JDEdwards Multimedia CBT for All ERP Modules

Implemented by the CD Group, Atlanta GA using a virtual learning software tool
January - May 1996

JDEdwards decided to provide training for their latest version of software, encompassing all modules, in a CBT virtual learning environment that would interface with their installed base of AS/400 hardware. They did not plan to do any classroom training.

The CD Group was contracted to use their proprietary, multimedia training environment. This consisted of an electronic performance support system based on IconAuthor, called Insight/EPS Developer's Workbench and a delivery platform called Insight/EPS Virtual Learning Center. An Access database was used for document management.

I was brought in as a consultant to do any necessary re-writing and the final edit of all modules. This included the review of graphic presentation, resolution, AS/400 animation, voice-over scripts, and the required audio/video interleaving. In addition, I wrote the Teacher-Coach Administrator/Packager Manual for the beta testers.

Manufacturing, financial and technical JDEdwards configuration consultants prepared the original scripts and acted as the Subject Matter Experts (SMEs) for the instructional designers, technical writers, and editors. Graphics specialists prepared screen shots of JDEdwards screens and other required graphic material from specifications provided by the writers and editors. Audio scripts were recorded by professional actors. The AS/400 key animation was prepared by JDEdwards configuration consultants.

The following abstracts represent:

- ***The list of units prepared, edited and delivered in the virtual learning environment***
- ***Selected examples of the Access check list of individual module content, their edits, and the corrected lesson***
- ***Selected examples of the learning environment panels***
- ***Selected examples of the Teacher/Coach Administrator Manual***

(For this overview, necessary graphic images had to be created from scanned hard copy. Apologies are in order for the resulting poor quality.)

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Lesson Units

This list of units spans JDEdwards complete work process software and its DreamWriter reporting procedures. Units about the use of "Teacher/Coach," the instructional design

environment, were included in the lessons. Units *italicized* below are referenced in examples that follow.

A/P Integrity	A/P Voucher Logging	A/R Invoice Journal Review & Approval	*A/R Invoice Posting to G/L*
A/R Model Journal Entries	A/R Overview Section Test	A/R Periodic Process	Account Balance Inquiry
Accounts Payable Files Purges	Accounts Payable Menus	Accounts Payable Overview	Accounts Payable Overview Section Test
Accounts Payable Reports	Accounts Receivable Integrity	Accounts Receivable Overview	Accounts Receivable Reports
Adding Budget Pattern Codes	*Adding Journal Entries*	Adding Text To Budget Entries	*Adding Your Chart of Accounts*
Additional Budget Topics Section Test	Additional Collection Reports	Additional Intermediate Functions (Subcontracting Operations)	Additional Purchase Order Processes Test
Additional Sales Order Processing Test	Address Book	Address Book Information	Address Book Overview Section Test
Address Book Reports	Address Book Section Test	Address Book Supplemental Data	Allocation Methods
Allocation Methods Section Test	Allocations and Commitments	Analysis Reports	Annual Budgeting Methods Section Test
Annualized Budget Procedures	Approval Review	*As of Reporting*	As of Reporting for Accounts Receivable
Automatic Payment Overview	Automatic Payment Processing Section Test	Available To Promise Examples	Bank Account Cross Reference
Bank Account Information	Bank Account Reconciliations	Basic Item Master	Batch Posting
Batch Review	Bill of Material Inquiry	Bill of Material Overview	Bill of Material Reports
Bill of Material Revisions	Bill of Material Special Processing Techniques	Bill of Material Where Used Mass Update	Bill of Materials Test
Blanket Orders	Blanket Purchase Order Entry	Budget Comparison	Buyer Information Inquiry
Capacity Planning Generation Test	Capacity Planning Output Test	Capacity Planning Overview	Capacity Planning Overview
Cash Payments Report	Cash Receipts Entry	Cash Receipts Overview	Category Codes and Related Addresses
Change Orders	Change/Void Posted Invoices	Change/Void Posted Journal Entries	Change/Void Posted Vouchers
Changing Order Dates and Quantities	Changing the Parts List and Routing	Check Credit	Check Price and Availability
Collections Manager	Component Availability Checking	Concepts and Terms	Configuration Setup Test
Configuratior Costing	Configurator Daily Tasks Test	Configurator Overview	Configurator Overview Test
Configurator Where Used Inquiries	Configurator Work Orders	Confirm Shipments	Costed Bill Inquiry
Costed Routing Inquiry	Create Group Payments	*Creating Credit Orders*	*Creating DreamWriter Reports*
Creating Manufacturing Workorders	Creating Payment Reminders	Credit & Collections Section Test	Credit and Collection Workfile
Credit Manager	Credit Note Reimbursement	Cross Segment Editing Rules	CRP Dispatch List
CRP Generation	CRP Period Summary	CRP Planning Messages	CRP Reports
CRP Setup	CRP Time Series	Customer Account Maintenance Section Test	Customer Billing Instructions
Customer Ledger Inquiry	Customer Master Information	Customer Service Inquiry	Default Location and Printers
Delinquency Notices	Demand Pegging	Detailed Availability	Detailed Budget By Account
Detailed Budget By Account Section Test	Detailed Forecast Revisions	Direct Ship Orders	Distribution Definitions Temp File
Distribution Overview	Distribution Suite	DREAM Writer	DREAM Writer Data Selection Logic
DREAM Writer Section Test	DRP Calculations	DRP Output	DRP Overview
DRP System Set	DRP Test	DRP/MPS/MRP Generation Test	DRP/MPS/MRP Input Test

DRP/MPS/MRP Output Test	DRP/MPS/MRP Overview Test	ECO Approval and Notification	ECO Entry
ECO Overview	ECO Reports	ECO Setup	ECO Test
ECO Workbench	Electronic Bank Payments	Electronic Mail	End of Day Customer Sales Processing
End of Day Journal Entry Posting	Enter Annual Budget Amounts	Entering Branch/Plant Location Information	Entering Budget Units
Entering Configured Sales Orders	Entering Kits	Entering Purchase Orders	Finance Charges
Financial Reporting Section Test	Financial Suite	Financial System Overview	Finding Addresses via Name Search
Firm Planned Order	*Forecast Generation*	Forecast Review	Forecasting Main Features Overview
Forecasting Overview Test	Freight	Function Keys	General Accounting Overview Section Test
General Accounting Reports	General Ledger Annual Close	Generate PO From Requisition	Generate Purchase Orders from Blanket
Getting Help	Getting Started With Teacher	Hidden Selections	Inclusion Rules for Calculations
Inclusion Rules for Parts	Inclusion Rules for Pricing	Inclusion Rules for Routings	Indexed Computations
Information Found In Teacher	*Integrity Tests*	Interactive Processing	Interbranch Sales
Introducing Teacher	Inventory Adjustments	Inventory Availability	Inventory Branch/Plant Data
Inventory Branch/Plant Maintenance	Inventory Inquiries Test	*Inventory Issues*	Inventory Maintenance Test
Inventory Management Overview	Inventory Overview	Inventory Reports	Inventory Reports Test
Inventory Test	Inventory Transaction Test	Inventory Transactions Overview	Inventory Transfers
Invoice Entry Overview	Invoice JE Redistribution	Invoice Processing Section Test	Issuing Parts to Work Orders
Item Cost Components	Item Cross-Reference	*Item Ledger*	Item Master Overview
Item Master Reports	Journal Entry Methods	Journal Entry Processing Section Test	Landed Costs
Leadtime Inquiry	Leadtime Overview	Leadtime Rollup	Leadtime Rollup Calculations
Leadtime Test	Leadtimes In MPS/MRP	Leadtimes in Shop Floor Control	Learning With Teacher
Lot Control Overview	Manual Payment Processing	Manual Payment Processing Section Test	Manufacturing Inventory Transactions
Manufacturing Sales Orders	Manufacturing Suite - ATO	Manufacturing Suite - Discrete	Master Production Schedule Overview
Master Schedule and MRP Reports	Master Schedule/MRP Run - Net Change	Master Schedule/MRP Run - Regeneration	Match Voucher to Open Receipts
Material Requirements Planning Overview	Menus	Mfg Def Panel Revisions	Modeling, Planning, Budgeting Overview
Movement and Disposition	MPS/MRP Action Messages	Multiple Voucher Entry	Navigating Within Teacher
New Automatic Payment Processing	Next Numbers	On Screen Financial Information	Online Financial Inquiries
Online Invoice	Open Order Inquiry	Open Purchase Inquiry	Open Receipts by Vendors
Open Requisition Inquiry	Orders Awaiting Approval	Other Sales Order Entry. Applications	PC Budget Upload
Period Closes	Period End Processing	Periodic Processes Section Test	Periodic Processing Section Test
Physical Inventories, Cycle Counting	Pick Slips	Planning Bill Processing	Planning Bills
Posting Voucher to the General Ledger	Pre-Payment Processing	Pricing and Contracts	Pricing and Repricing Rules
Print A/R Invoices	Print Invoices	Print Messages	Print Purchase Orders
Print Purchase Receivers	Print Statements	Processing	Processing Backorders
Processing Holds	Processing Work Orders	Product Costing Cost Rollups Test	Product Costing Overview

Product Costing Overview Test	Product Family Segment Rules	Promise Entry/Inquiry	Purchase Order Entry
Purchase Order Generator	Purchase Order Maintenance Test	Purchase Order Management Reports	Purchase Order Overview
Purchase Order Processing Daily Tasks Test	Purchase Order Processing Inquiries Test	Purchase Order Receipts	Purchase Order Reports Test
Purchased Parts	Purchasing Flex File	Purchasing Ledger	Purchasing Overview
Purge Closed A/R Records	Recalculate Average Cost	Receipts Processing Section Test	Receive by Purchase Order
Recurring Invoices	Recurring Vouchers	Release Help Orders	Reminder and Collection Information
Reposts	Requisition Entry	Re-Run Process for Payments	Review Approval Notification
Routing Overview	Routing Setup	Routing Test	Routing/Labor Inquiries
Routing/Labor Reports	Routing/Labor Revisions	Run the DRP Generation	Sales Order Entry - Line Mode
Sales Order Entry - Manufacturing	*Sales Order Ledger*	Sales Order Processing (Page Mode)	Sales Order Processing Daily Tasks Test
Sales Order Processing F-Key & Option Examples	Sales Order Processing Inquiries Test	*Sales Order Processing Maintenance*	Scheduling Workbench
Serial Numbers	*Set Up Lot Control Environment*	Setting Financial Reporting Date	Setting Up Standard Units of Measure
SFC-Shortage Tracking	Shop Floor Control Overview	Shop Floor Control Reports	Shop Floor Control Setup
Shop Floor Control Test	Signing On/Signing Off	Speed Invoice Entry	Speed Release
Speed Release and Cash Requirements	Speed Status Change	Spreading Annual Budgets	Standard Invoice Entry
Summary Availability	Super Backflush	Supply and Demand	Supply and Demand Information
Text Message Revision	Three Cycles of Budgeting	*Time Fences*	Time Series Display Example - MPS
Time Series Display Example - MRP	Transfer Orders	Transfer Sales Orders History to Forecast File	User Defined Codes
Using Lot Control	Using the Keyboard	Vendor Account Maintenance Section Test	Vendor Analysis
Vendor Item Relationship	Vendor Ledger inquiry	Vendor Master	Vendor Purchasing Instruction
Voiding Posted Payments	Voids, Spreads, and Adjustments	Voucher Entry	Voucher J.E. Redistribution
Voucher Journal Review and Approval	Voucher Processing Section Test	Work Order Completions	Work Order Entry/Revisions
Work Order Information	Work Order Preparation Test	Work Order Reporting	Work with Payment Groups
Working with Inventory & Costs	Working With Inventory Prices	Working With Teacher	

The units listed above were set up to include an overview and step-by-step procedure section for every work function. Instructional design methodology ("Teacher/Coach") was applied in the form of a list of objectives, procedure tests, summary, and section tests. The results of the user's learning could be viewed and administered. Sets of learning units could be configured for any work station, both local and remote.

