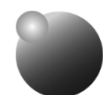


# SimVenture evolution



## Control Tower Manual v10














Venture  
Simulations

This document supports coordinators in making full use of the extensive functionality of SimVenture Evolution.

If you are using SimVenture Evolution for the first time, we recommend that you start by reading the *Orientation Guide* which covers the first steps involved in setting up the system to suit your specific needs.

# Contents

<b>Control Tower Interface Tips</b>		p2
<b>Comprehensive Task List</b>		p5
<b>Setup</b>		
Manage your Coordinator Account		p6
Create a new Activity		p8
Manage User Signup & Licensing		p13
<b>Ongoing Monitoring &amp; Management</b>		
Monitor		p16
Manage Existing Activities		p20
Manage existing User Groups		p28
Manage User Accounts		p36
<b>Core Concepts</b>		
Department		p39
Coordinator / Super Coordinator		p40
User		p41
Licensing / License Batches / License		p42
User Group		p43
Activity Linking / User Group Teams		p45
Scenarios		p46
Activity		p47
Game / Company / Team		p48
<b>Troubleshooting</b>		p49

## Document Navigation and Links



Click to navigate directly to each section.



Click to return to the Contents page.



Click to return to the Comprehensive Task List page.



Click to view videos in a new browser window.

## ↑ Control Tower Interface Tips

Managing the various elements within the Control Tower is made easier if you know a few simple tips which are incorporated within the interface.

### Default Page Layouts

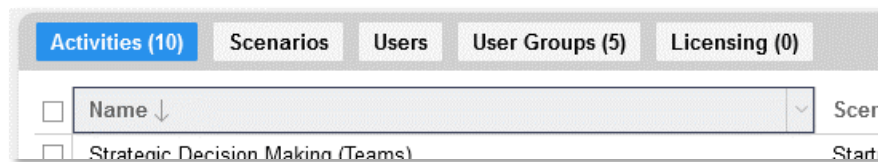
Each page displays in a default layout which can usually be amended in different ways to suit your purpose. The layout returns to the default setting each time you start a new session. To reset to the default views without logging out, simply refresh your browser window (F5).

### Customising Page Layouts

You can organise pages to suit your requirements in the following ways:

#### Column Sorting – re-arrange the order of items in a list

Each column can be sorted in ascending or descending order by simply clicking the column's title bar.



Note the arrow indicating the current setting.

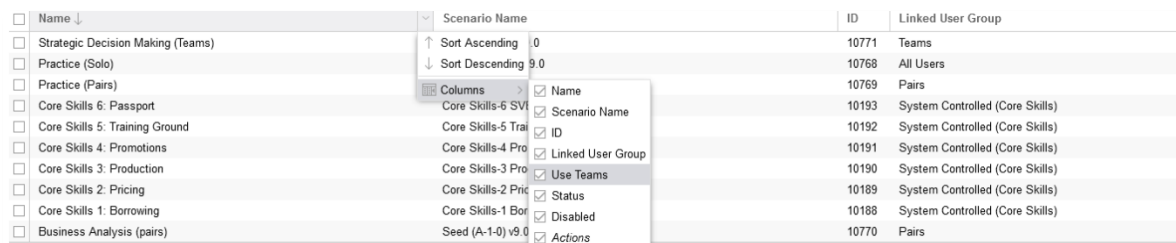
#### Column sizing – change the width of a column

To change the width of a column Click + drag - hover over the right-end of a column header and drag to re-size the column.

A double click – sets the column width to accommodate the longest item in the column.

#### List Content

To show or hide columns within a list hover over the right-end of a column header, click the dropdown and then 'Columns' from the displayed list. Unchecking any item in the list will remove it from view for the current session.



## ↑ Control Tower Interface Tips

### Selection shortcuts

Keystroke shortcuts help you make selections from a list.

By default, each new selection is added as you click the boxes within the list. Other alternatives are:

#### Select All

Click the column header checkbox to select (or deselect) every item in the list.

Companies (5) - Linked to usergroup:

<input checked="" type="checkbox"/>	Company ...	Name
<input checked="" type="checkbox"/>	5	The A Team
<input checked="" type="checkbox"/>	4	Pedal Pushers
<input checked="" type="checkbox"/>	3	Cycle Central
<input checked="" type="checkbox"/>	2	Best Bikes
<input checked="" type="checkbox"/>	1	Go Bikes!

#### 'Fill' Select

Click a checkbox then Shift + click another checkbox to 'fill select' all items between the two.

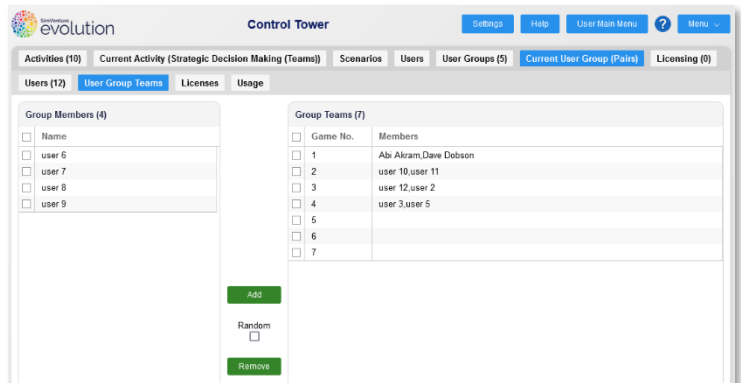
Companies (5) - Linked to usergroup:

<input type="checkbox"/>	Company ...	Name
<input type="checkbox"/>	5	The A Team
<input checked="" type="checkbox"/>	4	Pedal Pushers
<input checked="" type="checkbox"/>	3	Cycle Central
<input checked="" type="checkbox"/>	2	Best Bikes
<input type="checkbox"/>	1	Go Bikes!

### 'Object' Management

This two-panel layout appears regularly within the interface to allow 'objects' within the system (Users, Activities, Licenses etc.), to be moved from one panel to another.

1. Select an 'object(s)' in either panel.
2. Use the buttons in the space between the panels to move the object to the right or left respectively.



The system will indicate if you need to make selections in both panels. Often, selected object(s) in the left panel require a 'destination' to be selected in the right panel.

Movements from right to left are effectively 'deselections', returning an object to a collective group. Selections in the right panel will simply be returned to the left panel in their default order.

## ↑ Control Tower Interface Tips

### Object Order

The system uses some fixed approaches for moving multiple objects between these panels. These are particularly useful when arranging long lists of Users into Teams.

When multiple objects have been selected, transfer is handled by taking the first selected object on the left and placing it in the first available selection on the right, repeating this process until all the selected objects have been allocated.

The 'Random' button simply randomises the order in which the selections are moved. It takes a little practice to get used to the process but it does save time in the long run.

If the outcome you see doesn't match your expectations simply move all the objects from the right panel, refresh your screen and reselect.

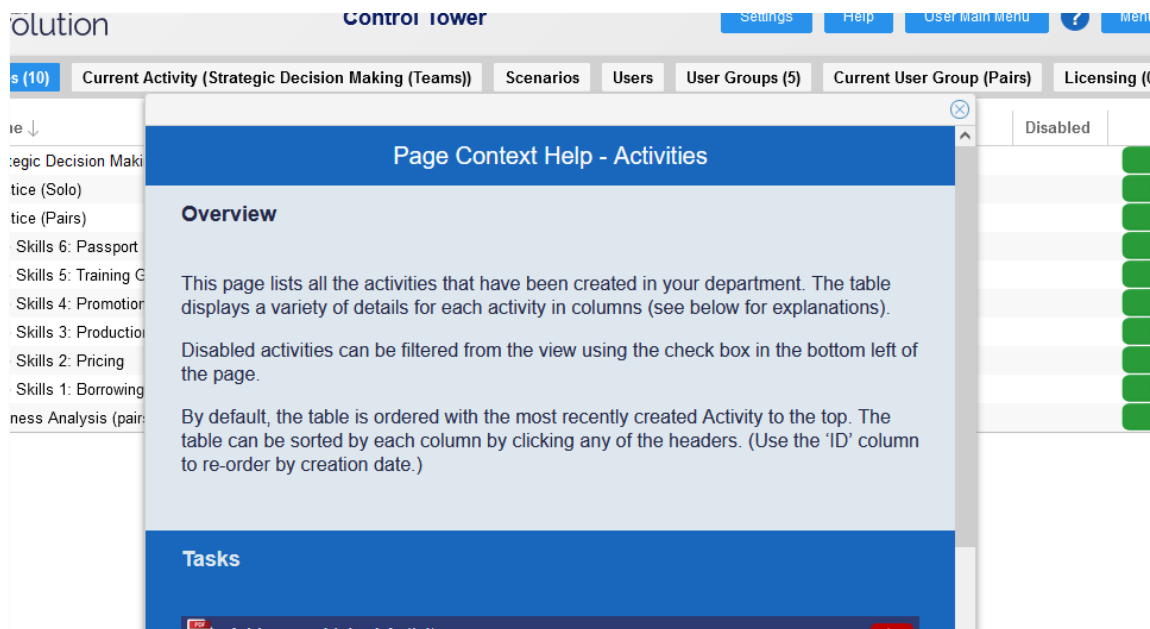
### Page Context Help

The Page Context Help button opens a window relating specifically to the Control Tower page you are currently working in.



The content of this window outlines the functionality of the page and includes:

- an overview of the contents of the page
- a list of the tasks that can be carried out within the page linking to details on how to carry out each task
- a reference section listing and defining terms used within the current page



## Comprehensive Task List

Navigation Icons

Comprehensive Task List



Task Instructions (Text)



Task Instructions (Video)



Setup			
Manage your Coordinator Account			
Change Coordinator Account Settings			Settings
Create a new Activity			
Add a new User Group			User Groups / <a href="#">Add new User Group</a>
Add a new Linked Activity			Activities / <a href="#">Add new Activity</a>
Activity settings explained			
Manage User Signup & Licensing			
Manage & Monitor User Signup			Users / Licenses
View License Batch Details			License Batches
Assign and Remove User Licenses			Users / Licenses

Ongoing Monitoring & Management			
Monitor			
Monitor Performance Data			Activities / <a href="#">Open</a> / <a href="#">Inspect</a>
View a Company within an Activity			Activities / <a href="#">Open</a> / Companies / <a href="#">Open</a>
View the Leaderboard for an Activity			Activities / <a href="#">Open</a> / Leaderboards
Monitor Activity Progress Data			Users / Activity Progress
Monitor User Usage Data			Users / Usage
Monitor Activity Usage Data			Activities / <a href="#">Open</a> / Usage
Manage Existing Activities			
Disable or Enable an Activity			Activities / Check Activity / <a href="#">Disable</a> or <a href="#">Enable</a>
Delete an Activity			Activities / Check Activity / <a href="#">Delete</a>
Add a new Unlinked Activity			Activities / <a href="#">Add new Activity</a>
Batch rewind games within an Activity			Activities / <a href="#">Open</a> / Companies / <a href="#">Batch rewind</a>
Modify Companies within an Activity			Activities / <a href="#">Open</a> / Companies / <a href="#">Modify Companies</a>
Export the Team set up for an Activity			Activities / <a href="#">Open</a> / Companies / <a href="#">Actions</a> / Export...
Edit Settings for an Activity			Activities / <a href="#">Open</a> / Settings
Manage Existing User Groups			
Export User Group Details			User Groups / <a href="#">Export to csv</a>
Enable or Disable user Groups			User Groups / Check User Group(s) / <a href="#">Disable</a>
Edit User Group name			User Groups / <a href="#">Open</a> / <a href="#">Add/Remove Users</a>
Add or remove User Group members			User Groups / <a href="#">Open</a> / <a href="#">Add/Remove Users</a>
Edit User Group Teams			User Groups / <a href="#">Open</a> / User Group Teams
View User Names instead of full names			Menu / <a href="#">Replace Full Name with User Name</a>
Manage User Accounts			
View User Details			Users / <a href="#">View</a>
Remove Active User Licenses			Menu / Allow removal of active licenses
Delete Users			Users / <a href="#">Delete</a>
Export User Lists			Users / <a href="#">Export to csv</a>

## ↑ Comprehensive Task List – Setup

### Manage your Coordinator Account

Your Coordinator account is set up in a standard format.

Make changes to your profile settings to ensure that they are correct and secure.

#### Change coordinator name

1. Click 'Settings'

Settings

2. Enter a 'First Name' and 'Last Name'

##### Change Name

First Name

coord

Last Name

1

3. Click 'Submit Changes'

Submit Changes

You are given a generic name (eg.'Coord 1') when your department is set up. Changing your name within the settings eases identification, particularly when multiple coordinator accounts exist within the same department.

#### Change language and currency settings

1. Click 'Settings'

Settings

2. Use the dropdown to select the Language and Currency

##### General

Select Language

English (United Kingdom)

Select Currency

USD (United States Dollar)

GBP (Great British Pound)

USD (United States Dollar)



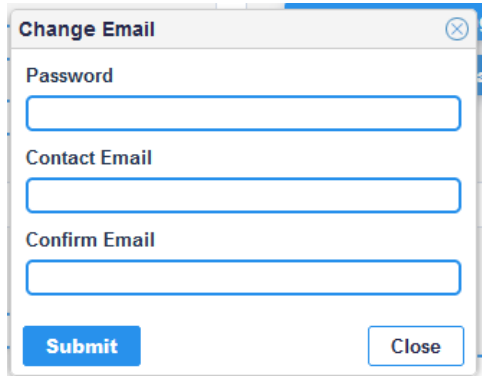
EUR (European euro)

CNY (Chinese Yuan Renminbi)

3. Click 'Submit Changes'


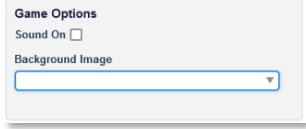

Submit Changes


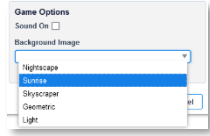

Change Coordinator Account Settings	
Change coordinator password	
1. Click 'Settings'	<div>Settings</div>
2. Click 'Change Password'	<div>CHANGE PASSWORD</div>
3. Enter old password	<div><div>Change Password</div><div>Old Password</div><div>.....</div><div>New Password</div><div>.....</div><div>Verify New Password</div><div>..... </div><div>Submit</div><div>Close</div></div>
4. Enter a new password and retype to confirm	
4. Click 'Submit'	
Please note that passwords must be a minimum of 6 characters in length.	

Change coordinator contact email	
1. Click 'Settings'	
2. Click 'Change Email'	
3. Enter your SimVenture Evolution Account Password*	
4. Enter and confirm your contact email	
5. Click 'Submit'	
<p>*This is required to verify that you have permission to make the amendment.</p> <p>The email provided for the purpose of contacting you in the event that you have forgotten your user name or password. We may also use this email to contact you if we need to gather more information in the event of a system problem. It will not be used for any other purpose.</p>	



## Comprehensive Task List – Setup

Change game options	
1. Click 'Settings'	
2. Click the checkbox to toggle the sound	
3. Click 'Submit Changes'	
This option affects the music that is played when a quarter is run within the simulation.	

Change Background Image	
1. Click 'Settings'	
2. Select a background from the dropdown list	
3. Click 'Submit Changes'	
This option determines the background that displays when you log in to the system.	

