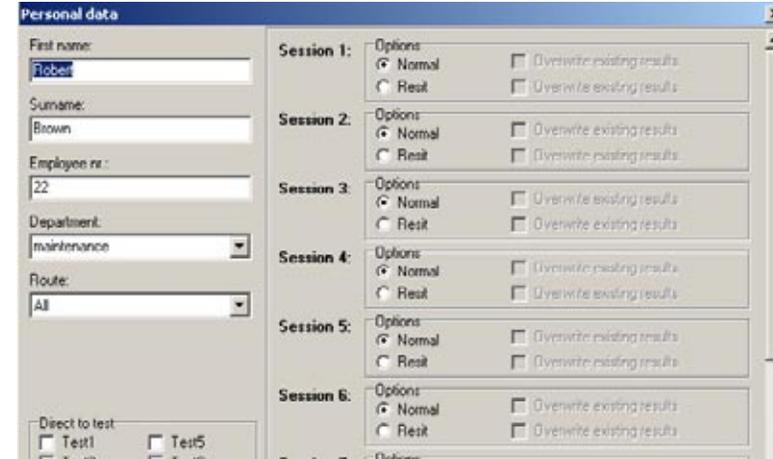
Diagram 5.2: The <EDIT> Menu of the Registration System



A new screen will appear when you give the <ADD> command.

You can add the details of a new student to the Registration System before they log in. As soon as he logs in, the computer will recognise him and fill in his personal details itself. This prevents any mistakes occurring when students log in themselves.

Diagram 5.3: Personal details screen in the Registration System



To choose from a list of departments you first have to enter these departments in a list (see paragraph 5.7 [DEPARTMENT]) You can also determine here when a student will do a test and how the results of this test should be saved. You can choose from the following options, which you can decide per module:

- **DIRECT TO TEST.** This indicates that the student will do the test immediately after logging in.
- **NORMAL**, **RESIT**; The results are saved as normal or as resit. Example: resit is on, which means a student is doing the test for the second time. Both results are registered.
- **OVERWRITE EXISTING RESULTS**; This command lets you decide whether the existing results may be overwritten one time. Example: 'overwriting existing results' is on; a student is doing the test for the second time. Only the results of the second test are registered.

If overwriting cannot be switched on or off, it is because the student has not yet done this part, so that there are no details that can be overwritten.

The personal details of registered students can also be changed. Choose <EDIT><CHANGE> or double-click the selected student in the overview screen. This will retrieve the personal details screen already containing the data. You can type the changes in this screen. If the student is to do a resit, this can be shown here too.

To delete students from your registration file, go to <EDIT><DELETE>. This command deletes one of more students from the file.

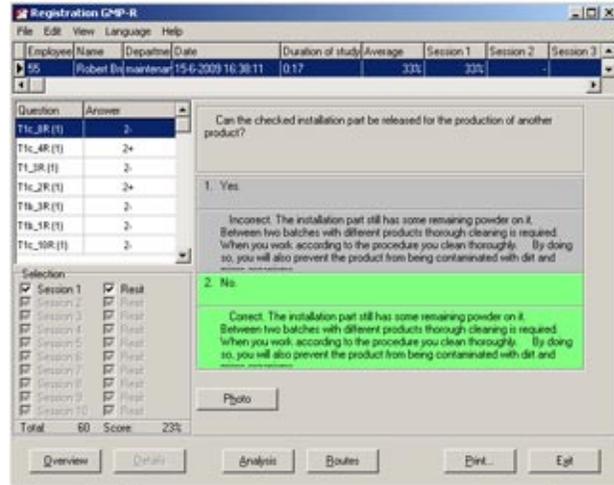
Note: The options <ADD>, <CHANGE> and <DELETE> are only available to you as instructor if the administrator has given you that authority. For the administrator, please see <EDIT>, <OPTIONS> [INSTRUCTOR]; 'Student Data'.

With <DELETE DATA> you can delete both entered and registered data of a certain student. Click in the box in front of the data to select the data you would like to remove. The student will still exist in the data base.

5.3 The Detailed Screen

The button [DETAILS] gives a detailed overview of an individual student. First select the student whose detailed data you would like to see. (Use the mouse to click on the data of the particular person or use the arrow keys. Then click [DETAILS]).

