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Thank you for choosing the SOS multimedia training program.

The overall objective of any of our Training Solutions is to promote change so that participants will not only have increased measurable knowledge and skill but will actively demonstrate changed behaviour, this is achieved by producing products that make training Interesting, Enjoyable, Relevant and Memorable. This in turn will increase awareness and can reduce accident levels.

The SOS computer game is a very powerful training tool. It is very easy to use but at the same time provides sophisticated control and analysis for individual training sessions. Combining the highly informed content of the SOS training games with the ability to network and collate results automatically, provides Trainers and Managers with a very valuable aid to training and testing staff.

Games can be very effective in training sessions, they add an element of competition which can in turn lead to staff being more relaxed in what can sometimes be a tense atmosphere. This will help them absorb the knowledge quicker and retain the information longer. Staff can even be in a position where they are fully trained in a certain area without knowing they have been put through any rigorous training.

Stand-alone versions.

- Insert your CD-Rom into the CD-Rom drive. The disk will auto install onto your hard drive, then follow the instructions on the screen.
- If auto install is not set up on your computer, go to My Computer, click on the SOS icon and double click on Safety.exe. This will install the program for you.
- When you have followed the entire on screen instructions, the program will be installed. This may take a few minutes depending on your computer system.
- Once the program has installed click "Finish"
- Click on the "Start" button, go to programs then to "SOS Game".
- A shortcut icon will also be displayed on the screen. If this is not required, it can be deleted in the normal way.

To remove Stand-alone versions

- Click on "Uninstall" to uninstall the SOS program from your computer.

Networked Versions.

- Install the program on your chosen server as with the stand-alone version.
- The program will then need to be installed on each computer on the network depending on the licence. This can be done either manually or by creating a batch file. A shortcut icon will also be displayed on the screen of each computer. If this is not required, it can be deleted in the normal way.
- On each of the computers, click on "edit" on the front screen, then enter the password "admin" or your other chosen password. Click on "Settings" then the "Browse" button in the bottom left hand corner of the screen. Browse to the chosen server and click on the file where the SOS program is stored, source the database "sosq.mdb" and click on that file.

A FULL EXPLANATION OF HOW TO USE THE PROGRAM IS DESCRIBED IN DETAIL IN THIS MANUAL. IT IS STRONGLY RECOMMENDED THAT YOU READ THE MANUAL BEFORE USING THE SYSTEM.

- Click on the GAME.exe button.
- After a few seconds you will see the SOS Game Main Menu.
- There are 4 buttons at the bottom of the screen.

ABOUT

Click on the 'ABOUT' button to view the 'ABOUT' screen.
This screen displays information about SOS.

EDIT

The 'EDIT' button will take you into the administration section of the game.
The administration section is password protected.
The default password is 'admin'.

GAME

The 'GAME' button starts the game.

EXIT

The 'EXIT' button quits the program. You will be prompted to confirm that you really want to exit. Click on 'yes' to quit, or 'no' to return to the main menu.

The SOS Game is very easy to play. From the main menu click on the 'GAME' button. The first screen that you see is the highest score screen. This screen displays the highest scorers in points and the department/session they played in.

Click on 'CONTINUE' to play the game.

You will be prompted to enter the name of each individual or team playing. The generic version can be played by up to 8 individuals or teams.

Once you have typed in the first and last name, click on the grey box, this will provide you with a drop down menu to select your site/department as appropriate.

The options in this menu are entered by the administrator in the 'SETTINGS' section.

Note

Before a user can play the game under a specific department, you must ensure that the department has categories assigned to it. Again, this is done in the 'SETTINGS' section. For more information on using the Settings, see the "SETTINGS SECTION" in the Administration Section.

Once you have clicked on the appropriate and correct site/department, click on "Add Another Player"

Repeat this process until the correct number of users has been entered.

Note

If the "Preset Login" is activated, the Names and departments/sessions will already be entered. For more information on how to use the "Preset Login" feature, see "Preset Login" in the Administration Section.

