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# GMP 2 MANUAL

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## 1. INTRODUCTION

GMP 2 is an interactive videotraining for experienced employees of a company working according to GMP regulations.

The program aims at:

- refreshing and deepening GMP knowledge
- showing the causes and effects of GMP violations
- stressing the importance of working according to GMP

The target group of the program are employees who are involved in the pharmaceutical production and have followed the basic interactieve-videotraining on GMP. The course is mainly aimed at experienced employees, group supervisors, and people in their first managerial position. Several cases are also suitable for production crew, as the level of difficulty varies per case.

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.

## 2. GENERAL

This manual provides a short explanation of the GMP 2 Training Application you have purchased. The GMP 2 Training Application consists of three components:

1. GMP 2 Training (chapters 4-6)
2. GMP 2 Registration (chapter 7)
3. GMP 2 Editor (chapter 8)

Choose: [START] ⇒ <PROGRAMS> ⇒ <MEDIAVISION> ⇒ <GMP 2 ENGLISH> to open these components.

The program contains of 3 CD-roms.

- CD 1 Case 1 Example  
Case 2 Broken Vials  
Case 3 Missing Tablets  
Case 4 An Exceeded Expiration Date  
Case 5 A Deviating Content  
Case 6 Tiny Metal Particals
- CD 2 Case 7 A Deviating Temperature  
Case 8 Alarm!  
Case 9 Contaminated Media  
Case 10 A Contaminated Sample  
Case 11 Deviating Analytical Results
- CD 3 Case 12 A Warning  
Case 13 Contaminated Nivitrosan  
Case 14 A Foreign Tablet  
Case 15 A Deviating pH

### 3. 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 disk (excluding the video). The video runs from the enclosed CD-ROMS.

#### Installation

Plug in the enclosed sentinel computer plug

1. Insert the CD-ROM 2 'GMP 2' into the CD-ROM player.
2. Open Windows Explorer and (double-) click the CD-ROM drive (GMP2UK\_2of2) on the left side of the screen.
3. The right part of Windows Explorer will then show the contents of the CD-ROM (GMP2UK\_2of2), 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 2 ENGLISH appears on the screen containing three icons (GMP 2 TRAINING, GMP 2 EDITOR and GMP 2 REGISTRATION).
6. Close the "GMP 2 English" folder. You can now find the new application GMP 2 with its three components in the Start menu under < PROGRAMS >< MEDIA VISION>. The desktop now includes the "GMP 2 English" icon. Use this icon to start the training.
7. Return to the Windows Explorer and open the "indeo" folder. Double-click "Iv5setup.exe" and follow the instructions on the screen. Press [OK] if any messages appear.

*Optional: Only when this is required as the solution to one of the problems illustrated below.*

1. Then open de "Msupdate" folder and double-click "40comupd.exe". Follow the instructions on the screen. If asked, choose to restart the computer.

#### **GMP 2 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. You get the message: Initializing hardware key OR Can't find hardware key

- *Insert Cd-rom nr. 2*
- *Open the folder Sentinel*
- *2 x click setup.exe*

*Restart the computer (Sentinel computerplug must be plugged in).*

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 2". This contains the correct version. Check instructions nr. 7.*

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. The desktop 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.

- *2 x click "40comupdate.exe" This file can be found in the "Msupdate" directory on CD-Rom2. Check instructions nr. 8.*

## 4. PROGRAM ELEMENTS

The course consists of 14 cases and one example case. Each case is followed by an instruction about subjects connected with the problem situation discussed in a case.

At the end of a case, students are asked a question for discussion, to which they can type their answer. This can be used at an (group) evaluation session.

The test contains questions about the discussed problem situations and instruction subjects. The course instructor uses the registration system to decide after how many cases a student is tested.

A description follows below of how cases are structured and how they can be completed.

### Case Structure

Important parts of a case are:

- a. Introduction and possible causes
- b. Checklist
- c. Summary
- d. Background-information
- e. Discussion
- f. Test

#### **a. Introduction and possible causes**

Each practical case is started with a video fragment in which the problem is explained. All possible causes of the particular problem are paid attention to in the fragment, which is accompanied by a short written explanation of the problem.