Diagram 5.4: Detailed screen of the Registration System



The next thing you will see is what the particular student has answered to the questions. The numbers in the "Answer" column show what answers were given and whether they are right or wrong. For example:

- Answer '3+' means the student choose the third alternative (3) and that this was the right answer (+).
- Answer '1-' means the student choose the first alternative and that this was the wrong answer (-).

The posed (test) question with the matching answer possibilities will be shown next to the table with the questions. The correct answer is always green. This way you can check which answer a student gave for every question and whether this was correct.

5.4 Printing

There are two ways to print the Registration System data. The fastest way is with the [PRINT] button at the bottom of the overview and detailed screen.

Diagram 5.5: Print screen of the Registration System



You can decide how to print information in the select print screen:

- Options. Decides how data will be printed. For example you can choose to print an overview of all or a number of students, with details such as answers per student or you can print a certificate for each student. When you select "Test analysis", you print an overview of the average score per test question.

- Selection. Prints details of all or only of a selected number of students.
- Order. Indicates whether the pages should be printed in an ascending (e.g. A-Z) or descending (e.g. Z-A) order.
- Sort Order. Chooses what factor determines the order of printing (for example alphabet, score or date).

Tips:

- It is possible now to print an overview of only a selection or the certificates of a group of selected students.
- By pressing [PRINT PREVIEW] you will be able to preview what you wish to print.
- You can determine what information to print in the <EDIT> <OPTIONS> menu. This will be discussed in paragraph 5.7

5.5 The Analysis Screen

By pressing the [ANALYSIS] button, the analysis screen will appear. This screen shows per question how often a question was answered correctly and how often it was answered incorrectly. It also displays the average time in seconds it took to answer a question.

Diagram 5.6: The Registration System analysis screen



The analysis screen gives an overview of all the questions in the entire training, so that you can view per question whether it was generally answered correctly.

Questions:

You can use the arrow keys on your keyboard or the mouse to scroll through the questions. Per alternative answer of a selected question you can view how many students chose that alternative. If the alternative number is green, it means this alternative question is correct.

Some or all of the analysis results can be deleted with the <DELETE> and <DELETE ALL> buttons (only available to an instructor when allowed by the administrator). Go to <EDIT>, <OPTIONS>, [MISCELLANEOUS], Allow Delete Analysis.

Tips:

- 'Question Selection' and 'Score Selection' allow you to select any or all of the questions. For example, 'Question Selection' allows you to see the resit results or all results, whereas 'Score Selection' can show you all questions that scored between 70% and 80%.
- If you select a question in the detailed screen and open the analysis screen simultaneously, the selected question will be automatically selected in the analysis screen.
- The [PHOTO] button allows you to view photos of the questions in the analysis screen.
- The data of the analysis is not directly linked to the list of students, so that if you remove students from the registration file, the data of the analysis does NOT change as a result. Analysis information will not be deleted until you delete it yourself.

5.6 Routes

You can select <ROUTES> in the <VIEW> menu. This command allows you to make certain default programs for students. A default program is called a route and contains a selection of modules, chapters and paragraphs.

To create a new route:

- Press the [ADD ROUTE] button.
- Type a name in the selected 'new route' (this will appear under the existing route) and press <ENTER>. All sections are selected in a new route. Indicate which sections you do not want to include in the route.
- Double-click the new route to see the modules. By double-clicking a module, or by clicking +, the module's sections become visible.

 A green curly cue means that the section has been selected and that it will be viewed in the training.

 A red X means that a section is not selected and will not be included in the training.

Select on the left of the screen a module or chapter or a question. On the right side you can choose with 'disabled' that you don't want that part in the route. An X will replace the curly cue in front of the part that is selected blue.

Caution: Routes are not saved automatically. To save the new route, click on [SAVE]. Click [REVERT] to revert to the previously saved route.

Caution: In module 1 "Why GMP": only select 1 situation and 1 general part per route!
The information in the situations and the general parts is similar, only the format and visualisations are different. The different formats exist to offer the student a variation if he or she has to follow the training a second or third time.

Working with sessions:

Per route you can determine in which session it has to be registered. This can be useful when students do not follow the training at once.