Click on "Start Game" to start the game.

You will be prompted that the program is "constructing a game, click "OK" to continue, this may take a few seconds.

You will then be taken straight into the game screen.

At the bottom left are the scores, the users name(s) represented by the corresponding coloured token(s).

At the top right is the text prompt telling the respective player to click on the dice. At the middle right is the 'EXIT' button and 'SOUND ON/OFF'. (If being played in an area where sound may disturb other people working, then the sound should be turned off.)

Note

Sound will only be heard on sound activated machines.

At the bottom right is a key representing the list of categories. These match the corresponding coloured squares on the board. If the player lands on a square for a category that has been excluded from the game, the word random will be displayed as one of the listed categories, the player will then be asked a question randomly selected from the included question categories.

Note

If more than one department is playing and the departments have been assigned different categories, the list of categories at the bottom right of the screen will change for each department. This could mean that the coloured square on the board might represent a different category for different players.

All players start at the square adjacent to the "START" button.

The prompt at the top right tells which player to take their turn.

The player clicks on the dice to roll it. The dice rolls and displays the number selected.

The current player will then be asked a question.

The Question will be either displayed as a large font on full screen and be reduced to a smaller font in a given time, or will be displayed immediately on the Answer screen. This will depend on whether the "Display Question Banner For _ Seconds" functionality is activated. For more information on activating the "Display Question Banner For _ Seconds" functionality see the "Settings" section in the Administration Section.

On the question screen, at the bottom left is the time counter showing the amount of time remaining to answer the question.

Read the question and click on the answer you think is correct, or on the corresponding number on the keyboard.

If the "Ask Player To Conform Answer" functionality is activated, the player will be prompted if this really is the answer they intended to choose. Clicking on Yes will accept that answer, clicking on No will return the player to the Answer screen and they will be able to choose another answer.

If the "Ask Player To Conform Answer" functionality is not activated, the program will always accept the first answer given. The user will then not be given the opportunity to change that answer.

Note

The time will still tick away whilst the prompt is displayed, if the player does not click on Yes or No respectively in the overall time given to answer a question, the program will accept the first answer they have given. For more information on activating the "Ask Player To Confirm Answer" functionality see "Settings" in the Administration Section.

If the “Show Correct Answer If Player Gets It Wrong” functionality is activated, an alert sound will play and a tick or cross will appear indicating a correct or incorrect answer.

If the chosen answer is correct a tick will appear to the left of the answer.

If the chosen answer is incorrect a cross will appear next to that answer and the correct answer will be indicated with a tick.

If the “Show Correct Answer If Player Gets It Wrong” functionality is not activated, only the chosen answer will be highlighted with either a Tick or a Cross.

For more information on activating the “Show Correct Answer If Player Gets It Wrong” functionality, see “Settings” in the Administration Section.

If the question is answered incorrectly, a text explanation will appear over the top of the Questions and Answer screen. This will explain why the Answer that you have chosen is incorrect and some cases may make reference to a specific Regulation or Policy.

Note

This facility is only available on programs that have been issued with explanation statements.

Once you are finished on the question screen, click on the ‘DONE’ button on the Question and Answer screen (or Explanation screen), or click the enter button on your keyboard, this will return you to the game.

If the “Move Player Back After Wrong Answer” functionality has been activated, the players token will move back to its original position on the board before that click of the dice. If the “Move Player Back After Wrong Answer” functionality is not activated, the players token will remain on that square whether the question was answered correctly or incorrectly. For more information on activating the “Move Player Back After Wrong Answer” functionality, see “Settings” in the Administration Section.

Once returned to the game screen, the score for that player will reflect the answer given.

Points are added for correct answers and deducted for incorrect answers.

The next player will then be prompted to roll the dice.

If the game is being played as a one to one, then the same person will be prompted to roll the dice again.

The SOS Program can be set up to allow the game to be played in 4 different game types. For more information on the game types, see the ‘SETTINGS’ section.