Included in the CBT as multimedia features, were keystroke animation scripts for the AS/400 terminal functionality, prepared by the configuration specialists, and simultaneous voice-over presentation of the viewed instruction.

Access was used as a database to manage documentation. Complete CBT content was automatically recorded in a series of tables that could be viewed and printed as reports directly from the workbench menu. The documentation for each lesson traveled as a hard copy package throughout the editing process. Access in combination with Notepad was also used as an online editing facility for notation of correction as each CBT screen was viewed. Selected samples of the database facility follow:

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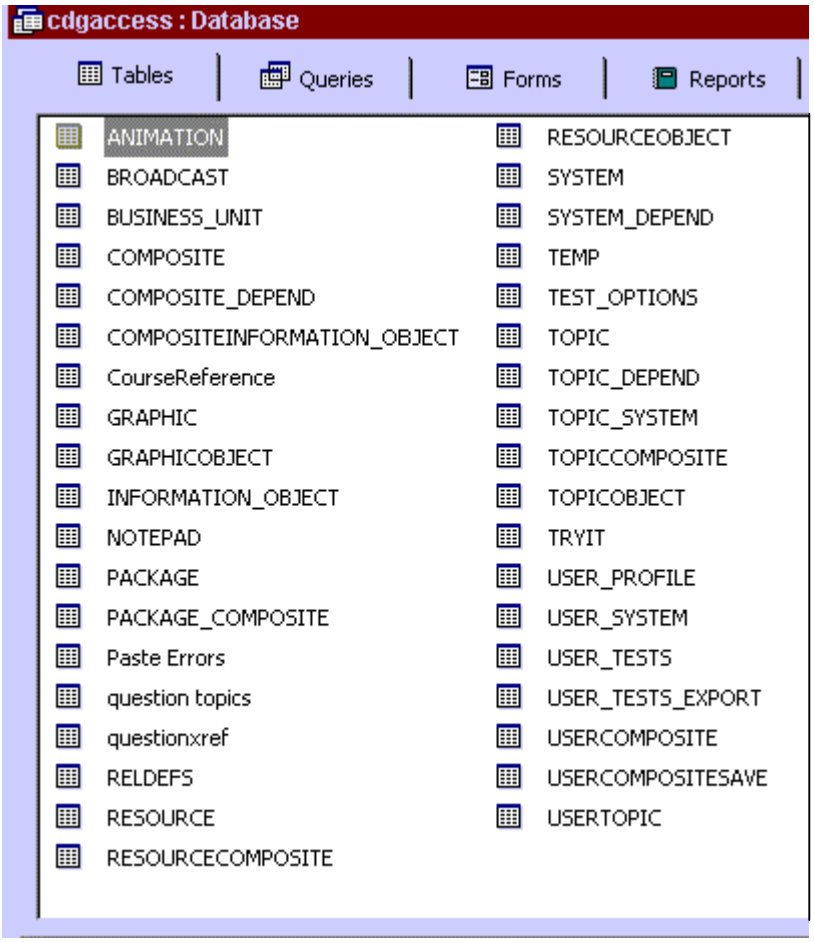
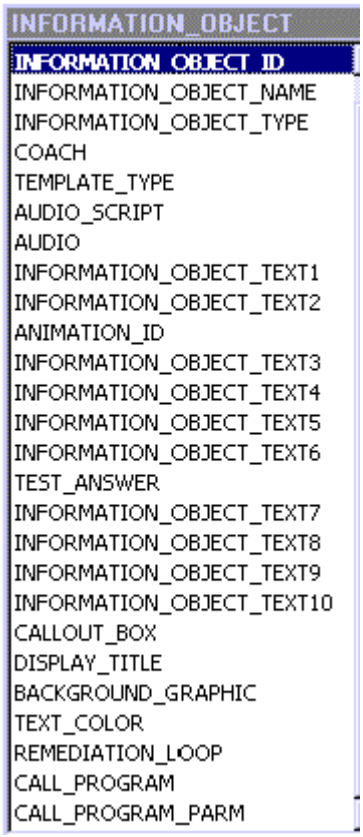
Complete Table Listing

It is from these tables that the documentation tracking and maintenance utility is driven.



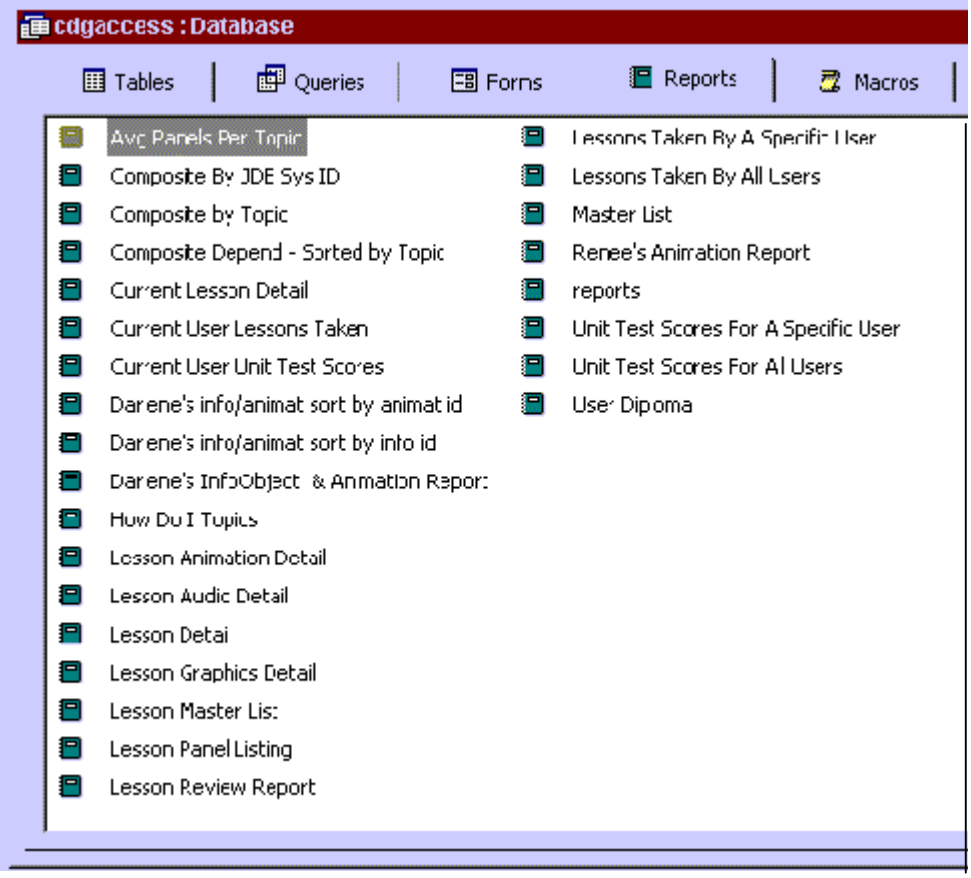
The Information Object

Most of the maintenance and reporting for which an editor would utilize the database is based on the Information object, containing all the elements of one lesson panel.



This object information is captured appropriately based on the criteria of the report selected to review.

Report Selections



The next examples show the Composite by Topic report that was often requested in order to edit the text in the lesson modules. Lessons *Integrity Tests* and *Inventory As Of Reporting* examples show the editing and the CBT panels reflecting the changes.

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Composite by Topic report for *Integrity Tests*

Composite Text

*16-Feb * 96*

COMPOSITE NAME: Integrity Tests

COMPOSITE OBJECT_ID: 50035

SEQUENCE_NUMBER: I

INFORMATION_OBJECT_ID: 7053176

INFORMATION_OBJECT_NAME: 0(Objectives): Integrity Tests ~~for General Ledger~~

INFORMATION_OBJECT_TEXT : Upon completion of this lesson, you will be able to

- explain the purpose and importance of General ~~Ledger~~*Accounting* Integrity Tests;

- navigate to the Integrity Reports and Updates menu;

- ~~describe the files that the General Accounting system deals with to perform Integrity Tests;~~ *differentiate between Batch Header Integrities and General Ledger Integrity Reports/Updates;*

- ~~specify the integrities dealing with only the General Ledger system;~~*describe the four Batch Header Integrities;*

- ~~differentiate between the files relevant to each integrity; and~~*describe the six General Ledger Integrities;*

- ~~differentiate between the integrities that print reports and integrities that print a report and can perform also an update.~~*identify the run order of certain General Ledger Integrities; and*

- *specify the particular Integrities that update as well as report.*

INFORMATION_OBJECT_TEXT2:

1NFORMATION_OBJECT_TEXT3:

GRAPHIC_NAME:

GRAPHIC_ED:

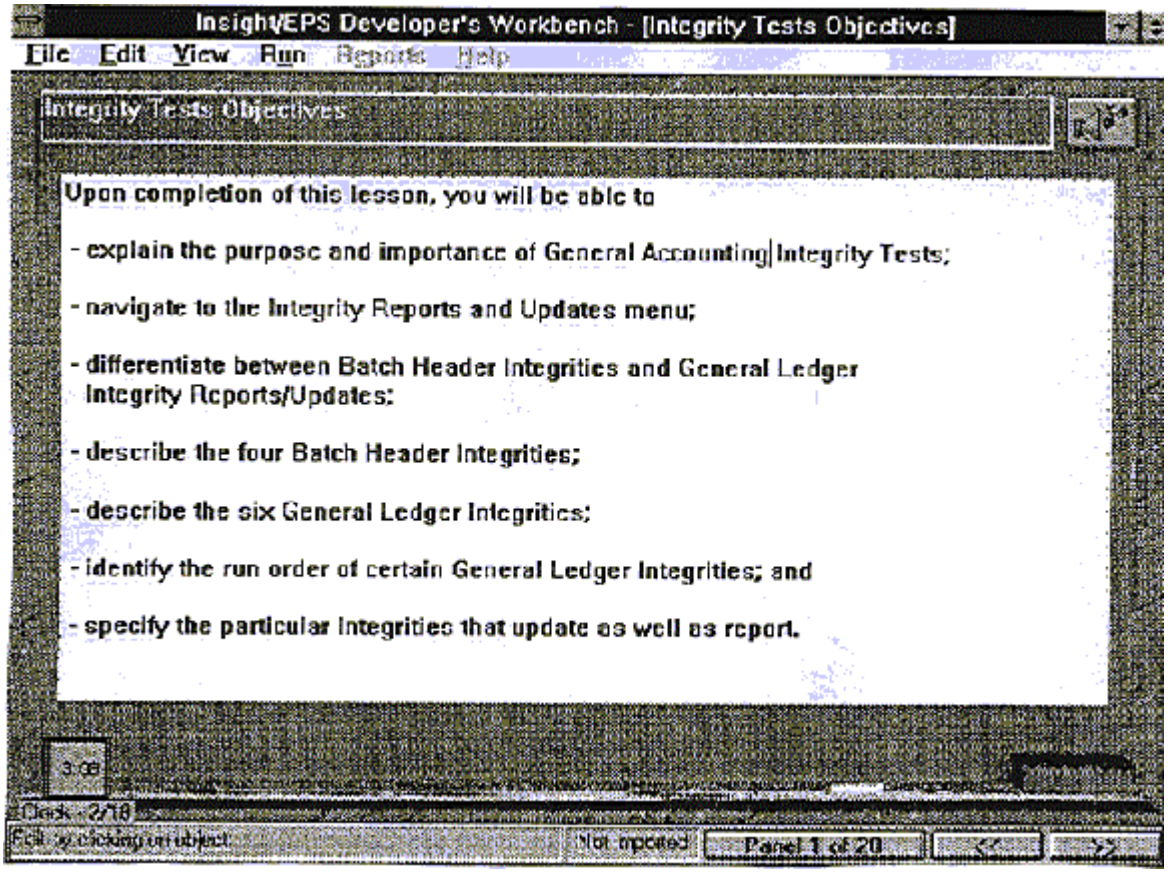
GRAPHIC_SCRIPT:

AUDIO: 7053176

ANIMATION_ID:

The required changes are marked up as above to be used by whomever will access the actual CBT panel and make the corrections.