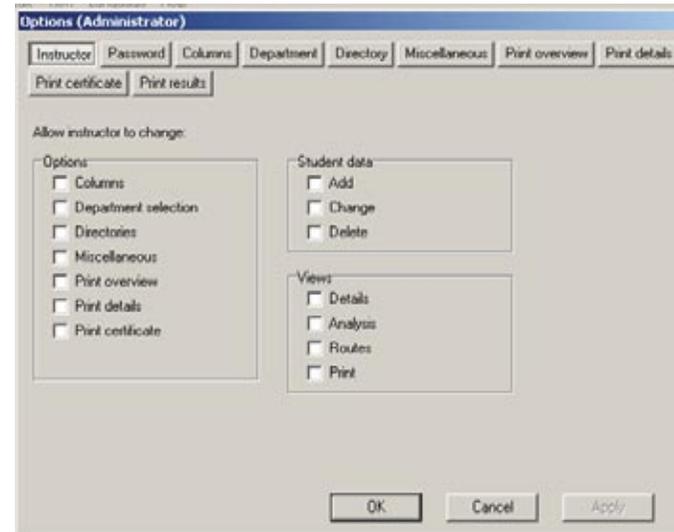
For example you want students to first follow the chapter "Why GMP?" and at another date the general part plus test. You can arrange this as follows:

- Click on [NEW ROUTE] and "deselect" the chapters you do not want in the route, for example only "1. Situation Simon Stevens" stays selected. Select Session 1 for this route.
- You can make a new route and deselect "1. Situation Steven Roberts" while keeping the chapter "4. General-text based questions" and "7. Test" selected and select Session 2 for this route. The 2 different parts of the course can now be followed at different moments in time. Their results can easily be found in the registration system under their session numbers.

5.7 Options

The <EDIT> menu contains the command <OPTIONS>. This allows you to turn all options (settings) of the Training and the Registration System on or off. Diagram 5.7 appears.

Diagram 5.7: Options screen (Administrator) in the Registration System



The options are:

[INSTRUCTOR] - [PASSWORD] - [COLUMNS] - [DEPARTMENT] - [DIRECTORY] - [MISCELLANEOUS] - [PRINT OVERVIEW] - [PRINT DETAILS] - [PRINT CERTIFICATE]

Three buttons are available for almost all options:

<OK>: saves all changed settings and closes the window.
<CANCEL>: closes the window without saving any changes.
<APPLY>: only saves the options currently shown in the window. All previously saved options remain the same.

- [INSTRUCTOR] (This option is only visible to the administrator): "Options" allows the administrator of the system to decide which options the instructor of the system has access to. "Student Data" can be used to determine whether the instructor may add, change or delete student information.

- [PASSWORD] (This option is only visible to the administrator):
Two passwords can be changed here. Choose one password for the administrator and another for the instructor. Please note that if the passwords are the same, the administrator level will be chosen (a warning will appear).

Note: If the password is empty or if it has been deleted from the file 'GMPR.ini', 'MV' will automatically become the correct password.

- [COLUMNS]:
This is where you determine which columns are visible in the overview screen by ticking the column titles: ✓.

Note: The administrator and instructor each have different settings, so that they can organise the columns themselves as they want to. However, the administrator can turn off the option [COLUMNS] for the instructor, so that the instructor cannot save his column settings himself. The button [DEFAULT] resets all the columns to their original place and size.

- [DEPARTMENT]
To enter names of departments, type the names in the right-hand bar and click [ADD]. By selecting a department on the left side and pressing [DELETE], you remove a department from the list. When you want a student to choose a department from a list when logging on you have to switch on USE DEPARTMENT SELECTION. If you want students to fill in their department themselves when logging on, then turn off USE DEPARTMENT SELECTION. If you want the department to be automatically filled in when a student types in his or her employee number you have to enter the student's personal data beforehand (see paragraph 5.2).

- [DIRECTORY]
This is where the program's directories are determined. If you want to run the video from hard disc you have to fill in the location of the directory "Video" here.

Caution: The newly determined directories are not yet valid for all active programs. Therefore close these first and then restart the programs. The determined directories will be used after this.