## ↑ Comprehensive Task List – Setup

### Create a new Activity

Whilst the *Standard Setup* includes a range of Activities designed to help Users familiarise themselves with the simulation, you will probably want to add further Activities to suit the requirements of your own programme of work.





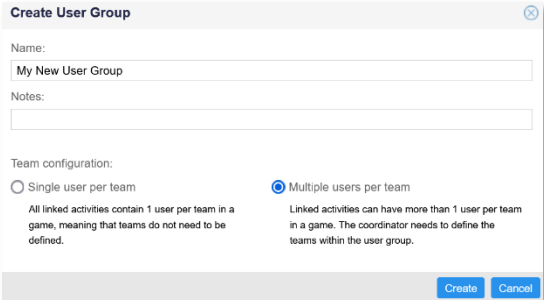
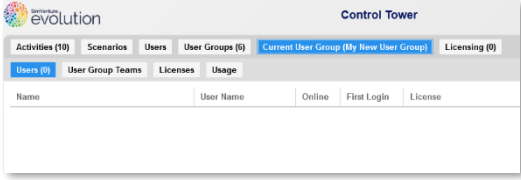
We recommend that you use linking to set up your Activities as it simplifies the process and is likely to save time when Participants and Users change at a later stage.



This requires that you set up a User Group before creating an Activity, so that you can create a link between them.

The 'All Users' group can be linked to any Activities that are intended for individual work.

To create Activities where Users work in teams you will need to set up User Groups to reflect the make up your Teams. A separate user Group will be needed for each team setup you require, but a User Group can be linked to multiple Activities which will all mirror the structure defined within that User group.

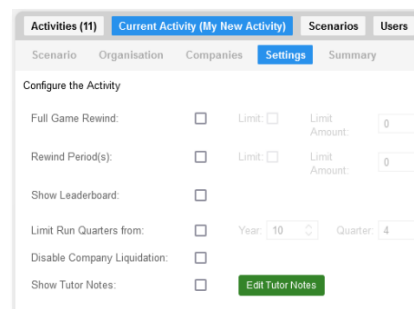
	Add a new User Group	
1. Open the 'User Groups' Tab		
2. Click 'Add new User Group'		
3. Create a name and add notes if you wish		
4. Check the 'Multiple Users per Team' radio button		
5. Click 'Create'		
You User Group is now created within the system and a new tab is displayed to showing the name of the User Group.		

## ↑ Comprehensive Task List – Setup

<div><div></div></div> <div>Add a new Linked Activity</div> <div></div>	
1. Open the Activities tab.	<div>Activities (10)ScenariosUsersUser Groups (6)C</div>
2. Click the ‘Add New Activity’ button.	<div>Add new Activity</div>
3. Name the Activity.	<div><div>Add New Activity</div><div><div>Activity Name:My New Activity</div><div><div>Link teams to User Group?:<input checked="" type="checkbox"/></div><div>This will link the activity directly to a specified user group. Each user and any specified teams will automatically be allocated to teams in the activity.</div></div><div>Please note:<ul style="list-style-type: none"><li>Head to head activities are not allowed with activities that are linked to a user group.</li><li>Participant allocation and game/company creation are managed by making changes to the linked user group.</li></ul></div><div>User Group:<div>unselectedunselectedPairsAll UsersTeamsMy New User Group</div></div></div></div>
4. Select linking options. Default: ‘Link teams to User Group’ checked	
5. Select the User Group to which the Activity will be linked.	
If you haven’t yet created your User Group, click cancel and do so before returning to this section.	
6. Confirm your selection	<div>Confirm</div>
On confirmation, a second row of tabs is displayed and the upper tab row shows the name of your Activity.	
<div><div><div></div><div>SimVenture evolution</div></div><div>Activities (11)Current Activity (My New Activity)ScenariosUsers</div><div>ScenarioOrganisationCompaniesSettingsSummary</div></div>	
7. Select the Scenario on which the Activity will be based.	<div><div>Activities (9)Current Activity (a)ScenariosUsersUser Groups (2)Licensing (8)</div><div><div>Scenarios</div><div>OrganisationCompaniesSettingsSummary</div><div><div>Select Scenario</div><div>Open<ul style="list-style-type: none"><li>Seed (A-1-Q) v0.3</li><li>Startup (A-1-Q) v0.3</li><li>Growth (A-1-12) v0.3</li><li>Established (A-1-20) v0.3</li></ul></div><div>Head to Head</div></div><div><div><div>Tutor Description</div><div>OverviewInfoMD BriefingMarket OverviewCompetitionCustomersY5 Tar</div><div><div>Tutor Description Growth (A-1-12)</div><div>This scenario is one of a series presenting the same company at different stages in its development.</div><div><div></div><div>The company (Green Spokes) has been trading for 3 years and has developed a foothold in the Road Commuting sub-segment with its StreetSmart product.</div><div>Initial tasks: essential in developing the company's position<ul style="list-style-type: none"><li>Increase production levels to meet existing demands</li><li>Expand capacity to accommodate higher production levels</li><li>Identify areas where costs can be reduced</li></ul></div><div>Ongoing tasks:<ul style="list-style-type: none"><li>Exercise careful financial management to ensure that sufficient cash reserves are available to fund the development of the company.</li></ul></div></div><div><div>Summary Data</div><div>Virtual Market A</div><div><div>Years Trading3 yrs</div><div>Market Share15%</div><div>Sales Value£228,653</div><div>Human ResourcesEmployees 11Contractors 6.3</div><div>Cash142712</div><div>Net Profit£19,963</div><div>Net Assets£218,678</div></div><div>next</div></div></div></div></div></div></div>
Clicking an item in the ‘Select Scenario’ panel will display more details about that Scenario. The content available within the Scenario Briefing can be viewed by clicking the tabs within the right-hand panel.	
8. Click ‘Next’ to confirm your selection.	<div>next</div>
On confirmation, the system will begin the process of setting up your Activity to match the setup of the User Group to which it is linked. This process will take time to complete, depending on the size of the User Group.	

cont'd...

## 9. Configure the Activity Settings



A range of settings is available to allow you to control the way the Activity is configured. Hovering over each option will display an explanation of each setting (See 'Activity settings explained' (below) for more details).

## 10. Click 'Next' to confirm your selection.

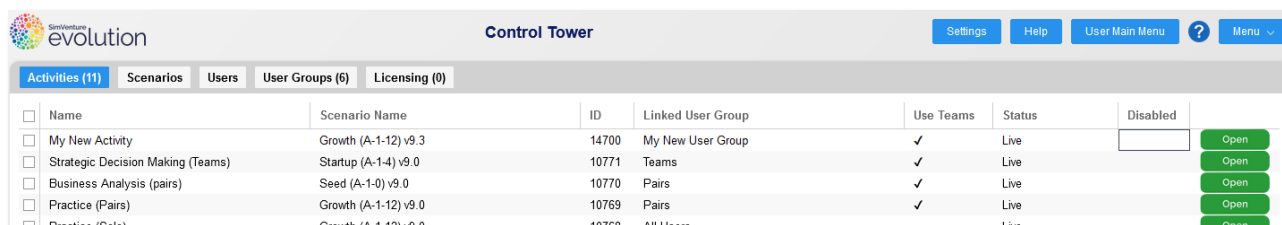
next

Activity details are provided for you to check. You can return to the 'Settings' at this point or edit the name of your activity but you cannot change the associated Scenario or User Group. If you need to do this you will need to start the process again and delete the Activity made in error.

## 11. Click 'Make Activity Live'

Make Activity Live

The status of your activity will be displayed in the Activities tab as 'Creating Live Activity' whilst it is added to the system's database. On completion of this process it will be marked 'Live' in the Status column and will be available to participants.



Name	Scenario Name	ID	Linked User Group	Use Teams	Status	Disabled	
<input type="checkbox"/> My New Activity	Growth (A-1-12) v9.3	14700	My New User Group	✓	Live		Open
<input type="checkbox"/> Strategic Decision Making (Teams)	Startup (A-1-4) v9.0	10771	Teams	✓	Live		Open
<input type="checkbox"/> Business Analysis (pairs)	Seed (A-1-0) v9.0	10770	Pairs	✓	Live		Open
<input type="checkbox"/> Practice (Pairs)	Growth (A-1-12) v9.0	10769	Pairs	✓	Live		Open
<input type="checkbox"/> Practice (Solo)	Growth (A-1-12) v9.0	10768	All Users		Live		Open

You may choose not to make the Activity live at this stage. It will still be visible in the Control Tower but it's status will be 'Awaiting Go Live' and it will not be accessible to Users

## ↑ Comprehensive Task List – Setup



### Activity settings explained

#### Full Game Rewind

Allows Users to rewind the Activity back to its original starting point. This removes all data and decisions made in any quarters the User has already run. Under this setting Users have access to unlimited full game rewinds.

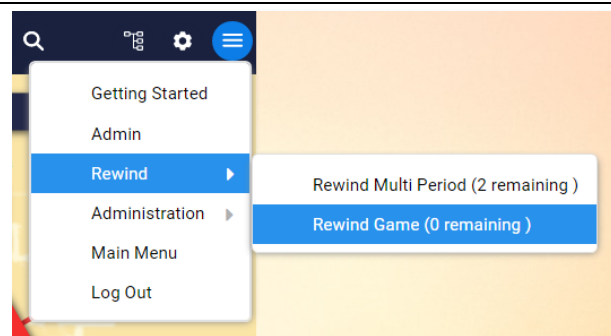
To restrict the number of rewinds available, click the 'Limit' checkbox and use the spinners to specify the maximum number available.

#### Rewind Period(s)

Allows Users to rewind the Activity, specifying how many quarters will be rewind. This removes all data and decisions made in any rewind quarters but leaves any specified actions within the quarter that has been rewind to.

To restrict the number of rewinds available, click the 'Limit' checkbox and use the spinners to specify the maximum number available.

Users access rewinds via the Menu button in the top right-hand corner of the Activity. If limits have been set, these are also indicated.



Coordinators can also perform rewind functions for individuals or multiple teams within an Activity.

#### Show Leaderboard

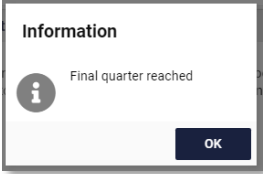
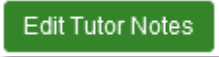

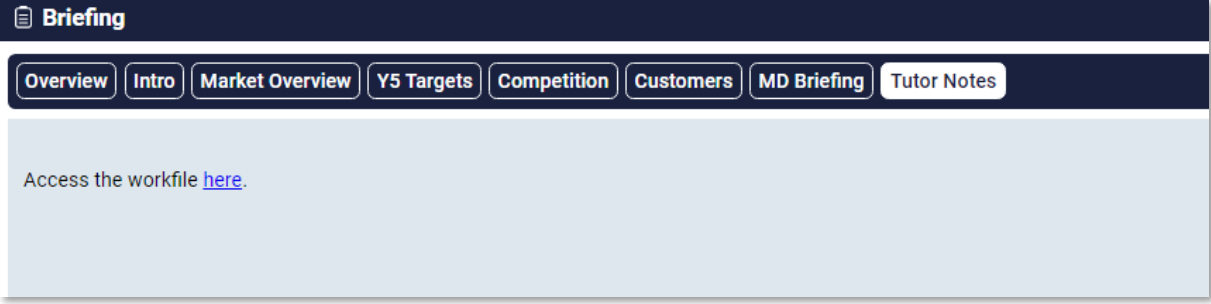
Allows Users to view a Leaderboard showing how all the Teams within the Activity are performing in a range of predetermined data items which can be toggled via tabs.

Coordinator can always see the Leaderboard for an Activity from within the Control Tower.

Users access the Leaderboard via the 'Company' section of the simulation.

Company					
Overview Leaderboards Organisation Operations Sales & Marketing R & D					
Profit Cash Sales Company Value Efficiency Sustainability Score					
Position	Company Name	Game	Value	Period	
1	Go Gikes!		£35,110	Y4, Q2	Your company
2	Green Spokes		£34,248	Y5, Q1	

## ↑ Comprehensive Task List – Setup

<p><b>Limit Run Quarters from</b></p> <p>Sets a limit at which Users can no longer run the quarter.</p> <p>When the specified Quarter is reached and Users attempt to run the quarter, they receive a message.</p>	
<p>This setting can be subsequently modified to allow to coordinators to specify the rate at which users progress through an Activity.</p>	
<p><b>Disable Company Liquidation</b></p> <p>Allows Participants to run their company without the threat of being made bankrupt if their financial position deteriorates. This facility is provided as a support mechanism for new Users.</p> <p>Ordinarily, warnings are issued by the bank within the simulation to alert Users of impending action, before a withdrawal of banking facilities closes the company.</p>	
<p><b>Show Tutor Notes</b></p>	
<p>Allows Coordinators to add an extra tab within the Briefing of the Activity within which they can include their own notes.</p>	
<p>Hyperlinks can be included by inserting appropriate HTML code within the 'Edit Tutor Notes' screen.</p> <p>For example, this entry...</p>	
	
<p>will be displayed like this...</p>	
	



## ↑ Comprehensive Task List – Setup

### Manage User Signup & Licensing

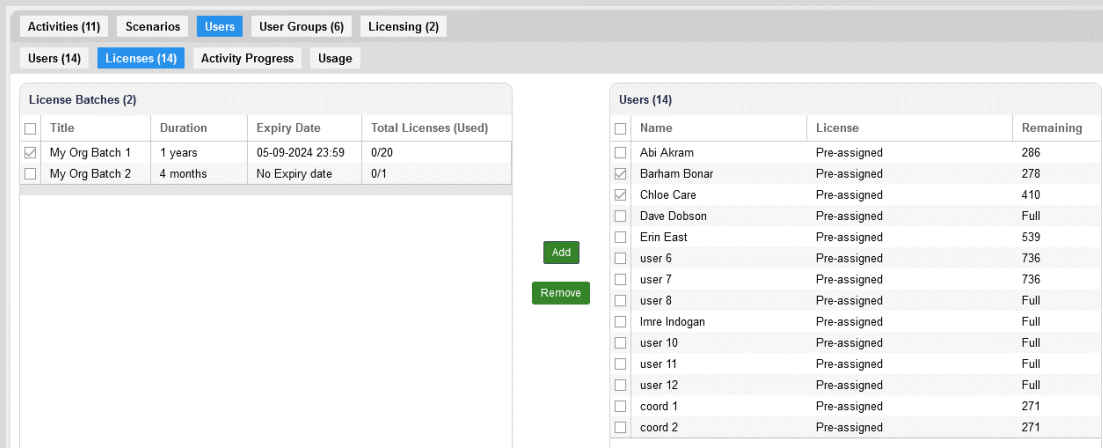
Your learners will need to sign up in order to be included as users within your department.

A PDF document will be provided to for you to distribute to your learners. This guides them through the process whilst you monitor and manage their access to the simulation from the Control Tower.

Once users have completed signup they will *only* have access to the 'Walkthrough Videos', providing an overview of the simulation. In order to give them full access to activities within the simulation you will need to assign each user a license (see below).

Manage & Monitor User Signup <span>▶</span>	
<b>1. Distribute signup instructions</b>	
The document outlining the signup process is included in your 'Welcome Email'. It includes a unique code linking new users to the 'All User' group within your department.	
<b>2. Click the 'Users' tab</b>	
<b>3. Click 'Licenses' from within the second tab row.</b>	

This two panel page shows your license batches on the left and Users who have signed up on the right.