Once the game is over, it will exit from the game screen and automatically display the results.

The Results screen will display each users Name and the corresponding number of points achieved by that user.

Any player qualifying for a Certificate Of Achievement, will be indicated with a rosette to the right of the players' name.

To print the certificate click on the rosette.

The administrator can restrict the printing of certificates, this is done in the 'SETTINGS' section.

To print out a list of questions attempted by each player in this game, click 'PRINT'.

The Printout for each player will clearly identify which questions were answered correctly and incorrectly by that player. They may then retain the Printout for future reference.

Note

The Results for each game can also be printed out later from the "Results" section in the "Admin menu". For more information on using the Results analysis see the "Results" section.

Once you are finished on the scores screen click on the 'EXIT' button. You will be taken back to the main menu.

The SOS computer program is very powerful and flexible in the ways in which it can compile and analyse the results of each players' attempts at the game.

An administrator has password-protected access to all the Settings, Questions and Results in the program.

To enter the administrator area of the SOS program, click on the 'EDIT' button on the main screen. You will be prompted for a password.

When you first install the game the password will be the default 'admin'. You should change the password to something secret before going any further. This is done in the 'SETTINGS' section.

Note

Passwords are not case sensitive. You can use any combination of numbers or letters in upper or lower case.

IMPORTANT:

PLEASE ENSURE THAT YOU KEEP A SECURE COPY OF YOUR PASSWORD AND MAKE SURE THAT YOU CHOOSE A PASSWORD THAT IS NOT EASILY GUESSED. MOST UNAUTHORISED ACCESS TO PASSWORD PROTECTED SYSTEMS IS ACCOMPLISHED BY SIMPLY GUESSING WHICH WORD THE ADMINISTRATOR HAS USED.

Once into the administration section, you will see 6 buttons:

- QUESTIONS
- RESULTS
- SETTINGS
- CATEGORIES
- PRESET LOGIN
- CANCEL

To exit this section click on the "CANCEL" button, this will take you back to the Main Menu.

The following pages will look at these sections in detail.

From the Main Menu, click on 'EDIT' and enter the password.

Click on the "SETTINGS" button. This will take you to the Admin/Settings screen. From this section you can change the password by entering the old password followed by the new password then repeating the new one again.

Changing the game settings.

Difficulty/Scoring

Difficulty levels can be set from 1 (easiest) to 3 (hardest). At level 1 only the one-point questions will be asked, at level 2 the 2 point questions and level 3 the 3 point questions.

The levels can also be mixed e.g. click level 1 and 2 to ask both 1 and 2 point questions, click level 2 and 3 to ask 2 and 3 point questions, etc.

A time limit in seconds can be set to answer the questions, 30 seconds is quite generous, 10 seconds is quite tough, but the time allowed is controlled by the discretion of the administrator. It can be set to a maximum of 90 seconds.

The starting score for each user can also be set from this section. It is important that the starting score is relatively high, as the user answers a question correctly the corresponding points will be added to the score, but if they answer incorrectly, the corresponding points will be deducted.

The program will also print a certificate of achievement, there is a check box to allow users to print certificates. Check this box if you want the users to be able to print certificates after completing the game. Uncheck the box if you want to maintain control over printing or you do not intend to print certificates.

You can also set a minimum score in points to qualify for a certificate. Type the score in the box.

To set the players token to move back the corresponding number of moves on the board if the question is answered incorrectly or if the question times out, the "Move Player Piece Back After Wrong Answer" box must be checked. If it is not, the players token will remain on that square regardless of whether the question is answered correctly or incorrectly.

Game Type

The game type can also be set from here.

There are 4 different ways to play the game:

- First to reach a set target score.
- Programmed to ask a set number of questions to each player.
- First around the board.
- Set to a pre-programmed time limit in minutes.

Choose the game type by clicking on the button to the right of that game type and print in the set score, the number of questions or time limit in minutes as appropriate.