- [MISCELLANEOUS]

- *Automated Mouse*; the pointer of the mouse will automatically move to the "Continue" button during the training.
- *EditMode*; allows you to change texts by clicking on the text in question during the training.
- *Test Overwrite*.
Turning on this option has the following consequences:
 - the results of all students will always be overwritten if the test is redone.
 - a student can do the test more than once and thus try to get a higher score
 - this option does not turn itself off and must therefore be turned off manually. It is less risky to turn on the option of overwriting previous results during a resit per student and per test through <EDIT>, <CHANGE>.
- *Allow Delete Analysis*; allows you to delete questions from the analysis list.
- *Show backup reminder after*: the last back-up of the registration data is made x days ago. Immediately make a new back-up! The amount of days after which this alert appears can be filled in here.
- *Show test feedback*: when this option is switched on, the student will receive feedback on the falsely answered questions after making the test.
- *Hint Interval Training/Registration*; allows you to determine the time that passes before the yellow explanatory bars (at the buttons of the training, or the feedback texts in the Detailed Screen) appear.
- *Hint Duration Training/Registration*; this command determines how long the yellow explanatory bars stay on the screen.
- *Show Question Numbers*; you can choose to have the numbers of the test questions, texts and videos on the screen. This will help students to clearly indicate which question they are referring to, for instance, if they have any comments in any subsequent discussions. In principle, however, showing question numbers with test questions is only meant for instructors and administrators, as it totally reduces the use of random questioning.

- [PRINT OVERVIEW]

This is where you decide:

 - Which columns must be printed on the overview
 - "Orientation": portrait or landscape
 - The position and size of a column (click on the name of a column to select it; use the arrow keys to move the column upwards or downwards on the print; use the scroll bar to set the column wide)

A column marked in red shows that it does not fit on the paper and that it will therefore not be printed. The administrator and the instructor can each have their own print settings here.
- [PRINT DETAILS]

Here you determine which data must be printed on the detailed overview. The administrator and the instructor can each have their own print settings here. In addition, you can decide whether you would like each test in a new column and whether the resit must be printed on a new page.
- [PRINT CERTIFICATE]

This is where you decide what information should be printed on the certificate. It is also possible to choose a different border or logo here. Please note that the format of any other picture must be approximately the same as the format of the original picture. The picture of the logo must be square, otherwise the logo will be distorted. These settings are the same for the administrator and the instructor.

Tip: Return to the 'Overview Screen' and click on [PRINT] and then on [PRINT PREVIEW] to see how your changes will look on the printed copy.

5.8 Menu bars

The following commands can be given with the menu bars:

- <FILE>
 - <OPEN...>

Opens a file with registration information, for example when you want to consult a back-up.
 - <COPY TO...>

Writes registration data to a back-up file. It is advisable to make a back-up file often. You can set the number of days after which the system will remind you to make a back-up file under <OPTIONS>.

- <SAVE AS TEXT...>

Saves students' registration data in a text file. This text file can be read by various other programs.
- <PRINT> paragraph 5.4

Prints data. You can choose which way to have that printed.
- <EXIT>

Closes the Registration System.
- <EDIT>
 - <ADD> paragraph 5.2

Add the personal data of a student.
 - <CHANGE> paragraph 5.2

Change the filled-in information of a student.
 - <DELETE> paragraph 5.2

Delete students from the Registration System.
 - <DELETE DETAILS... > paragraph 5.2

Delete student data from the Registration System.
 - <FIND...>

Finds information sorted by name, department or employee number, when you wish to look up particular student's data.
 - <OPTIONS...> paragraph 5.6

Changes the GMP R Training's and Registration System's settings. Certain options are only available to the administrator and not to the instructor.
- <VIEW>
 - <OVERVIEW> paragraph 5.1

This screen shows an overview of all students and their data.
 - <DETAILS> paragraph 5.3

This screen shows an overview of all the answered questions of one selected student.
 - <ANALYSIS> paragraph 5.5

This screen shows all questions and an overview of the scores per question.
 - <ROUTES> paragraph 5.6

Routes that can be followed by students can be created here.
 - <PHOTO> paragraph 5.3 en paragraph 5.5

Shows the photo of a selected question.
- <HELP>
 - <ABOUT>

This screen offers information about MediaVision.

6. EDITOR GMP-R (summarised description)



The “GMP-R Editor” provides the structure and contents of the training application. You can open the Editor by clicking <START><PROGRAMS><MEDIAVISION><GMP REFRESHER ENGLISH><EDITOR GMP-R >.

By using the Editor you can make changes to the training application. To access the Editor, first enter the password ‘MV’. Like in the Registration System, we advise you to change this immediately.

Changes to the contents of the application can be made in two ways:

1. In ‘EditMode’ (as described in chapter three)
2. In the ‘GMP-R Editor’.

1. EditMode

We strongly advise you to make textual changes directly in the training application, and not in the GMP-R EDITOR.

To do this, select the Edit mode in “GMP-R REGISTRATION”. (see paragraph 5.7 [MISCELLANEOUS]).

