

Using the Armatus® Administrative Module

A Guide for Administrators



 **PRAESIDIUM**
Our passion. Your protection.

Using the Administrative Module

Table of Contents

How to Logon to Armatus®	2
How to Access the Administrative Module	5
How to Add a User	6
REQUIRED INFORMATION	7
OPTIONAL INFORMATION	7
How to Modify a User's Record	8
How to Inactivate a User's Account	14
How to View the List of Available Courses	15
How to See Which Users Have Completed Courses	16
How to Add Non-Armatus® Data to the Database	23
Additional Support	25

How to Logon to Armatus®

1. Using Internet Explorer or Firefox, go to www.insuranceboard.org

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Partners in Protection
UCC + Disciples + Presbyterian

AGENT/BOARD MEMBER LOGIN | DASHBOARD

Property and Liability Risk Solutions for Churches

ABOUT US | OUR PROGRAM | SAFETY SOLUTIONS | CLAIMS | CONTACT US | Search

"To support and protect churches and church ministries by offering superior property and casualty risk and insurance management services."

FIND AN AGENT
REPORT A CLAIM
REQUEST A PROPOSAL

FEATURED NEWS | VIEW ALL NEWS »

IB Elects Two New Board Members
The conference ministers elected two new board members at the annual meeting in Florida. Reverend Dr. John R Deckenback, the Conference Minister of...

Insurance Board Introduces New Look
(Cleveland, OH) - The United Church of Christ Insurance Board (IB) has introduced a new look for the company with a new logo. Earlier in 2009, the IB...

IB Offers PCUSA California Churches Earthquake Coverage
The Insurance Board (IB) has announced that it is now accepting applications for earthquake coverage from the hundreds of Presbyterian Church (USA)...

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2. Click on “SafeConduct™ Workbench” under the drop down menu “Safety Solutions” on the top middle section.

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Property and Liability Risk Solutions for Churches

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Safety Solutions Overview
People Safety & Liability
Church Property
Transportation
Youth Activity
Church Management
SafeConduct™ Workbench
Insurance Board Services
Have a Question?

"To support and protect churches and church ministries by offering superior property and casualty risk and insurance management services."

FIND AN AGENT
REPORT A CLAIM
REQUEST A PROPOSAL

FEATURED NEWS | VIEW ALL NEWS »

Insurance Board Receives Kudos from Euclid Congregational Church UCC
Many of you will remember the devastating fire at the beloved Euclid Avenue Congregational Church UCC. The Insurance Board recently received a letter...

Christine L Shoop, CIC Joins the IB
(Cleveland, OH) - The Insurance Board (IB) has named Christine L Shoop, CIC to the position of Director, Business Development effective February 28....

IB Launches Abuse Prevention Training for ALL UCC, Disciples, and PC(USA) Churches and Camps
The Insurance Board (IB) is pleased to announce the availability of its free on-line sexual abuse prevention training program to all churches that are...

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3. Click the blue box that says “Begin Training.”

The screenshot shows the SafeConduct™ Workbench website. The navigation bar includes links for ABOUT US, OUR PROGRAM, SAFETY SOLUTIONS, CLAIMS, and CONTACT US, along with a search box. The main content area is titled 'SAFE CONDUCT WORKBENCH' and contains a welcome message, a 'Getting Started' section, and a table of links. A red arrow points to the 'Begin Training' link in the table.

Link	Description
Why SafeConduct™	Please take a moment to read this message from the Insurance Board
Self Assessment	We are excited to be able to offer this free self assessment tool to you, but work is currently under construction! Please enjoy the preview, but be sure to check back soon!
Administrator Guide	To access training and background checking services, you must appoint an administrator. See pricing information for background checking. Read the details at the link to the left.
Begin Training	Training is free! The Armatus training will direct your staff and volunteers to this space to begin training. Login ID and Password are required.
Begin Checking	Administrators may begin conducting background checks from this space. Login ID and Password are required.

4. A new window will open with the Armatus® Logon screen. Enter your **login** in the login box and your **password** in the password box. Then click “Submit.”