Different department/sessions are also added in the "SETTINGS". Write the new department/session in the box at the bottom of the Department section, then click on the + sign. That department/session will then be added to the list of existing department/sessions and will show up on the department/sessions "drop down" Menu when a user enters the game.

Different sets of questions can be asked to each different department/session in the same game. To assign questions to department/sessions, click on that department/session you will then be taken to the Admin/Settings/Department screen.

This screen is split into two scrolling lists, "CATEGORIES ASSIGNED" and "CATEGORIES NOT ASSIGNED", click on the categories to move them from one list to the other accordingly

Users choosing that department/session when entering the game will only be asked questions from the Categories Assigned to that department/session. This allows all users and teams to play the same game, but will only be asked questions that are relevant to them.

To delete or remove a department/session place all the categories in the categories NOT assigned box, the program will realise that the department/session chosen cannot take part in any further games. You will be prompted that the department/session will be erased. This will not alter any previous results that have been played by that department/session. To re-enter a department/session, type it back into the category box in the "SETTINGS" section.

All of the settings in this section will become default for every game until changed by the administrator.

Note

The program will not ask questions from sub-categories that have been excluded in the main "CATEGORIES" section. It is therefore important to check that all categories required for each user or department/session playing, have been activated in the CATEGORIES section.

For more information on excluding questions and categories see the "CATEGORIES" section. If more than one department/session is taking part in a given game and different categories have been assigned to different department/session, each player may have a different list of question categories on the game. For more information on how the game screen is set up, see "PLAYING THE GAME".

You must also ensure that each department/session has at least one category assigned to it or that department/session will be erased.

Presentation.

To display the question for a given time on the full screen with large font before being reduced to the font size of the answers, the "Display Question Banner For _ Seconds, must be checked. If it is not, the Question will be displayed at the top of the Question and Answer page immediately and the time to start answering the question will begin on the question being displayed.

To allow the player to be given the option to chose whether they intended to give that answer, i.e. the prompt box appears, the "Ask Player To Confirm Answer" box must be checked. If it is not, the program will automatically accept the players first answer and will deduct or add the points accordingly.

To show the correct answer if a player chooses the wrong answer, the "Show Correct Answer If Player Gets It Wrong" box must be checked. If it is not and the player answers a question incorrectly the program will deduct the points, but not indicate the correct answer i.e. the only time the Tick will appear is if the correct answer is chosen.

Click on CONTINUE to return to the "SETTINGS" screen.

Click on "DONE" to return to the administration menu.

Administrators can browse the SOS questions and analyse the correct and incorrect responses to them.

From the “QUESTIONS” section a specialist category can also be created.

To enter the “QUESTIONS” section click on the “QUESTIONS” button.

You will enter the Question list screen, this screen displays all the questions in your SOS game and various information about them. You can browse all of the questions that a player may be asked or questions from any of the individual categories.

To view questions from individual categories, click on the box under “Category” at the top left to view a scrolling list of the main categories in your game. Click on the category you wish to view in full.

Each line will represent one question, the text to the question is shown, points assigned to that question, the category it belongs too, how many departments/sessions that question/subcategory has been assigned too and the number of times it has been answered “correctly” or “incorrectly” by percentage.

Being able to view questions that are mostly answered “incorrectly” is a very powerful way of identifying areas where there is a specific lack of knowledge, this could be a potential accident/problem area.

As more people play the game and more results are collated, the more meaningful information will be collected.

You can sort the currently found question records into order by clicking on the column headings:

- Click on the “Question” or “Category” heading to sort into alphabetical order respectively.
- Click on the “Points” heading to sort the questions into point value order.
- Click on the “Dept” heading to sort in order of departments/session assigned.
- Click on the “tick” graphic to sort the question records into the descending order of questions answered correctly.
- Click on the “cross” graphic to sort the question records into the descending order of questions answered incorrectly.

Information about individual questions can be browsed in much greater detail on the “Question Browse screen”. Double click on any individual question to go to the Question Browse screen.

