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# GMP 1

## Manual

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## The Interactive GMP 1 Training

GMP 1: an interactive training for the pharmaceutical industry aimed at working thoroughly and safely. Different subject blocks view all aspects of the GMP Regulations. Students are gradually introduced to the rules that hold within the company. They are tested during the training and 24 practical cases examine the knowledge they have acquired at the end of the training.

The GMP Training was developed for employees of production departments, packaging departments, storage spaces and laboratories, where the GMP Regulations are valid. The program is especially meant for:

- new employees, who are required to learn the GMP Regulations during their first working days;
- experienced employees: to refresh their knowledge of GMP;
- employees whose jobs have changed and whose knowledge of certain aspects of GMP Regulations needs refreshing.

The training can be adapted to individual wishes.

- The subjects a student must study, can be selected in advance. This ensures that every employee has an individual and tailor-made training.
- In addition, the students' results are registered, so that the quality of the training can be safeguarded constantly.
- The program also offers the possibility of adapting texts quickly and easily, and of creating questions specific for your company.

This manual is aimed at helping the trainer manage GMP 1 well.

### The Training

The training has three modules. Every module discusses and puts into practice the regulations in a more in-depth way.

- Module 1 looks at the basic GMP Rules. The necessity of these rules is raised, terminology is explained and a good working attitude is taught. Subjects that are brought up in this module are: different sources of contamination, prevention of mix-ups, damages, and check-ups. Module 1 ends with a test.
- The above-mentioned subjects are discussed more in-depth in module 2, which looks at them from five different points of view. These points of view are closely connected to the different departments within a pharmaceutical company. The chapters are: Protective clothing, Cleaning, Warehouse, Laboratory and Clean room. Each chapter ends with a test.
- Module 3 tests the acquired knowledge with practical cases. Video passages are offered to the students who must intervene by pressing a [stop] button. They have to intervene when they see that the procedure, which was explained in advance, is violated. They must then explain what they think went wrong.

The training has four CD-ROM's.

CD 1: Module 1

CD 2: Module 2 (Chapter 1, 2 and 3)

CD 3: Module 2 (Chapter 4 and 5)

CD 4: Module 3

# 1. Installation

## Hardware Requirements

To run the application successfully, you need a **Pentium 200 MMX** with **Windows 95, 32 MB** memory and a **sound card** (Windows NT 4.0 requires a Pentium 233 MMX and 64 MB RAM). The installed application uses approximately 70 MB memory space on the hard disc (excluding the video). The video runs from the enclosed CD-ROMS.

## Installation

Put the enclosed Sentinel computer key in the parallel port at the back of the computer.

1. Insert the CD-ROM 2 'GMP 1' into the CD-ROM player.
2. Open Windows Explorer and (double-) click the CD-ROM drive (GMP1UK\_2of4) on the left side of the screen.
3. The right part of Windows Explorer will then show the contents of the CD-ROM (GMP1UK\_2of4), including the file "Setup.exe".
4. Double-click "Setup.exe" and follow the instructions on the screen.
5. The install procedure is finished when a folder named GMP 1 ENGLISH appears on the screen containing three icons (GMP 1 TRAINING, GMP 1 EDITOR and GMP 1 REGISTRATION).
6. Close the "GMP 1 English" folder. You can now find the new application GMP 1 with its three components in the Start menu under < PROGRAMS >< MEDIAVISION >. The desktop now includes the "GMP 1 English" icon. Use this icon to start the training.

### **GMP 1 with "Sentinel key"** (*only when the Sentinel-Key was provided*)

1. Attach the "Sentinel-key" to the PC (Parallel Port)
2. Open the folder "Sentinel" and one of the folders "9x\_&\_NT4" (doubleclick on "setup.exe") or "2000\_&\_XP" (doubleclick on "SSD5411-32bit.exe") according to your operating system to install the drivers.
3. Restart the computer when you are asked to.
4. The first time you run the training program, an "Access code" has to be entered.

The "Access code and Sentinel key" determine how long the programme is valid.