#### **b. Checklist**

##### *Checklist*

The checklist lists the possible causes already shown in the video fragments. It may also show batch records or other documents in which a clue may be found.

The trainee is given the task to solve the problem. From the checklist the trainee chooses the possible causes that he wants to take a look at. When such a cause is clicked upon, a video fragment or document is shown as well as a relevant question. After the question is answered, on the checklist the trainee enters up whether the fragment/document concerned contained the most possible cause for the problem.

Whenever the trainee believes to have solved the problem he can make this clear by clicking on the *solved*-button. So the student does not have to watch all items.

After the student has clicked on the [SOLVED] button, the program checks whether they have found the mistake (“the source of all the difficulties”). If the student has not, they must continue searching. If the student has, they will receive feedback.

After the student has found the mistakes, the program checks whether there are any items/documents that have not been seen yet. Then the question is asked why they could NOT have been connected with the problem.

After the student has solved the case in that way and has had a written explanation on the mistakes made, a textual explanation will appear illustrating how the problem could have been solved: the search method.

#### **c. Summary**

After it is explained how the problem could have been dealt with, the practical case is finished with a summarizing video fragment. The problems and possible causes are generally looked into. Then the trainee is given background information about things that have something to do with the problem.

#### **d. Theory**

Usually a practical case is accompanied by two items with background information. The items are a combination of video fragments and questions. It is obligatory for the trainee to go through the background information. The order in which this is done is optional.

#### **e. Question for discussion**

A question for discussion succeeds the instruction. This question is asked to verify whether the illustrated problem could occur in the students' own company, or to check what measures are taken in their company to prevent such a mistake from happening.

Different questions for discussion can be included in the case for different target groups. The course supervisor can select, change and add questions in the registration system.

#### **f. Test**

The course has an item supply of approximately 200 questions. The course supervisor can use the registration system to indicate at which times tests must be taken in a particular course route. This means students can be tested at various times in a route.

In the test, the program selects a number of questions at random per discussed case and per instruction subject. If a route contains various test times, then questions are only asked during the second test about the cases studied since the last test.

The registration system allows you to indicate per instruction subject at which level a student must be tested. The default is level A. Level A contains the easier questions. The number of questions also varies per subject. Level B contains more difficult questions. Appendix 3 contains an overview of the number of questions per level per subject.

Students get to see the test result after the test has been done. They can discuss this result with the course supervisor afterwards.

### **Registration System**

Students' data (name, employee number, department, followed course route and date) are registered in the registration system. The test results are also kept per student. In addition, the course supervisor can put together different course routes. Chapter 7 gives further explanation of the registration system



## 5. TO RUN THE TRAINING PROGRAM

### 5.1 How to log on the program: the first time

The course starts with the leader, after which the log-in screen appears. Students' data is entered in this screen. These details are successively:

- the student's employee number
- the student's first name
- the student's last name
- the department where the student works
- the route the student must follow. The course supervisor tells the student beforehand which route to follow. The student then selects this.

By clicking on the [Log-In Other Student] button, several people, who are following the course simultaneously, can log-in. After the student(s) has/have made themselves know to the system, they can use the mouse to do the course. The mouse can be moved over the screen by moving it over the table. Use the left mouse button to click on objects on the screen.

### 5.2. Subsequent Log-Ins

Because the student data is registered, a student who logs in for the second time will see which cases he has already done. The student can choose to continue or to repeat studied sections. If a studied case is selected for the second time, the checklist will appear immediately. This contains the answers the student has given during the first session.

### 5.3 Control Buttons

The program is operated by means of buttons shown on the screen. Those are the following:

#### Function Buttons

[EXIT]	to end the program.
[MENU]	to get back to the menu or to stop.
[CHECKLIST]	To get back to the checklist.
[THEORY]	to get from the menu presenting the practical cases to the menu presenting the items with background information. All followed items are included in this menu. Those may be repeated.
[BACK]	to get back to the previous fragments.
[GO ON]	to go on to the next fragment.
[PROBLEM]	to repeat the problem.

[SOLVED]	to show that the problem is solved.
<b>Video Buttons</b>	
[REPEAT]	to repeat the previous fragment.
[PAUSE]	to stop a video fragment.
[GO ON]	to continue a video fragment after pausing.