When the markup changes have been made directly from the workbench in the specific panel, this is the result:



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Composite by Topic Report for *Inventory As of Reporting*

Composite Text

18-Feb-96

COMPOSITE_NAME: Inventory As Of Reporting

COMPOSITE_OBJECT_ID: 70536

SEQUENCE_NUMBER: 16

INFORMATION_OBJECT_ID: 7053116

INFORMATION_OBJECT_NAME: Direct As Of Entry

INFORMATION_OBJECT_TEXTI: The Direct As Of Entry feature allows direct updates and entries to the As Of file~~.~~ *when the As of Generation cannot be utilized, such as*

~~As Of Generation provides the most accurate and timely method of updating the As Of file. However,~~ - if the Item Ledger file is damaged, purged or missing entries~~, Direct As Of Entry may be used to update the entries.~~*; and*

~~Direct As Of Entry can also be used to create Balance Forward values for previous fiscal years,~~ - if *previous* history does not reside on the system~~.~~ *and there is a need to create Balance Forward values for previous fiscal years.*

INFORMATION_OBJECT_TEXT2:

INFORMATION_OBJECT_TEXT3:

INFORMATION_OBJECT_TEXT4:

INFORMATION_OBJECT_TEXT5:

GRAPHIC_NAME: woman at computer for SG template

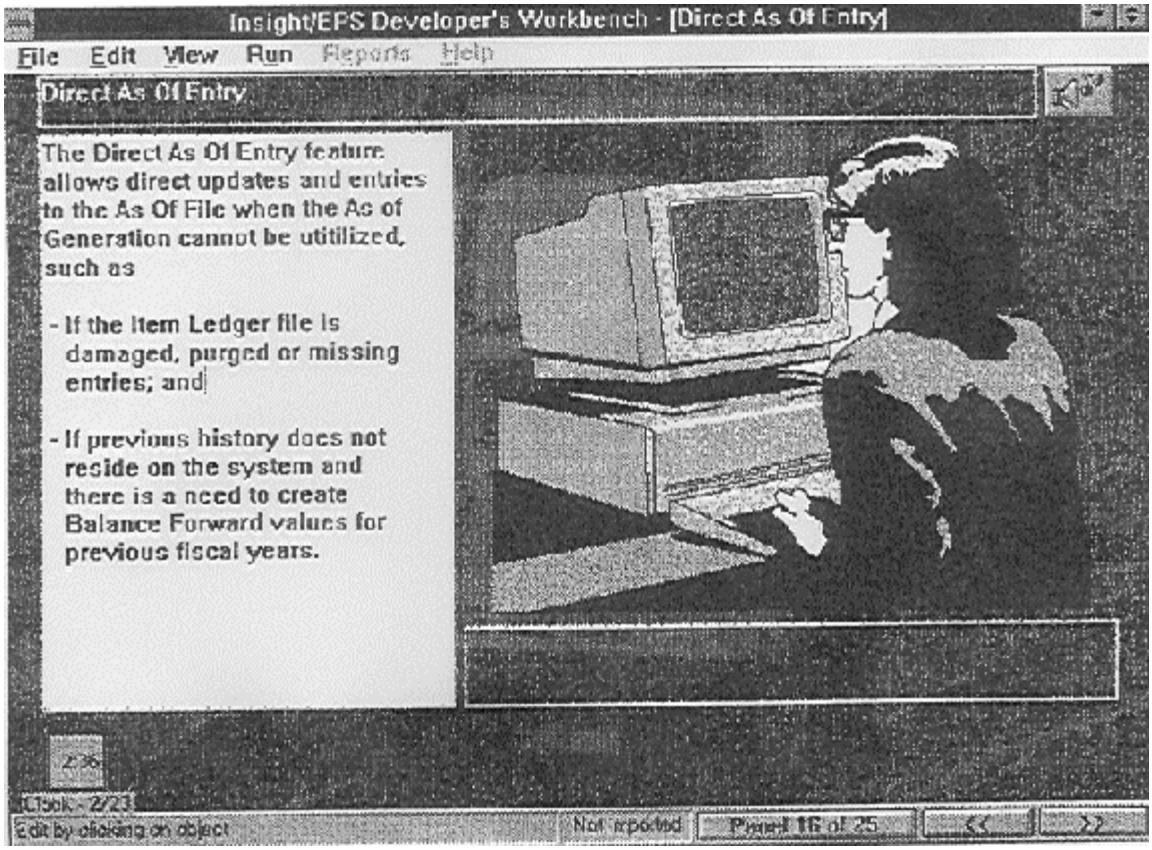
GRAPHIC_ID: 000069

GRAPHIC_SCRIPT:

AUDIO: 7053113

ANIMATION_ID

Corrected Panel



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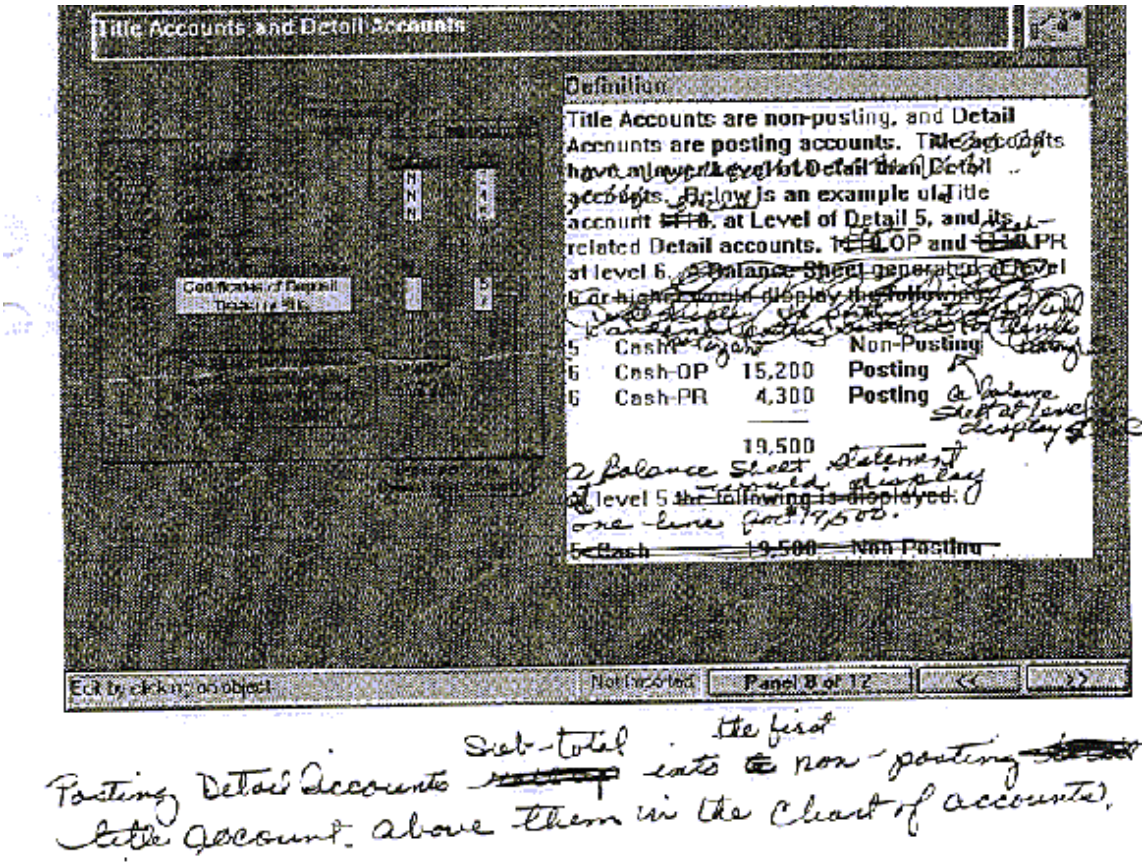
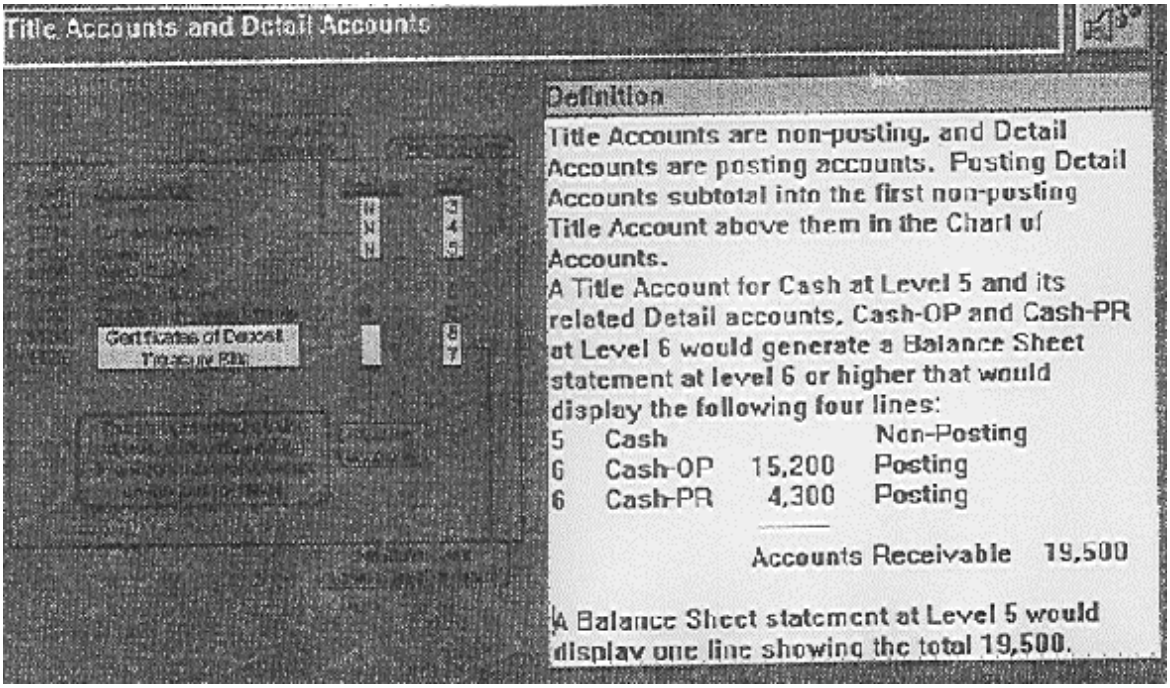
SME Markup

As editor, I often received markup copy of a lesson panel from a Subject Matter Expert in response to my request for more clarity to adequately teach the work process described. The following markup and corrected panel is one such example.

Accounts Receivable Invoice Posting to GL



Posting Detail Accounts Sub-total the first cats a non-posting Title Account above them in the Chart of accounts.