## Possible Problems that can be encountered when using GMP 1

1. Sentinel key was not recognized
  - *Open the Sentinel folder at CD-rom nr. 2.*
  - *Double-click Setup.exe*
2. Instead of the video playing, the following error message appears: "Video is not available, cannot find the decompressing program vids:IV5".  
*Your system does not have the right version for decompressing Indeo video. Run the set-up in the directory "Indeo" on CD-ROM 2 of "GMP 1". This contains the correct version.*
3. The colours are not correct.
  - *Check whether your video card (screen settings) is in the right mode; 65K colours (16-bit High Colour).*
4. A black border remains visible while running the application.
  - *Check whether your video card (screen settings) is in the right mode; 640x480.*
5. The video hesitates.
  - *Is the system fast enough? MINIMUM requirement: Pentium 200 MMX with 32MB memory.*
  - *Is the video card in the right mode? 65K Colours (16-bit) NOT 16.7M Colours (24-bit) or (32-bit)!!*
6. Instead of seeing the video or hearing any sound, you hear "Not available".
  - *Is the CD-ROM in the first CD-ROM player?*
  - *If you do NOT want to run the video from the first CD-ROM player in the system, change the directory Video in the Registration System (instructor level [edit] [options][directory] p. 15).*
  - *Allow the CD-ROM player three seconds to come to speed before starting the application.*
7. Error message: MMSYSTEM 281 (or 348, or 263, or 296).
  - *Check SYSTEM.INI in [MCI] should be defined avivideo=mciavi.drv*
  - *Check WIN.INI in [mci extentions] should be defined avi=AVIVideo*
8. No green curlicues or red X's appear in front of the program's components during the route selection in the Registration System.
  - *Double-click "40comupdate.exe" This file can be found in the "Msupdate" directory on CD-Rom2.*

More information in the readme file or contact MediaVision.

## 2. General

This manual provides a short explanation of the GMP 1 Training Application you have purchased. The GMP 1 Training Application consists of three components:

1. GMP 1 Training (chapter 3)
2. GMP 1 Registration (chapter 4)
3. GMP 1 Editor (chapter 5)

Choose: [START] ⇒ <PROGRAMS> ⇒ <MEDIAVISION> ⇒ <GMP 1 ENGLISH> to open these components.

### 3. GMP 1



GMP 1 is the actual training application. You can open this by pressing <START>, <PROGRAMS>, <MEDIA VISION>, <GMP 1 ENGLISH>, <GMP 1 TRAINING> or by clicking the GMP 1 ENGLISH icon on the desktop.

The training can be done in two modes:

- **Normal**, as the student will view the application.
- or in '**EditMode**'.

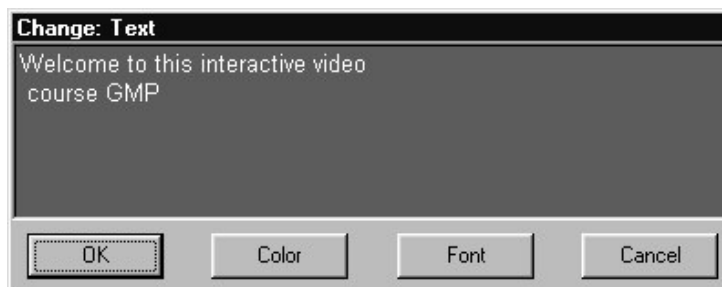


**Warning:** Prevent students from running the application in 'EditMode' and only let one person work with this to prevent chaos!!!

The application can be set to 'EditMode' in the section GMP 1 Registration. See chapter 4 for this. 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 window will appear with that text.

**Diagram 3.1: GMP 1 Edit Screen**



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. |

## 4. GMP 1 Registration



You can open “GMP 1 Registration” by <START>, <PROGRAMS>, <MEDIAVISION>, <GMP 1 ENGLISH> and then <GMP 1 REGISTRATION>.

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

### 4.1 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 on as an instructor or as an administrator.

Administrator level gives you access to the student details and to all settings of the program. Logged on 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 these passwords is explained in this chapter.

Diagram 4.1: Screen Showing Overview of GMP 1 Registration.

The screenshot shows the 'Registration GMP 1' application window. The title bar reads 'Registration GMP 1'. The menu bar includes 'File', 'Edit', 'View', and 'Help'. The main area contains a table with the following data:

Employee number	Name	Department	Date	Time	Score 1	Score 2a	Score 2b
2824936	Andrew Arrow	Production	16-6-99 15:02:21	1:34	85%	90%	83%
1450935	Becky Blue	Quality	8-6-99 14:33:44	1:23	74%	98%	68%
2994731	Chris Copper	Warehouse	10-6-99 10:12:43	1:28	88%	96%	78%
2105768	David Dime	Production	19-7-99 11:48:07	1:48	74%	86%	80%

Below the table, there is a summary section with the following data:

Number of students / average score		Re-exam:	
Module 1:	2 / 28%	0 / -%	
Module 2a:	2 / 95%	0 / -%	
Module 2b:	1 / 40%	0 / -%	
Module 2c:	1 / 80%	0 / -%	
Module 2d:	0 / -%	0 / -%	
Module 2e:	0 / -%	0 / -%	
Module 3:	1 / 10%	0 / -%	

Navigation buttons (left, right, first, last) are located below the summary table. A 'Total' box on the right shows:

Total	
Number of Students:	4
Average score	72%
Average Time of Study:	1:33

At the bottom of the window, there are buttons for 'Overview', 'Details', 'Analysis', 'Routes', 'Print...', and 'Exit'.

After entering the password ‘MV’ and clicking [OK], you will see an overview of the students that have logged on for the GMP 1 Application.