From within this page you can monitor signup and assign licenses where appropriate. If a signup contains errors or an individual has completed multiple signups, they can be deleted from within the Users tab (see Delete Users).


In the example above, a number of users have already signed up and 8 have already had licenses assigned to them.

Once signup is complete a user will be able to view the Walkthrough videos within their Dashboard but will not be able to access Activities until they have been assigned a license.

## ↑ Comprehensive Task List – Setup



View License Batch Details



1. Click the 'License Batches' tab

Licensing (2)


Details of any License Batches you have purchases will be displayed here.

Activities (11)
Scenarios
Users
User Groups (6)
Licensing (2)


<input type="checkbox"/> Title	Notes	Expiry Date	Exp...	Duration	Total Licenses (Used)
<input type="checkbox"/> My Org Batch 1		05-09-2024 23:59	false	1 years	0/20
<input type="checkbox"/> My Org Batch 2		No Expiry date	N/A	4 months	0/1

The key information that you need to identify are the 'Duration' and 'Total Licenses' figures.

The 'Total Licenses (Used)' entry indicates licenses used to the left of the slash and total licences within the batch to the right.



Assign and remove User Licenses



1. Click the Users tab

2. Click the 'Licensing' tab from the second tab row.

3. Within the 'Licensing' window you can assign and remove licenses by selecting a license batch on the left and users on the right to add or remove licenses with the appropriate buttons.

Activities (11)
Scenarios
Users
User Groups (6)
Licensing (2)

Users (9)
Licenses (9)
Activity Progress
Usage

License Batches (2)

<input type="checkbox"/> Title	Duration	Total Licenses (Used)
<input type="checkbox"/> My Org Batch 1	1 years	0/20
<input type="checkbox"/> My Org Batch 2	4 months	0/1

Add
Remove

Users (9)

<input type="checkbox"/> Name	License	Remaining
<input type="checkbox"/> Abi Akram	Pre-assigned	286
<input type="checkbox"/> Barham Bonar	Pre-assigned	278
<input type="checkbox"/> Chloe Care	Pre-assigned	410
<input type="checkbox"/> Dave Dobson	Pre-assigned	Full
<input type="checkbox"/> Erin East	Pre-assigned	539
<input type="checkbox"/> Imre Indogan	Pre-assigned	Full
<input type="checkbox"/> coord 1	Pre-assigned	271
<input type="checkbox"/> coord 2	Pre-assigned	271
<input type="checkbox"/> Franc Farsi	Pre-assigned	None

The 'License Batch(es)' supplied when your purchase was processed will be visible within the left-hand panel.

4. Select a 'License Batch' that contains unused licenses.

Activities (11)
Scenarios
Users
User Groups (6)
Licensing (2)

Users (9)
Licenses (9)
Activity Progress
Usage

License Batches (2)

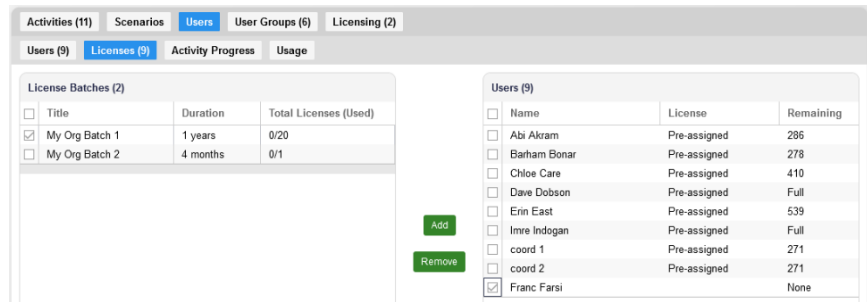
<input type="checkbox"/> Title	Duration	Total Licenses (Used)
<input checked="" type="checkbox"/> My Org Batch 1	1 years	0/20
<input type="checkbox"/> My Org Batch 2	4 months	0/1

The 'Total Licenses (Used)' entry indicates licenses used to the left of the slash and total licences within the batch to the right.

cont'd...



5. Select the Group Members you wish to assign licenses to.



License Batches (2)		
<input type="checkbox"/> Title	Duration	Total Licenses (Used)
<input checked="" type="checkbox"/> My Org Batch 1	1 years	0/20
<input type="checkbox"/> My Org Batch 2	4 months	0/1

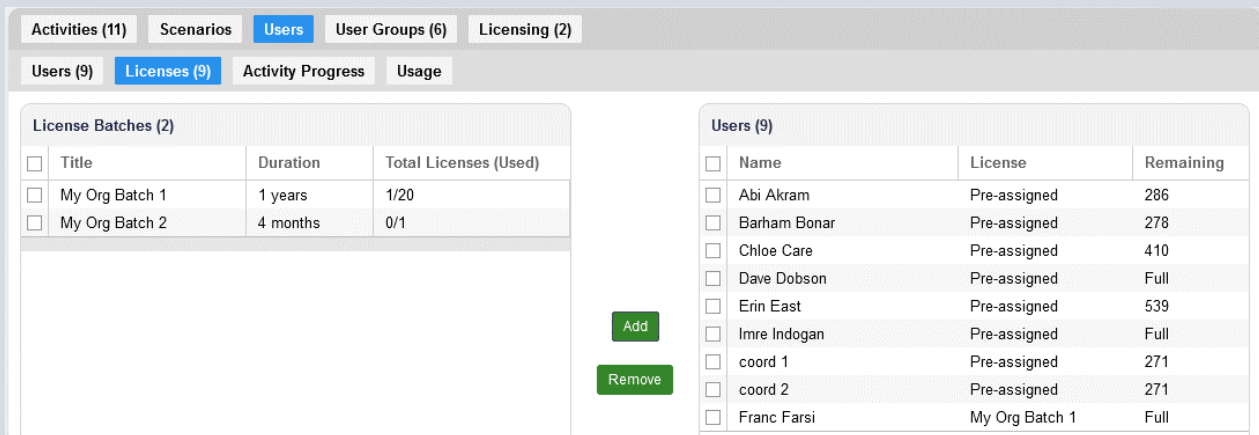
  

Users (9)		
<input type="checkbox"/> Name	License	Remaining
<input type="checkbox"/> Abi Akram	Pre-assigned	286
<input type="checkbox"/> Barham Bonar	Pre-assigned	278
<input type="checkbox"/> Chloe Care	Pre-assigned	410
<input type="checkbox"/> Dave Dobson	Pre-assigned	Full
<input type="checkbox"/> Erin East	Pre-assigned	539
<input type="checkbox"/> Imre Indogan	Pre-assigned	Full
<input type="checkbox"/> coord 1	Pre-assigned	271
<input type="checkbox"/> coord 2	Pre-assigned	271
<input checked="" type="checkbox"/> Franc Farsi		None

6. Click 'Add'

Add

The selected Group Members are now licensed and have full access to any Activities made available to them.



License Batches (2)		
<input type="checkbox"/> Title	Duration	Total Licenses (Used)
<input type="checkbox"/> My Org Batch 1	1 years	1/20
<input type="checkbox"/> My Org Batch 2	4 months	0/1

Users (9)		
<input type="checkbox"/> Name	License	Remaining
<input type="checkbox"/> Abi Akram	Pre-assigned	286
<input type="checkbox"/> Barham Bonar	Pre-assigned	278
<input type="checkbox"/> Chloe Care	Pre-assigned	410
<input type="checkbox"/> Dave Dobson	Pre-assigned	Full
<input type="checkbox"/> Erin East	Pre-assigned	539
<input type="checkbox"/> Imre Indogan	Pre-assigned	Full
<input type="checkbox"/> coord 1	Pre-assigned	271
<input type="checkbox"/> coord 2	Pre-assigned	271
<input type="checkbox"/> Franc Farsi	My Org Batch 1	Full





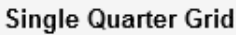
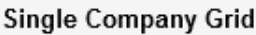
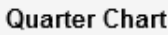
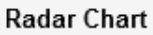





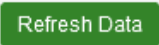

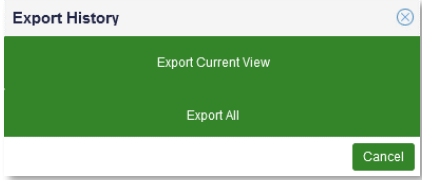
Removing an inactive license will simply return the license to the License batch that you select on the left.

Note that by default you will not be able to remove an 'active' license. This is to avoid the chance that a License is removed in error. Should you wish to remove an active license please see 'Remove Active User Licenses'.



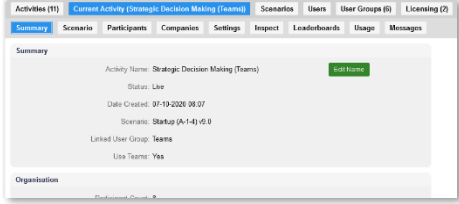
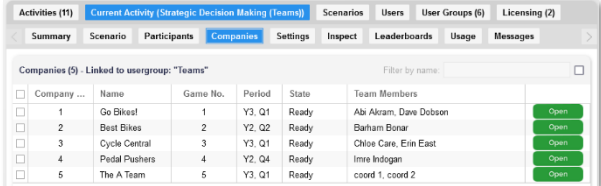
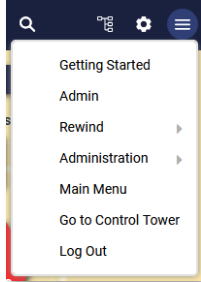

## ↑ Comprehensive Task List – Ongoing Management

### Monitor







Data relating to how Users are performing within an Activity can be viewed in a range of different formats. This allows coordinators to conduct a general overview across multiple teams or to make a more detailed look at a specific teams' performance.

Monitor Performance Data 	
1. Open an Activity	
2. Click the 'Inspect' tab	
3. A new Tab Row displays, giving you a range of option for viewing the data for this Activity  <div>      </div> <p>By default this will open on the 'Single data Grid' view.</p>	
4. Below this tab you are provided with a row of tools to select the parameters for the chosen data view.  <div>             Select Data Item: <input type="text" value="Cash"/>               Start Quarter: <input type="text" value="1"/>              End Quarter: <input type="text" value="6"/>   </div>	
5. Use the 'Refresh Data' button after making changes, to render your newly chosen parameters.	
6. Within each view you can click the 'Export' button to gather the data in a .csv format.	
7. Click one of the available options	
8. and depending on which browser you are using, you will be notified where the file has been saved.	

## ↑ Comprehensive Task List – Ongoing Management




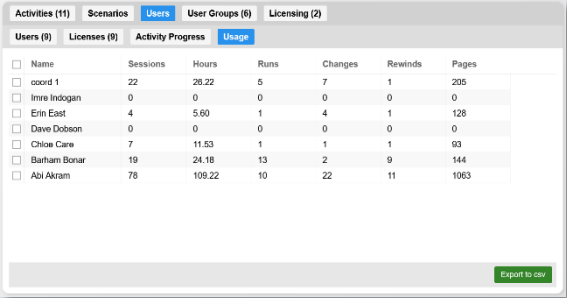

	View a Company within an Activity 
This functionality allows a Coordinator to view a selected Game as if they were a Team Member. This is useful for monitoring purposes and also provides the Coordinator with full rewind facilities even if these are restricted within the Activity's settings.	
<b>1. Open your selected Activity</b>	
<b>2. Click the 'Companies' tab</b>	
<b>3. Click 'Open' beside the Company you wish to view</b> Note only 1 company can be opened at any one time	
To return to the Dashboard, click the Menu button in the top right-hand corner of the screen and select 'Go to Control Tower'.	
<p>The Company will open as if you are a member of the team running that company.</p> <p>When you open a company, you are viewing an active game and have full permissions to make changes.</p> <p>Coordinators can also rewind a game from this view even if the Activity has been set up without these permissions for Participants.</p> <p>Users working within the Company will not be aware that you are viewing.</p>	
	




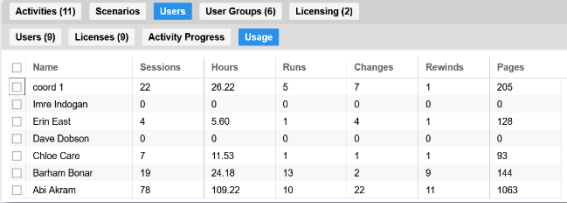

## Comprehensive Task List – Ongoing Management

View the Leaderboard for an Activity <span style="float: right;">▶</span>													
This functionality allows a Coordinator to view a table ranking each Team within an Activity on any one of 5 data points. This is useful for taking an overview of performance across an activity.													
1. Open the 'Activities' tab.	<div> <span>Activities (11)</span> <span>Scenarios</span> <span>Users</span> <span>User Groups (6)</span> <span>Licensing (2)</span> </div>												
2. Click to open your selected Activity	<div>Open</div>												
3. Click the 'Leaderboards' tab	<div> <span>Activities (11)</span> <span>Current Activity (Strategic Decision Making (Teams))</span> <span>Scenarios</span> <span>Users</span> <span>User Groups (6)</span> <span>Licensing (2)</span> </div> <div> <span>Summary</span> <span>Scenario</span> <span>Participants</span> <span>Companies</span> <span>Settings</span> <span>Inspect</span> <span>Leaderboards</span> <span>Usage</span> <span>Messages</span> </div>												
4. Select the data item you wish to view.	<div> <span>Profit</span> <span>Cash</span> <span>Sales</span> <span>Company Value</span> <span>Efficiency</span> </div> <table border="1"> <thead> <tr> <th>Position</th> <th>Company Name</th> <th>Game</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Go Bikes!</td> <td></td> <td>(£16,3</td> </tr> <tr> <td>2</td> <td>Cycle Control</td> <td></td> <td>(£28.0</td> </tr> </tbody> </table>	Position	Company Name	Game	Value	1	Go Bikes!		(£16,3	2	Cycle Control		(£28.0
Position	Company Name	Game	Value										
1	Go Bikes!		(£16,3										
2	Cycle Control		(£28.0										
<p>The system will show all Teams working within the Activity, ranked by the value of the data items selected.</p> <p>If Users are engaged in running the Activity you will need to click 'refresh' to update the information.</p>													