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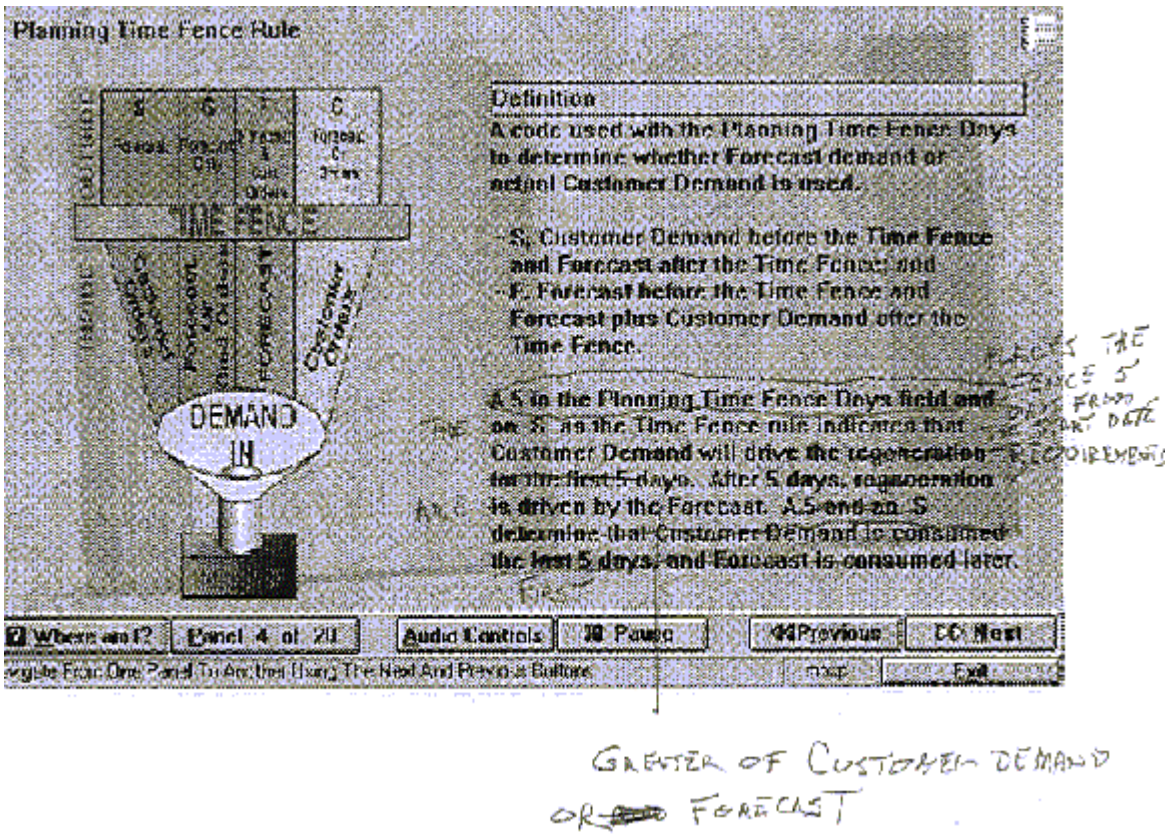
Quality Review

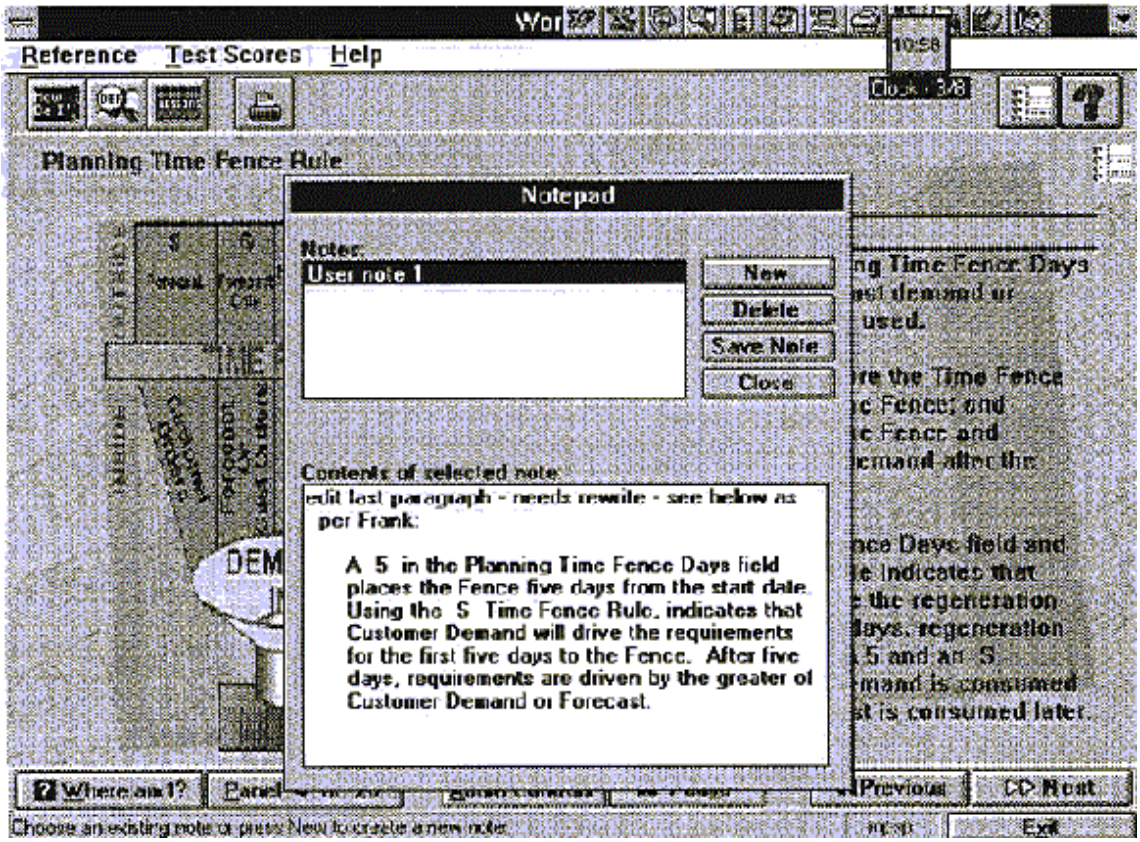
After all components of the unit modules were prepared and edited, a final quality review was made. This testing procedure used notepad (with interface to Access) as a pop-up window online while viewing the lesson panels. In the example below, a SME was consulted and gave a markup explanation of the required revision for a lesson panel.

Time Fences



GREATER OF CUSTOMER DEMAND OR FORECAST

In this case the editing was not done directly on the panel, but from the popup notepad window to be recorded in Access for quality review purposes. This process is shown below.



Quality results were printed from the database to be reviewed and okayed for implementation by Quality Assurance.

World CBT- Quality Review

8- Mar- 96

USER_ID	COMPOSITE	INFORMATION_OBJECT	NOTES
404377932	1099 Processing	Available to Promise Purpose	1. audio - from third paragraph down the audio does not match the text.
404377018	1099 Processing	Defining the Unit of Measure	1. graphic - title should be white
770587126	1099 Processing	Enter Voucher Data Flow	1. audio - missing.
3006474	*Time Fences*	*Planning Time Fence Rule*	*1. edit last paragraph - needs rewrite - see below as per Frank A 5 in the Planning Time Fence Days field places the Fence five days from the start date. Using the S Time Fence Rule, indicates that Customer Demand will drive the requirements for the first five days to the Fence. After five days, requirements are driven by the greater of Customer Demand or Forecast*

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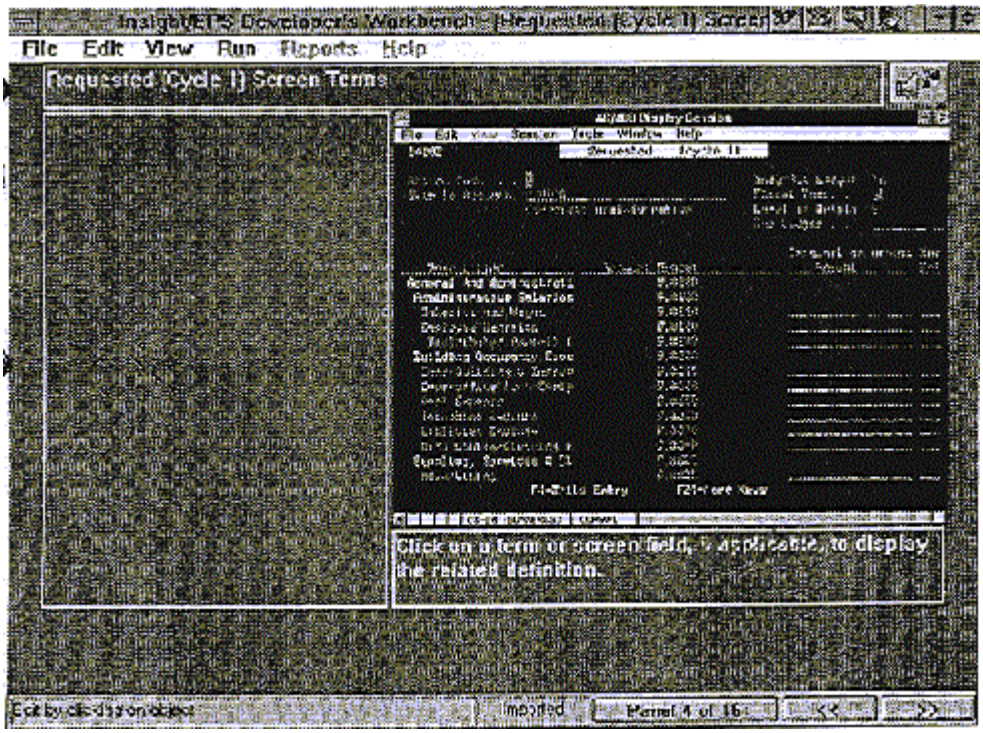
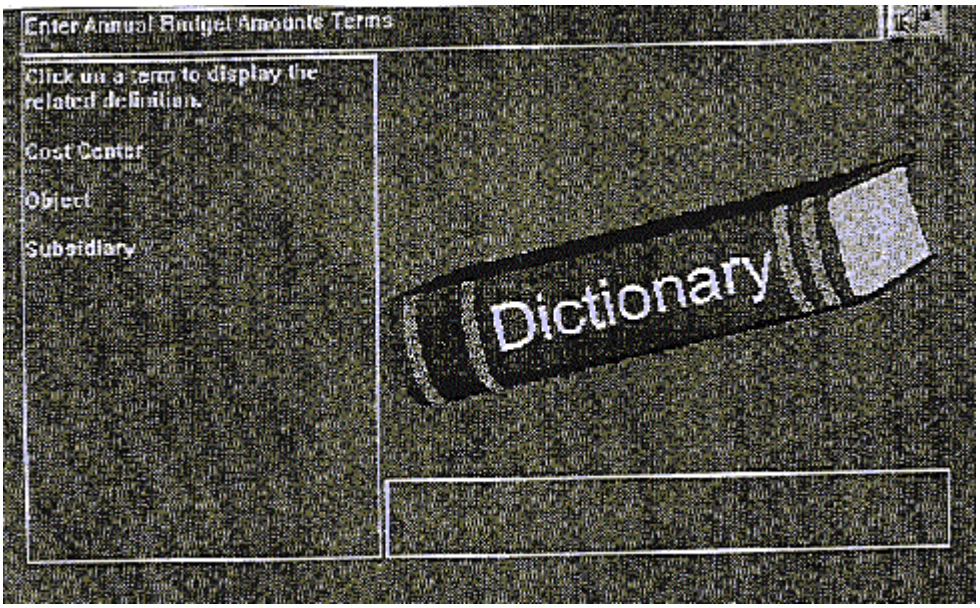
Selected Lesson Panel Examples

Completed lesson panels included objectives/summary, navigation menu, process text with graphics, steps, definitions, animations and various testing format.