#### 5.4 Global structure

When having started the program, the trainee passes the following screens:

Welcome Screen	A short welcome screen appears.
▼	
Leader	Short opening fragment.
▼	
Log-on screen	In this screen the trainee enters his/her personal data.
▼	
Introduction	An introductory video fragment.
▼	
Explanatory screen	In this screen the program is explained, as are the buttons to operate it with.
▼	
Example case	This case will not be registered
▼	
Menu	An overview of the practical cases to be followed and of the moments when the trainee is tested.
▼	
End of Course	The course is finished after all cases have been done and all tests have been made.

#### 5.4 Stopping prematurely

The program can also be stopped prematurely. This is done by clicking on the [MENU] button. By means of that button more and more global menus are entered until the trainee can see the [EXIT] button.

## 6 GMP 2



GMP 2 is the actual training application. You can open this by pressing <START>, <PROGRAMS>, <MEDIA VISION>, <GMP 2 ENGLISH>, <GMP 2 TRAINING> or by clicking the GMP 2 ENGLISH icon on the desktop.

The training can be done in two modes:

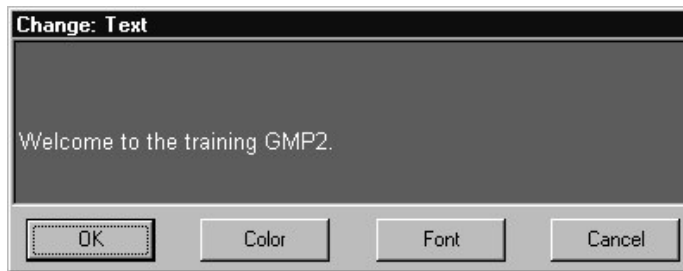
- **Normal**, as the student will view the application.
- or in '**EditMode**'.

**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 2 Registration. See chapter 7 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 bar will appear with that text.

**Diagram 6.1: GMP 2 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. |

## 7. GMP 2 REGISTRATION



You can open “GMP 2 Registration” by <START>, <PROGRAMS>, <MEDIAVISION>, <GMP 2 ENGLISH> and then <GMP 2 REGISTRATION>.

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

### 7.1 Acces 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

After entering the password ‘MV’ and clicking [OK], you will see an overview of the students that have logged in for the GMP 2 Application.

### 7.2 The Overview Screen

Diagram 7.1: Screen Showing Overview of GMP 2 Registration.

The screenshot shows the 'Registration GMP 2' application window. It features a menu bar (File, Edit, View, Help) and a main data table with columns: Employee, Name, Department, Date, Time, Total score, Score 2, Score 3, and Score 4. Below the table is a summary section with navigation buttons and a 'Total' box.

Employee	Name	Department	Date	Time	Total score	Score 2	Score 3	Score 4
942146	Andrew Arrow	Warehouse	5-1-00 11:05:15	2:56	54%	78%	80%	68%
963920	Harry Hemmingway	Management	14-1-00 9:51:15	6:04	74%	100%	86%	88%
968311	Eve Everton	Production	7-1-00 10:57:16	2:45	72%	74%	82%	95%
974412	Frank Foster	Service	15-12-99 11:06:06	2:37	91%	85%	93%	62%
979867	Gerald Gardener	Production	21-12-99 11:41:40	1:15	72%	84%	95%	79%
980018	Chris Carter	Management	29-12-99 17:53:51	1:58	78%	67%	89%	67%
981216	David Dime	Laboratory	12-12-99 9:13:24	2:09	85%	72%	96%	98%
983847	Becky Blue	Technical dep.	27-12-99 12:29:59	2:32	98%	85%	80%	76%

Number of students / average score			
P. case 2:	2 / 65%	Re-exam:	0 / - %
P. case 3:	1 / 86%	Re-exam:	0 / - %
P. case 4:	1 / 88%	Re-exam:	0 / - %
P. case 5:	1 / 90%	Re-exam:	0 / - %
P. case 6:	1 / 88%	Re-exam:	0 / - %
P. case 7:	1 / 88%	Re-exam:	0 / - %
P. case 8:	1 / 50%	Re-exam:	0 / - %

Total	
Number of students:	8
Average score	75%
Average time of study:	2:47

Buttons at the bottom: Overview, Details, Analysis, Routes, Print..., Exit.