The screenshot shows the Armatus™ Logon screen. It features a title 'Welcome to Armatus™', a 'Login' field, a 'Password' field, and 'Submit' and 'Reset' buttons. Below the fields is a link for 'Having problems logging in?'. A section titled 'By logging in to Armatus, I hereby certify as follows:' contains a list of three bullet points regarding the user's certification.

By logging in to Armatus, I hereby certify as follows:

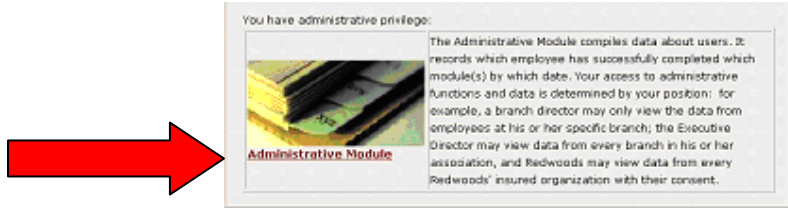
- I am the same person who has registered online to participate in this Praesidium training module.
- I acknowledge that while this program is intended to provide valuable training in the detection, awareness and prevention of sexual abuse within my organization, Praesidium does not warrant that my completion of this training module will result in the elimination of sexual abuse within the organization.
- This training module and its contents is the property of Praesidium and is protected from unlawful copying, reproduction and use by federal law. I will not

Your **login** is the **first initial of your first name followed by your full last name**. Your **password** is your **four (4) digit identification number**, followed by the **state abbreviation** for the state where you work. If you do not know your identification number, contact Carl Kotheimer at the Insurance Board at ckotheimer@insuranceboard.org.

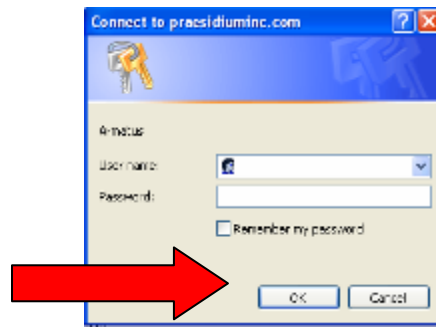
5. Once you have successfully logged on to Armatus®, you will see the Armatus® Welcome Screen. Read the opening statement, and then scroll down to view list of available courses.
6. Click the title of a course or its corresponding icon to begin that course.

How to Access the Administrative Module

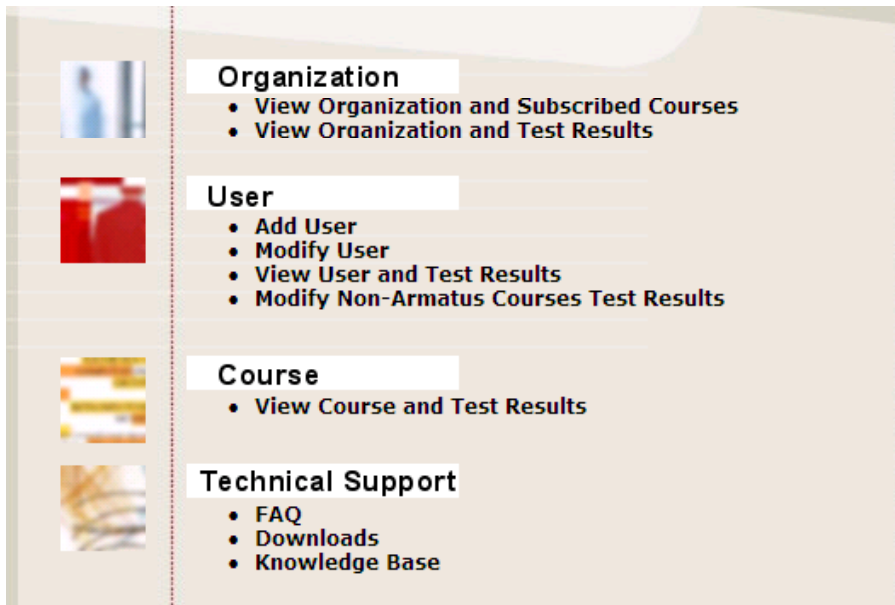
1. Follow the steps on pages 1 and 2. Instead of selecting a course to take, scroll down until you see “Administrative Module.” Click “Administrative Module” or the image of the folder.