## 4.2 The Overview Screen

The name, employee number, department and log-on date is shown for each individual student. In addition, the Registration System shows three different times. The first is the date on which the student finished the training. The second gives the total time that the particular student was logged on. The last, time registered, contains the time when the last question of the test was answered. Seven scores and seven re-exam scores, that match the seven tests in the training, are also registered. Scores show the percentage of questions that the student answered correctly.



**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 ( ▶ ), and;
- go to the last student on the list ( ▶ | ).

You can also select students directly with the mouse by clicking on the appropriate line or by clicking on the bullet in front of the line. An ▶ will appear 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 4.4).

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.

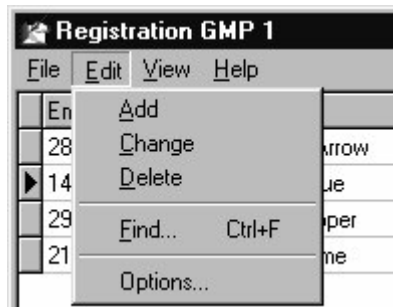
The new column settings must be saved, otherwise the columns will appear in the old set-up after restarting the program. Saving columns is done by choosing <EDIT>, <OPTIONS>; [COLUMNS]. See paragraph 4.7.

## 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 4.2). The other commands in the menu bar will be discussed in paragraph 4.8.

Diagram 4.2: The <EDIT> Menu of GMP 1 Registration System



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

Diagram 4.3: Personal Details Screen in GMP 1 Registration System

A screenshot of the 'Personal data' dialog box in the GMP 1 Registration System. The dialog is titled 'Personal data' and has a close button (X) in the top right corner. On the left side, there are several input fields: 'First name:', 'Surname:', 'Employee nr.:', 'Department:' (with a dropdown arrow), and 'Route:' (with a dropdown arrow). Below these fields is a section titled 'Enable test' containing a list of checkboxes for 'Module 1', 'Module 2a', 'Module 2b', 'Module 2c', 'Module 2d', and 'Module 2e'. On the right side of the dialog, there are seven sections, each for a different module: 'Module 1:', 'Module 2a:', 'Module 2b:', 'Module 2c:', 'Module 2d:', 'Module 2e:', and 'Module 3:'. Each module section contains a 'Select test' label, two radio buttons ('Normal' and 'Re-exam'), and two checkboxes ('Overwrite existing results'). At the bottom right of the dialog, there are two buttons: 'OK' and 'Cancel'.

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



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:

- Test Immediately. This indicates that the student will do the test immediately after logging on.
- Normal,  Re-exam. The results are saved as normal or as re-exam. Example: re-exam 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 test 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 re-exam, 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.