Monitor Activity Progress Data <span style="float: right;">▶</span>																																																																																	
This functionality allows coordinators to see how all Users are progressing with their assigned Activities.																																																																																	
1. Open the 'Users' tab.	<div> <span>Activities (11)</span> <span>Scenarios</span> <span>Users</span> <span>User Groups (6)</span> <span>Licensing (2)</span> </div>																																																																																
2. Click the 'Activity Progress' tab.	<div> <span>Users (9)</span> <span>Licenses (9)</span> <span>Activity Progress</span> <span>Usage</span> </div> <p>Figure shown represents the period each User has reached within an activity.</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Core Skills 5: Training Ground</th> <th>Core Skills 6: Passport</th> <th>Practice (Solo)</th> <th>Practice (Pairs)</th> <th>Business Analysis (pairs)</th> <th>Strategic Decision Making (Teams)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Abi Akram</td> <td></td> <td></td> <td></td> <td>Y4, Q3 c</td> <td></td> <td>Y3, Q1</td> </tr> <tr> <td>2</td> <td>Barham Bonar</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Y2, Q2</td> </tr> <tr> <td>3</td> <td>Chloe Care</td> <td></td> <td></td> <td></td> <td>Y4, Q1</td> <td></td> <td>Y3, Q1</td> </tr> <tr> <td>4</td> <td>Dave Dobson</td> <td></td> <td></td> <td></td> <td>Y4, Q3 c</td> <td></td> <td>Y3, Q1</td> </tr> <tr> <td>5</td> <td>Erin East</td> <td></td> <td></td> <td></td> <td>Y4, Q1</td> <td></td> <td>Y3, Q1</td> </tr> <tr> <td>6</td> <td>Imre Indogan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Y2, Q4</td> </tr> <tr> <td>7</td> <td>coord 1</td> <td></td> <td></td> <td>Y4, Q1</td> <td></td> <td></td> <td>Y3, Q1</td> </tr> <tr> <td>8</td> <td>coord 2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Y3, Q1</td> </tr> <tr> <td>9</td> <td>Franc Farsi</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Core Skills 5: Training Ground	Core Skills 6: Passport	Practice (Solo)	Practice (Pairs)	Business Analysis (pairs)	Strategic Decision Making (Teams)	1	Abi Akram				Y4, Q3 c		Y3, Q1	2	Barham Bonar						Y2, Q2	3	Chloe Care				Y4, Q1		Y3, Q1	4	Dave Dobson				Y4, Q3 c		Y3, Q1	5	Erin East				Y4, Q1		Y3, Q1	6	Imre Indogan						Y2, Q4	7	coord 1			Y4, Q1			Y3, Q1	8	coord 2						Y3, Q1	9	Franc Farsi						
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5	Erin East				Y4, Q1		Y3, Q1																																																																										
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<p>The system shows all Users within the Department and all Activities created within the Department. The figures in the table indicate the period each User has reached within each Activity. If a User have not begun the Activity then no figure is shown.</p> <p>A 'c' indicates that the user has reached the period set as the end point for the activity.</p>																																																																																	

## ▲ Comprehensive Task List – Ongoing Management

	Monitor User Usage Data
It is often useful to be able to determine how much time users are spending when working with the simulation. The 'User Usage' facility within the Control Tower allows you to monitor details to gain a sense how your Users are engaging with the simulation across all Activities.	
1. Click the 'Users' tab.	
2. Click the 'Usage' tab on the second tab row.	
<p>The page displays a list of all the Users within the Department. The data in each column represents usage across ALL Activities.</p> <p>Clicking the header of each column allows you to sort by that column, toggling between ascending/descending order.</p> <p>Clicking 'Export to csv' will allow you to export the data for monitoring outside the Control Tower.</p>	
Note: The figures provided here should only be used as 'Proxy' indicators as they are susceptible to manipulation.	
Details on how to interpret the figures provided are displayed in the 'Page Context Help', accessible via the 'help' button.	

	Monitor Activity Usage Data	
The 'Activity Usage' facility within the Control Tower allows you to monitor details to gain a sense of the level of engagement with a specific Activity.		
1. Open your selected Activity from within the Activities tab		
2. Click the 'Usage' tab		
<p>The page displays a list of all the activity's Participants, showing data relating to their engagement.</p> <p>Clicking the header of each column allows you to sort by that column, toggling between ascending/descending order.</p> <p>Clicking 'Export to csv' will allow you to export the data for monitoring outside the Control Tower.</p>		
Note: The figures provided here should only be used as 'Proxy' indicators as they are susceptible to manipulation.		
Details on how to interpret the figures provided are displayed in the 'Page Context Help', accessible via the 'help' button.		

## Comprehensive Task List – Ongoing Management

### Manage Existing Activities

Once you have created Activities you may wish to make alterations to them as you progress through your programme. The system allows for a variety of changes to be made, although you need to note that there are some limitations depending on the current status of Users within the Activity.



Some actions may result in the Users losing the data relating to an Activity. The system will alert you to possible destructive actions but please take care when altering Activities where Users have already begun to run quarters.

#### Disable or Enable an Activity



Disabling an Activity removes it from the Dashboard of all its Participants. This is useful for restricting the number of Activities visible within the Dashboard to avoid confusion. It is also an effective way to control User access to an Activity.

#### 1. Open the Activities tab.

Activities (11)   Scenarios   Users   User Groups (6)   Licensing (2)

#### 2. Select the Activity you wish to disable.

Name	Scenario Name	ID ↓	Linked User Group	Use Teams	Status	Disabled	
<input checked="" type="checkbox"/> My New Activity	Growth (A-1-12) v9.3	14700	My New User Group	✓	Live		Open
<input checked="" type="checkbox"/> Strategic Decision Making (Teams)	Startup (A-1-4) v9.0	10771	Teams	✓	Live		Open
<input checked="" type="checkbox"/> Business Analysis (pairs)	Seed (A-1-0) v9.0	10770	Pairs	✓	Live		Open
<input checked="" type="checkbox"/> Practice (Pairs)	Growth (A-1-12) v9.0	10769	Pairs	✓	Live		Open

Multiple Activities can be selected for disabling.

#### 3. Click 'Disable' or 'Enable'

Disable

Enable

The Activity will be marked as 'Disabled'.

Name	Scenario Name	ID ↓	Linked User Group	Use Teams	Status	Disabled	
<input type="checkbox"/> My New Activity	Growth (A-1-12) v9.3	14700	My New User Group	✓	Live	✓	
<input type="checkbox"/> Strategic Decision Making (Teams)	Startup (A-1-4) v9.0	10771	Teams	✓	Live		Open
<input type="checkbox"/> Business Analysis (pairs)	Seed (A-1-0) v9.0	10770	Pairs	✓	Live		Open
<input type="checkbox"/> Practice (Pairs)	Growth (A-1-12) v9.0	10769	Pairs	✓	Live		Open
<input type="checkbox"/> Practice (Solo)	Growth (A-1-12) v9.0	10768	All Users		Live		Open
<input type="checkbox"/> Core Skills 6: Passport	Core Skills-6 SVE Passport	10193	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 5: Training Ground	Core Skills-5 Training Ground	10192	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 4: Promotions	Core Skills-4 Promotions	10191	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 3: Production	Core Skills-3 Production	10190	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 2: Pricing	Core Skills-2 Pricing	10189	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 1: Borrowing	Core Skills-1 Borrowing	10188	System Controlled (Core Skills)		Live		Open



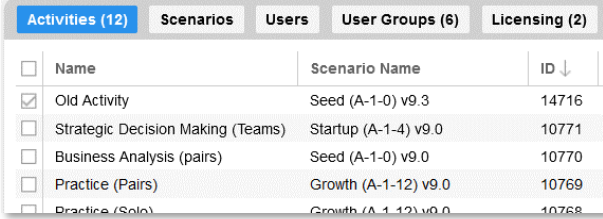
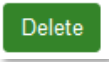
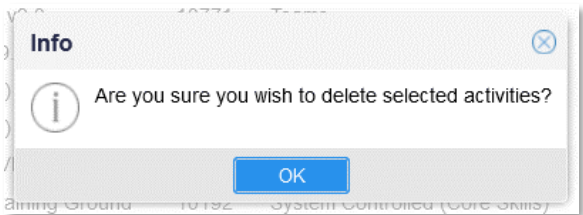
Activities can be disabled at any time (even when the creation process is incomplete) so that Coordinators have full control over what is visible within the Dashboard of Participants.

Once disabled, Activities can be hidden from view to avoid the Control Tower interface becoming cluttered with outdated Activities.

Name	Scenario Name	ID ↓	Linked User Group	Use Teams	Status	Disabled	
<input type="checkbox"/> Strategic Decision Making (Teams)	Startup (A-1-4) v9.0	10771	Teams	✓	Live		Open
<input type="checkbox"/> Business Analysis (pairs)	Seed (A-1-0) v9.0	10770	Pairs	✓	Live		Open
<input type="checkbox"/> Practice (Pairs)	Growth (A-1-12) v9.0	10769	Pairs	✓	Live		Open
<input type="checkbox"/> Practice (Solo)	Growth (A-1-12) v9.0	10768	All Users		Live		Open
<input type="checkbox"/> Core Skills 6: Passport	Core Skills-6 SVE Passport	10193	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 5: Training Ground	Core Skills-5 Training Ground	10192	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 4: Promotions	Core Skills-4 Promotions	10191	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 3: Production	Core Skills-3 Production	10190	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 2: Pricing	Core Skills-2 Pricing	10189	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 1: Borrowing	Core Skills-1 Borrowing	10188	System Controlled (Core Skills)		Live		Open

Add new Activity   Send Message   Disable   Enable   Delete   ☒ Filter Disabled

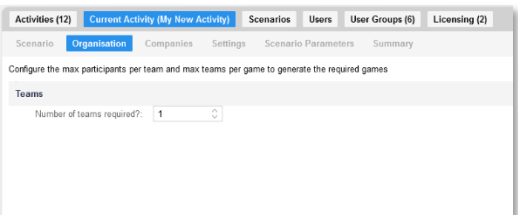
## ↑ Comprehensive Task List – Ongoing Management

Delete an Activity																									
<p>You may wish to delete an Activity if you have made a mistake in setting it up or no longer need to use it.</p> <p> <u>The act of deleting an Activity is irreversible so should be approached with caution. On deletion, all data from the Activity is removed from the system’s database and Participants will no longer be able to access the Activity.</u></p> <p>(A less destructive alternative is to disable it – see <i>Disable or Enable an Activity.</i>)</p>																									
1. Open the Activities tab.																									
2. Select the activity you wish to delete	 <table><thead><tr><th><input type="checkbox"/></th><th>Name</th><th>Scenario Name</th><th>ID ↓</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Old Activity</td><td>Seed (A-1-0) v9.3</td><td>14716</td></tr><tr><td><input type="checkbox"/></td><td>Strategic Decision Making (Teams)</td><td>Startup (A-1-4) v9.0</td><td>10771</td></tr><tr><td><input type="checkbox"/></td><td>Business Analysis (pairs)</td><td>Seed (A-1-0) v9.0</td><td>10770</td></tr><tr><td><input type="checkbox"/></td><td>Practice (Pairs)</td><td>Growth (A-1-12) v9.0</td><td>10769</td></tr><tr><td><input type="checkbox"/></td><td>Practice (Solo)</td><td>Growth (A-1-12) v9.0</td><td>10768</td></tr></tbody></table>	<input type="checkbox"/>	Name	Scenario Name	ID ↓	<input checked="" type="checkbox"/>	Old Activity	Seed (A-1-0) v9.3	14716	<input type="checkbox"/>	Strategic Decision Making (Teams)	Startup (A-1-4) v9.0	10771	<input type="checkbox"/>	Business Analysis (pairs)	Seed (A-1-0) v9.0	10770	<input type="checkbox"/>	Practice (Pairs)	Growth (A-1-12) v9.0	10769	<input type="checkbox"/>	Practice (Solo)	Growth (A-1-12) v9.0	10768
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<input type="checkbox"/>	Practice (Solo)	Growth (A-1-12) v9.0	10768																						
Multiple Activities can be selected for deletion.																									
3. Click ‘Delete’																									
4. Click ‘OK’ to confirm the deletion																									
User Groups linked to a deleted Activity will remain within the system.																									
User included as Participants within a deleted Activity will remain within the system.																									

## ↑ Comprehensive Task List – Ongoing Management

Add a new Unlinked Activity	
1. Open the Activities tab.	
2. Open the 'Add New Activity' dialogue box:	
3. Name the Activity	
4. Deselect the default linking option	
6. Confirm your selection	
On confirmation, a second row of tabs is displayed and the upper tab row shows the name of your Activity.	
7. Select the Scenario on which the Activity will be based.	
Clicking an item in the 'Select Scenario' panel will display more details about that Scenario. The content available within the Scenario Briefing can be viewed by clicking the tabs within the right-hand panel.	
8. Click 'Next' to confirm your selection.	
You are now required to manually set aspects of the Activity that would have been automated had the Activity been linked to a User Group.	

cont'd...

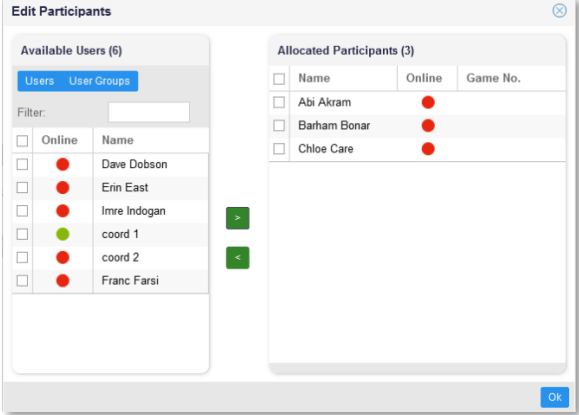
9. Select the number of Teams your require within the activity and click 'Next'	
<p>If you are unsure at this stage simply leave the figure at 1. You will be able to edit this at a later stage if needs be. Note that the larger the figure you enter, the more time the system will take to move onto the next step.</p>	



**10. Add 'Participants' to your Activity**

Add/Remove Participants

10. Use the dialogue box to move 'Available users' from the left column into the 'Allocated Participants' column on the right.

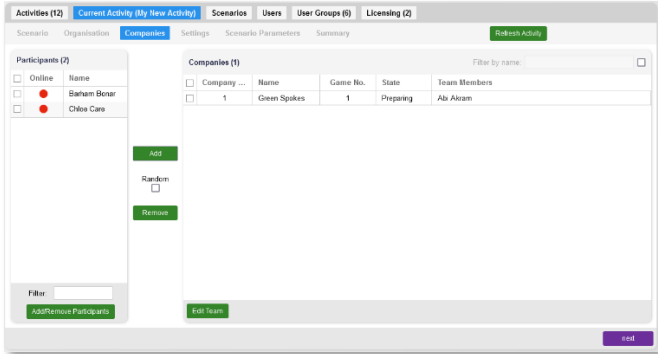


The 'Edit Participants' dialog box shows two columns: 'Available Users (6)' and 'Allocated Participants (3)'. The 'Available Users' column has a filter and a list of users with checkboxes and status icons. The 'Allocated Participants' column has a table with columns for Name, Online status, and Game No. Users listed include Dave Dobson, Erin East, Imre Indogan, coord 1, coord 2, and Franc Farsi. The 'Allocated Participants' table lists Abi Akram, Barham Bonar, and Chloe Care. Green arrows indicate the direction of movement between columns. An 'OK' button is at the bottom right.

**11. Click 'OK' to confirm.**

OK

12. Assign your 'Participants' in the left column as 'Team Members' on the right.



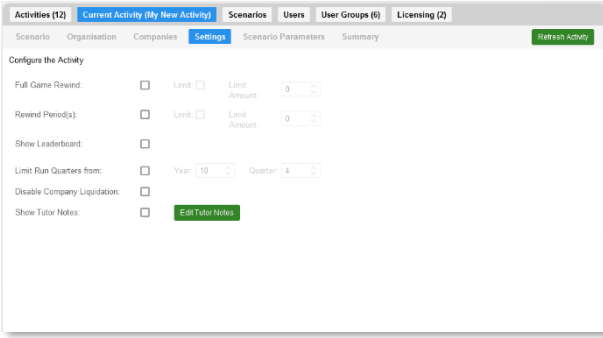
The main interface shows tabs for Activities (12), Current Activity (My New Activity), Scenarios, Users, User Groups (6), and Licensing (2). The 'Participants (2)' section on the left lists Barham Bonar and Chloe Care. The 'Companies (1)' section on the right lists Green Spikes. Buttons for 'Add', 'Random', 'Remove', 'Add/Remove Participants', and 'Edit Team' are visible. A 'Refresh Activity' button is in the top right.