2. A Windows prompt will ask you for your username and password. Re-enter the same login and password you used before, and click “OK.”

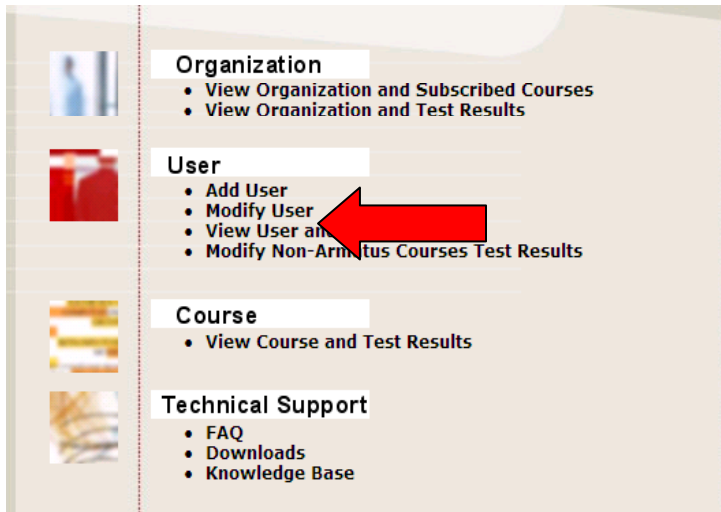


3. You will see the Administrative Module Menu. The menu is divided into four sections:



How to Add a User

1. Under the User section, click “Add User.”



2. Fill in the information.

The screenshot shows the 'Create New User' form in the Praesidium system. The form is divided into two columns of fields. The left column contains fields for 'Armatas Administrator' (no), 'Full or Part Time' (full time), 'Program Type' (select one), 'Secondary Program Type' (select one), 'Volunteer' (employee), 'User Login' (text), 'Password' (text), 'First Name' (text), 'Last Name' (text), 'Street Address' (text), 'City' (text), 'US State' (select one), 'Country if non-US' (select one), 'Zip Code' (text), 'Organization' (select one), and 'Remarks' (text). The right column contains fields for 'User ID' (text), 'Date of Hire' (text), 'User Position' (select one), 'Secondary User Position' (select one), 'Home Phone' (text), 'Work Phone' (text), and 'Email Address' (text). A 'Create New User' button is located at the bottom center. A red arrow points to the 'Add User' link in the navigation menu above.

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* Fields in **no** are required fields.
* Fields in **red** are automatically generated by the system.

Create New User

REQUIRED INFORMATION

You are required to make a selection from the drop-down menu or type information into the fields for the following:

▶ **Armatus® Administrator**

Is the User going to be an Armatus® Administrator (this means they will have the same level of access as you)? If so, select “Yes.” “No” is the default selection.

▶ **User ID**

Type the User’s four digit identification number (e.g. the last four digits of their social security number or their birth date) into the User ID box. Enter numbers only. DO NOT enter the User’s login or password here.

▶ **Full or Part Time**

Is the User working full-time or part-time? “Full-time” is the default selection.

▶ **Volunteer or Employee**

Is the User an employee or volunteer? “Employee” is the default selection.

▶ **First Name**

Type the User’s first name.

▶ **Last Name**

Type the User’s last name.

Note: What you type in the Last Name field is combined with the first initial of the User’s first name to create the login. If you include punctuation marks here, they will be included in the login.

▶ **State**

Choose the User’s state from the drop-down menu.

▶ **Organization**

Select the User’s location or branch from the drop-down menu.

▶ **Remarks**

All participants **MUST** enter your organization name followed by the IB# in the “Remarks” section (i.e. Sample Presbyterian Church, IL (xxxxxxxx)).

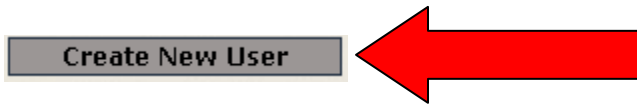
Note: The organization name and IB # will appear in the remarks column when you export the completion report to Excel. This will enable you to sort by the “Remarks” column to sort out the Users that are only for your organization.

