



User's Guide

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Introduction

Computers are very common in the workplace. Many jobs and training sites are available to those who can use computers as tools. Computers at Work emulates computer procedures used in business.

The screenshot displays a 'Data Entry' window with a dark blue title bar containing an 'EXIT' button and a close button. The window has a light blue background. On the right side of the window, there is a 'Cust #' field with the value 'COL054'. Below this, there is a 'Cust Info' tab. The form contains several input fields: 'Name' (PETE CATTANEO), 'Company' (COLORADO GENERAL), 'Address' (PO BOX 4203), 'City' (DENVER), 'State' (CO), and 'Zip' (80220 - 0223). There is also a checkbox labeled 'Find zip + 4' which is currently unchecked. At the bottom of the window are two buttons: 'Cancel' and 'OK'. To the right of the window, there is a separate light blue box containing the same customer information: Name: PETE CATTANEO, Company: COLORADO GENERAL, Address: PO BOX 4203, City: DENVER, State: CO, Zip: 80220-0223, and Cust #: COL054.

Cust Info	
Name:	PETE CATTANEO
Company:	COLORADO GENERAL
Address:	PO BOX 4203
City:	DENVER
State:	CO
Zip:	80220 - 0223
<input type="checkbox"/> Find zip + 4	

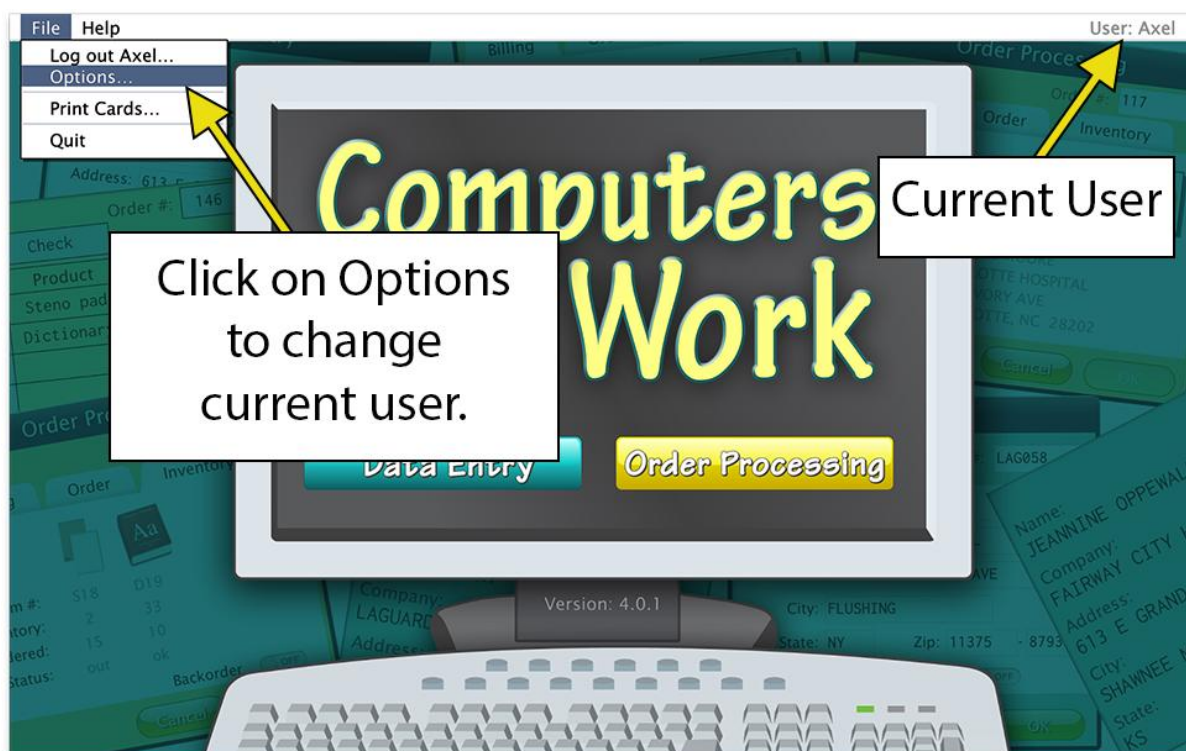
Goals:

1. Train students to accurately complete a realistic work task.
2. Increase students work rate with experience.
3. Develop attending skills and appropriate work behaviors.