Why?

- Because you will see what is changing on the screen right away. You will quickly decide whether the change is correct and technically possible as far as the lay-out is concerned.
- Because it will be easier for you to see what you are doing.
- And because it reduces the chance of accidentally changing the structure or performing unintended actions.

2. Editor

If you still want to use the Editor, then first make a copy of the contents in the Editor by copying the ‘Data’ directory from the ‘GMP R’ directory. Save this copy as a back-up.

6.1 The structure of the training

The screen that you will see after opening actually consists of two parts. The *structure* of the training application is described on the left side. The right side contains the *contents* of the structure, as can be seen in the actual application.

The structure of the course can be compared to the structure of a tree.

Diagram 6.1: Structure training training in the Editor

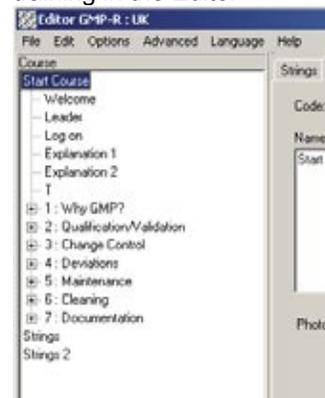
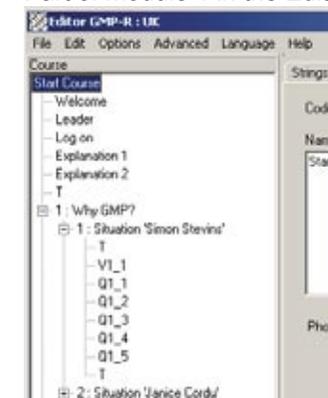


Diagram 6.2: Structure Module 1 Part of module 1 in the Editor



The lowest level contains items. These show what videos, what questions and what texts are shown to the student on the screen during the GMP R Training Application.

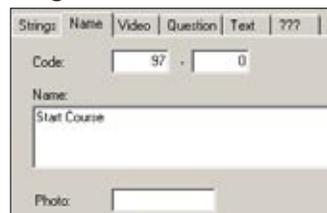
The items first show what type of item they are: V (video), Q (question) and T (text) followed by a number. The number contains the number of the module, then the chapter and paragraph numbers, divided by a point. Test questions begin with QT.

When you select an item, its contents will appear on the right side of the Editor screen.

6.2 The contents of the training

As was mentioned before, the right side of the Editor presents the contents of the training. The contents consists of five sections: Strings, Name, Video, Question and Text.

Diagram 6.3: Contents of the training in the Editor



- Strings: see paragraph 6.5 for explanation.
- Name: contains the name of the item, as is also shown in the structure.
- Video: shows what video is being played.
- Question: shows what question is being asked together with its related alternatives and feedback. Additionally, the kind of question is visible (multiple-choice, yes/no) and which answer is the correct one (OK: Y/N).
- Text: contains the text presented in the training.

When you click on an item on the left side (in the structure), its contents will appear on the right.

Caution: It is possible to make changes in the structure as well as in the contents. However, think ahead about what you are going to change and NEVER just change something as an experiment, as changes are made effective immediately.

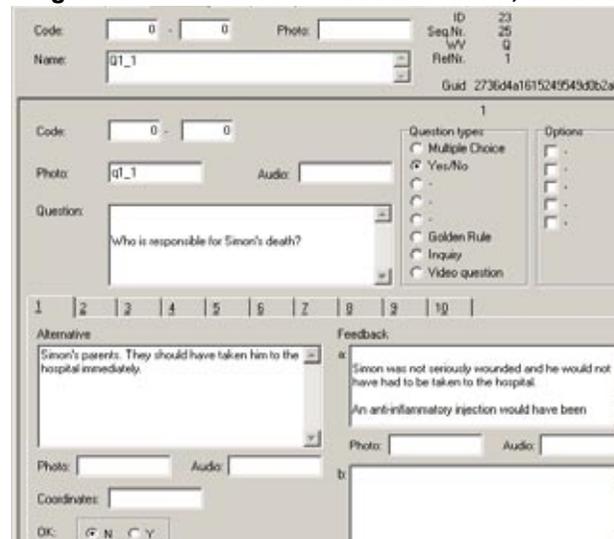
6.3 Making changes to the contents

Changing questions

Look up the particular question you wish to change in the structure of the Editor on the left part of the screen. Select this question by clicking on it.