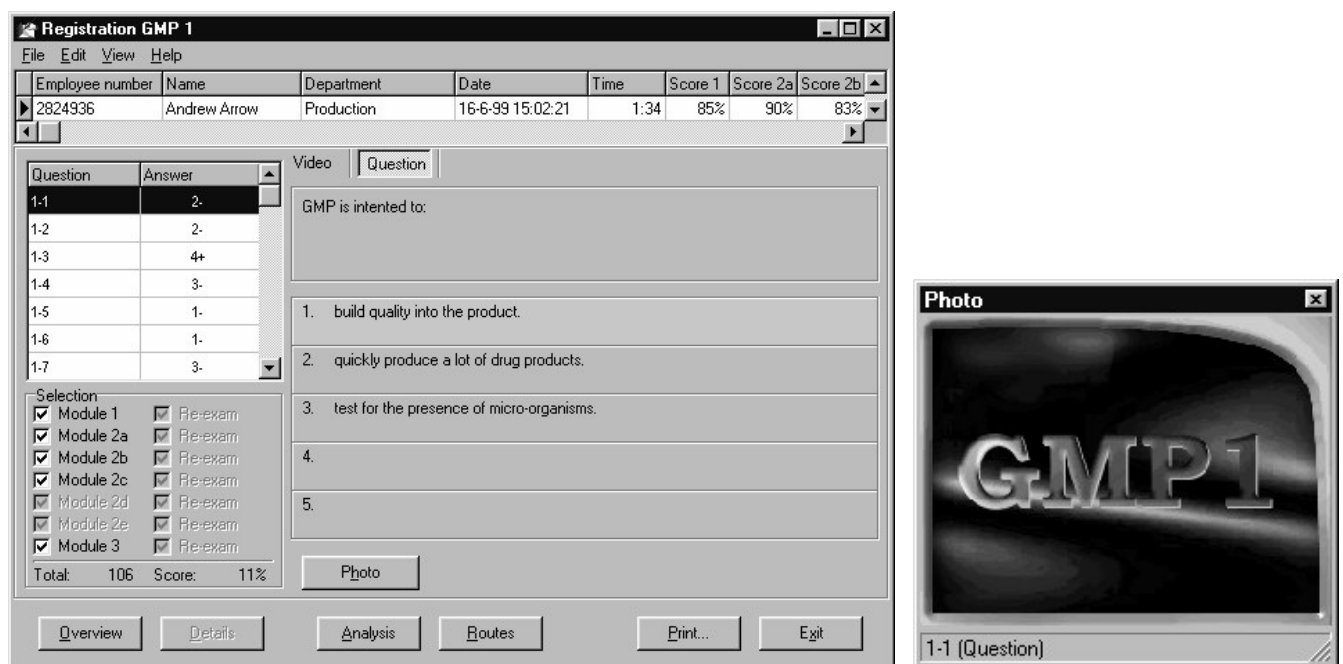


**Note:** The options <ADD>, <CHANGE> and <DELETE> are only available to you as instructor if the administrator has given you that authority. For the administrator, please see <EDIT>, <OPTIONS> [INSTRUCTOR]; 'Student Data'.

### 4.3 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 4.4: Detailed Screen of GMP 1 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 (-).
- To indicate whether the assignments have been done correctly or not, the intervening video assignments and the point-out questions will only show a (+) or (-).

### Multiple-Choice Questions

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 (light green in diagram 4.2). This way you can check which answer a student gave for every (test) question and whether this was correct.

Clicking the [PHOTO] button will allow you to view the photo belonging to the selected question. You will also see the accompanying photo if you click on the text of a question or of an alternative answer. If the question and the alternative answers each have a photo, more than one photo will appear on the photo screen. You can move, enlarge or reduce the photo window.

### Yes/No Questions

In the case of Yes/No questions, the answer alternatives are next to the table with questions. Instead of one correct (green colour) answer, every answer is red or green. If you clicked on “Y” and it turns green it means ‘Yes’ is the correct answer to the alternative. If “Y” turns red it means ‘No’ would have been the correct answer. The matching photo can be retrieved with these questions too.

### Intervening Video Assignments

As the intervening video assignments are concerned, you will find a number of video control buttons next to the table with answers. By clicking [OPEN VIDEO], a screen will appear showing the video fragment. The video control buttons allow you to play, pause and stop the video. There is a bar under the video’s image. The blue strip close to the bar indicates where a student should have intervened while viewing the video. An arrow under the bar marks the point where the student actually did this.

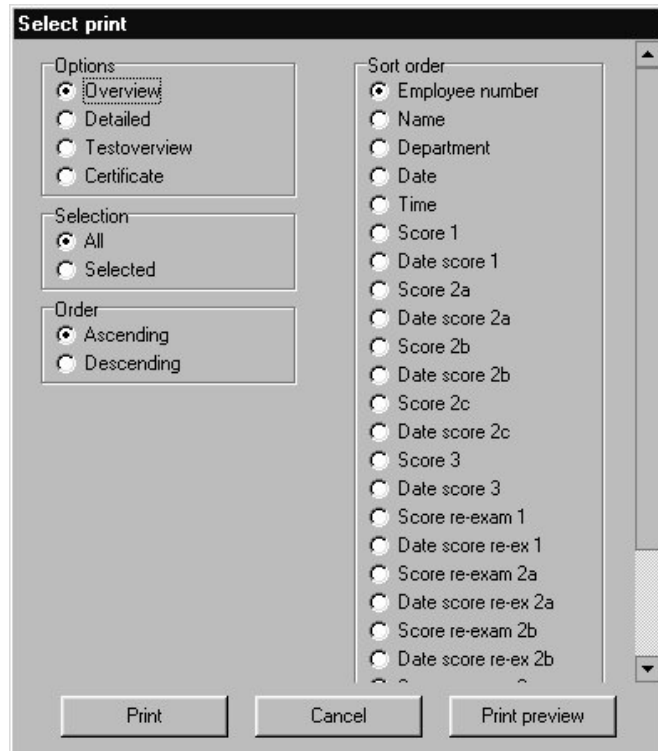


**Tip:** If you hold the arrow on the screen on the place of the answer, a yellow bar will automatically appear with the feedback text. This is true for all normal multiple-choice and Yes/No questions. As far as the test questions are concerned, an explanatory text is only available for multiple-choice questions that can be answered with ‘Yes’, ‘No’, ‘Correct’ or ‘Incorrect’. This explanatory text clarifies why a certain answer is correct.

## 4.4 Printing

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

Diagram 4.5: Print Screen of GMP 1 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.
- New option: when you select “Test overview”, you can print an overview with the average score per separate test question.
- Selection. Prints details of all or only 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).



