# CALYTRIX INJECT PLANNER – DEMONSTRATION GUIDE

The following steps will give you a brief overview of the main functionality of Calytrix's Inject Planner Tool using the provided online sample exercise – Exercise NEW DAWN.

For a more detailed overview of the capabilities of the Inject Planner, please see the attached *Inject Planner – Quick Start Guide.*

MAIN PAGE

- Once you login, you will be directed to the main page. From here you can
  - select an exercise to open (One provided in the online demo – Ex New Dawn)
  - 'Create' a new blank exercise template, or
  - 'Import' and existing exercise to use as a starting point.
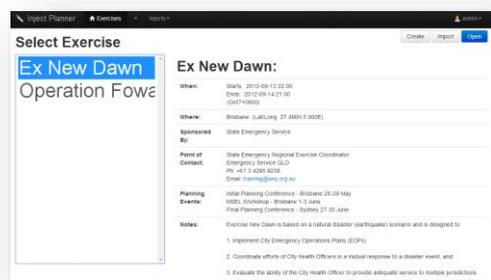
EXERCISE MAIN PAGE

- Select Exercise New Dawn and click 'Open'.
- From this page you can view or modify exercise metadata. You can return to this page by selecting the exercise name under the 'Exercises' drop down menu at the top of each page.
- From this area you can also archive, export or delete this exercise.
- Clicking on the 'Modify' button allows you to:
  - Modify or define exercise data such as name, location, timing, etc.,
  - Add folders and documents for supporting information,
  - Define your organisation's training objectives against which injects may be assessed, and
  - Define the type of scoring model (if desired) which you wish to use.
- Returning to the Ex New Dawn page, select the 'Injects' button.
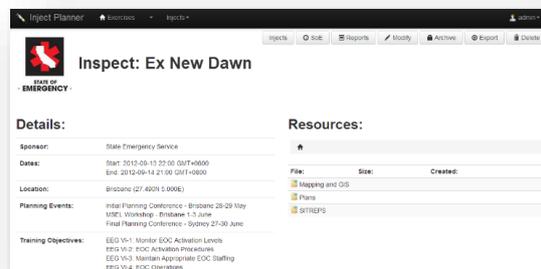
INJECTS PAGE

- This page shows each exercise inject in tabular form. As an administrator you can modify the data elements (columns) you wish to have associated with each inject in your exercise (Add Column).
- This page allows you to add injects, modify existing ones or to delete injects.
- The columns can be re-ordered (click and drag) or re-sized in a similar way to MS Excel to suit each user.
- Now select the 'SOE' view from the top right.

SCHEDULE OF EVENTS (SOE)

- This page offers a timeline view of the planned injects. In the same way as the 'Injects' page, you can add, edit or delete injects for the exercise. Either select an inject and use the edit buttons, or right click on the inject itself.
- If you wish to change the planned date and time for an inject, you can do it from this view by simply selecting the inject in the SOE pane then clicking and dragging to appropriate time.
- If there are resources attached to an inject, you can open them by right clicking on the inject and selecting 'Resources'. Try it with the inject '0003: EOC Activation'.
- You can zoom in an out on the timeline by hovering over the main pane and scrolling. Clicking 'View All' will show all injects and clicking 'Now' will centre the view on the current time.
- From this page, assessors and observers can select a particular inject event and provide feedback or assessment against it.
- Once you have finished exploring this page, click on the 'Reports' button.
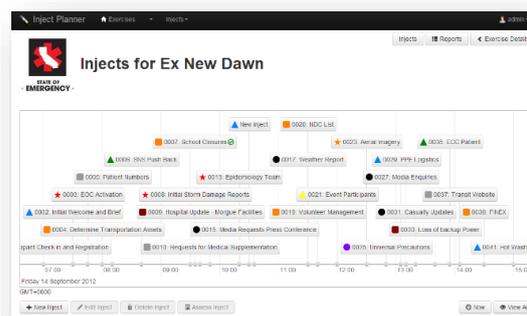
REPORTS

- This example has been pre-populated with some assessment data. You can order the injects in the report by time, name or they can be grouped under specific training objectives which you assigned when you first created the inject. Click on the 'Training Objectives' button.

- Here you will see a number of injects grouped under specific training objectives. The traffic light style report allows you to quickly see performance under each training objective.

- You can 'drill down' into each of these assessments to view specific feedback provided by assessors. As an example, click on 'EEG VI-2: EOC Activation Procedures'.

- In this view you can see all of the injects which contribute to this learning outcome. Click on the inject, '0003: EOC Activation'.

- Here you will see the comments, observations and scores given by each assessor against this particular activity.

- Return to the main reports page using the back button at the lower left.

- From here, you can also generate a report in pdf format which can be downloaded and distributed.

NEXT STEP

Please feel free to add your own exercises and data to the demonstration database but be aware that the demonstration database resets periodically and any data input will be lost.

Calytrix would be pleased to provide you with a trial license if you wish to run the system on your desktop. This allows you to maintain full control over your data and any data you enter can be saved and imported later should you wish to opt for a full licence.

For a trial license of details of pricing, please contact us at: sales@calytrix.com