The name, employee number, department and log-in date is shown for each individual student. In addition, the Registration System shows three different times. The first is the date when the student finished the training. The second gives the total time that the particular student was logged in. The last, time registered, contains the time when the last question of the test was answered. Fourteen scores and fourteen resit scores are also registered, that match the fourteen tests in the training. 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 7.4).

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.

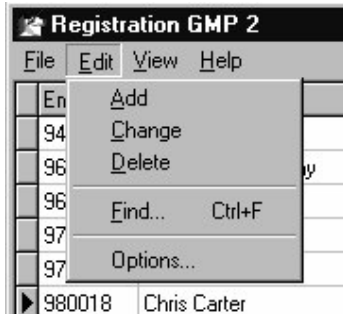
The new column settings must be saved, otherwise the columns will appear in the old set-up after restarting the program. Saving columns is done by choosing <EDIT>, <OPTIONS>; [COLUMNS]. See paragraph 7.7.

## 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 7.8.

Diagram 7.2: The <EDIT> menu of the GMP 2 registration system



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

Diagram 7.3: Personal Data Screen in GMP 2 Registration System

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

- Enable test: This indicates that the student will do the test immediately after logging in.
- Normal, Re-exam. The results are saved as normal or as resit. Example: re-exam is on, which means a student is doing the test for the second time. Both results are registered.  
Note: Enable test must also be switched on
- Overwrite Existing Results. This command lets you decide whether the existing results may be overwriting 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.  
Note: Enable test must also be switched on.

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.

Note: re-exam and overwrite existing results must be switched on per **individual practical case**.

For example:

<b>First session</b>	<b>Normal test</b>	<b>Second session</b>	<b>Re-exam complete test</b>
P.case 2	select test <input type="radio"/> normal <input checked="" type="radio"/> re-exam	P.case 2	select test <input checked="" type="radio"/> normal <input type="radio"/> re-exam
P.case 3	<input type="radio"/> normal <input checked="" type="radio"/> re-exam	P.case 3	<input checked="" type="radio"/> normal <input type="radio"/> re-exam
P.case 4	<input type="radio"/> normal <input checked="" type="radio"/> re-exam	P.case 4	<input checked="" type="radio"/> normal <input type="radio"/> re-exam

Test

Test

Now all testquestion (concerning P.case 2+3+4) will be registrated as Re-exam

Note: enable test must be switched on

Enable test

✓ P. case 4

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.

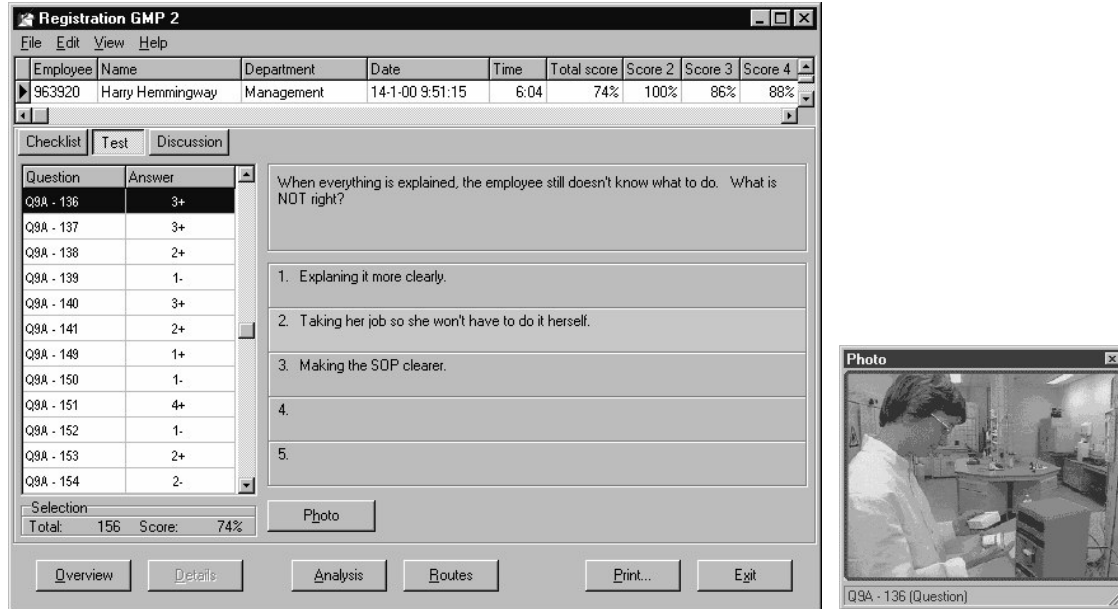
To **delete** students from your registration file, go to <EDIT>, <DELETE>. This command deletes one of more students from the file.