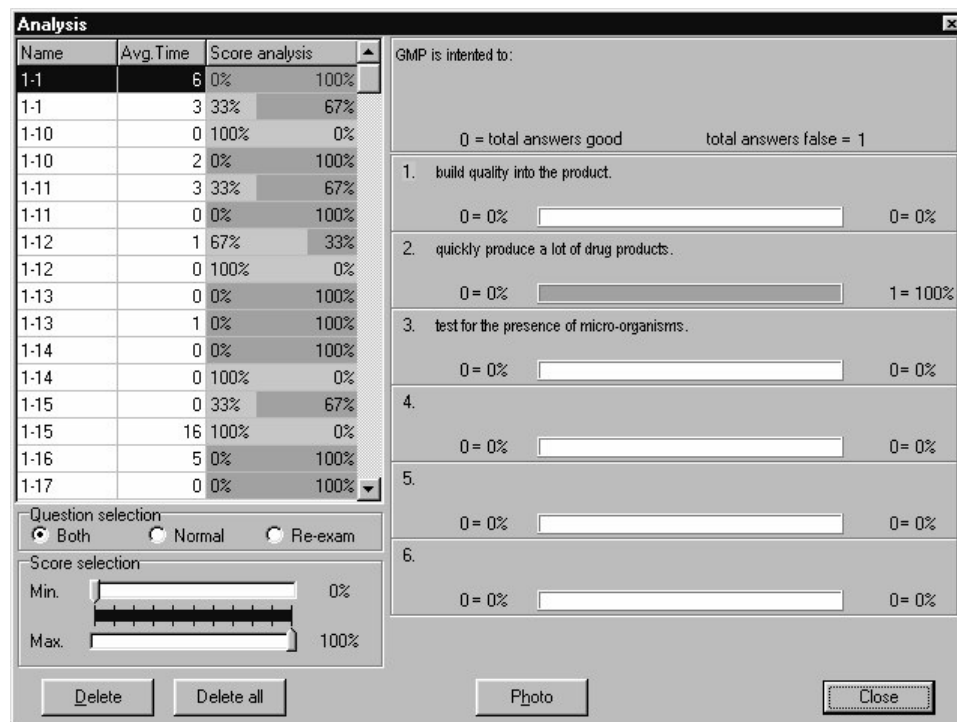
### Tips:

- 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 7 of this chapter.

## 4.5 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 4.6: The GMP 1 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.

You can use the arrow keys on your keyboard or the mouse to scroll through the questions. The screen will show per alternative answer of a selected question, how many students chose this alternative answer correctly or incorrectly. If the alternative number is green, it means this alternative 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.



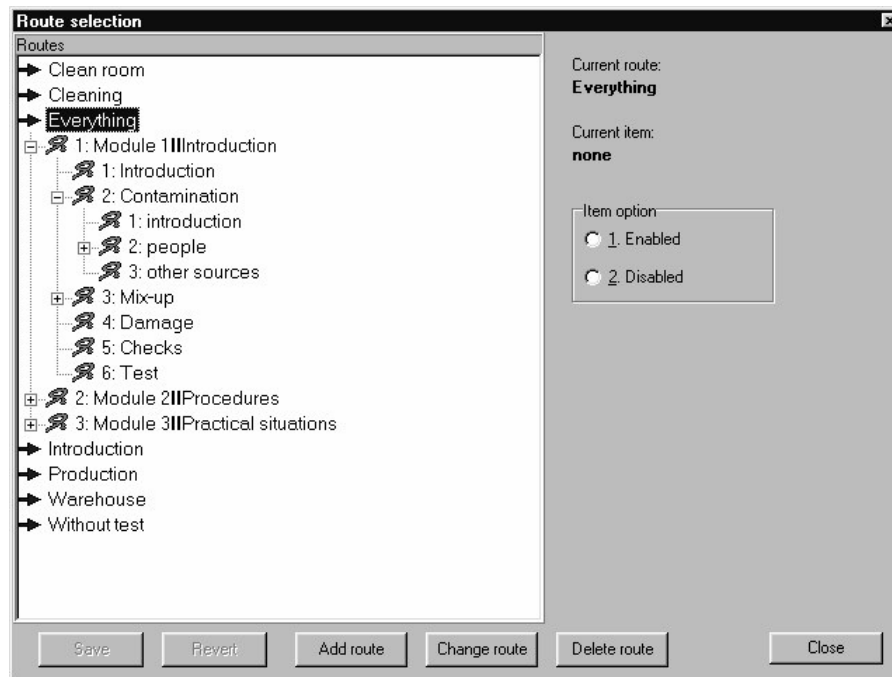
### Tips:

- 'Question Selection' and 'Score Selection' (at the top right-hand corner of the screen) allow you to select any or all of the questions. For example, 'Question Selection' allows you to see the re-exam 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 also allows you to view photos with 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.

## 4.6 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.

Diagram 4.7: The GMP 1 Registration System Route Screen



To create a new route:

- Press the [ADD ROUTE] button.
- Type a name under '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 so that the three modules will come into view. By double-clicking a module, or by clicking +, the module's sections become visible.



A green curlicue means that the section has been selected and that it will be included in the training.