The contents of this question will appear on the right side now: the Question itself, the Alternatives and the Feedback. Changes can also be made to these text boxes.

Diagram 6.4: Contents of Practical Case 1, Question 1



- There is a list of 'Types of Questions' to the right of the box 'Question':
- Multiple choice: one alternative is the right one.
 - Yes/No: indicates for each alternative whether it is right (Yes) or wrong (No).
- The other types are not used in this application.

The texts in the three text boxes (Question, Alternative, Feedback) can be adapted to your wishes. Do take care that any references to photos are retained in the question.

Note: The application supports max. 5 Alternatives.

Tip: You can view the photos/videos directly in the Editor. Press the right mouse button in the box with the photo's or video's number. A bar will appear. By clicking <SHOW PHOTO>, the photo will be shown on the screen.

Changing Correct/Incorrect Answers

Information about the concerning alternative being correct (Y) or incorrect (N), can be found under the Feedback of an Alternative (OK). By using the mouse to click on Y or N, you change the rating of an Alternative, which makes it possible to include various correct answers in a multiple-choice question.

Caution: When changing a correct answer (Y) to an incorrect (N) one, please check the Feedback to see if it still makes sense. For example, if you change the Y into an N in a multiple-choice question, you must also change the Feedback from Correct to Incorrect!
Take care that in case of test questions only one Multiple Choice answer is correct!

6.4 Making changes to the structure

It is possible to add or remove items (videos, questions and texts), paragraphs and even modules to and from the application. However, we distinctly recommend not to change anything in the structure, because this requires substantial experience with the Editor. There is always the possibility that the structure is modified in such a way that the application will not work anymore!

Since making changes to the structure is not simple and since we cannot take any responsibility for any changes you make, this manual will not give any further explanation on how to make changes in the structure.

If you would, nevertheless, like to change the structure of the training, we suggest you to contact MediaVision.

It is also possible to add/change pictures, but your pictures won't have the right border to fit in the program. The size and format should be exactly the same as the current pictures.

We suggest you to contact MediaVision if you want to change pictures.

You can also contact MediaVision for any other changes or for questions about the GMP R Application.

6.5 Strings

In the structure, you will see Strings at the bottom of the training formation. A String is the name for a text that appears within the Editor or the Registration system of GMP R. A String does not only refer to the texts in the menu structure (File, Change, Options, Help), but also to all other texts appearing in one of the two applications. So, all texts in the right part of the Editor are also considered to be Strings (like the Code, Photo, Question, Type, and so on).

The Strings are intended to make it easy to change texts used in the Editor and the Registration System. The Strings mainly contain code words with an English translation. You can change this translation, but again, our advice is to keep it intact as much as possible to prevent errors.

Please contact MediaVision if you want to change the name of a String.

6.6 Menu bars

The previous paragraphs briefly explained the Editor's purpose and what can be done with it. There are a number of other options in the Editor which will be discussed in this paragraph.

<FILE>

- <SAVE>
Saves changes.
- <IMPORT> / <EXPORT>
Imports/exports texts to/from the Editor (text file).
- <CHANGE PASSWORD>
Changes the password for entering the Editor.
This prevents unauthorised changes to the program.
- <PRINT>
Prints texts or parts of these texts.
- <EXIT>
Exits the Editor.

<EDIT>

- <UNDO>
Undoes the last-made change in a text box.
- <CUT>
Moves selected text. First select the text with the mouse.
Then choose <CUT> in the <EDIT> menu. Move the cursor to the place where you want the text. Click <PASTE>.
- <COPY>
Copies selected text to other places while the selected text stays in its original place (see 'cut').
- <PASTE>
Inserts the cut or copied text at a marked place.
- <FIND...>
Finds certain (parts of) words that are used in the training.

<OPTIONS>

- <RENEW STRUCTURE OF TRAINING>
Renews the left column. Changes to the structure or to names in the left column are not always visible immediately when they have been implemented.
- TEXT PREVIEW ✓
Approximately determines the size of the selected text, where it will be hyphenated on a line, corresponding with the training. This is done at the top of the right box.
- ALLOW MOVING ✓
Allows you to move questions or videos in the training. It is advisable to leave this option off (without the check mark), so that you do not accidentally move parts of the training, thus changing the structure.
- SHOW NAMES ✓
Shows the name of a section and a number of technical details.

<HELP>

- <ABOUT>
This screen offers information about MediaVision.