**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'.

### 7.3 The Detailed Screen

The button [DETAILS] gives detailed information of the results 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 7.4: Detailed screen of the GMP2 Registration System**



You will first see the completed checklist that can be reviewed. By then clicking on the [TEST] button, you will see the answers a particular student has given to test 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 (light green in diagram 7.2). This way you can check which answer a student gave for every (test) question and whether this was correct.

Finally, you can see a student’s answers to the questions for discussion by pressing the [DISCUSSION] button.

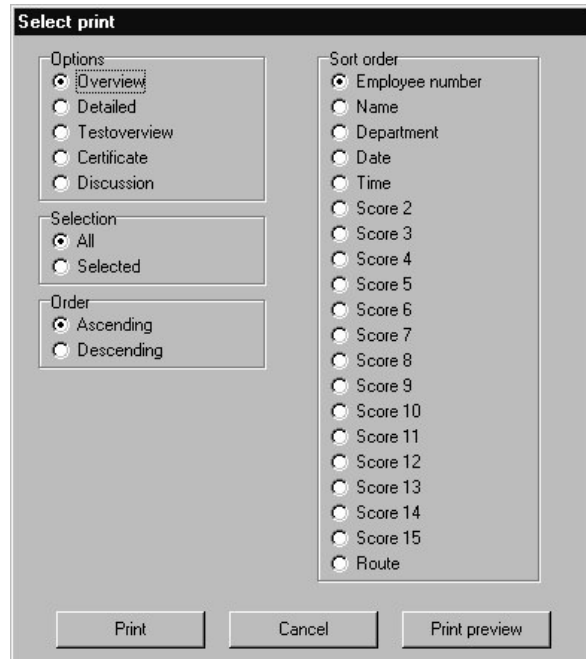
Clicking the [PHOTO] button will allow you to view the photo belonging to the selected question. You will also see the accompanying photo if you click on the text of a question or of an alternative answer. If the question and the alternative answers each have a photo, more than one photo will appear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



## 7.4 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 7.5: Print Screen of GMP 2 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, you can print a certificate for each student or you can print the discussion. With the option testoverview you can print an overview with the average score per separate testquestion.
- **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).