To view all of the questions in your chosen sorted order, in numerical order, click on the “Browse” button at the bottom of the screen.

From the “Browse” screen you can view one question at a time, it will display which main category and sub-category the question belongs to. It will also display the possible answers that are offered and lists all the occurrences of a question and the number of times it was answered “correctly” or “incorrectly”.

On the right there are two scrolling lists, the top list shows game sessions where the players have answered the current question “correctly”. The bottom list shows game sessions where the players have answered the current question “incorrectly”.

This information is very powerful because not only does it list how many times a question was attempted, it lists all the players that have answered the question “correctly” and “incorrectly” and the dates that it was attempted.

This will indicate certain individuals or groups who need more training, information and instruction in given working areas. It will also help trainers identify areas where delegates do not understand the training and therefore plan future training sessions.

At the bottom of the screen are some navigation buttons |< < > >| use the < > buttons to move through the questions in your chosen sorted order and |< >| buttons to move to the beginning or end of that list of questions.

Assigning Specialist Questions

From the “Question Browse Screen” you can also assign questions to a Specialist category.

By checking the Specialist box at the top right of the screen, that question will automatically become a “Specialist” question and will no longer be a question relating to that sub-category.

This can be very powerful when running a training session, certain questions can be chosen and sent to the Specialist section to test individuals on specific areas and topics covered in that training session.

An unlimited number of Questions may be taken from any category or sub-category to create the “Specialist Category”.

If the program is then told to ask Specialist questions only, it will ask questions from your "Specialist Category" this allows you to make up your own game for specific training sessions.

Uncheck the Specialist box and that question will return to its original category/ sub-category.

Example 1

If you were to assign 20 questions to the "Specialist" category for an end of session evaluation, instruct the system to ask "Specialist" questions only. This is done by un-checking all the sub-categories except "Specialist" in the "CATEGORIES" section. The program will then only ask those 20 "Specialist" questions. For more information on excluding categories, see the "CATEGORIES" section.

Note

If only 20 questions have been assigned and the program is instructed to ask 20 questions, it will ask 20 questions to each player. It is therefore important to either divide the number of questions between the players, e.g. if there are 4 players, it should be set to ask 5 questions to each player, i.e. 5 questions to 4 players making a total of 20 questions, if there are 2 players, it should be set to ask 10 questions to each player, i.e. 10 questions to 2 players making a total of 20 questions. Alternatively assign more "Specialist" questions.

The "Specialist" section can also be used to ensure certain questions are not asked. By assigning a question to the "Specialist" section and un-checking "Specialist" in the "CATEGORIES" section, it will not call those questions for any of the players. For more information on excluding categories, see the "CATEGORIES" section.

Example 2

If there are 40 questions in a sub-category and only 34 of those questions are required for the players answering questions from that category, check the "Specialist" box on those unwanted questions and un-check "Specialist" questions in the "CATEGORIES" section. Those questions will then not be asked in any part of the game. For more information on excluding categories, see the "CATEGORIES" section.

The most powerful feature of the SOS game is its ability to store results, analyse individual training sessions, test effectiveness of training and provide a full diagnostic report.

Every time a user plays a game a result record is created and this stores the details about how well that user performed for that game session. This allows Administrators, Health and Safety/Training Officers, Personnel Staff, Managers and Directors to identify areas where there is a specific lack of knowledge and more training or information is needed.

It also keeps a record of any training session that has been undertaken unsupervised.

You can view all of the result records together in the "Admin/List Results" screen. To enter this section click on "RESULTS" in the administration menu.

From this screen:

- Click on Name or Department to sort into alphabetical order.
- Click on Date or Time to sort the results in the order of the date and time they were played.
- Click on Score to sort in order of highest to lowest scores.
- Click on Total to sort in order of the total number of questions asked to each individual or team.