OPTIONAL INFORMATION

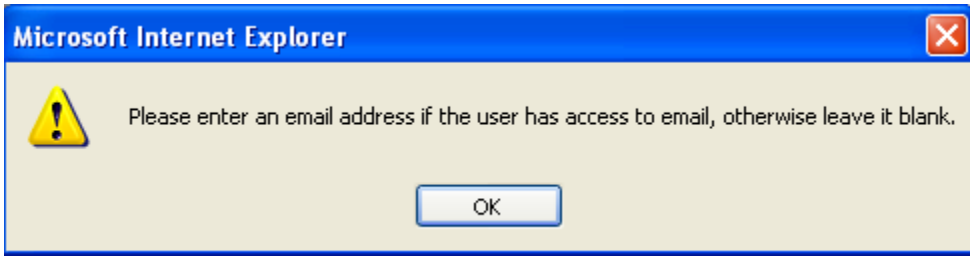
If you would like, you can also make a selection from the drop-down menu or type information into the other fields on the screen. However, these fields are NOT required to create an account.

- ▶ User Position and Secondary User Position
- ▶ Program Type and Secondary Program Type
- ▶ Street Address, City, Zip Code
- ▶ Phone Numbers
- ▶ E-mail Address
- ▶ Date of Hire

3. Click “Create New User” to create the User’s account.

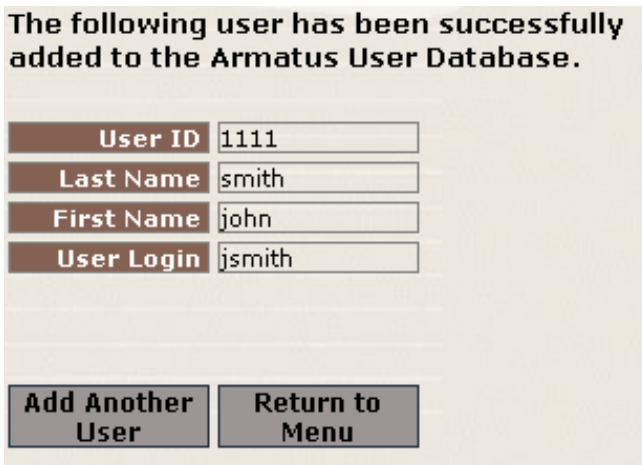


Note: If you did not enter an e-mail address for the User, you will be reminded to do so.



Click “OK” to close the box. Type an e-mail address in the e-mail address field or leave the field empty and click “Create New User” again. **You can create an account without entering an e-mail address.**

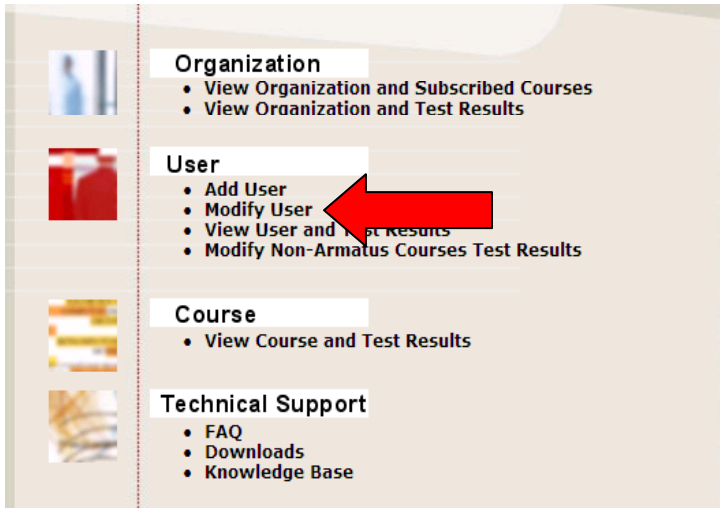
4. A summary screen will appear.



5. If you would like to add another User, click “Add Another User.” If you would like to return to the menu, click “Return to Menu.”

How to Modify a User's Record

1. Under the User section, click "Modify User."



You must first find the User's record, so the Search Screen will appear.

The search screen features a grid of letters for filtering records by first letter. Below the grid are several search criteria fields: User ID (text input), User Position (dropdown menu with 'any' selected), Program Type (dropdown menu with 'any' selected), First Name (text input), Last Name (text input), and Organization (dropdown menu with 'Armatus Trial Accounts - YMCA / YWCA' selected). A 'Search' button is located below the fields. A small arrow icon is visible in the bottom right corner of the search area.