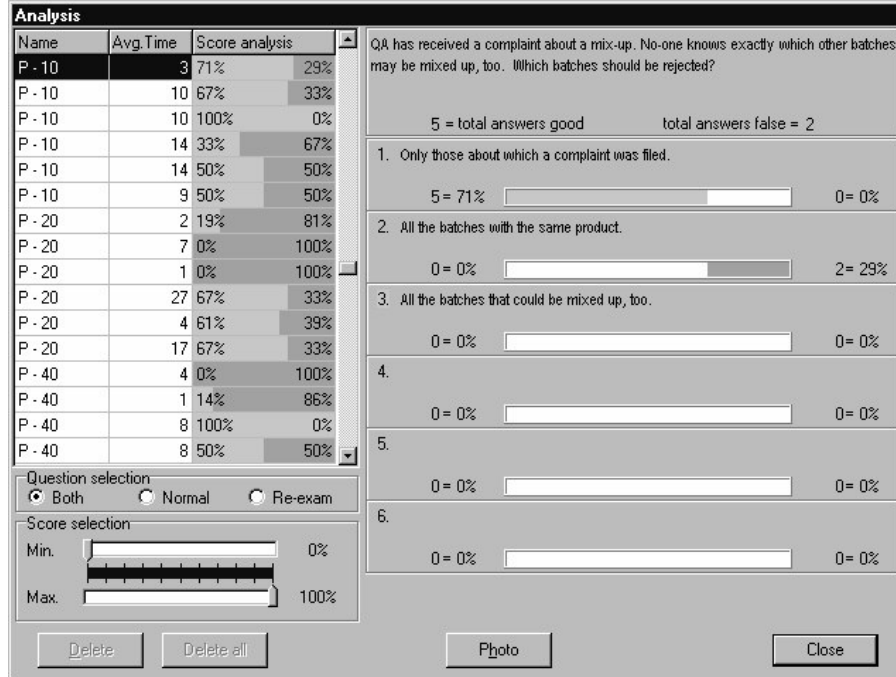
### **Tips:**

- 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.

## 7.5 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 7.6: The GMP 2 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. Of a selected question, the screen will show, per alternative answer, how many students choose this alternative answer correctly or incorrectly. 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.

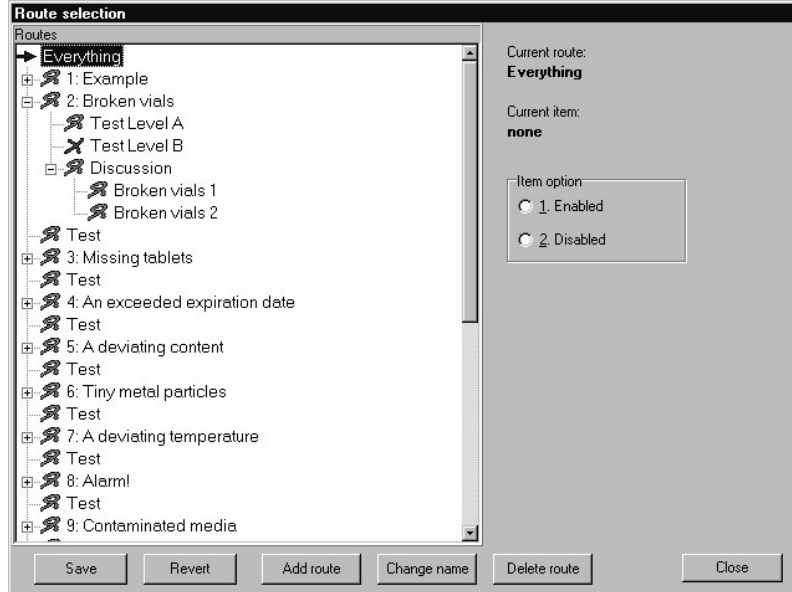
### Tips:

- ‘Question Selection’ and ‘Score Selection’ (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 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 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.

## 7.6 Routes

You can select <ROUTES> in the <VIEW> menu or by clicking on the [ROUTES] button at the bottom of the screen. This command allows you to make certain default programs for students. A default program is called a route and contains a selection of practical cases, test levels and discussions.

Diagram 7.7: The GMP 2 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. Now you can indicate which sections you do **not** want to include in the route.
- Double-click the new route name so that all practical cases will be visible. By double-clicking a module, or by clicking +, Test level A, B and Discussion become visible.



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



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

- Unselect entire practical cases that you do not want to include by clicking  2. DISABLED or pressing [ALT]-[2]. An X will replace the curlicue in front of the part you just unselected.

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

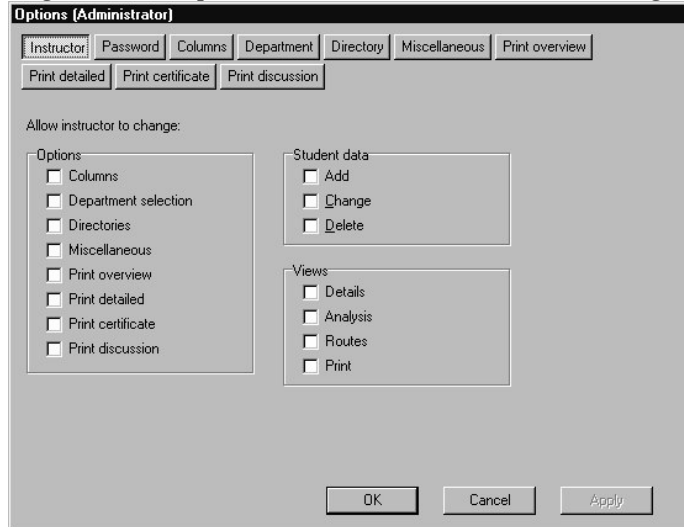
To delete a route, click on the route, then click [DELETE ROUTE]. The route will vanish from the screen after you have confirmed the deletion. However, this change must be saved too!