Also shown is the number of questions each user answered "Correctly" or "Incorrectly" and an overall percentage for each result:

- Click on "Incorrect" to view the users in descending numerical order who have answered most questions incorrectly. These are the individuals, teams or departments that need more training or information in those given areas.
- Click on "Correct" to view the users in descending numerical order that have answered most questions correctly.
- Click on % to sort in order of the individuals or teams that have answered the highest to lowest percentage of questions correctly.
- Click on "PRINT" at the bottom of the screen to print out a copy of the list you are currently viewing in your chosen sorted order.

To search and view a more specific set of results, click on "Find".

For more information on "Find" see the "FIND" section.

If you are not satisfied with any of the individual results and you wish to view the questions attempted in that game in more detail, double click on that result or click on the browse button at the bottom of the page to view each result separately in your chosen sorted order.

This will take you into the “Admin/List/Results/Player” screen.

This screen shows the users Name, Department, the Date and Time the game was played, the Questions Attempted and which of these Questions were answered Correct and Incorrect.

Questions answered are split into two scrolling lists, a list of “Correctly” answered questions and a list of “Incorrectly” answered questions.

You can print each individual record and questions attempted by clicking on “Print” at the bottom of the screen. This printed list can then be used for PROOF OF KNOWLEDGE.

You can quickly move to the “QUESTIONS” section of the program to view other users that have answered any of the questions in either of the scrolling lists by clicking on that question.

This will take you into the “Admin/List Question” screen where you can view other users that have attempted that question.

The list of “Incorrectly” answered questions is particularly important because it can be used to show the questions that one player answered “Incorrectly” but will also indicate if any of those answers are being persistently answered “Incorrectly”, this will enable you to identify gaps in the knowledge of the workforce or employees.

This maybe due to certain individuals or teams, or it may be proof that certain parts of the training sessions are not being explained clearly. This gives the trainers or administrators the opportunity to re-visit and evaluate their training notes and sessions.

For more information on the “Question Browse” screen, see “Question Browse” in the “QUESTION” section.

You can view other results records in your chosen sorted order without going back to the “Results List” screen by using the navigation buttons |< < > >| at the bottom of the screen, use the < > buttons to move through the results in your chosen sorted order and |< >| buttons to move to the beginning or end of that list of results.

As an administrator you can delete results records from this screen, this would also remove that result from the main Results List.

To delete a result, click on the "Delete" button at the bottom left of the screen. You will be prompted to confirm that you want to delete the result record. Click on "Yes" to delete or "No" to return to the screen.

Note

Deletion of records is permanent and cannot be undone.

- Click on "Print" at the bottom of the screen to print out the information on this screen.
- Click on "List" to return to the "Results List".
- "Done" will return you to the Administration Menu.

The "Find" button will allow you to perform a more detailed result search. Click on the "Find" button to take you to the "Find" screen.

For more information on "Find" see the "FIND" section.

To enter the “FIND” section, click on the “FIND” button at the bottom left of the screen in the “Admin/List Results” screen or the bottom right in the Admin/List Results/ Player screen.

This will take you straight to the main “FIND” screen.

This screen will allow the administrator to carry out a more detailed search of any of the results held in the database.

- Click on “Name” to view a scrolling list of all the players that have used the game.
- Click on “Department” to view a scrolling list of all the department/sessions that have been programmed into the game.
- Click on = next to “Time and Date” to detail the search to a specific time and date or between dates. Clicking on the = sign once will show a greater than arrow, clicking a second time will show a less than arrow, clicking a third time will return to the = sign. Use this to search for results equal to, before or after a certain date and time.
- Click on the box next to “percentage of questions answered correctly” to view the search above, below or equal to a certain percentage. Clicking on the = sign once will show a greater than arrow, clicking a second time will show a less than arrow, clicking a third time will return to the = sign.

Examples

Example 1 – Find all the times that David Jones has used the game.

Click on Name
Scroll to and click on David Jones,
Click on "Find"

Example 2 – Find all the results in the Engineering Department

Click on "Department"
Scroll to and click on Engineering
Click "Find"

Example 3 – Find all the times that the game has been used on, before or after a certain Time and Date.