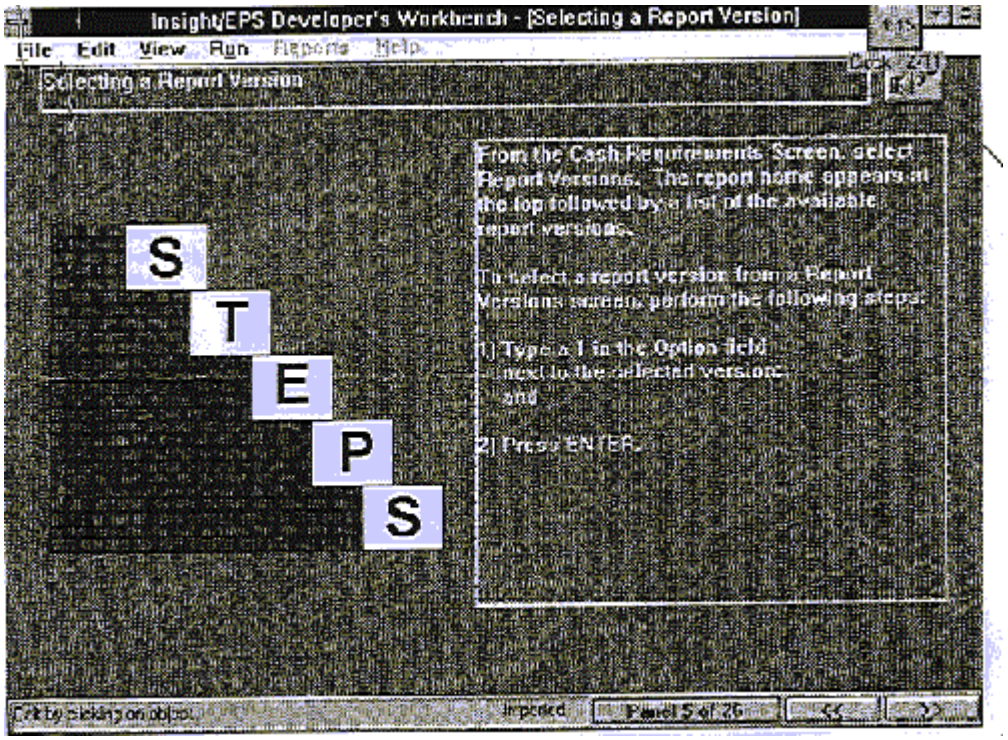
Related Definition Panel for *Adding Chart of Accounts* with AS/400 Display hotspots (Definitions appeared in left screen area)



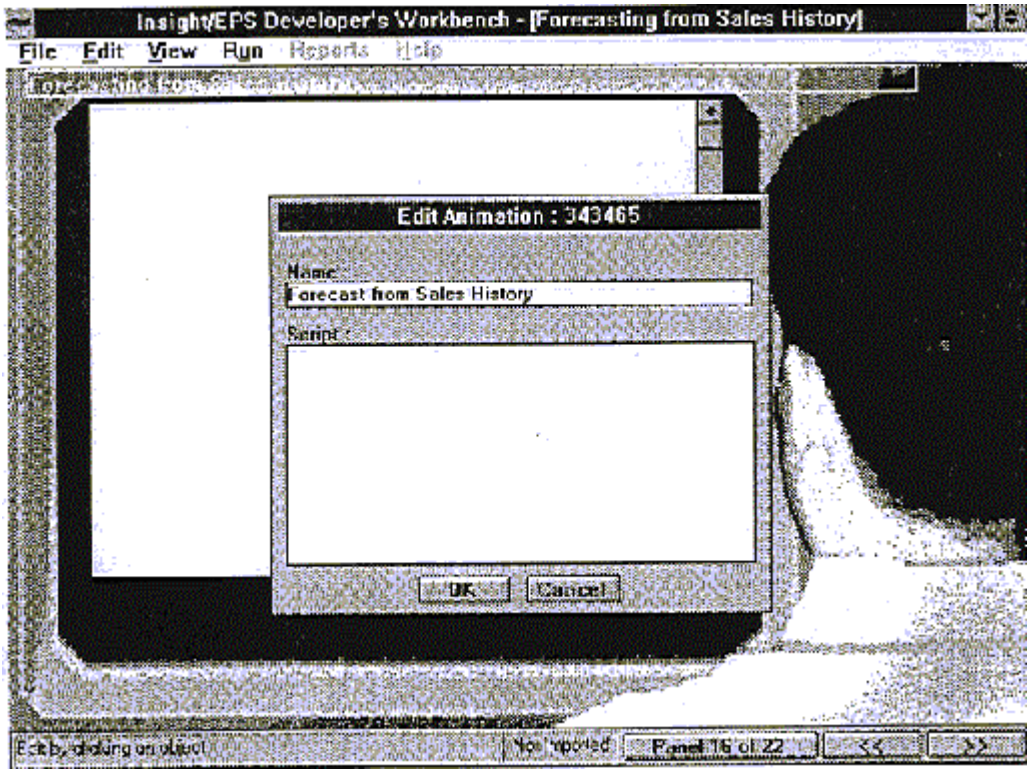
An alternate Definition Panel without the AS/400 hotspot screen was also used.



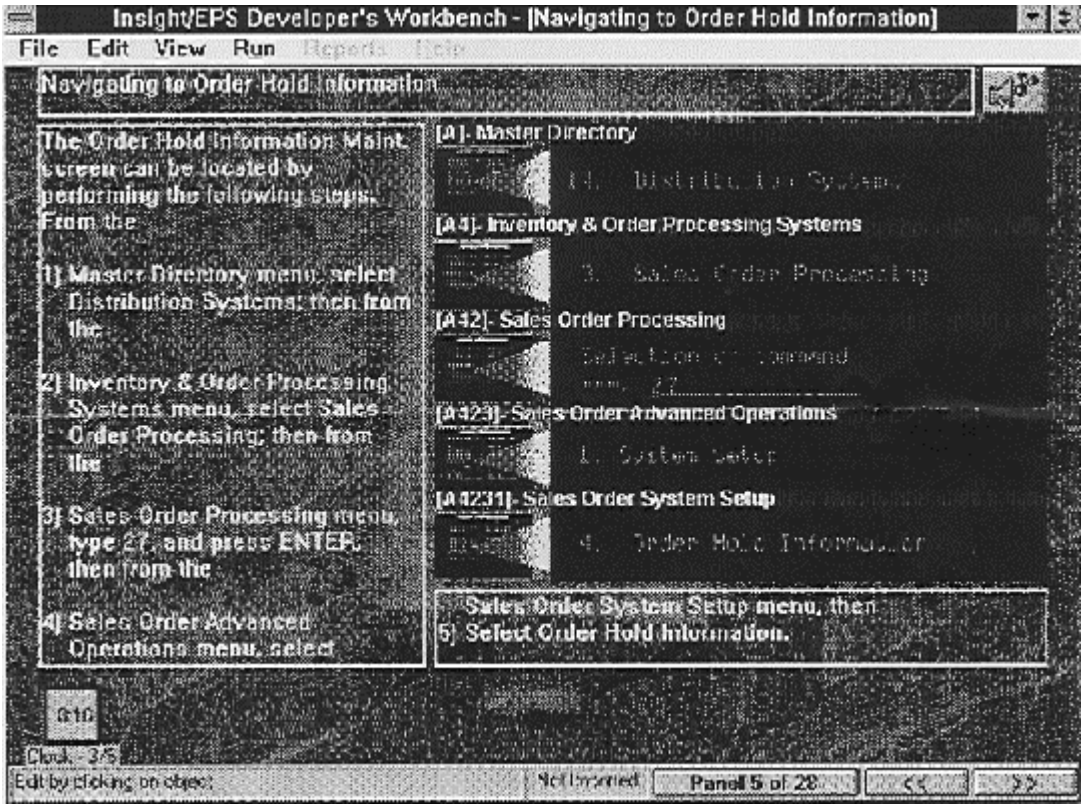
Step Panel for a *DreamWriter Report* (Cash Requirements)



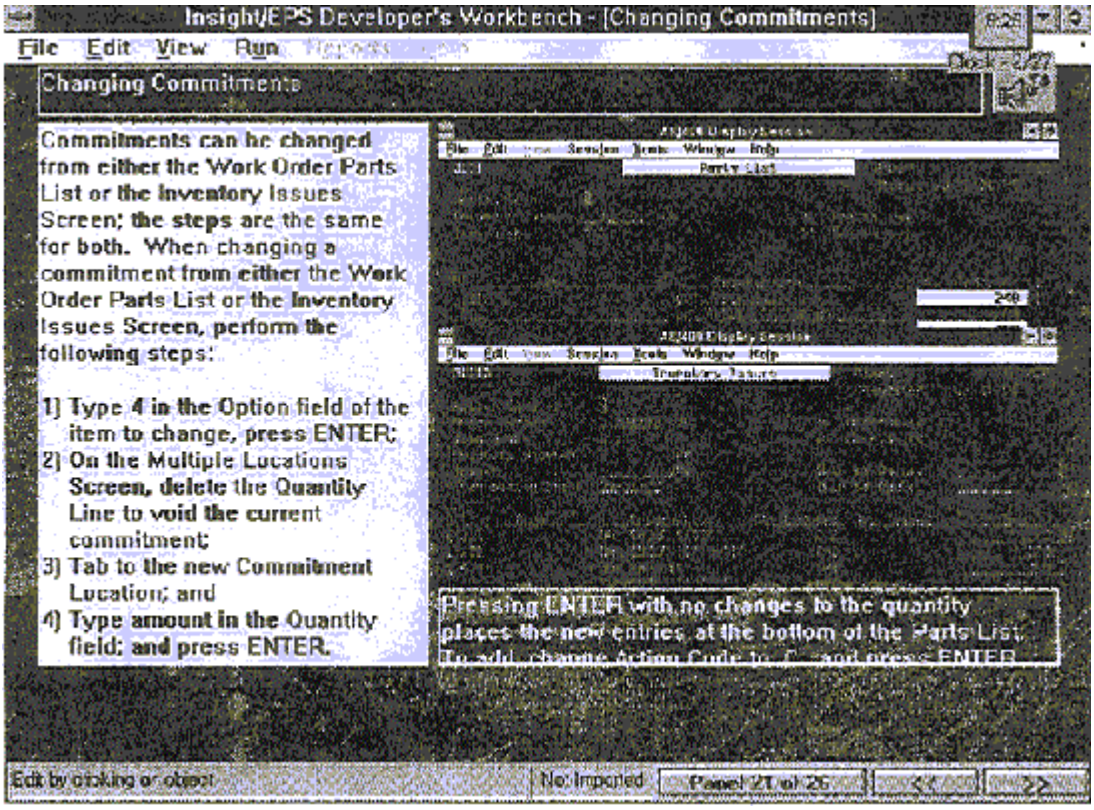
Animation Panel for *Forecast Generation* (This format was selected to record audio script for the .avi file animations used for sequential screen entries)



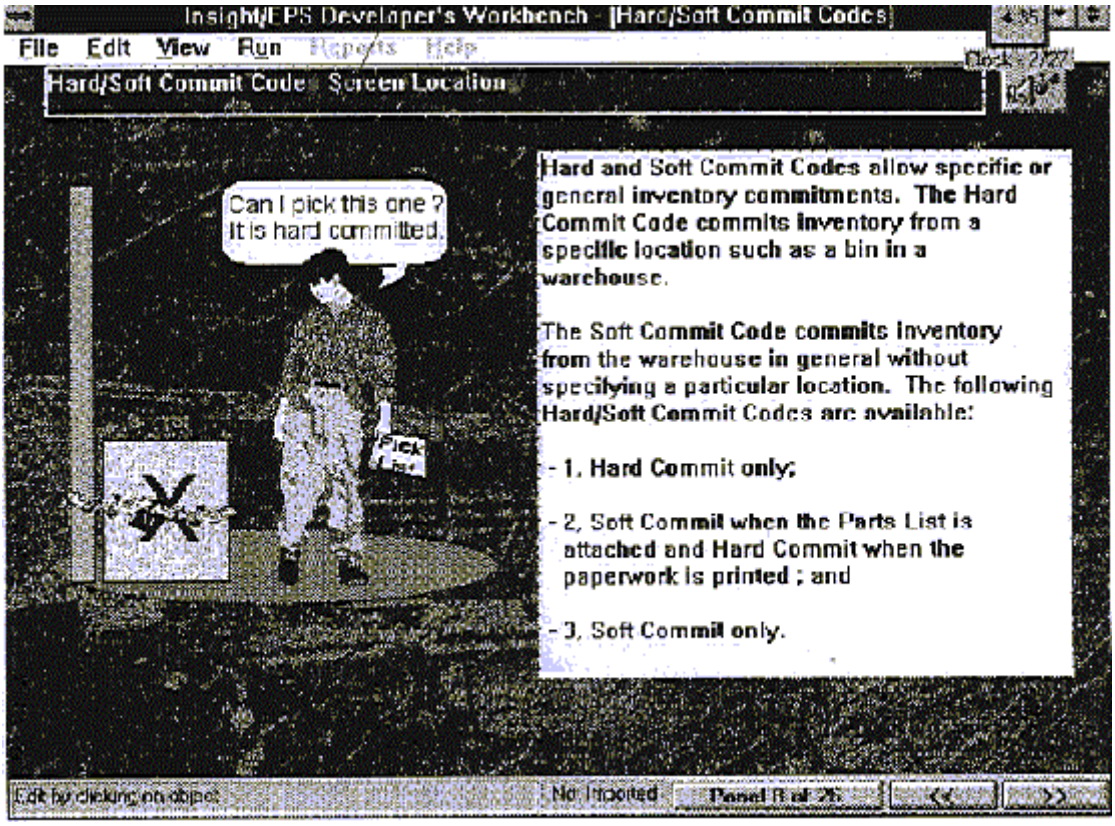
Navigation Panel for *Sales Order Processing* (overlaying graphics with JDEdwards menu access codes on AS/400 display)