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

- Deselect entire modules or parts that you do not want to include in the training by clicking  2. DISABLED or pressing [ALT]-[2]. An X will replace the curlicue in front of the part you just unselected.
- Subparagraphs belonging to parts that have not been selected, will evidently not be included in the training. If you only wish to select a few subparagraphs of an entire module, deselect the module and then select the wanted parts separately.



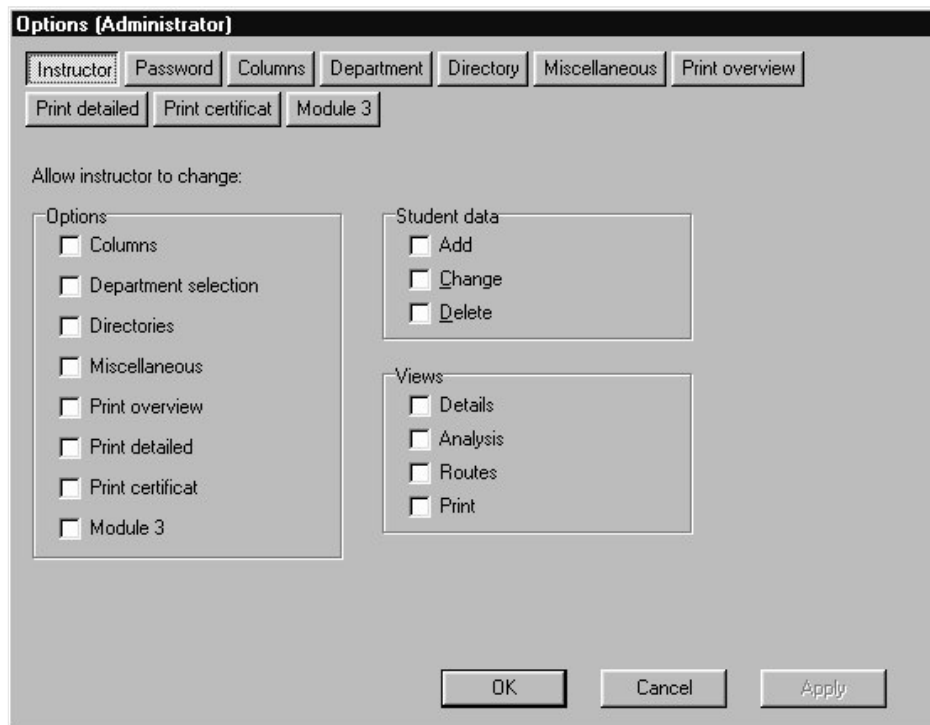
**Caution:** Routes are not saved automatically. To save the new route, click on [SAVE]. Click [REVERT] to revert to the previously saved route.

To delete a route, click on the route, then click [DELETE ROUTE]. The route will vanish from the screen after you have confirmed the deletion. However, this change must be saved too!

## 4.7. Options

The <EDIT> menu contains the command <OPTIONS>. This allows you to turn all options (settings) of the GMP 1 Training and the Registration System on or off. The following window appears:

Diagram 4.8: The Options Screen (Administrator) of GMP 1 Registration System



The options are:

[INSTRUCTOR] - [PASSWORD] - [COLUMNS] - [DEPARTMENT] - [DIRECTORY] - [MISCELLANEOUS] - [PRINT OVERVIEW] - [PRINT DETAILS] - [PRINT CERTIFICATE] - [MODULE 3].

Three buttons are available for almost all options: <OK>, <CANCEL> and <APPLY>.

<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 one for the instructor. Please note that if the passwords are the same, the administrator level will be chosen (a warning will appear). If the password is empty or if it has been deleted from the file ‘GMP1.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 organize 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]

Use this option to indicate whether the student, when logging on, has to choose a department from a list of departments put together by you or must fill in the name of his department himself.

To enter names of departments, type the names in the right-hand bar and click [ADD]. Then switch the option  USE DEPARTMENT SELECTION on. If you want students to fill in their department themselves when logging on, then turn USE DEPARTMENT SELECTION off. By selecting a department and pressing [DELETE], you remove a department from the list.

➤ [DIRECTORY]

This is where the program's directories are determined. If you are using two or more CD-ROM players (or two or more hard discs) for the GMP 1 program, then fill in the letters of the drives here from which the data of the second, third and fourth CD must be read.



**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 step.

➤ [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 (for example in a 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 re-exam per student and per test through <EDIT>, <CHANGE>.
- **Show test feedback;** after the test the incorrectly answered questions are repeated. The incorrect answer is marked red, the correct answer is marked green. Changing texts can only be done in the separate editor program.
- **Show Warning;** the last back-up was made x number of days ago. Make a new back-up immediately! You can adjust the number of days after which this message appears.
- **Allow Delete Analysis;** allows you to delete questions from the analysis list.
- **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) will appear.

- **Hint Duration Training/Registration;** this command determines how long the yellow explanatory bars stay on the screen after appearing.
- **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
- “Paper Size” what the orientation is : portrait or landscape
- what the position and the size of a column are (use the arrow keys and scroll bar)

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 re-exam 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 be shown on the printed copy.