Click on the = sign the correct number of times, i.e. once for before, twice for after and a third time to return to the = sign. Then enter the time and date in the boxes provided.

Click "Find"

Example 4 – Find all users that have achieved a percentage equal to, greater than or less than a certain score.

Click on the = sign the correct number of times, i.e. once for more than, twice for less than and a third time to return to the = sign. Then enter the percentage in the box provided.

Click "Find"

Example 5 – We could now find all the times that David Jones has played the game in the Engineering department before 01.11.03 after 14.00 and achieved less than 70%.

Click Names

Scroll to and click on David Jones

Click Department

Scroll to and click on Engineering

Click on the = sign next to the date twice, type in 01.11.03

Click on the = sign next to the time once, type in 14.00

Click on the = sign next to percentage of correct answers twice, type in 70

Click "Find"

The program will search and find any combination you type into the boxes.

When you have specified what you require and Clicked on "FIND" you will be taken to a new detailed Admin/List Results screen.

This will display your chosen find in a list and allow the administrator to sort into any chosen order as in the "Results" section. For more information on sorting results see the "Results" section. Click on any of the individual results or browse through all of the results by double clicking on individual results or clicking on browse at the bottom of the screen. This will take you to the "Admin/List Results Player" screen.

For more information on using the "Results List Edit" Screen see the "Results" section.

To browse through the rest of the find list use the |< > >| navigation buttons, use the < > buttons to move through the results in your chosen sorted order and |< >| buttons to move to the beginning or end of that list of results.

The find can be printed off as a list or as individual results detailing which questions were answered correctly and incorrectly for that player or team as with the full results section.

This can then be used as PROOF OF KNOWLEDGE.

For more information on how to browse, sort and print off results see the RESULTS section.

From the Administration Menu, click on "CATEGORIES".

This will take you to the Main "Admin/Question Category" screen.

- Click on the Category showing to view all 4 "Main Categories" and a 5th Category called Specialist.
- Click on each of the "Main Categories" in turn to view the corresponding "Sub-Categories".

Check the box of each of the "Sub-Categories" you wish to use in the game.

Any box left unchecked means those questions from that "Sub-Category" will not be asked. If you wish to completely exclude a "Main Category", leave all the "Sub-Category" boxes unchecked in that "Main Category".

This Category will then be displayed as "Random" in the game. Should a player land on a "Random" square, they will be asked a question randomly chosen from the existing Categories assigned to that department.

The "Main Categories" and "Sub-Categories" chosen will become default for every game until altered by the Administrator or Trainer.

If you wish the program to ask "Specialist" Questions only, uncheck all the boxes in all the "Categories".

Ensure that you have sent some questions to the "Specialist" section or you will be prompted to choose some Categories before leaving this section.

For more information about sending questions to the Specialist section, see in the "QUESTION" section "Assigning Specialist Questions".

Note: Sub-Categories included in the "CATEGORIES ASSIGNED" box, must be checked in the "CATEGORIES" section, or that department will not be asked those questions.

For more information on "Assigning Categories to department/session" see the "SETTINGS" section.

To avoid confusion we recommend that you keep a written list or record of "Sub-Categories" included and excluded.

From the Administration Menu, click on "Preset Login".

This will take you to the Preset Login screen.

From this screen you can Preset all the players' names and the departments/ session that they are to take part in i.e. the questions they are to be asked. When the player(s) enter the game their name(s) and corresponding departments/ sessions will already be entered allowing them to immediately go straight into the game by clicking on START GAME.

Note

The players will not be able to alter anything in the preset list, it is therefore important that the names and departments/sessions are entered correctly by the administrator.

To use the "Preset Login" enter the names of the players into the Two White boxes provided, then click on the appropriate department/session for each player.

To activate the "Preset Login" feature, the box at the bottom of the page must be checked.

Note

This Preset List will always show on entering the game until either the Names are deleted from the list, amended for the next game, or the "Preset Login" box is unchecked.