Again, you can skip this stage and return to it later if you wish.

cont'd...

**12. Configure the Activity Settings**

See 'Activity settings explained' (above) for more details about each settings.



The 'Configure the Activity' dialog box shows various settings: Full Game Rewind, Rewind Period(s), Show Leaderboard, Limit Run Quarters from, Disable Company Liquidation, and Show Tutor Notes. Each setting has a checkbox and a limit/amount field. A green 'Edit Tutor Notes' button is at the bottom.

A range of settings is available to allow you to control the way the Activity is configured. Hovering over each option will display an explanation of each setting (see also Activity Settings)

**10. Click 'Next' to confirm your selection.**

next

Activity details are provided for you to check. You can return to the 'Settings' at this point or edit the name of your activity but you cannot change the associated Scenario or User Group. If you need to do this you will need to start the process again and delete the Activity made in error.

**11. Click 'Make Activity Live'**

Make Activity Live

Depending on how many Teams and Participants are included in the Activity it may take a while to 'Go Live' on the system. The status of your activity will be displayed in the Activities tab as 'Creating Live Activity' whilst it is added to the system's database. On completion of this process it will be marked 'Live' in the Status column and will be available to participants.









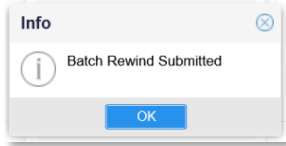

	Name	Scenario Name	ID ↓	Linked User Group	Use Teams	Status	Disabled	
<input type="checkbox"/>	My New Activity	Seed (A-1-0) v9.3	14717	none		Live		Open
<input type="checkbox"/>	Strategic Decision Making (Tea...	Startup (A-1-4) v9.0	10771	Teams	✓	Live		Open
<input type="checkbox"/>	Business Analysis (pairs)	Seed (A-1-0) v9.0	10770	Pairs	✓	Live		Open
<input type="checkbox"/>	Practice (Pairs)	Growth (A-1-12) v9.0	10769	Pairs	✓	Live		Open
<input type="checkbox"/>	Practice (Solo)	Growth (A-1-12) v9.0	10768	All Users		Live		Open
<input type="checkbox"/>	Core Skills 6: Passport	Core Skills 6: SVE Passport	10193	System Controlled (Core Skill		Live		Open

You can identify an Unlinked Activity from within the Activities Tab where the Activity will be labelled with 'None' in the relevant 'Linked User Group' column.



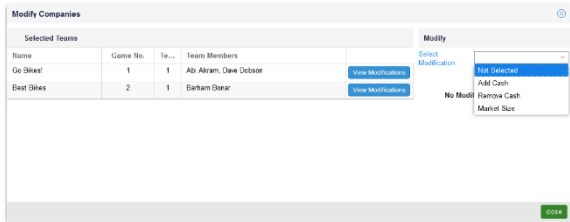
You may choose not to make the Activity live at this stage. It will still be visible in the Control Tower but it's status will be 'Awaiting Go Live' and it will not be accessible to Users






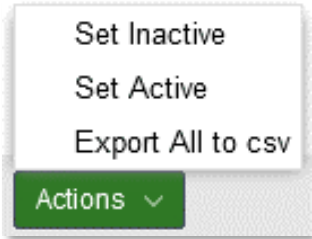
Your Unlinked Activity is now created. The Teams and Participants within this Activity will remain the same unless you re-open the Activity and make alterations by hand.

## Comprehensive Task List – Ongoing Management





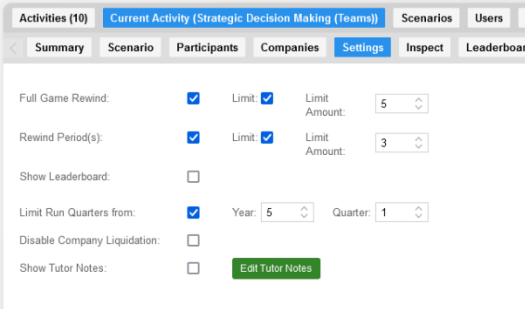
	Batch rewind games within an Activity 
<p>Rewinding is a useful function to control how Users interact with an Activity. For instance you can restrict User access to rewinds but perform a rewind yourself from the Control Tower. This provides an excellent way to support Users in learning from mistakes.</p> <p>This functionality is also useful if you wish re-use an Activity, perhaps changing some settings to vary the level of challenge.</p> <p>Rewind all the games within an Activity so that users can repeat the activity from the start (effectively a 're-setting' of the Activity. Or specify the date one or more Games is rewind to</p> <p>Coordinators can also rewind activities from within the company (see View a Company within an Activity)</p>	
1. Open your selected Activity	
2. Click the 'Companies' tab	
3. Select the Games/Companies you wish to rewind	
4. Click 'Batch Rewind'	
5. Select the required type of rewind	
6. Click 'Rewind Games'	
7. Click 'OK' to confirm the action	
The 'Period' column in the Games/Companies tabs indicates that the changes have been made.	
<p>When Participants open the Activity, they will begin from the selected quarter.</p> <p>If a Participant is working in the Activity at the time of the rewind they will be notified and asked to refresh the Activity.</p> <div data-bbox="1098 1637 1457 1771"> <p><b>Information</b></p> <p>Game has been rewind by Coordinator press ok to refresh</p> <p>REFRESH</p> </div>	

## ↑ Comprehensive Task List – Ongoing Management

Modify Companies within an Activity	
Even whilst Participants are running an Activity you can make modifications which will affect the context within which they are working. This is useful for differentiating the level of challenge or facilitating a range of different learning contexts.	
1. Open your selected Activity from within the Activities tab.	
2. Click the 'Companies' tab	
3. Select the Companies you wish to modify	
4. Click 'Modify Companies'	
5. Select the modification from the dropdown	
Instructions on the specifics of making modifications are provided below.	

<div> <b>Export the Team set up for an Activity</b> </div>	
This functionality is useful if you want to create a printout of how Participants are organised into Teams within an Activity.	
1. Select the 'Activities' tab.	
2. Open your chosen Activity.	
3. Select the 'Companies' tab from the new tab row.	
4. Click the 'Actions' button at the bottom of the screen and select 'Export All to csv'.	
5. A dialogue box will display to enable you to view or save the data file.	




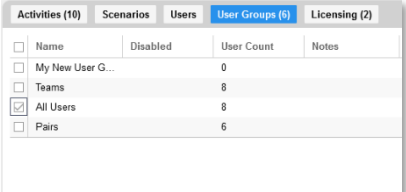
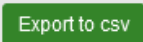
## ↑ Comprehensive Task List – Ongoing Management

Edit Settings for an Activity 	
Editing Settings will make changes to every company within the Activity the next time they are opened. Activities that are currently open will retain their previous settings until they are re-opened or refreshed.	
1. Click the 'Activities' tab.	
2. Open your chosen Activity.	
3. Select the 'Settings' tab from the new tab row.	
4. Make your amendments within the Settings screen.	


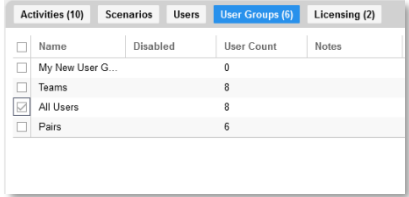


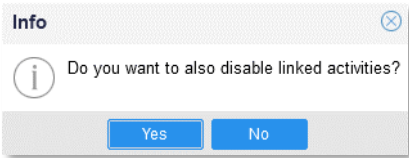
## ↑ Comprehensive Task List – Ongoing Management

### Manage Existing User Groups

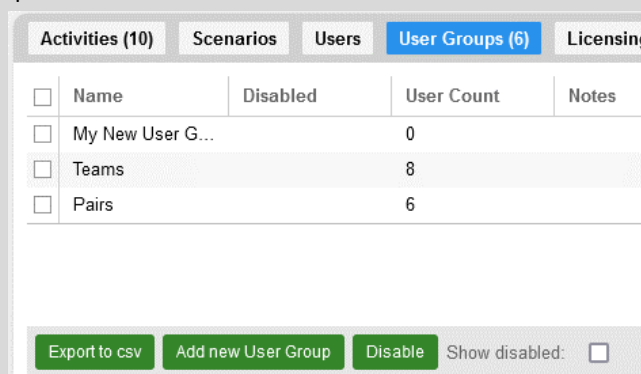
User Groups can be amended to account for new learners or to alter the organisation of existing users within the User Group.

Export User Group Details 	
1. Click the 'User Group' tab.	
2. Open your chosen User Group.	
3. Select the User group(s) you wish to export data from.	
4. Click 'Export to csv'.	
5. A dialogue box will display to enable you to view or save the data file.	

## ↑ Comprehensive Task List – Ongoing Management

Enable or Disable User Groups <span>▶</span>	
1. Click the 'User Group' tab.	
2. Select the User group(s) you wish to disable.	
3. Click 'Disable'	
4. The system will ask you to confirm your decision...	
5. And ask if you wish to disable linked activities.	

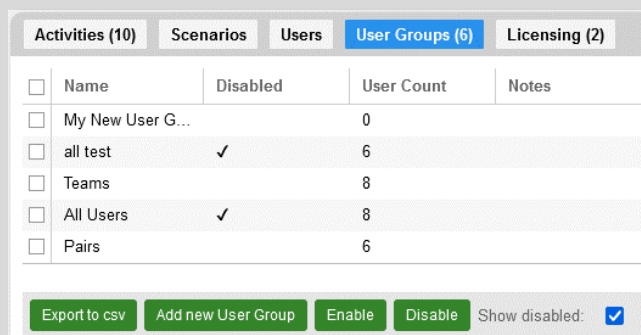
Once a User Group is disabled it will be removed from the default view in the User Group tab.



Activities (10)	Scenarios	Users	User Groups (6)	Licensing
<input type="checkbox"/>	Name	Disabled	User Count	Notes
<input type="checkbox"/>	My New User G...		0	
<input type="checkbox"/>	Teams		8	
<input type="checkbox"/>	Pairs		6	

Export to csv Add new User Group Disable Show disabled: ☐

By checking 'Show Disabled' you will be allow you to view the disabled user Groups, which will also be labelled appropriately in the 'Disabled' column.





Activities (10)	Scenarios	Users	User Groups (6)	Licensing (2)
<input type="checkbox"/>	Name	Disabled	User Count	Notes
<input type="checkbox"/>	My New User G...		0	
<input type="checkbox"/>	all test	✓	6	
<input type="checkbox"/>	Teams		8	
<input type="checkbox"/>	All Users	✓	8	
<input type="checkbox"/>	Pairs		6	


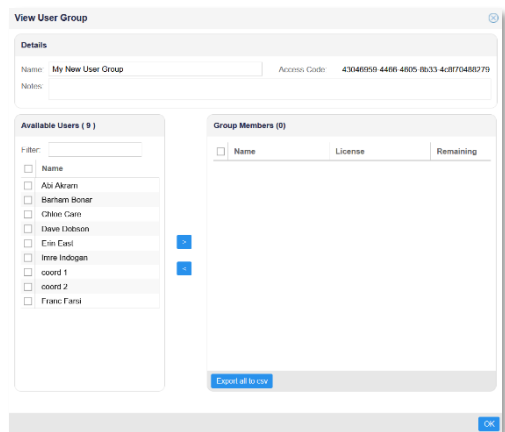
Export to csv Add new User Group Enable Disable Show disabled: ☒

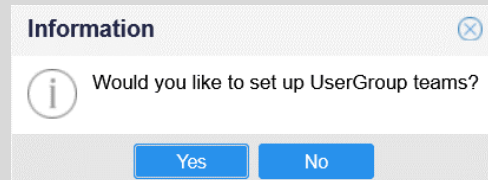
A User Group can be enabled selecting it within the User Group screen and clicking 'Enable'.

## ↑ Comprehensive Task List – Ongoing Management

 Edit User Group name 	
1. Click the 'User Group' tab.	<div> <div>Users</div> <div>User Groups (6)</div> <div>Licensing (2)</div> </div>
2. Open your chosen User Group	<div>Open</div>
3. Click 'Add/Remove Users'.	<div>Add/Remove Users</div>
4. Within the 'View User Group' window, change the 'Name' entry.	<div> <div>View User Group</div> <div> <div>Details</div> <div> <div>Name: My New User Group</div> <div>Notes:</div> </div> </div> <div> <div>Available Users ( 9 )</div> </div> </div>
You can also annotate the User Group within this window.	



## ↑ Comprehensive Task List – Ongoing Management


Add/remove User Group members		
1. Click the 'User Groups' tab and open your chosen User group.	<div>Users   <b>User Groups (6)</b>   Licensing (2)</div>	
2. Click 'Add/Remove Users'	<div>Add/Remove Users</div>	
The 'View User Group' window will contain all the Users within your department in the 'Available Users' panel on the left.		
3. Select the Users you wish to add to the new User Group.		
4. Click '>' to transfer the selected Users across to the 'Group Members' panel.		
5. Click 'OK' to confirm.		
The system will now ask if you would like to set up User Group Teams.		
You can return to this process later if you wish but if you wish to proceed click 'Yes' to continue.		
The system will take you to the 'User Group Teams' page where you can make amendments to the configuration of the User Group (see Edit User Group Teams below from step 3)		





## ↑ Comprehensive Task List – Ongoing Management

 Edit User Group Teams


 **Editing User Group Teams will alter the Team setup for ALL Activities to which it is linked.**

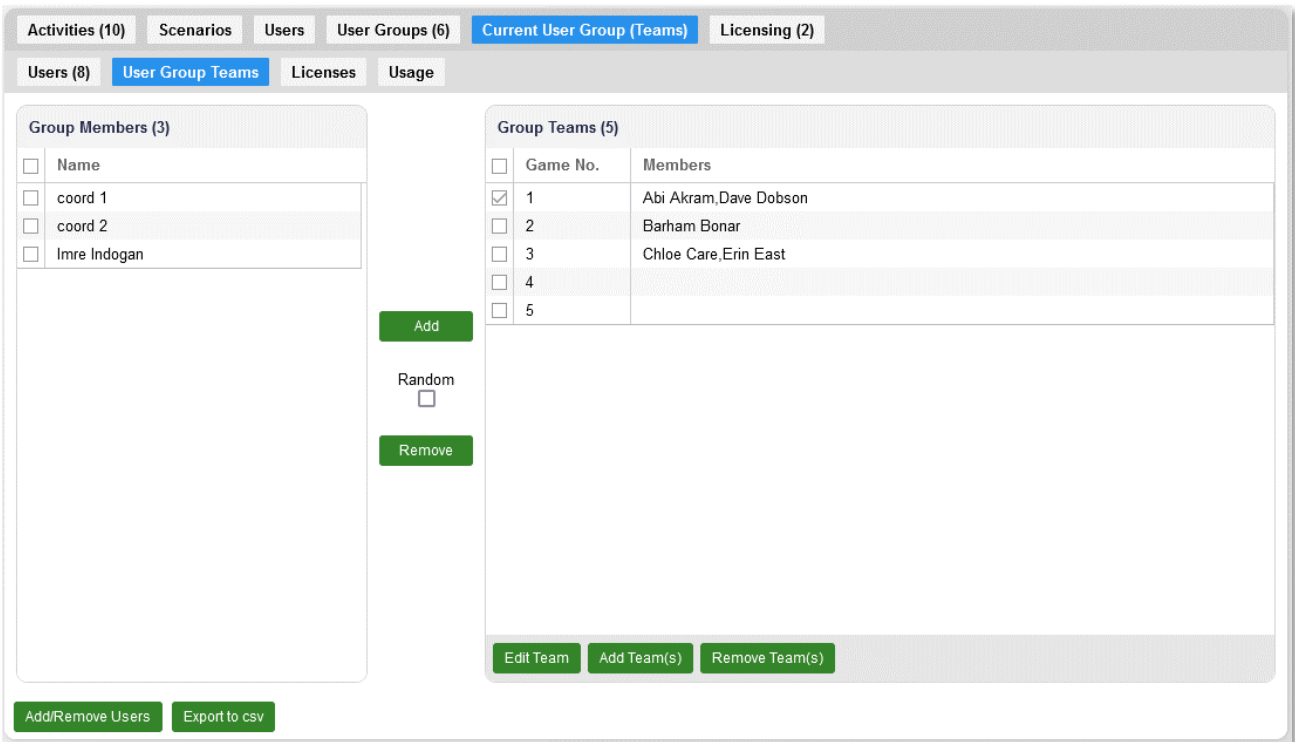
1. Click the 'User Groups' tab and open your chosen User group.