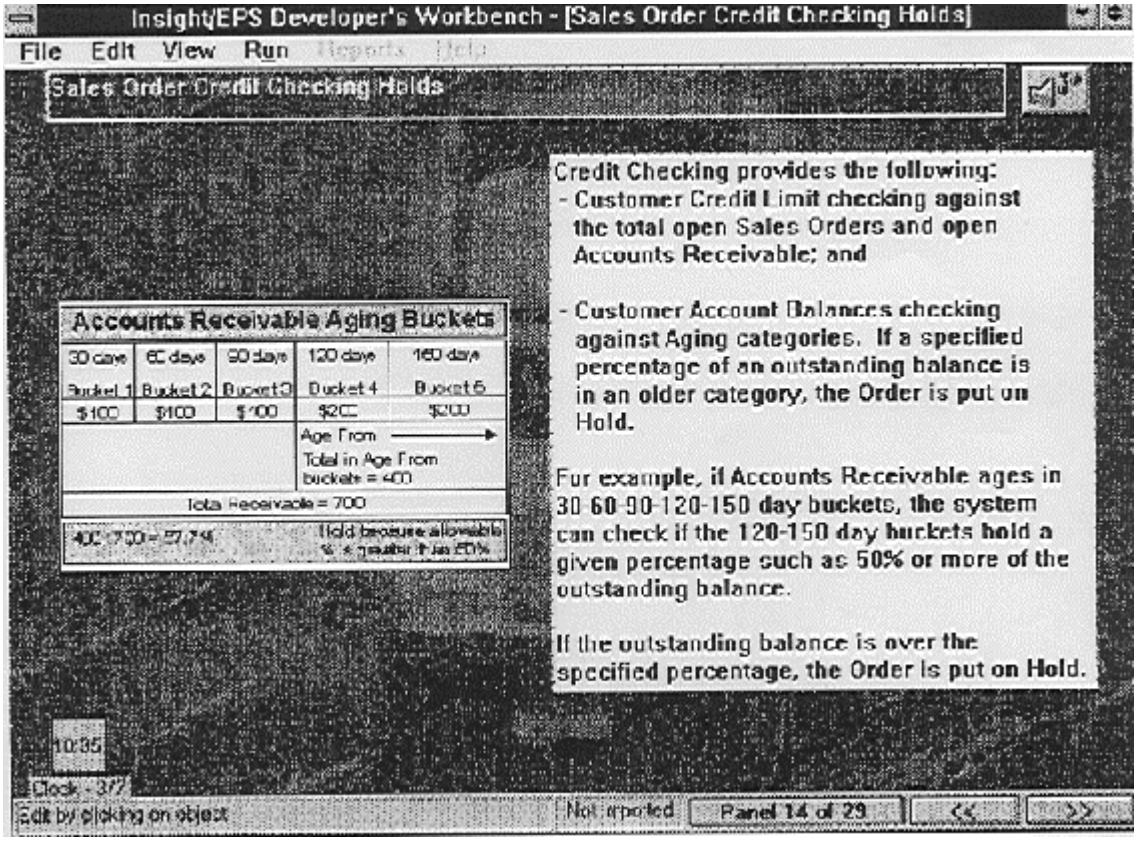
Process Panel for *Inventory Issues* (with AS/400 display graphics)



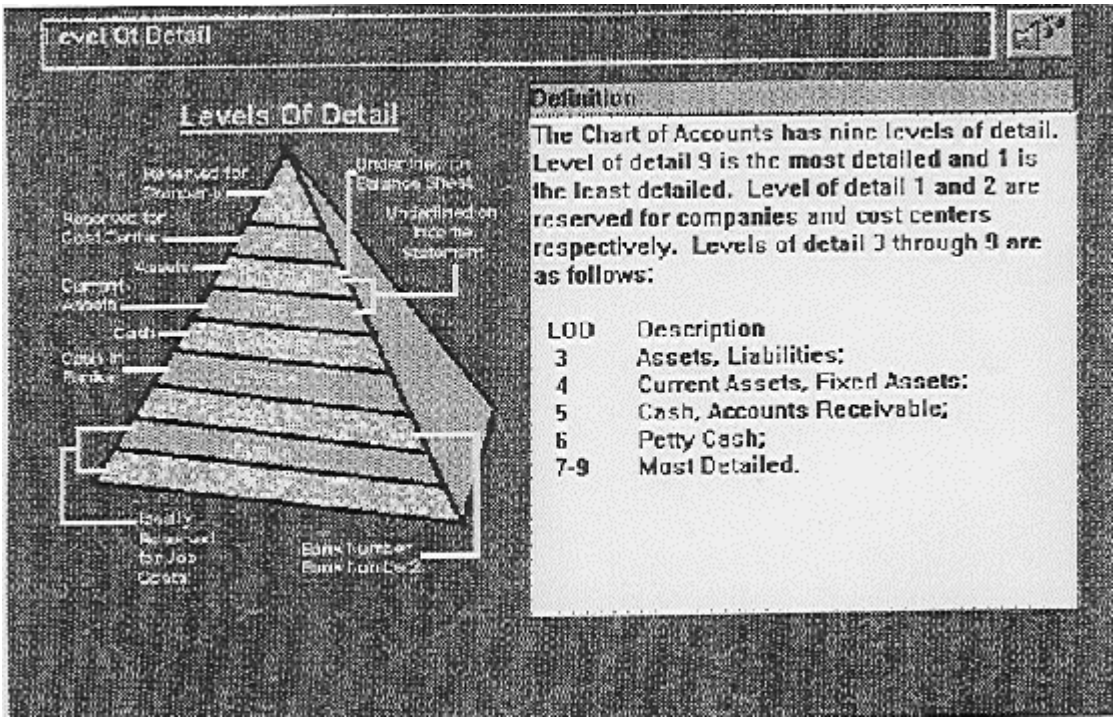
Process Panel for *Set up Lot Control Environment*



Process Panel for *Sales Order Ledger*

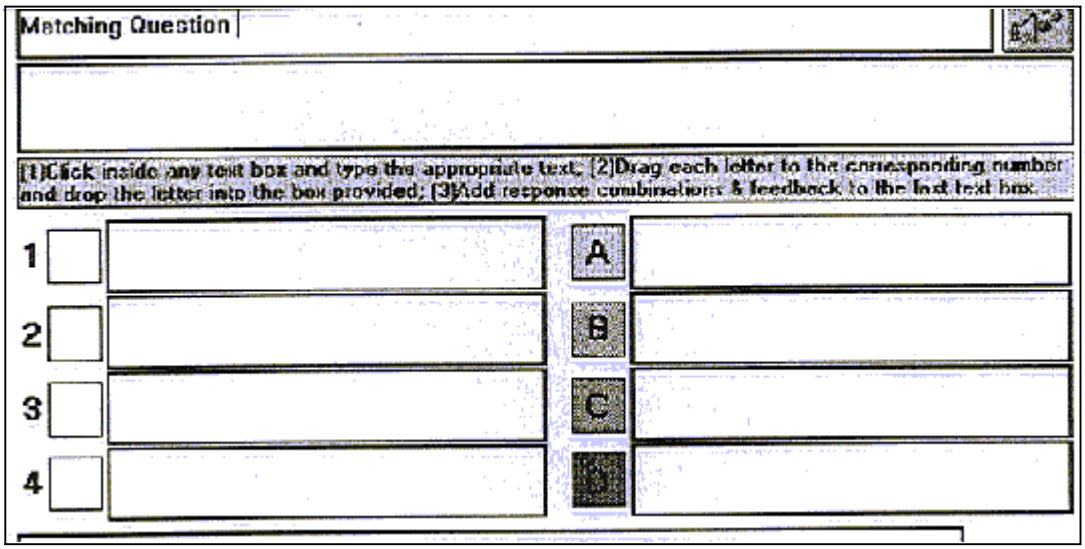


Process Panel for *Adding Chart of Accounts*



Various instructional design testing formats - "fill in the blanks", "multiple choice," "matching", and "True/False were utilized to test for the user's understanding of a unit.

Matching Qusestion Template Example



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User Administrator Manual

The delivered JDEdwards CBT included a User Administration module for user functions, test score administration and lesson packaging. I wrote a user guide for the beta installation. Some exerts from that hard copy manual follow. Underlined text was provided to enable pop-up definition descriptions.

Welcome to World CBT
User Administrator

Contents - Help File

Topics

User Administration

When Insight/EPS Developers Workbench and Virtual Learning Center software is installed, a separate icon called **User Admin** is created for User Administration in the Windows Program Group World CBT. Selecting it and double-clicking brings up the User Administration screen.

* *Optional* - Access to the Packager screen within this program is available from the opening Workbench screen if the user has been given administrator capabilities in the database.

An Exit button is provided for use from this opening screen only.

The User Administration screen contains function sections

- User Names
- User Details
- User Functions
- Global Functions
- Data Source

User Names
Business Partner, User displays as a pre-loaded user name to allow generic access to the Virtual Learning Center application from the network master server.

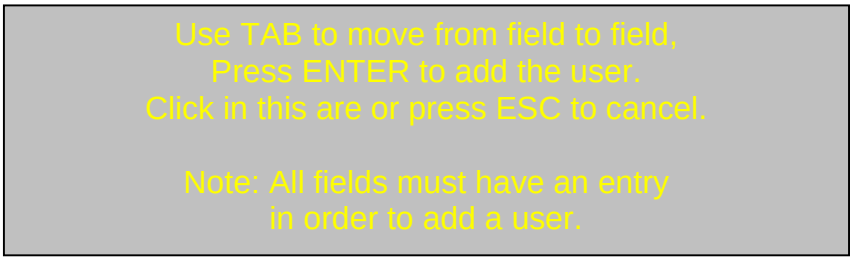
Names can be added, deleted or edited from the User Functions section of the screen.

The information about the highlighted user name appears in the User Details section of the screen. Any of the functions that relate to users will apply to the name that is highlighted.

User Details

Add a New User

When Add a New User is selected, the User Details screen clears for the addition of a new name. A how to message box is displayed with the following direction in yellow type:



The User ID field and the Password field can be alpha or numeric. The User ID field is limited to nine places; the Password field can contain twenty places. It is advisable to decide upon specific limitations for these fields when setting up users.
The Follow Dependencies box defaults as active when loaded and means that a defined course sequence will be set in the database globally for users. The administrator can turn that off through Edit Selected User, if not applicable for a specific user.
The Create Broadcast Notes box must be selected through Edit Selected User to become active, and is used to enable the creation of a note for broadcast viewing in the Virtual Learning Center. In that application, a notebook icon is used, both to bring up a screen for typing the message, and to notify users about a new message.

User Functions

In addition to Add a New User, the following functions are available:

Delete Selected User

Only one user name at a time can be highlighted for deletion.

To delete a selected user

1 Highlight a user name.
2 Click the Delete Selected User button.
3 Respond OK or Cancel to the warning message dialog box display "Are you sure?"

Note: It is important to remember that there must be at least one user name appearing in the User Names box when exiting the User Admin Screen, in order to enter the Player application.

Edit Selected User

Allows changes to any User Details and to set the Follow Dependencies and Create Broadcast Notes features.

To edit a selected user

1 Highlight a user name.
2 Click the Edit Selected User button.
3 Follow the instructions in the how to message box.
4 Make the necessary changes.
5 Press ENTER to complete the edit operation.