➤ [MODULE 3]

Two matters can be determined under this option.

- First, you can determine a difference in weight between the scores of the intervening video assignment and the procedure question in the practical case. For example, you can value these two questions equally (50% - 50%), but you can also let the intervening video assignment weigh more in the final score (70% - 30%) or any other combination you might want.
- Second, you can establish how often a student may intervene. Intervening too early can then be fined with an increasing deduction from the score. If a student may intervene three times at the most and the weight of the intervening video assignment has been set to 50%, then the first incorrect intervention brings along a deduction of 6%, the next one a deduction of 16% and finally 28% will be subtracted from the score, totalling 50% that the student loses by intervening too early. Even if the student then does intervene at the right moment, he will not score for this section anymore.

The maximum number of interventions can be set from 1 to 15 times.



**Caution:** The score weight and the maximum number of incorrect interventions can always be adjusted. The data that has already been registered, will then be adapted to the new conditions. This could mean that students who initially failed to achieve the required score in module 3, do achieve this after an adjustment of the score weight and vice versa.



## 4.8 Menu Bars

The following commands can be given with the menu bars in the GMP 1 Registration System:

### <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> **page 11**  
Prints data. You can choose which way to have that printed.
- <EXIT>  
Closes the GMP 1 Registration System.

### <EDIT>

- <ADD> **page 8**  
Adds a student.
- <CHANGE> **page 8**  
Changes the filled-in information of a student.
- <DELETE> **page 9**  
Deletes students from the Registration System.
- <FIND...>  
Finds information sorted by name, department or employee number, when you wish to look up a particular student's data.
- <OPTIONS...> **page 14**  
Changes the GMP 1 Training's and Registration System's settings. Certain options are only available to the administrator and not to the instructor.

### <VIEW>

- <OVERVIEW> **page 6**  
This screen shows an overview of all students and their data.
- <DETAILS> **page 9**  
This screen shows an overview of all the answered questions of one selected student.
- <ANALYSIS> **page 12**  
This screen shows all questions and an overview of the scores per question.
- <ROUTES> **page 13**  
Routes that can be followed by students, can be created in this screen.
- <PHOTO> **pages 10 and 12**  
Shows the photo of a selected question.

### <HELP>

- <ABOUT>  
This screen offers information about MediaVision.

## 5. GMP 1 Editor (summarized description)



The “GMP 1 Editor” provides the structure and contents of the training application. You can open the Editor by clicking <START>, <PROGRAMS>, <MEDIA VISION>, <GMP 1 ENGLISH> followed by <GMP 1 EDITOR>.

By using the Editor you can make changes to the training application. To access the Editor, first enter the password ‘MV’. Again, 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 3)
2. In the ‘GMP 1 Editor’.

### 1. EditMode

We strongly advise you to make textual changes directly in the training application, and not in the GMP 1 Editor. To do this, select the EditMode in GMP 1 Registration. Please see page 5 for EditMode.

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 there is less risk that unintended changes (for example changing the structure) will be made.

### 2. Editor

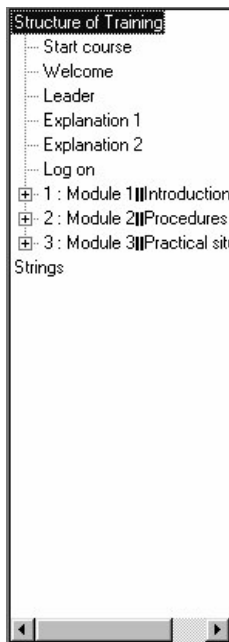
If you still want to use the Editor, then first make a copy of the contents in the Editor by copying the ‘Data’ directory from the ‘GMP 1’ directory. Save this copy as a back-up.



## 5.1. 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. The training, or the tree trunk, has six main screens and then the three module or branches (see diagram 5.1).

Diagram 5.1: Structure of the Training in the Editor



These branches are subdivided into a number of smaller side branches that in turn consist of even smaller parts (items). By clicking , you will go one level down or deeper into the structure. So  indicates that there are more side branches or items and that these can be 'opened'.


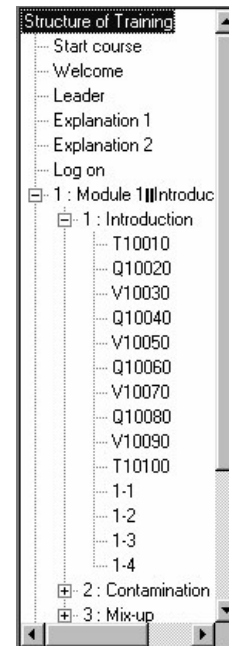
- indicates a branch has already been opened. By clicking on , you will 'close' the branch or item again and move to a higher level. Diagram 5.2 shows how Chapter 1 from the first module is structured.