Login

When starting Computers at Work, select a user name and difficulty level. The default user name is Guest. Additional user names can be added in [Options](#). Session information and scores are not stored when logged in as Guest.

There are three levels of difficulty: Easy, Medium, and Hard. The difficulty levels are discussed in more detail under the Data Entry and Order Processing sections.



The current user is displayed in the upper right corner of the title screen. To change user, click File, then Options; from the Options screen select a student name (or guest) from the pull-down list. Open [Options](#) to add student accounts, view student scores, and access adjustable preferences.

The main menu allows you to choose between the two modules, Data Entry and Order Processing.

Data Entry

The Data Entry module teaches basic data entry with a single entry screen. Customer information is read from a Data Card and entered on the entry screen. Data Cards are displayed on-screen in the upper right corner, or printed cards (sold separately) can be used.

The screenshot shows a software window titled "Data Entry" with a red "EXIT" button in the top left and a red "X" in the top right. Inside the window, there is a "Cust Info" tab and a "Cust #:" field containing "COL054". Below this are input fields for "Name: PETE CATTANEO", "Company: COLORADO GENERAL", "Address: PO BOX 4203", "City: DENVER", "State: CO", and "Zip: 80220 - 0223". To the right of the "Zip" field is a checkbox labeled "Find zip + 4". At the bottom of the window are "Cancel" and "OK" buttons. To the right of the window, a data card is displayed with the following information: "Name: PETE CATTANEO", "Company: COLORADO GENERAL", "Address: PO BOX 4203", "City: DENVER", "State: CO", and "Zip: 80220-0223". A yellow arrow points from the "Find zip + 4" checkbox to a label "Zip+4 Field". Another yellow arrow points from the "Find zip + 4" checkbox to a label "Zip+4 Checkbox".

To begin, find the customer number on the Data Card and enter it in the "Cust #" field in the entry screen. Once you have entered the correct customer number, the customer record is displayed.

Easy Level

After entering the customer number, check to see if the record contains the zip +4 number. If the zip+4 field is empty, click the "find zip+4" checkbox. Click **OK** to continue to the next Data Card.

Medium Level

After entering the customer number, compare the information on the entry screen with the information on the Data Card. Correct any errors found. When the information matches the Data Card, check to see if it contains the zip+4 number. If the field is empty, click the "find zip+4" checkbox. Click **OK** to continue to the next Data Card.

Hard Level

After entering the customer number, no data is displayed in the entry screen. Enter all the information from the Data Card into the correct fields. Then, check the zip+4 number. If it is missing, click the "find zip+4" checkbox. Click **OK** to continue to the next Data Card.

If you want to clear all fields on the entry screen and re-enter the current Data Card, click the **Cancel** button.

When finished entering records, click the **Exit** button. A summary screen shows results of the session.

Order Processing

The Order Processing module has multiple entry screens and teaches advanced data entry skills. Order information is read from a Data Card and entered on the entry screen. Data Cards are displayed on-screen or printed cards (sold separately) can be used.

Order #: 095

Payment: Check

Qty	Item	Product	Price	Total
35	A32	Appoint. b	1.85	64.75
35	G44	Glue	1.29	45.15
5	E47	Eraser	.65	3.25
15	S46	Screen wip	1.98	29.70
				142.85
				7.86
				150.71

Cust #: GUA124
MARK ULANO
GUADALUPE HOSPITAL
SAN JUAN, PR 00917

Item #: A32 G44 F25 S46
Inventory: 35 50 30 33
Ordered: 35 35 5 166
Status: ok ok ok out

☐ Backorder

Cancel OK

Backorder Checkbox

To begin, find the order number on the Data Card and enter it in the "Order #" field in the entry screen. Once the correct order number is entered, the order record is displayed.

The order record has three sections: **Billing**, **Order**, and **Inventory**. The billing tab contains customer information and payment type. The order tab provides order fields, 4 line item quantities, and item numbers. The inventory tab displays inventory status for each line item in the order.