Test Scores

When Test Scores is selected, the Test Score screen displays with the Name and ID for the highlighted name. Lesson Name, Attempts, and Highest Score are shown.

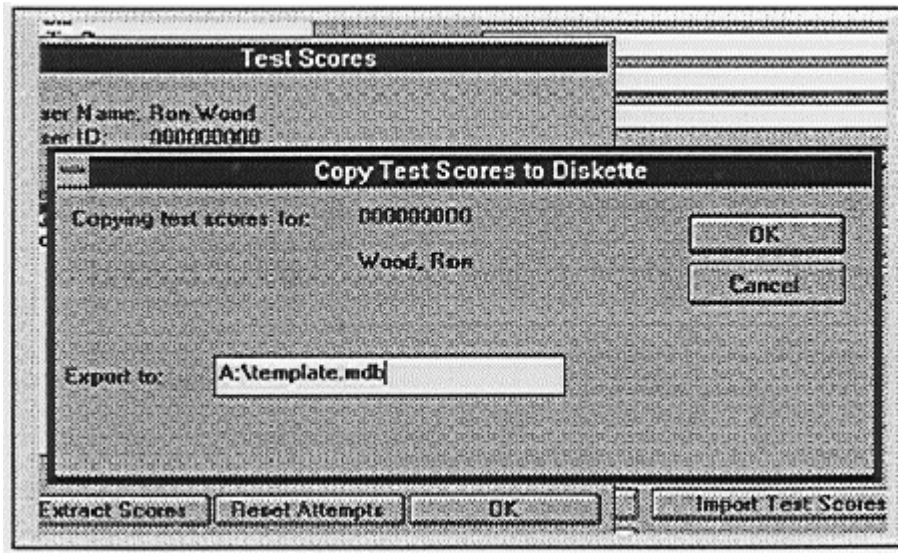
If a user has not taken any tests, an information message dialog box displays "No Test Data for this User."

From the Test Scores screen, the administrator can

- Extract Scores. This will copy test scores for a selected user onto a floppy diskette for importing into the network master server Access database. Reports can be created as appropriate.
- Reset Attempts. User test attempts can be reset to 0. The highest score will remain.

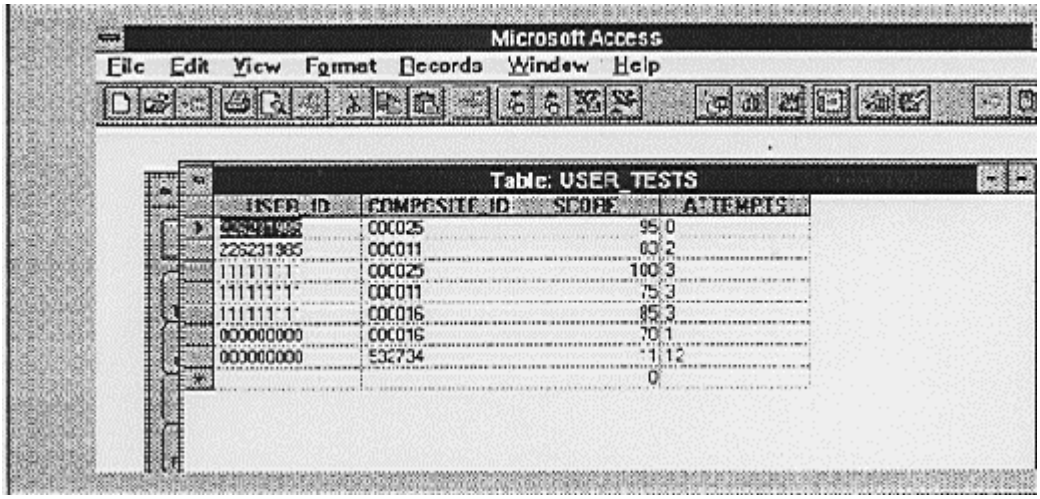
To extract scores

1 Highlight the user and click the Test Scores button.
2 Click the Extract Scores button from the Test Scores screen.
3 Place the prepared floppy diskette in Drive A:
4 Type template.mdb after A:\ in the Export to: box. Do not type any spaces.



The Access table named template.mdb must reside on the floppy diskette being used.

Copy Test Scores to Diskette will put the required information into the proper table.



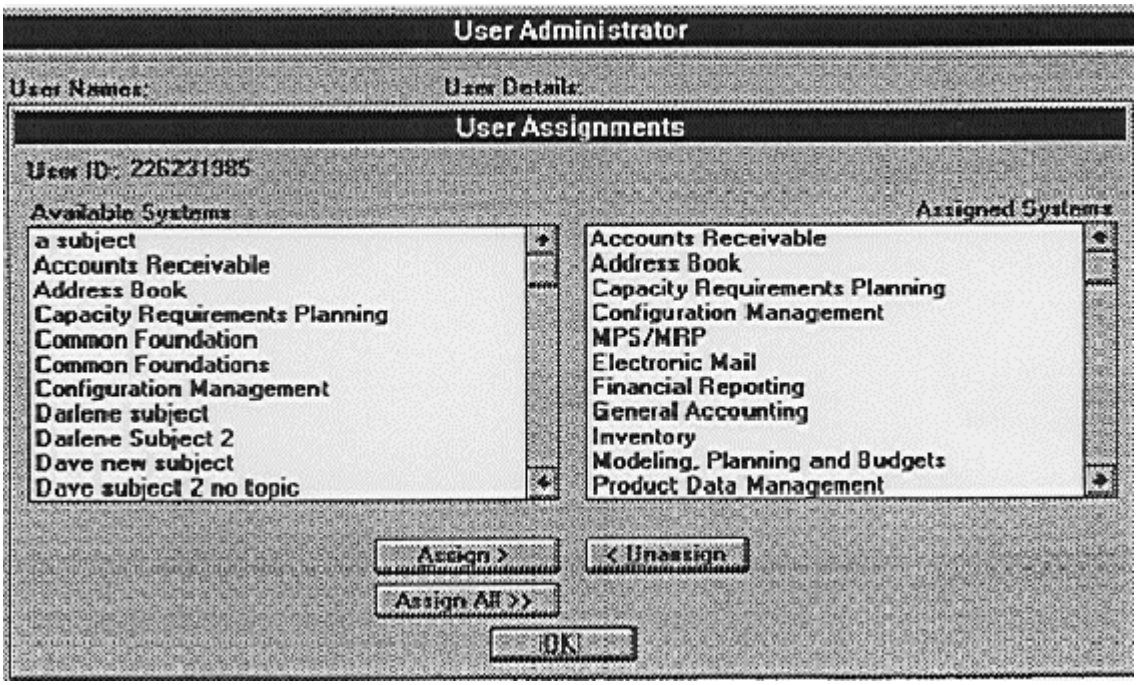
To reset attempts

1 Highlight the user.
2 Click the Reset Attempts button.
3 Highlight the lesson to reset
4 Click OK.

The number of test attempts for that lesson now will redisplay as 0.
The highest score designation will not be affected by the reset.

Assign Courses
When Assign Courses is selected for the highlighted user, a User Assignments screen displays with Assign, Unassign, Assign All and OK button choices.

Click the OK button to return to the main screen, even if no operations are performed. Courses are listed in the left list box, Available Systems (Courses), upon startup. One course or all courses can be assigned. Only one course at a time can be unassigned.



To assign a course
1 Highlight that course in the left list box.
2 Click the Assign **>** button.

The system name will now appear in the right list box, Assigned Systems (Courses). Courses are not sorted alphabetically and will be placed in the order of selection.

To assign all
Click the Assign All **> >** button.

All courses will be placed in the right list box.

To unassign a course
1 Highlight that course in the right list box.
2 Click the Unassign **<** button.

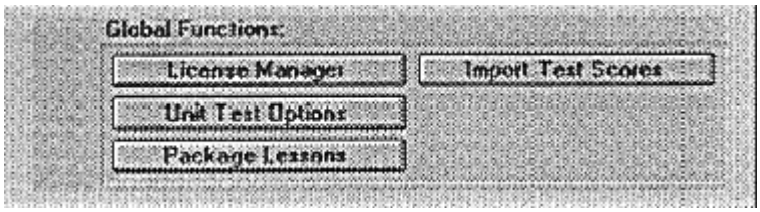
The course name will be deleted from the right list box and will remain unassigned in the left column.

To remove all assigned and begin again
1 Return to the User Administrator screen.
2 Delete, then Reenter the user to which the assignments applied.

Note: If courses have not been assigned for a user, an information message dialog box will display "No Systems are Available" when that user tries to open a lesson in Teacher. At the administrator's discretion, generic access can be provided through use of the pre-loaded User name: Business Partner, User.

Global Functions

These functions on the User Administrator screen are so named because they perform global operations within the system.



- **License Manager -** Draws information from the database about users licensed to use the product.
- **Unit Test Options -** Set options for all users within the system.
- **Import Test Scores -** Brings tests scores of local users into the system database.
- **Package Lessons -** Configures specific combinations of the master application for individual use.

To use License Manager

1 Click the License Manager button.
A License Manager screen will display showing the Company Name and the Active Users. A message line is provided to indicate the number of users who can be licensed.
2 Click the Refresh button to display new users that might have been added to the database.
3 Click the Reset button.
A Reset Active User screen will display for the selected name to allow an OK or Cancel response.

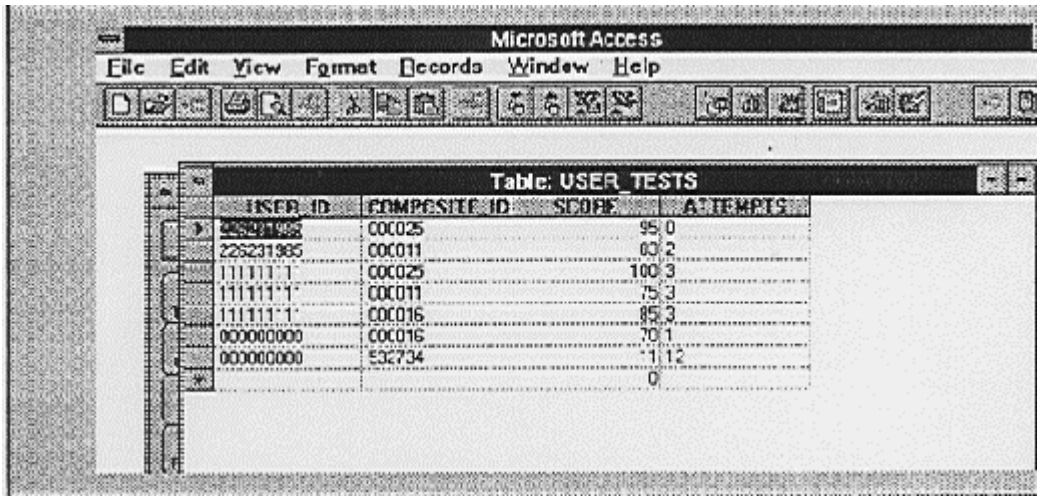
Unit Test Options

Selecting the Unit Test Options. button displays a Test Options dialog box. The administrator can change the following global parameters for all users of the system:

- **Number of Maximum Attempts** ☐ Number of test attempts allowed users.
- **Passing Percentage** ☐ % Entered as an integer. 65% would be entered 65.
- **Pre-Test** ☐ **(Yes, No)** Can users take a unit test without completing all lessons in that unit?

To use Import Test Scores

1 Click the Import Test Scores button.
The Import Test Scores screen displays.
2 Place the appropriate diskette in Drive A. It must contain the Access database table template.mdb in which the users scores are stored.
3 Click OK.
The program will automatically copy the users scores from the diskette into the master database.