Users User Groups (6) Licensing (2)

2. Click the 'User Group Teams' from the second tab row.

Users (8) User Group Teams Licenses

**3. Make your amendements.**



You have 3 options for changing the way Teams are organised within the Activity.

Edit Team
Add Team(s)
Remove Team(s)

Instruction for each option are provided below...

*cont'd...*

<div>Edit Team</div>																			
To edit the members of a single Team, select the Team you wish to edit...	<div><div>Group Teams (5)</div><table><tr><th><input type="checkbox"/></th><th>Game No.</th><th>Members</th></tr><tr><td><input checked="" type="checkbox"/></td><td>1</td><td>Abi Akram,Dave Dobson</td></tr><tr><td><input type="checkbox"/></td><td>2</td><td>Barham Bonar</td></tr><tr><td><input type="checkbox"/></td><td>3</td><td>Chloe Care,Erin East</td></tr><tr><td><input type="checkbox"/></td><td>4</td><td></td></tr><tr><td><input type="checkbox"/></td><td>5</td><td></td></tr></table></div>	<input type="checkbox"/>	Game No.	Members	<input checked="" type="checkbox"/>	1	Abi Akram,Dave Dobson	<input type="checkbox"/>	2	Barham Bonar	<input type="checkbox"/>	3	Chloe Care,Erin East	<input type="checkbox"/>	4		<input type="checkbox"/>	5	
<input type="checkbox"/>	Game No.	Members																	
<input checked="" type="checkbox"/>	1	Abi Akram,Dave Dobson																	
<input type="checkbox"/>	2	Barham Bonar																	
<input type="checkbox"/>	3	Chloe Care,Erin East																	
<input type="checkbox"/>	4																		
<input type="checkbox"/>	5																		
and click 'Edit Team'.	<div>Edit Team</div>																		
Select the Team member(s) you wish to remove and click 'Remove Selected team member(s)	<div><div>Edit Team</div><div><input type="checkbox"/> Team Member</div><div><input checked="" type="checkbox"/> Abi Akram</div><div><input type="checkbox"/> Dave Dobson</div><div><div>Remove Selected team member(s)</div><div>Close</div></div></div>																		
Clicking 'OK'																			
The system will ask you to confirm.	<div><div>Confirmation</div><div><div></div><div>Are you sure you wish to remove selected user(s) from team?</div><div><div>OK</div><div>Cancel</div></div></div></div>																		
On clicking 'OK' the selected Team Member is removed from the Team...	<div><div>Edit Team</div><div><input type="checkbox"/> Team Member</div><div><input type="checkbox"/> Dave Dobson</div><div><div>Remove Selected team member(s)</div><div>Close</div></div></div>																		
And returned to the 'Group Members' list.	<div><div><div>Group Members (4)</div><div><input type="checkbox"/> Name</div><div><input checked="" type="checkbox"/> Abi Akram</div><div><input type="checkbox"/> coord 1</div><div><input type="checkbox"/> coord 2</div><div><input type="checkbox"/> Imre Indogan</div></div><div><div>Add</div><div>Random<input type="checkbox"/></div><div>Remove</div></div><div><div>Group Teams (5)</div><table><tr><th><input type="checkbox"/></th><th>Game No.</th><th>Members</th></tr><tr><td><input type="checkbox"/></td><td>1</td><td>Dave Dobson</td></tr><tr><td><input type="checkbox"/></td><td>2</td><td>Barham Bonar</td></tr><tr><td><input type="checkbox"/></td><td>3</td><td>Chloe Care,Erin East</td></tr><tr><td><input type="checkbox"/></td><td>4</td><td></td></tr><tr><td><input type="checkbox"/></td><td>5</td><td></td></tr></table></div></div>	<input type="checkbox"/>	Game No.	Members	<input type="checkbox"/>	1	Dave Dobson	<input type="checkbox"/>	2	Barham Bonar	<input type="checkbox"/>	3	Chloe Care,Erin East	<input type="checkbox"/>	4		<input type="checkbox"/>	5	
<input type="checkbox"/>	Game No.	Members																	
<input type="checkbox"/>	1	Dave Dobson																	
<input type="checkbox"/>	2	Barham Bonar																	
<input type="checkbox"/>	3	Chloe Care,Erin East																	
<input type="checkbox"/>	4																		
<input type="checkbox"/>	5																		
<div>Add Team(s)</div>																			
Clicking the 'Add Team(s)' button opens a window which allows you to select how many Teams you wish to add...	<div><div>Add Team(s)</div><div>Team Count: <input type="text" value="10"/> min: 1, max: 500</div><div><div>Create</div><div>Cancel</div></div></div>																		

Clicking 'Create' will add the Teams within the User Group

**Group Teams (15)**

<input type="checkbox"/>	Game No.	Members
<input type="checkbox"/>	1	Dave Dobson
<input type="checkbox"/>	2	Barham Bonar
<input type="checkbox"/>	3	Chloe Care, Erin East
<input type="checkbox"/>	4	
<input type="checkbox"/>	5	
<input type="checkbox"/>	6	
<input type="checkbox"/>	7	
<input type="checkbox"/>	8	

Edit Team Add Team(s) Remove Team(s)

Remove Team(s)

To remove Teams from an Activity, select the Team(s) you wish to remove and click 'Remove Team(s)'.

**Group Teams (6)**

<input type="checkbox"/>	Game No.	Members
<input type="checkbox"/>	1	Dave Dobson
<input type="checkbox"/>	2	Barham Bonar
<input type="checkbox"/>	3	Chloe Care, Erin East
<input checked="" type="checkbox"/>	4	
<input checked="" type="checkbox"/>	5	
<input checked="" type="checkbox"/>	6	

Edit Team Add Team(s) Remove Team(s)

On confirmation the selected Teams will be removed from the list.

**Group Teams (3)**

<input type="checkbox"/>	Game No.	Members
<input type="checkbox"/>	1	Dave Dobson
<input type="checkbox"/>	2	Barham Bonar
<input type="checkbox"/>	3	Chloe Care, Erin East

Edit Team Add Team(s) Remove Team(s)

\*Click the Help button to view more detailed information on using the '2-panel interface'.

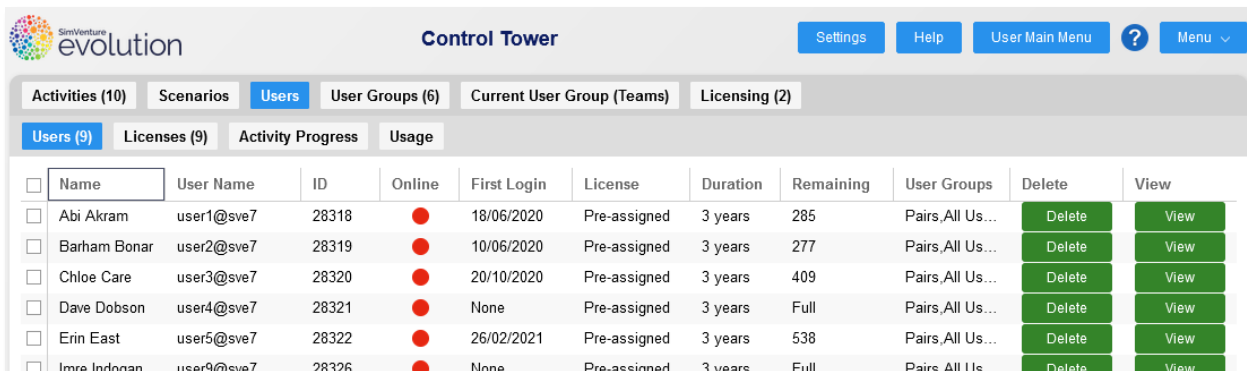
## ↑ Comprehensive Task List – Ongoing Management

### Manage User Accounts

User accounts are held solely at the discretion of the Coordinator so the system allows you to manage User access and monitor the current status of all Users within your Department.

#### View User Details ▶

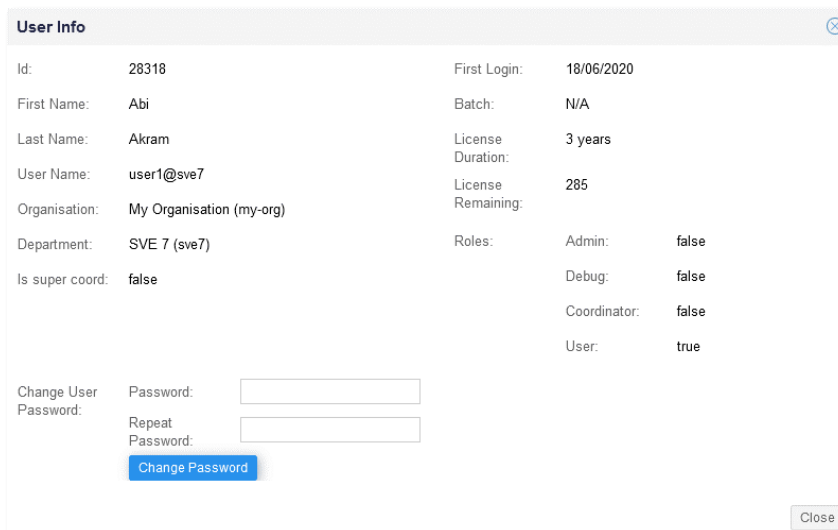
1. Click the Users tab and then the 'View' button next to the appropriate User.



The screenshot shows the 'Control Tower' interface with the 'Users' tab selected. The table displays a list of users with columns for Name, User Name, ID, Online status, First Login, License, Duration, Remaining, User Groups, Delete, and View.

	Name	User Name	ID	Online	First Login	License	Duration	Remaining	User Groups	Delete	View
<input type="checkbox"/>	Abi Akram	user1@sve7	28318	●	18/06/2020	Pre-assigned	3 years	285	Pairs, All Us...	Delete	View
<input type="checkbox"/>	Barham Bonar	user2@sve7	28319	●	10/06/2020	Pre-assigned	3 years	277	Pairs, All Us...	Delete	View
<input type="checkbox"/>	Chloe Care	user3@sve7	28320	●	20/10/2020	Pre-assigned	3 years	409	Pairs, All Us...	Delete	View
<input type="checkbox"/>	Dave Dobson	user4@sve7	28321	●	None	Pre-assigned	3 years	Full	Pairs, All Us...	Delete	View
<input type="checkbox"/>	Erin East	user5@sve7	28322	●	26/02/2021	Pre-assigned	3 years	538	Pairs, All Us...	Delete	View
<input type="checkbox"/>	Imre Indooan	user9@sve7	28326	●	None	Pre-assigned	3 years	Full	Pairs, All Us...	Delete	View

A 'User info' window opens displaying the relevant details.




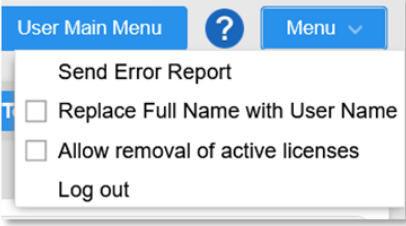

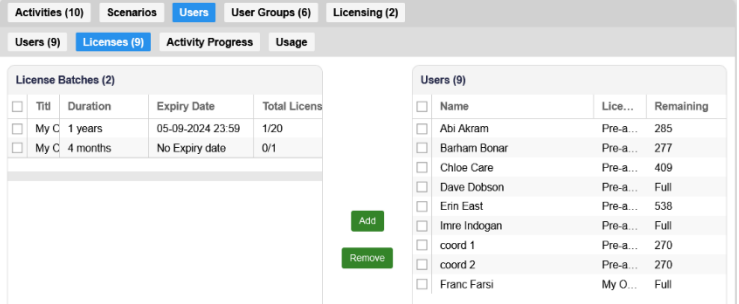


The 'User Info' window displays the following details for user 28318:

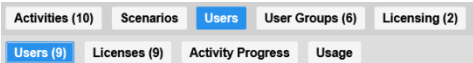
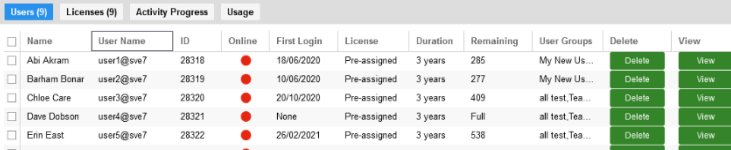
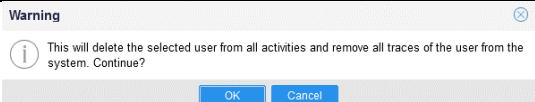
Id:	28318	First Login:	18/06/2020
First Name:	Abi	Batch:	N/A
Last Name:	Akram	License Duration:	3 years
User Name:	user1@sve7	License Remaining:	285
Organisation:	My Organisation (my-org)	Roles:	Admin: false
Department:	SVE 7 (sve7)	Debug:	false
Is super coord:	false	Coordinator:	false
		User:	true

At the bottom, there is a 'Change User Password' section with fields for 'Password:', 'Repeat Password:', and a 'Change Password' button.

## ↑ Comprehensive Task List – Ongoing Management

	Remove Active User Licenses	
	Note that because an active license has by definition been used, the license WILL NOT be returned to a License Batch and will effectively be deleted. You are strongly advised to contact our technical team if you are considering this action.	
1. Click 'Menu' and select 'Allow removal of active licenses'.		
2. Click the Users tab		
3. Click the 'Licenses' tab from the second tab row.		
4. Within the 'Assign Licenses' window you can assign and remove licenses by selecting a License batch on the left and users on the right to add or remove licenses with the appropriate buttons.		