Order Processing (Order #: 095)

Billing | Order | Inventory

Payment: Check

Cust #: COU009

BRIAN HELGELAND
COUNTY COURTHOUSE
950 MCKINLEY AVE
MANCHESTER, NH 03101

Cancel OK

Qty	Item	Product	Price	Total
35	A32	Appoint. b	1.85	64.75
35	G44	Glue	1.29	45.15
5	E47	Eraser	.65	3.25
15	S46	Screen wip	1.98	29.70
			Sub:	142.85
			Tax:	7.86
			Total:	150.71

Cust #: GUA124
MARK ULAND
GUANALIFE HOSPITAL
SAN JUAN, PR 00973

Order Processing (Order #: 095)

Billing | Order | Inventory

Payment: Check

Cust #: COU009

BRIAN HELGELAND
COUNTY COURTHOUSE
950 MCKINLEY AVE
MANCHESTER, NH 03101

Cancel OK

Qty	Item	Product	Price	Total
35	A32	Appoint. book	1.85	64.75
35	G44	Glue	1.29	45.15
5	F25	Folder	.87	4.35
166	S46	Screen wipes	1.98	328.68
			Sub:	442.93
			Tax:	24.36
			Total:	467.29

Cust #: GUA124
MARK ULAND
GUANALIFE HOSPITAL
SAN JUAN, PR 00973

Easy Level

After entering the order number, select the inventory tab. Check the Status for each item listed. If the status says "Out" for any item listed, click the **Backorder** checkbox. Click **OK** to move on to the next Data Card.

Medium Level

After entering the order number, compare the information in both the Billing and Order tabs with the information on the Data Card. Correct any errors. Next, select the Inventory tab and check the status for each item listed. If the status says "Out" for any item listed, click the **Backorder** checkbox. Click **OK** to move on to the next Data Card.

Hard Level

After entering the order number, no data is displayed in the entry screen. Enter all information from the Data Card into the correct fields under the Billing and Order tabs. Then, select the Inventory tab and check the Status for each item listed. If the status says "Out" for any item listed, click the **Backorder** checkbox. Click **OK** to continue to the next Data Card.

To clear all fields on the entry screen and re-enter the current Data Card, click the **Cancel** button.

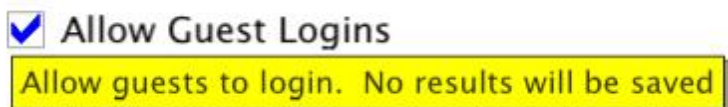
When finished entering records, click the **Exit** button. A summary screen shows results of the session.