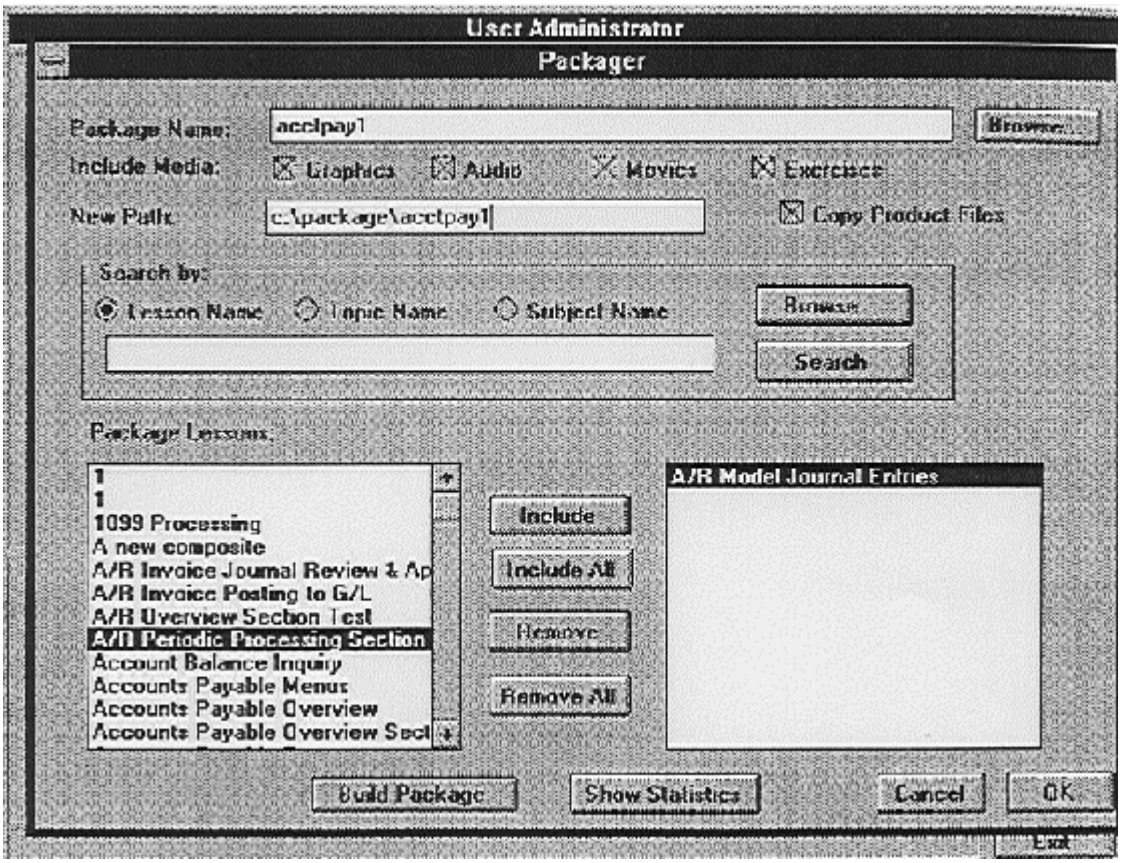


Package Lessons

This is a configurator of unique combinations of the World CBT application. Specific Subjects, Topics, Lesson, and Media can be selected and assembled from the network master server in a package for a local user system. Size statistics can be pre-generated for space planning.

The administrator must enter the User Administration program from the computer on which the new package will be run, connected to the network master server version of World CBT.

To begin, select **Package Lesson** to display the Packager screen



Overview of Packager

Packager uses a build application that interfaces with the Access database and DOS to place the necessary files in the C:\ drive of the local user. Whether creating new packages, reusing existing package contents under a new name, or revising existing package contents under a new name, the Packager steps are:

1 Name/Select the package.
2 Include/Exclude media components.
3 Copy or do not copy Product Files
4 Define where the package will be stored on the user system.
5 Select the lessons.
6 Include/Remove lessons.
7 Check for space requirements.
8 Build the package.
9 Assign the new package database to the users Virtual Learning Center application.

The screen fields and function buttons on the Packager screen include:

- Package Name
- Include Media
- Copy Product Files
- New Path
- Search by
- Package Lessons
- Show Statistics
- Build Package

Note: Buttons that are not operative for a current screen display will be dimmed. Package Name and New Path must contain data in order for Build Package to be functional.

Each of the steps to package were detailed next, but are not included here. We skip now to the Build stage.

Build Package

- Packager Step 8 - Build the Package

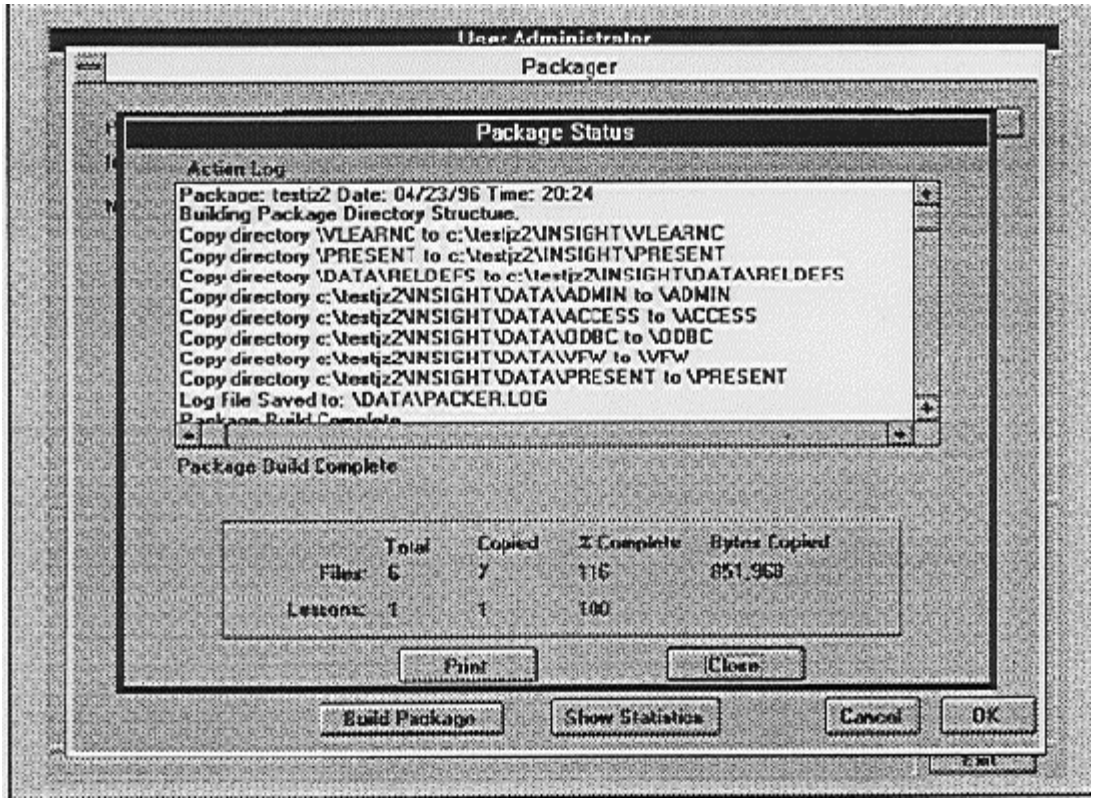
When the final selection of lessons has been made:

1 Click Build Package.
The Package Status screen displays as the package configuration program begins.

The Package Status screen has three functional sections:

- Action Log
- Application Status Message Line
- Files/Lessons Amounts Copied Box

The **Action Log** provides information as the package is configured and when complete, allows the user to review data with scroll bars. This log file is saved to the package path 'data' subdirectory as Packer.log and can be viewed and printed through Windows Notepad.



Data lines beginning with **FAILED:**, indicate required file location problems. Even though these messages might be generated, the package configuration program will continue to completion.

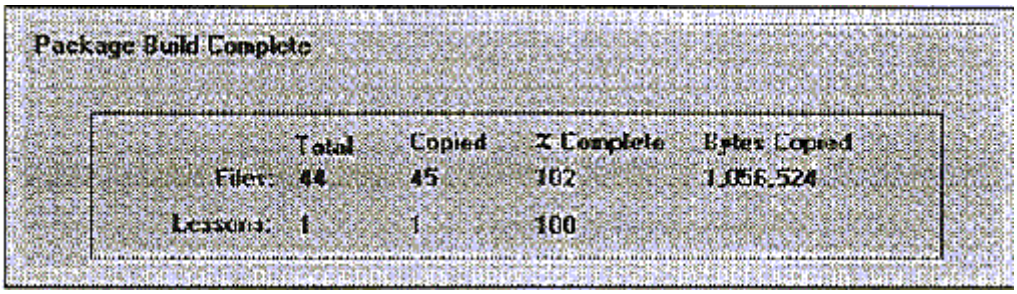
The appropriate person should be contacted to make system corrections and to delete the package name from the database and the DOS directory in preparation to run the build again.

The **Application Status Message Line** appears beneath the Action Log Box. As directories and files are accessed, a counter displays record-copying progress. One file type, called What If Panels can contain over 3000 record numbers for a single lesson.

A package being assembled that contains many lessons, including media, could take several hours to configure.

The message 'Package Build Complete' is displayed when the application finishes.

The **Files/Lessons Amounts Copied Box** in the bottom half of the Package Status screen, which displays with the heading Package Build Complete, gives file statistics details and lesson copying status.



Displayed Information:

Files: This line is calculated when Build Package begins and indicates total record information that will be copied during the build.

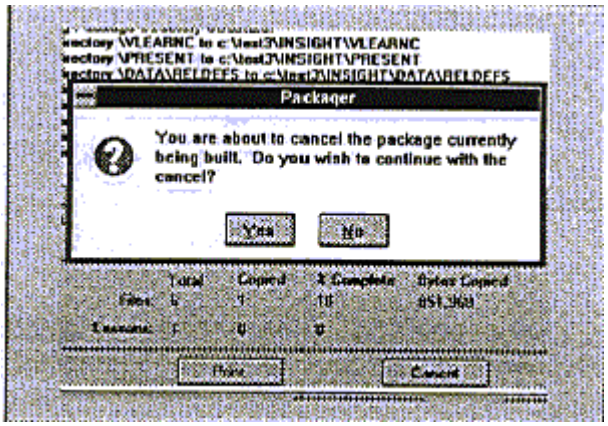
- **Total** - the total number of unique files.
- **Copied** - the total number of unique and shared files.
- **% Complete** - the total percent of both unique and shared files. A figure larger than 100% is possible.
- **Bytes Copied** - the number of bytes required for the package.

Lessons: This line shows lessons to be copied and their completed status.

- **Total** - the total number of lessons in the package.
- **Copied** - the status of the number of lessons being copied.
- **% Complete** - the indication that all lessons have been copied. 100% will display when Package Build Complete appears in the Application Status Message Line.

To cancel the Build Package process

1 Click the Cancel button.
2 Though the system responds immediately, there will appear to be a delay before the process is suspended. When a logical cycle-down point is reached, a dialog box will display.



3 Click the **Yes** button to cancel the process, close the Packager Status screen, and return to the User Administrator screen. The configuration will **not** be saved.

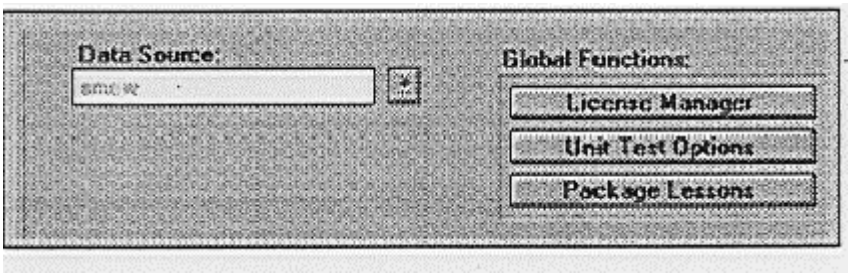
4 Click the **No** button to close this box and return to the Package Status screen. The build process will continue.

When the Packager process is complete, click the OK button to return to the User Administrator screen.

Data Source

- Package Step 9 - Assign the new package database to the users Virtual Learning Center application.

The Data Source button on the User Administrator screen shows a dimmed database and cannot be changed here.



The user should contact the appropriate system administrator to prepare the correct database paths from which the package will draw resources.

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