## ↑ Comprehensive Task List – Ongoing Management

	Delete Users	
	Note that deleting a User will remove all data relating to that User from the system's database. This action is irreversible and should be used with caution.	
1. Click the 'User' tab. (If necessary, click the 'Users' tab within the second tab row.)		
2. Click the 'Delete' button alongside the appropriate User in the list.		
3. The system will display a cautionary warning and ask you to confirm the action.		
Note that only one User at a time can be deleted.		

Export User Lists

1. Click the ‘User’ tab.  
(If necessary, click the ‘Users’ tab within the second tab row.)

2. Select the Users you wish to include in the export file and click ‘Export to csv’.

Activities (10)ScenariosUsersUser Groups (6)Licensing (2)

Users (9)Licenses (9)Activity ProgressUsage

Activities (10)ScenariosUsersUser Groups (6)Licensing (2)

Users (9)Licenses (9)Activity ProgressUsage

	Name	User Name	ID	Online	First Login	License	Duration	Remaining	User Groups	Delete	View
<input checked="" type="checkbox"/>	Abi Alom	user@vse1	28718		19/06/2020	Pre-assigned	3 years	285	My New Us...	Delete	View
<input checked="" type="checkbox"/>	Barham Bore	user@vse1	28719		19/06/2020	Pre-assigned	3 years	277	My New Us...	Delete	View
<input checked="" type="checkbox"/>	Chloe Cae	user@vse1	28720		20/10/2020	Pre-assigned	3 years	489	all test, Te...	Delete	View
<input checked="" type="checkbox"/>	Dave Dobson	user@vse1	28721		None	Pre-assigned	3 years	Full	all test, Te...	Delete	View
<input checked="" type="checkbox"/>	Eric East	user@vse1	28722		26/02/2021	Pre-assigned	3 years	538	all test, Te...	Delete	View
<input checked="" type="checkbox"/>	Imee Indogan	user@vse1	28725		None	Pre-assigned	3 years	Full	all test, Te...	Delete	View
<input checked="" type="checkbox"/>	cos@1	cos@vse1	28726		Pre-assigned	Pre-assigned	3 years	278	Teams All U...	Delete	View
<input checked="" type="checkbox"/>	cos@2	cos@vse1	28731		Pre-assigned	Pre-assigned	3 years	270	Teams	Delete	View
<input checked="" type="checkbox"/>	Franc Farsi	fr@vse1	48720		None	My Org St...	1 years	Full	All Users	Delete	View

Export to csv

4. A dialogue box will display to enable you to view or save the data file.

## ↑ Core Concepts

### Department

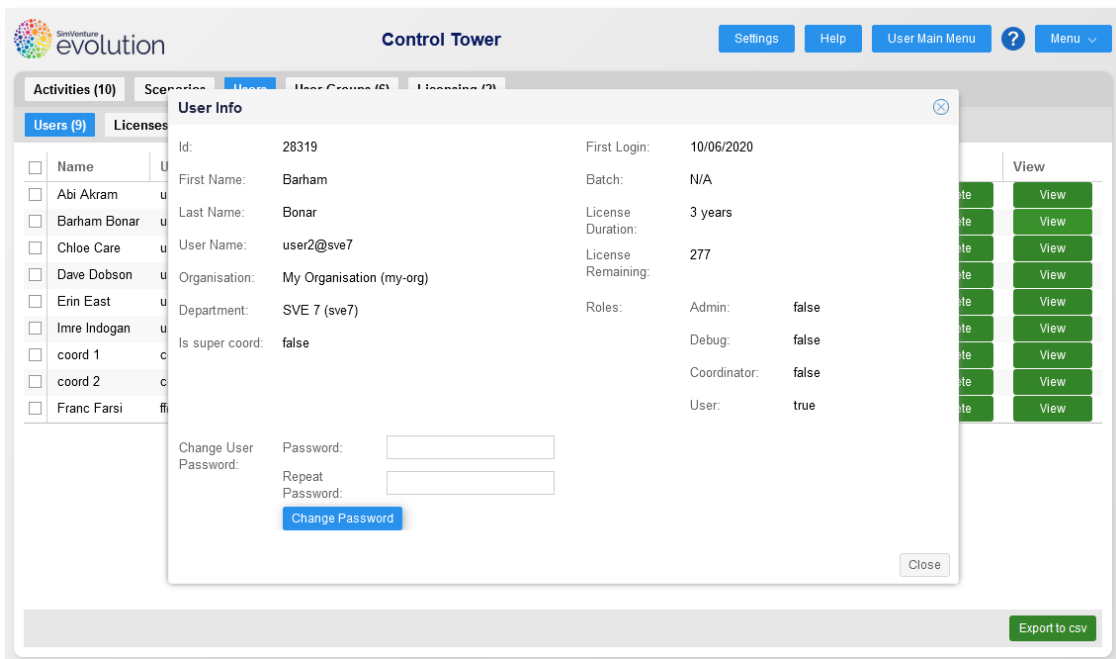
Whenever an organisation purchases SimVenture Evolution, we create a new 'Department' within our database to keep information relating to that organisation ordered and ring-fenced securely on our servers.

Within each organisation we often find that different groups of people want to use the simulation for slightly different purposes, or that they work with different cohorts within the organisation. To help simplify the administration in these situations we sometimes create multiple Departments within each organisation to reflect the needs of each group.

If you request more than one coordinator account for your department, each coordinator is given password protected access to the CT and they all see the same content when they access their accounts.

Each time you purchase SimVenture Evolution licenses, a new Department will be created to accommodate your new programme and new usernames and passwords are provided to ensure secure access to the system.

You can see the names we assign to your Organisation and Department by clicking 'View' alongside any User listed within the Users tab of the Control Tower.



The screenshot shows the SimVenture evolution Control Tower interface. A modal window titled 'User Info' is open, displaying details for a user. The modal is divided into two columns of information.

User Info	
<b>Id:</b>	28319
<b>First Name:</b>	Barham
<b>Last Name:</b>	Bonar
<b>User Name:</b>	user2@sve7
<b>Organisation:</b>	My Organisation (my-org)
<b>Department:</b>	SVE 7 (sve7)
<b>Is super coord:</b>	false
<b>First Login:</b>	10/06/2020
<b>Batch:</b>	N/A
<b>License Duration:</b>	3 years
<b>License Remaining:</b>	277
<b>Roles:</b>	Admin: false
	Debug: false
	Coordinator: false
	User: true

Below the user information, there is a section for changing the password:

Change User Password:

Password:

Repeat Password:

[Change Password](#)

The modal also includes a 'Close' button at the bottom right.

On occasions it may be useful for you to communicate some of this information to us so that we can provide you with technical and administrative support.

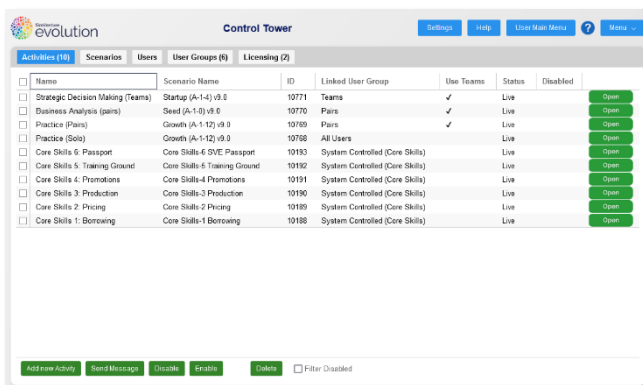
## Core Concepts

### Coordinator

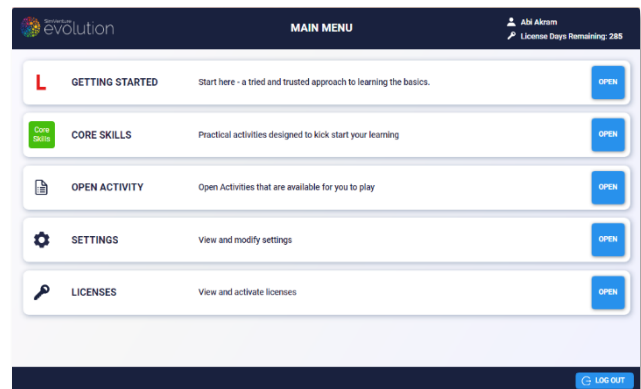
Coordinators are effectively a special class of user. Their accounts are created as part the 'standard setup' and in addition to all the rights and characteristics of a user, coordinators are also able to set up and manage activities for users within their department.

When a coordinator logs into the system they access the Control Tower by default. Coordinators also have access to their own dashboard, which is identical to that of a user.

#### Coordinators' Default Interface



#### Coordinators' Dashboard Interface

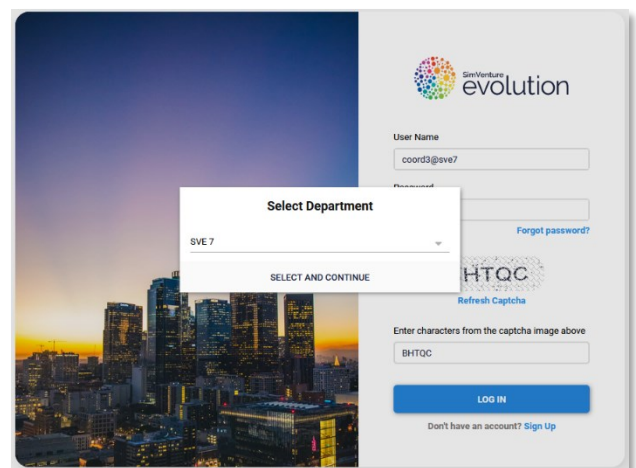


### Super Coordinator

A Super Coordinator has all the permissions of a Coord but has the additional capacity to view all the Departments within their Organisation.

At login, they have the choice to select which Department to open, effectively replacing the need to have different multiple login credentials.

Note that a Super Coordinator can work within only one Department at a time and so cannot view data and information across multiple Departments at the same time.



This functionality is useful in situations where a large number of Coordinators and Users are working on the same programme, to allow an individual to oversee multiple Departments within an Organisation,

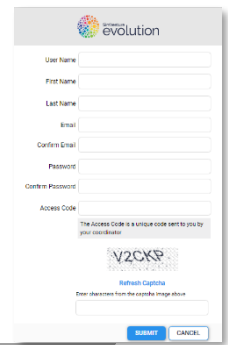


## ↑ Core Concepts

### User

Someone who has a registered account within the system is known as a user. On receiving instructions from a Coordinator, individuals complete the registration process which begins with an on-line 'Sign up' form, which automatically enrolls them with the All Users' user group.

They are subsequently assigned a license by their Coordinator after which they can open and run activities within their own user interface (Dashboard) for the duration of their license. User access is wholly controlled by their coordinator(s) via the Control Tower.



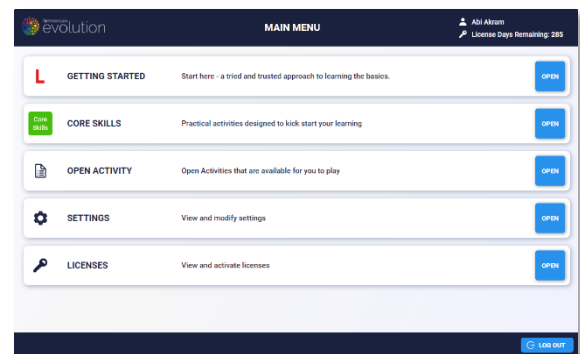
The unique 'Access Code' contained within the instructions links users with the coordinator's department in the system.

On successful submission of the form, users are able to view 4 short 'Walkthrough Videos' to introduce them to the simulation but at this stage they will not be able to access Activities.

As Users sign up they are automatically listed within the Control Tower and can then be assigned a license by their coordinator to complete their registration.

Once user registration is complete, every user has access to the Core Skills activities which guide them through the basics of working with the simulation.

Coordinators can then create further activities for users to undertake as individuals or groups.



Users have the following unique data which **cannot be amended** within the system:

**Username:** A unique name created by the user in the sign up form which is used when logging into the system.

**ID:** A unique numeric identifier created by the system on successful submission of a sign up from.

The following data **can be amended** by the user from within their account settings:

**Name:** The first and last name of the user, created on sign up.

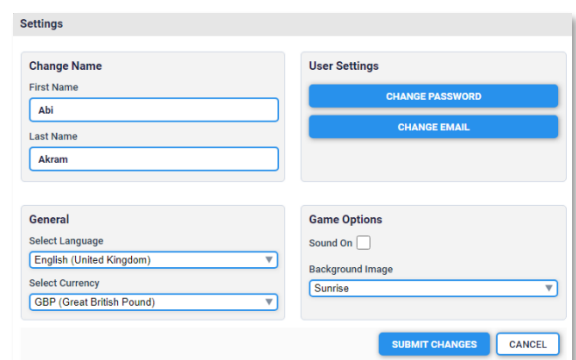
**General:** Language & Currency settings selected from available options.

**Game Options:** Toggling of sound used within the simulation interface.

**Password:** Created by the user on sign up and used for logging into the system.

The coordinator cannot view the password but is able to change individual user passwords from within the Control Tower.

**Contact Email:** The address used by the system to communicate directly with users in relation to technical errors.



## ↑ Core Concepts

### Licensing

As users sign up, they are automatically listed within the Control Tower as part of your department. At this stage they are able to access their dashboard and view the 'Walkthrough Videos' but are not yet able to open activities within the system.

This two-stage process allows the coordinator to manage the process and ensure that licenses (and access to activities) are allocated appropriately before they are activated.

Sign ups made in error can be deleted and new users can be added to the system at any time. Any unused licenses can be transferred for use at a later date by contacting the SimVenture Team.

### License Batches

A license batch is a group of licenses created by the SimVenture Team when you purchase the simulation. The license batch will be visible within the Control Tower as part of your 'Standard Setup'.

### License

A license is assigned to a user by a coordinator, from within the Control Tower. Each time limited license allows a user full access to their own user interface (dashboard). Users can then access the introductory, 'Core Skills' activities as well as activities available at the discretion of the coordinator.

Unused licenses can be removed from one user and reassigned to another user from within the Control Tower.

Each license has the following attributes:

Batch name	The name of the batch that contains this license
Notes	Created by us when your account is set up. Usually indicates the Invoice Number relating to the purchase
Duration	A length of time in years, months, weeks and days. This is the length of time that the license remains valid after the user with the license first opens any activity.
Expiry Date	A fixed end date, after which the license will be invalid.
Remaining	The number of days before the license will expire and be invalid. This takes into account both the duration and the expiry date. If it shows full then the license has not yet been used.

## ↑ Core Concepts



















### 📋 User Group

User Groups are the starting point for you to organise how users engage with activities. They enable you to organise the users in your department into various sub-groups, which then act as templates for the Activities that you create.

An 'All Users' group is created as part of your 'Standard Setup'. It contains every user who completes the sign up process using its unique code. Any User Group that you create is a sub-group of the 'All Users' group.

When you create an activity, you will link it to a User Group which acts as the template to define how users are organised within the activity. So by setting up a user group first, you can easily create multiple Activities that all have the same configuration of Users.