Options

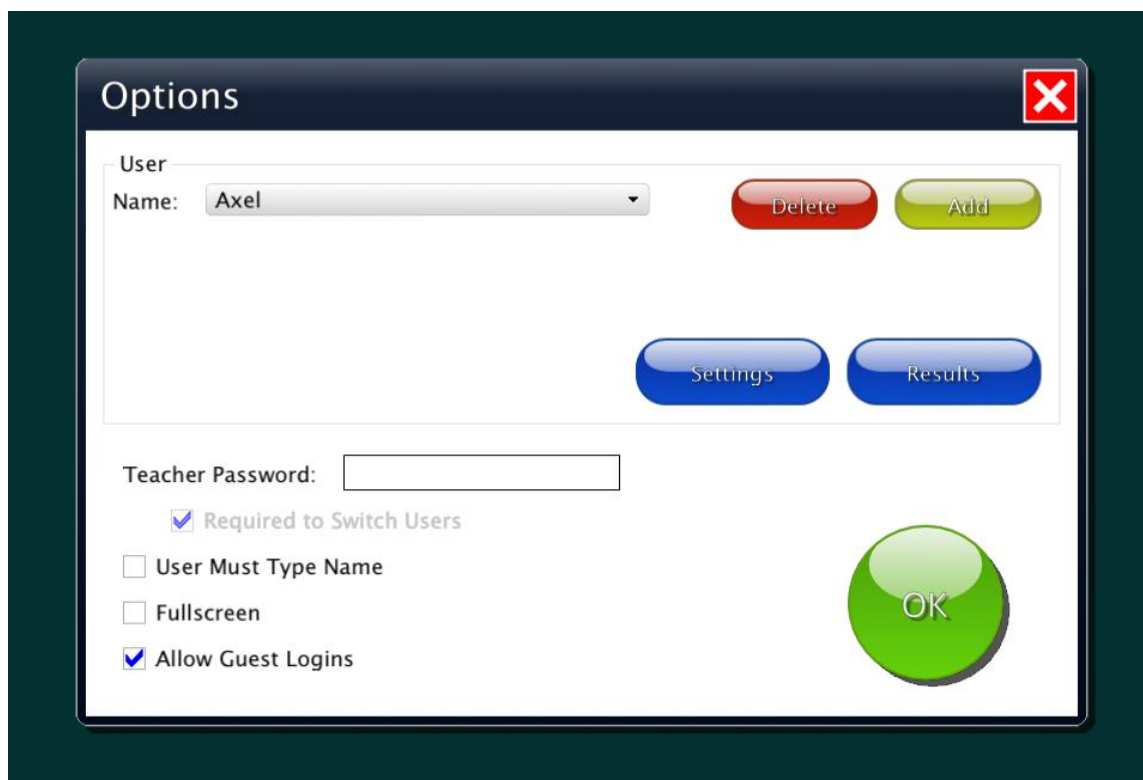
Computers at Work can be tailored to challenge individual students. **Options** provides access to these customizing features.



To access Options, click on File in the top left corner of the main screen. If it asks for a password and you have forgotten the password, *Attainment* will always work as a password.



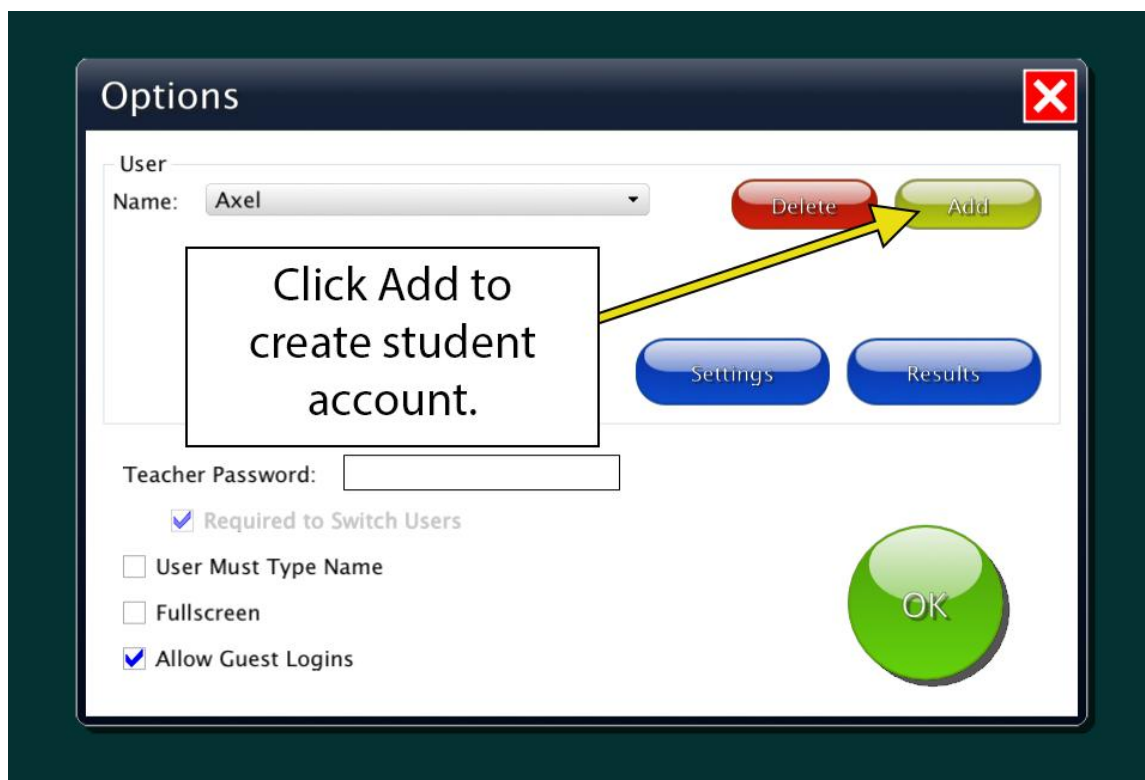
Pop-up help is additional text written to further clarify each setting. Pop-up help is available, but hidden for each setting. To view pop-up help, hold the mouse cursor over a setting: Pop-up help uses yellow as background color.