(De)selecting a test has an additional characteristic. You do not indicate whether a test should or should not appear in the course, but when it should be made. All selected subjects are tested, however, you can choose when. For example, after five cases (deselect the test for cases 2 through 4 and select the test for case 5). In this instance, the student will be tested for cases 2 through 5, **after** completing case 5.

## 7.7 Options

The <EDIT> menu contains the command <OPTIONS>. This allows you to turn all options (settings) of the GMP 2 Training and the Registration System on or off.

**Diagram 7.8: The Options Screen {Administrator} of the GMP 2 Registration Syteem**



The options are:

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

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 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 ‘GMP2.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, when logging on, the student 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 2 program, then fill the letters of the drives in 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.

➤ [MISCELLANEOUS]

- **Automated Mouse;** the pointer of the mouse will automatically move to the "Go on" 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>.
- **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 editorprogramm.
- **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.
- **Multiple log on;** allows more than one student to follow the course simultaneously. The data of all logged-in students is registered.

**Caution:** the test is only registered for the student who logged in first. Other students must do the test separately.

- **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 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.
- [PRINT DISCUSSION]  
You can indicate here what data you wish to print of the answers to the questions for discussion.

## 7.8 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 16**  
Prints data. You can choose which way to have that printed.
- <EXIT>  
Closes the GMP 2 Registration System.

### <EDIT>

- <ADD> **page 13**  
Adds a student.
- <CHANGE> **page 14**  
Changes the filled-in information of a student.
- <DELETE> **page 14**  
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 19**  
Changes the GMP 2 Training's and Registration System's settings. Certain options are only available to the administrator and not to the instructor.

### <VIEW>

- <OVERVIEW> **page 11**  
This screen shows an overview of all students and their data.
- <DETAILS> **page 15**  
This screen shows an overview of all the answered questions of one selected student.
- <ANALYSIS> **page 17**  
This screen shows all questions and an overview of the scores per question.
- <ROUTES> **page 18**  
Routes that can be followed by students, can be created in this screen.
- <PHOTO> **pages 15 and 17**  
Shows the photo of a selected question.

### <HELP>

- <ABOUT>  
This screen offers information about MediaVision.

## 8. GMP 2 EDITOR (Summarized description)



The “GMP 2 Editor” provides the structure and contents of the training application. You can open the Editor by clicking <START>, <PROGRAMS>, <MEDIAVISION>, <GMP 2 ENGLISH> followed by <GMP 2 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 three)
2. In the ‘GMP 2 Editor’.

### 1. *EditMode*

We strongly advise you to make textual changes directly in the training application, and not in the GMP 2 Editor. To do this, select the EditMode in GMP 2 Registration. Please see page 10 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 the chances are smaller 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 2’ directory. Save this copy as a back-up.

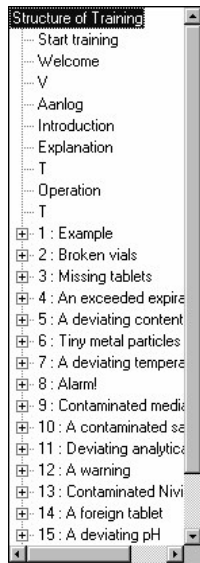
## 8.1 The structure of the Training

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 8.1).