Diagram 5.2: Structure of Module 1, Chapter 1 in the Editor



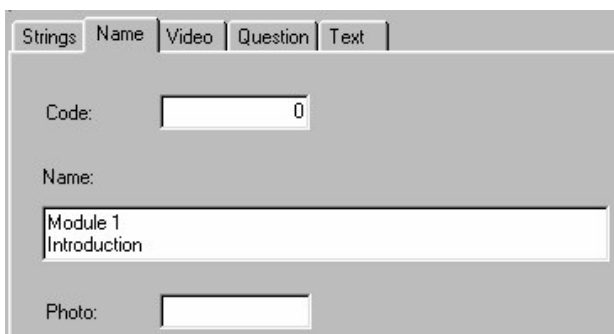
The lowest level contains *items*. These show what video, what question and what text are shown to the student on the screen during the GMP 1 Training Application. The items first show what type of item they are: V (video), Q (question) and T (text) followed by a number. The number contains the number of the module, then the chapter and paragraph numbers, divided by a point. The test questions are subdivided by paragraph, although they can be found at the end of module 1. You can recognise test questions by the module number followed by a dash and a number.

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

## 5.2. 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 5.3: Contents of the Training in the Editor



- Strings : see paragraph 5.5 for explanation.
- Name : contains the name of the item, as it 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.

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.

### 5.3. 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.

Diagram 5.4: Contents of Practical Case 1, Question 1 - Incorrect

The screenshot shows a software interface for editing a question. On the left is a tree view of the course structure. The right pane shows the details for a selected question.

**Left Pane (Structure):**

- 1 : Module 1 Introduction
  - 1 : Introduction
    - T10010
    - Q10020
    - V10030
    - Q10040** (selected)
    - V10050
    - Q10060
    - V10070
    - Q10080
    - V10090
    - T10100
    - 1-1
    - 1-2
    - 1-3
    - 1-4
  - 2 : Contamination
  - 3 : Mix-up

**Right Pane (Question Details):**

- Code: 0
- Photo: 11\_545
- Question: What do you look for when buying an over the counter drug product?
- Type:
  - Multiple Choice
  - Yes/No
  - Mark
  - Sequence
  - Program defined 1
  - Program defined 2
- 1 Alternative: The brand
- Feedback: Many people choose a popular brand.
- Coordinates: (empty)
- Order: (empty)
- OK:  N  Y
- Photo: 11\_545

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.

There is a list of four 'Types of Questions' to the right of the text box 'Question':

- Multiple-choice : one alternative is the right one.
- Yes/No : indicates for each alternative whether it is right (Yes) or wrong (No).
- (Mark : *is not used in this application, therefore not applicable*).
- (Sequence : *is not used in this application, therefore not applicable*).

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.



**Tip:** You can view the photos (and video fragments) directly in the Editor. Press the right mouse button in the box with the number of the photo's or video's. A bar will appear with for instance <SELECT>, <SHOW PHOTO> and <WATCH VIDEO>. By clicking <WATCH VIDEO>, the video 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. However, take care that only one answer is correct when tests are concerned.



**Caution:** When changing a correct answer (Y) to an incorrect (N) one, please check the Feedback to see if it is still correct. 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!

### Changing the Time of Intervention and the Duration of the Video

Changes to the time of intervention must be made in the Editor. First select the video fragment of which you wish to change the time of intervention. Watch the video fragment by pressing the right mouse button in the box with the video's number and clicking <WATCH VIDEO> in the menu. **Frame** numbers will appear under the video. Make a note of the number where you would like the time of intervention to begin and of the number where you wish it to end. Fill these in under 'Interrupt from/to 1:' (see diagram 5.5). It is also possible to select multiple moments of intervention. Fill these in the boxes under the above-mentioned box.

Diagram 5.5 Video's Time of Intervention

Interrupt from/to 1:  /

You can determine whether you would like to show the entire video fragment or just a part from a video fragment in the training (e.g. because certain matters are not applicable in your company). Frame numbers must be filled in for this too, but then under the option 'from/to (optional):'. However, it is only possible to either not show the beginning or the end of the passage. Parts in the middle of the video cannot be excluded (there is a possibility to exclude parts in the middle, but this will cause changes in the structure. Please contact MediaVision if you do want to exclude parts in the middle).

## 5.4. Making Changes to the Structure

It is possible to add or remove items (video's, 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 contact MediaVision.

## 5.5 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 1. 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 changing texts used in the Editor and the Registration System easy. 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 would like to change the name of a specific String.

## 5.6 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.
- <EXPORT>  
Exports texts from the Editor to a 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 are not always visible immediately in the left column, although 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 video's 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.

Finally, it is also possible to add other photos to the program. However, the problem is that these photos will not have the same border as was used in the program. We therefore advise you to contact MediaVision about this.

You can also contact MediaVision for any other changes or for questions about the GMP 1 Application.