- **Teacher Password** allows you to create an optional password that needs to be typed to open Options. As a backup, *Attainment* will always work as a password. Password is not case sensitive: upper or lower case does not matter.
- Turn On **Required to Switch Users** to extend the password requirement to include switching users from the pull-down menu.
- Turn On **Users Must Type Name** to require all students to type their login name.
- Turn Off **Allow Guest Logins** to remove Guest as a login option. When a student is logged in as Guest, results are not saved. Guest can be removed as a login choice only after one or more login names have been added.

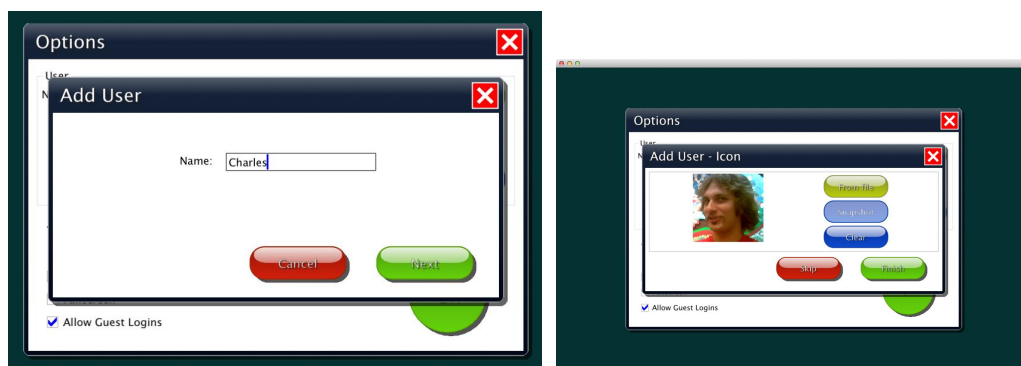
To adjust a student's settings or view their accumulated quiz results, select their name from the drop-down list, then click the Settings or Results button.

Add Names



Add Name

Click the Add icon, type the student's name, and click Next. Then the Add User - Icon window appears, which allows you to include a photo next to the student's name on the login menu. Click Cancel to skip this step. To take a photo select Snapshot to use a webcam, or select From File to choose a photo already saved on your computer. Then click Snapshot to take the photo. When you're satisfied with the photo, click Save.