User groups fall into 2 categories:

<b>Single User per Team</b> <i>A single format accommodates individual work.</i>  The system automatically creates a <b>one-to-one correspondence</b> between Users and Teams.  The Activity contains enough games for every individual to participate in <b>'teams' of one</b> .  Only 1 user group of this kind is needed.	User Group 'All Users'			
	6 Games		6 Teams	
	Game 1			
	Game 2			
	Game 3			
	Game 4			
	Game 5			
	Game 6			
<b>Multiple User per Team</b> <i>Customisable formats accommodate group work.</i>  The <b>coordinator defines the number of teams</b> that are created within the Activity.  The <b>coordinator defines which Users make up each team</b> .  Multiple user groups of this kind are needed to reflect each of the required configurations.	User Group 'Pairs'		User Group 'Threes'	
	3 Games	3 Teams	2 Games	2 Teams
	Game 1	 	Game 1	  
	Game 2	 		
	Game 3	 	Game 2	  

In addition to providing a central interface from which to manage licensing, the 'All Users' group can be linked to activities which are intended for individual work.

If multiple activities are linked to the same user group, they will all reflect the structure of that user group.



If the structure of a user group is changed, all activities linked to that user group will be automatically changed to reflect the new structure.

## Core Concepts

### Activity Linking

An Activity is usually set up to link directly to an existing User Group. The participants, games and teams are then managed automatically by the computer to match the equivalent settings in the User Group.

This allows a coordinator to base multiple Activities on the same User Group, so that the organisation of Participants can be managed in one place.

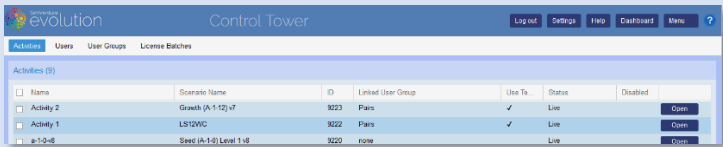
This feature is not available for Activities based on Head-to-Head scenarios. Their organisation is created using a manual system, with the coordinator assigning participants and team members directly within the setup process.

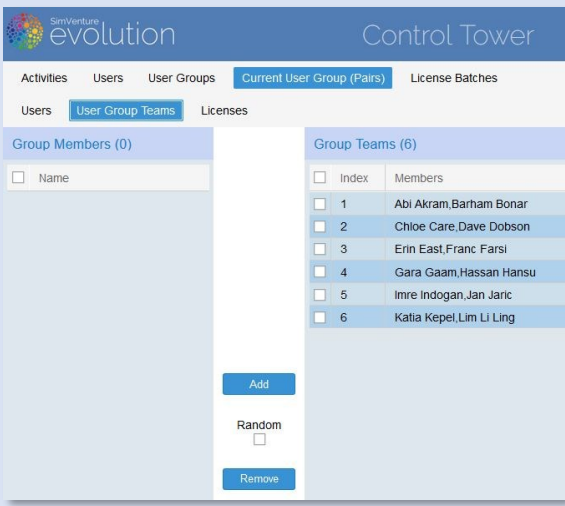












### User Group Teams

User group teams are created by coordinators during the setup of a 'Multiple User per Team' user group. They define how the users within the user group are organised. This organisation is then replicated whenever an Activity is linked to this User Group.

**The User Group defines the team structure...**

**Activities linked to this User Group mirror that structure.**



User Group 'Pairs'		Activity 1		Activity 2	
		Game 1	 Abi/Barham	Game 1	 Abi/Barham
		Game 2	 Chloe/Dave	Game 2	 Chloe/Dave
		Game 3	 Erin/Franc	Game 3	 Erin/Franc
		Game 4	 Gara/Hassan	Game 4	 Gara/Hassan
		Game 5	 Imre/Jan	Game 5	 Imre/Jan
		Game 6	 Katia/Lim	Game 6	 Katia/Lim

User group teams can be edited at any time to accommodate new users or create alternative teams.



Caution! A change made to a user group team structure will reorganise the team structure of **ALL** activity linked to the user group.

## Core Concepts

### Scenarios

Scenarios are created by the SimVenture Team to provide different business contexts and challenges within the simulation. They're used as templates upon which coordinators can base new activities.

#### Scenario Variation

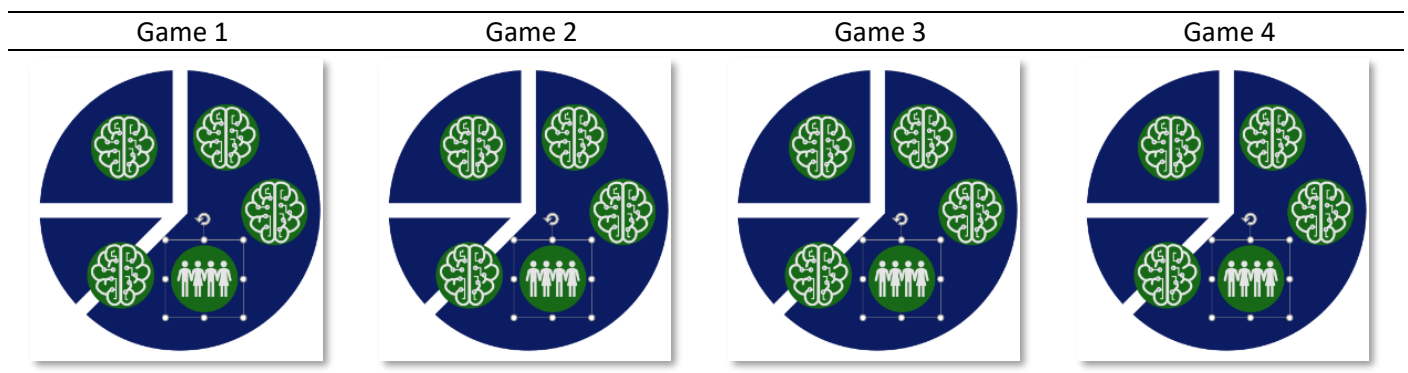
Each scenario defines the internal and external context of the virtual company, for instance, one scenario features a company with a single employee, no product and no market share in its first year of trading. The virtual company in another scenario has 11 employees and a successful product achieving 11% market share as it enters its third year of trading.

New scenarios are added to the system on a regular basis to broaden the application of the simulation and present different levels of challenge for users.

Scenarios fall into 2 categories:

**1. Standard Scenarios** can contain any number of games in which one, user run company competes against a number of computer controlled companies within the same virtual market.

These are the most commonly used of our scenarios. They can accommodate individual or team approaches.



They are also widely used to run *Parallel Competitions* where Users all have the same starting point and compete to achieve the best result based on a prescribed data point.

For parallel competitions, the Leaderboard is often made visible to Users to allow them to see how they are progressing compared to others within the same Activity.

Company					
Overview Leaderboards Organisation Operations Sales & Marketing R & D					
Profit Cash Sales Company Value Efficiency Sustainability Score					
Position	Company Name	Game	Value	Period	
1	Go Gikes!		£35,110	Y4, Q2	Your company
2	Green Spokes		£34,248	Y5, Q1	

Note that Users do not compete *directly* against each other within this type of Activity.

## ↑ Core Concepts

### 📋 Scenarios continued

**2. Head-to-Head Scenarios** contain a single game in which a maximum of 6 Companies (made up of Individuals or Teams) compete within the same virtual market.

This means that the progress of each Company within the Activity impacts on the other Companies. This is more like the real world than a Parallel Competition and presents Users with a significantly higher level of challenge.

Note that the number of companies that can be run in a Head-to-Head Activity is limited to 6.

Also be aware that this format requires all Companies to Run the Quarter before the simulation can progress.

In view of the complex nature of this type of Scenario we suggest that you contact your Learning Development manager to discuss set up and administration.



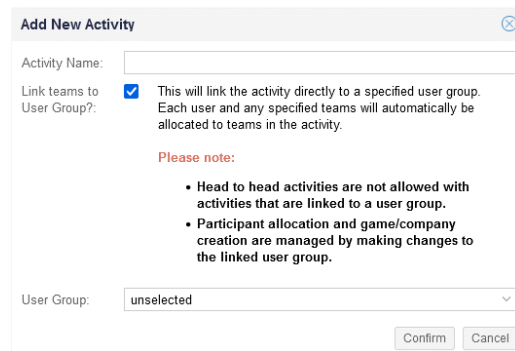
## ↑ Core Concepts

### 📋 Activity

An activity is set of games, all based on the same Scenario and using the same configuration, into which multiple Users can be included. Generally, activities are linked to a previously created User Group which determines the way that Users are organised within the Activity.

Activities are created, managed and monitored via the Control Tower.

The setup process includes Activity Settings and Parameters which vary aspects of the simulated environment. This allows the Coordinator to manipulate the level of challenge for users within the Activity.



**Add New Activity**

Activity Name:

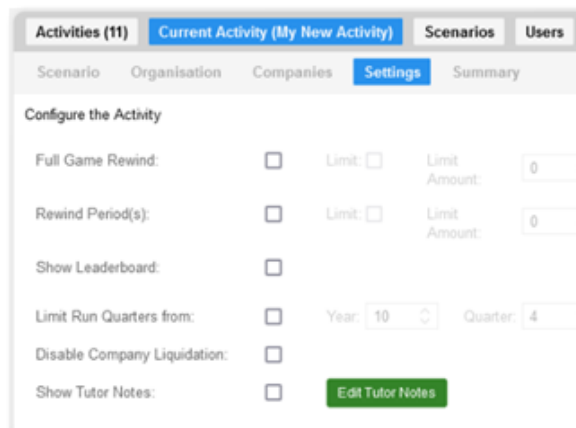
Link teams to User Group?: ☒ This will link the activity directly to a specified user group. Each user and any specified teams will automatically be allocated to teams in the activity.

**Please note:**

- Head to head activities are not allowed with activities that are linked to a user group.
- Participant allocation and game/company creation are managed by making changes to the linked user group.

User Group:

Once created, an Activity can be managed to accommodate more or less Users, re-organise Teams and even amend settings. (Note that, if users have already started the Activity, amendments may adversely affect their progress).



**Activities (11)** **Current Activity (My New Activity)** **Scenarios** **Users**

**Scenario** **Organisation** **Companies** **Settings** **Summary**

**Configure the Activity**

Full Game Rewind: ☐ Limit: ☐ Limit Amount:

Rewind Period(s): ☐ Limit: ☐ Limit Amount:

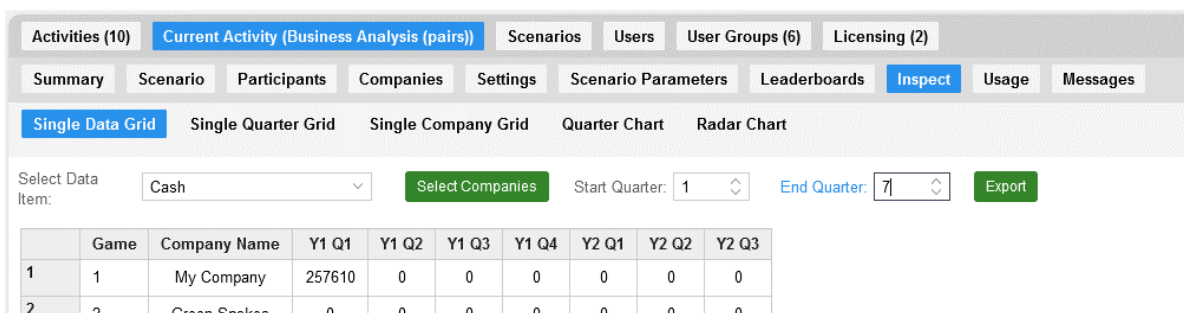
Show Leaderboard: ☐

Limit Run Quarters from: ☐ Year:  Quarter:

Disable Company Liquidation: ☐

Show Tutor Notes: ☐

As Users engage with the Activity, Coordinators can easily monitor progress and data from within the Control Tower.



**Activities (10)** **Current Activity (Business Analysis (pairs))** **Scenarios** **Users** **User Groups (6)** **Licensing (2)**

**Summary** **Scenario** **Participants** **Companies** **Settings** **Scenario Parameters** **Leaderboards** **Inspect** **Usage** **Messages**

**Single Data Grid** **Single Quarter Grid** **Single Company Grid** **Quarter Chart** **Radar Chart**

Select Data Item:   Start Quarter:  End Quarter:

	Game	Company Name	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3
1	1	My Company	257610	0	0	0	0	0	0
2	2	Green Snakes	0	0	0	0	0	0	0

## ↑ Core Concepts

### **Game**

A game is single instance of a simulated business environment. There can be many games within each activity. Each game consists of a number of companies, some of them controlled by teams and others controlled by the computer. Each game can run independently of the other games in an activity. The game can only run the quarter (run the simulation to process user decisions) when all human teams have elected to run the quarter.

### **Company**

A company is a single trading entity within a game. There can be multiple companies within a game, some of them controlled by human teams and others by the computer.

### **Team**

A team represents the user(s) who are allocated to run one of the companies within an activity. Teams can be made up of single or multiple users. Where multiple users work within a team, they are all able to access the company separate machines.



## Troubleshooting

General Tactics: Occasional rendering errors and 'hangs' can often be resolved by simply refreshing the browser window or logging out and back into the system.

Issue	Solution
User has forgotten password	<i>Click the 'Users' tab and click 'View' to see the 'User Info' window. Enter a new password and click 'Change Password'</i>
User sees message 'No Valid License'	The User does not have a current license. Click the 'Users' tab and then the 'Licenses' tab in the second tab row. Assign a new license to the appropriate User.
User can't see activities in dashboard	Ensure that the user has logged in with the correct credentials by hovering over the SimVenture Evolution icon top left of screen. Check that the User is included within the Activity by opening it and viewing the 'Companies' tab. Ensure that the Activity is not disabled by viewing the Activities tab and checking its status.
User has run out of rewinds.	Coordinators are able to override rewind restrictions included within the Activity's Settings. Open the Activity and select the 'Companies' tab. Click to 'Open' the appropriate Company. Once the simulation opens click 'Menu' and select the desired rewind. To return to the Control Tower, click 'Menu' and select 'Go To Control Tower'
The page appears to have layout errors	Ensure that Microsoft Explorer is not being use. If so, open the simulation in another browser. Refresh browser window Log out & back in (the system will retain data stored since the last 'Run Quarter').
Send an Error Report	<i>'Menu' – Send Error report To report technical errors Here is a checklist of information that we would need (ideally) in order to investigate a problem with the software:</i> <ul style="list-style-type: none"> <li><i>The organisation and area in question.</i></li> <li><i>The name of the activity.</i></li> <li><i>The name and username of the student(s) involved.</i></li> <li><i>The exact date and time when the problem occurred.</i></li> <li><i>The quarter in the game that problem occurred in.</i></li> <li><i>The computer hardware used.</i></li> <li><i>The browser version used.</i></li> <li><i>The symptoms of the problem in detail - exactly what did the student see? Screenshots are useful here if at all possible. Screenshots should ideally be at the same resolution as the screen and show the whole screen if possible, not just a crop from it. I need to be able to read the text and numbers clearly. The more detail there is, the better.</i></li> <li><i>A way to reproduce the problem? Are they (or you) able to give a sequence that I can use to see the problem for myself? This is the Holy Grail in most cases if it is possible.</i></li> <li><i>Any steps you have taken to investigate the problem and the communications you have had with the student.</i></li> <li><i>Anything else that you think may be relevant. Even seemingly irrelevant details can sometimes make the difference.</i></li> <li><i>An indication of the urgency is also helpful to allow me to prioritise things and to decide what sort of fix is needed and when.</i></li> </ul>