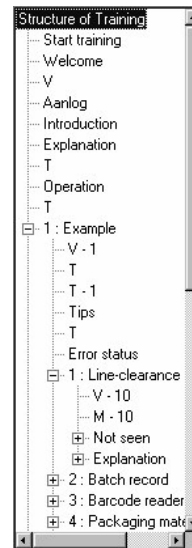
Diagram 8.1: Structure of the training in the Editor



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 8.2: Structure Example in the Editor

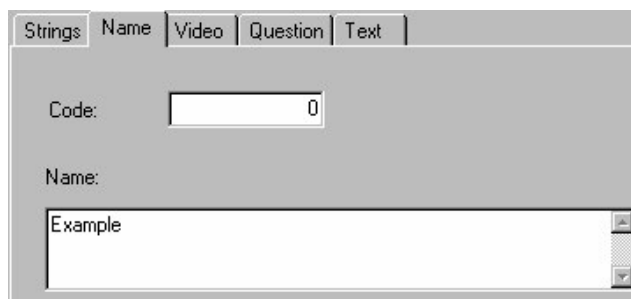


The lowest level contains *items*. These show what video, what question and what text are shown to the student on the screen during the GMP 2 Training Application. The items first show what type of item they are: V (video), Q (question) and T (text) followed by a number. The number contains the number 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 recognize 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.

## 8.2 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.

Figuur 8.3: Inhoud cursus in de Editor



- Strings: see paragraph 5.5 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.

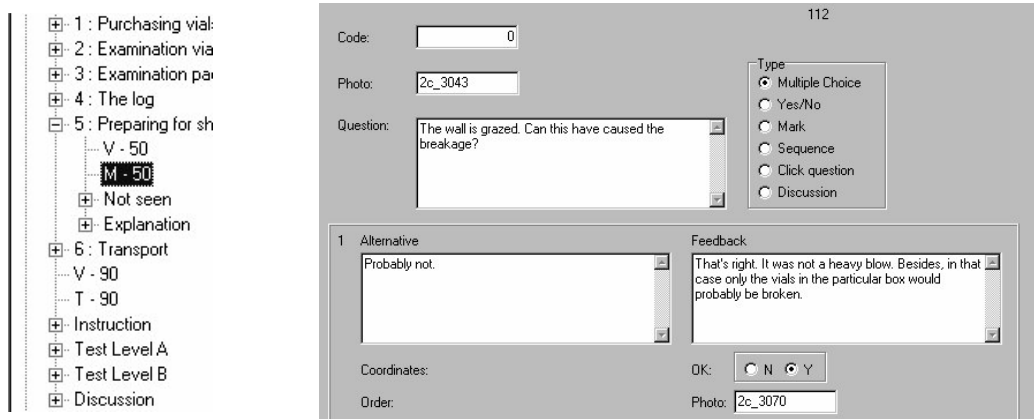
It is possible to make changes in the structure as well as in the contents. However, think ahead about what you are going to change and NEVER just change something as an experiment, as changes are made effective immediately.

### 8.3 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 8.4: Contents of Question 'M50' in case 5.



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: mark the right place in a picture.
- Sequence: *is not used in this application, therefore not applicable.*
- Click Question: click on the right answers only
- Discussion: answer an open question

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 passages) directly in the Editor. Press the right mouse button in the box with the photo's or video's number. 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 a Mark Question

Use the editor to change the marked area in a mark question.

**Diagram 8.5: changing the coordinates of a Mark Question**

The screenshot shows the editor interface for a Mark Question. The 'Question' field contains the text: "Can you find any clue in this batch record that may have something to do with the problem?" and "If you can, click on it in the document. If you cannot, click on the cross in the top left corner." The 'Feedback' field contains: "No. The bar code reader was causing problems. This needs to be investigated, since this may have something to do with the problem. If you now click on [Go on], you'll see that 'Bar code reader adjustment' is added to the checklist." The 'Coordinates' field is set to "2,0,26,22". The 'OK' buttons are labeled "N" and "Y".

To enlarge the field, first reduce the first two numbers. The two last numbers must become higher. 0, 0, 35, 30 would lead to a larger marked area, based on the co-ordinates from diagram 8.5. To reduce the marked area, do the opposite. Check whether the marked area has the right size in the registration system of the GMP-2 program.

### 8.4 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 contact MediaVision.

## 8.5 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 2. 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.

## 8.6 Menu Bars

In de voorgaande paragrafen is kort uitgelegd waar de Editor voor dient en wat ermee gedaan kan worden. In de Editor bevindt zich nog een aantal opties die wij kort toelichten:

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 unauthorized 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 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.

Finally, it is also possible to add other photos to the program. However, the problem is that these photos will not have the same frame 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 2 Application.