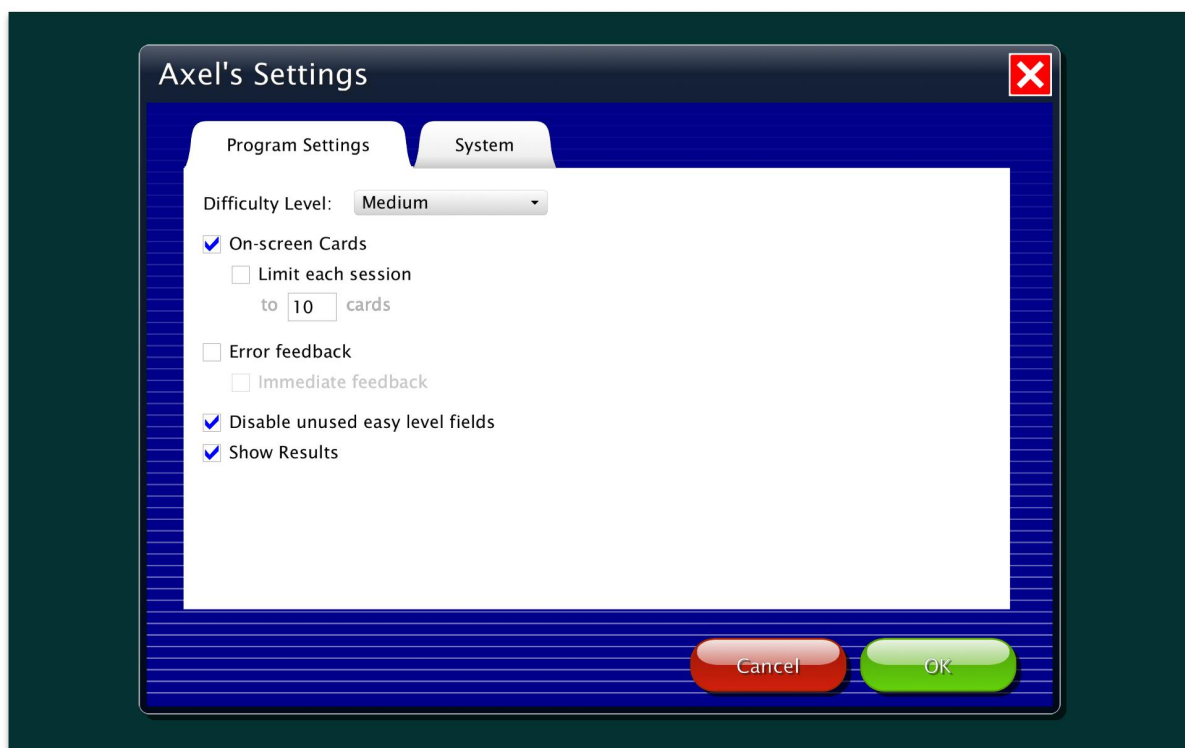
Delete Name

Delete a student account by selecting the user name from the drop-down list of names, then click Delete.

To adjust a student's settings or view their accumulated quiz results, select their name from the drop-down list, then click Settings or Results.

Settings

To adjust a student's settings, select their name from the drop down menu and click Settings on the main Options screen.



Program Settings tab

Difficulty: Change the level of difficulty.

On-Screen Cards: Turn On-Screen Cards on/off.

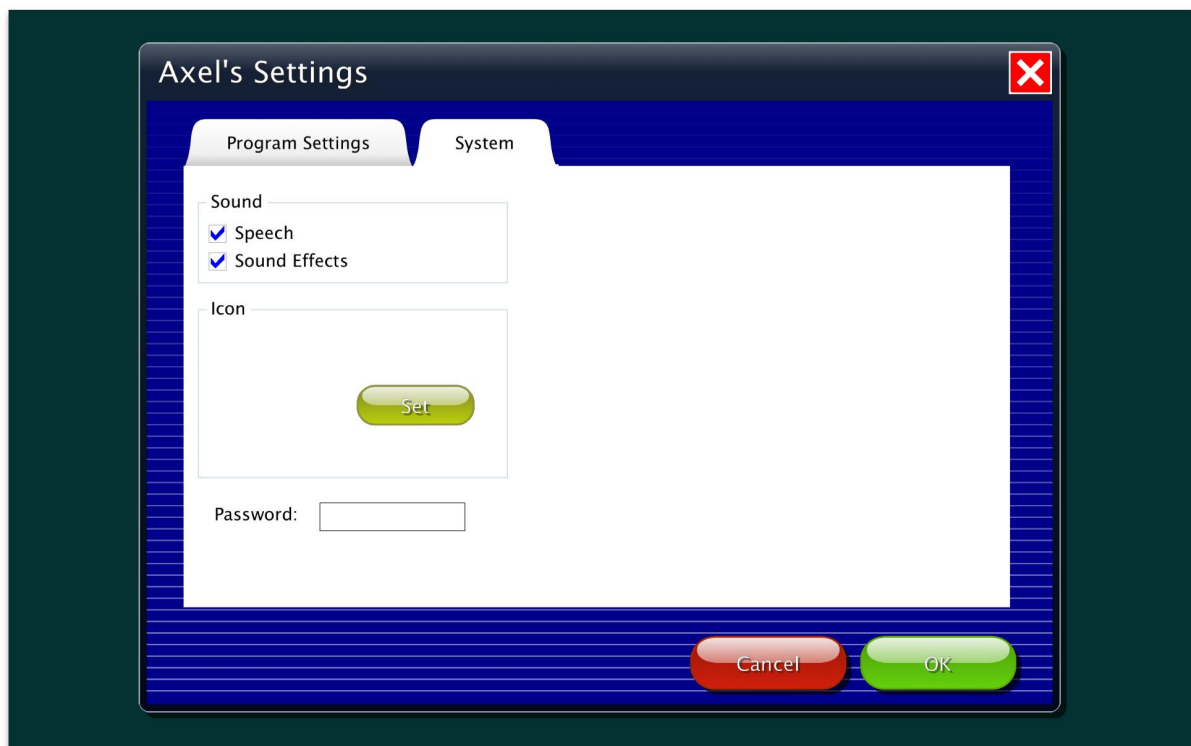
Limit each session: Limit session to a set amount of On-Screen Cards.

Error Feedback: Turns Error Feedback on/off. A red check mark indicates an incorrect entry.

Immediate Feedback: When on, red check mark appears immediately after a single incorrect line entry. When off, red check mark(s) appear after touching OK to submit entire page.

Disable unused easy level fields: Applies to Easy difficulty only. When turned On, only the Easy-level fields can be edited (Find zip+4 in Data Entry, Backorder checkbox in Order Processing), and all other fields cannot be edited.

Show Results: When On, results are shown at the end of a session. Also displays results when leaving the activity via the Exit button.

**System tab**

Sound: Toggle sound output from the app.

Speech: Turn speech on/off.

Sound Effects: Turn sound effects on/off.

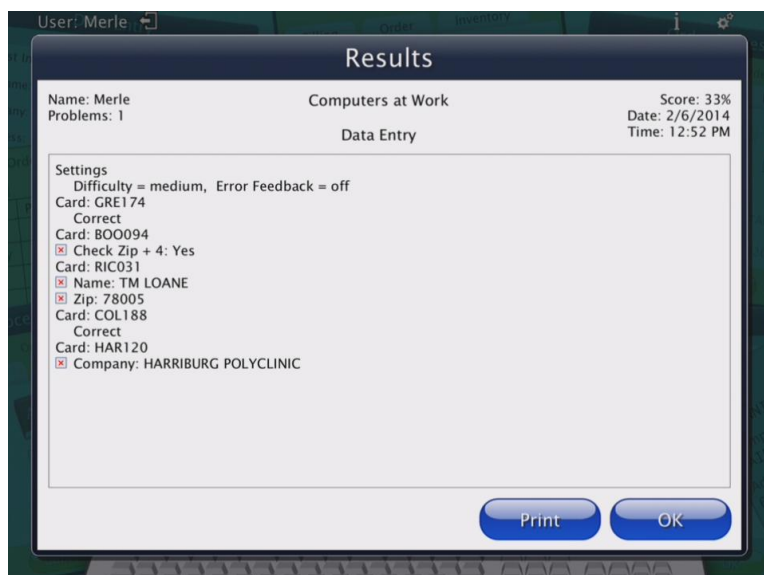
Icon: Take a photo for a User Icon.

Results

Results from a Computers at Work activities are saved when the student is logged into their account. To view saved Results, open Options, and then select Results. Results are not saved while logged in as Guest. Results can also be displayed after individual sessions, if that feature is turned On in [Settings](#).



To view details, highlight an individual quiz and click View.



Contact Us

For information about other education materials produced by Attainment Company:

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Verona WI 53593-0160

Technical Support

If you have a problem running Computers at Work, please call Attainment Technical Support at the number below. If possible, have your iPad nearby while we discuss solutions.

You can speed the process if you collect some basic information ahead of time:

- What was the error and type of error message, if any?
- What triggered the problem?
- Can you duplicate the problem?
- What iPad version and iOS are you running?

Tech Support is available weekdays from 9 am - 5 pm (CST)

Phone: 800-327-4269 or 608-845-7880

Email: techsupport@AttainmentCompany.com

Website: www.AttainmentCompany.com