A	B	C	D	E	F	G	H	I
J	K	L	M	N	O	P	Q	R
S	T	U	V	W	X	Y	Z	All

User ID:

User Position:

Program Type:

First Name:

Last Name:

Organization:

2. There are six ways you can search for your User's record.
 - a) You can search by the FIRST LETTER of the User's Last Name.
 - b) You can search by the User ID.
 - c) You can search by User Position.
 - d) You can search by Program Type.
 - e) You can search by First Name.
 - f) You can search by Last Name.

a) To search for the User's record by the FIRST LETTER of the User's Last Name, select a letter. For example, to search for someone with the last name Martin, you'd click on "M".

On the next screen you will see a list of results that match your search. Select the User you are looking for by clicking on their LAST NAME.

Last Name	First Name	User ID	Position	Program Type
Macdonald	[REDACTED]		n/a	n/a
MackenzieGriffiths			n/a	n/a
Mackey			n/a	n/a
Maherzi			n/a	n/a
Mairs			n/a	n/a
Mark			n/a	n/a
Mark			n/a	n/a
Mark			n/a	n/a
Martin			n/a	n/a
Matthes			n/a	n/a
Matthews			n/a	n/a

NOTE: This information covered in black will appear on your screen. We've de-identified it here for privacy reasons.

- b) To search for the User's record by User ID, type the User's ID number into the box. (For example, the last four of their social security number, birth date, etc.)

A	B	C	D	E	F	G	H	I
J	K	L	M	N	O	P	Q	R
S	T	U	V	W	X	Y	Z	All

User ID	<input type="text" value="1111"/>
User Position	<input type="text" value="any"/>
Program Type	<input type="text" value="any"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Organization	<input type="text" value="Armatus Database Demo - Association Office"/>

On the next screen you will see a list of results that match your search. Select the User you are looking for by clicking on their LAST NAME.

Last Name	First Name	User ID	Position	Program Type
Demo	Admin	1111	administration	school

- c) To search for the User's record by User Position, select the User's Position from the drop-down box.

A	B	C	D	E	F	G	H	I
J	K	L	M	N	O	P	Q	R
S	T	U	V	W	X	Y	Z	All

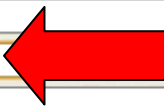
User ID	<input type="text"/>
User Position	<input type="text" value="administration"/>
Program Type	<input type="text" value="any"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Organization	<input type="text" value="Armatus Database Demo - Association Office"/>

On the next screen you will see a list of results that match your search. Select the User you are looking for by clicking on their LAST NAME.

Last Name	First Name	User ID	Position	Program Type
Demo	Admin		administration	school
Jones	Precious		administration	school
Kilgore	James		administration	school
Maddox	Bridget		administration	school
Morris	Tony		administration	school
Ship	Leader		administration	administration

d) To search for the User's record by Program Type, select the User's Program Type from the drop-down box.

A	B	C	D	E	F	G	H	I
J	K	L	M	N	O	P	Q	R
S	T	U	V	W	X	Y	Z	All

User ID	<input type="text"/>
User Position	any <input type="button" value="v"/>
Program Type	school 
First Name	<input type="text"/>
Last Name	<input type="text"/>
Organization	Armatum Database Demo - Association Office <input type="button" value="v"/>

On the next screen you will see a list of results that match your search. Select the User you are looking for by clicking on their LAST NAME.

Last Name	First Name	User ID	Position	Program Type
Demo	Admin		administration	school
Jones	Precious		administration	school
Kilgore	James		administration	school
Maddox	Bridget		administration	school
Morris	Tony		administration	school
Ship	Leader		administration	administration

- e) To search by First Name, type the User's First Name into the First Name box. You can also enter as few as three letters of the First Name.

A	B	C	D	E	F	G	H	I
J	K	L	M	N	O	P	Q	R
S	T	U	V	W	X	Y	Z	All

User ID	<input type="text"/>
User Position	any <input type="button" value="v"/>
Program Type	any <input type="button" value="v"/>
First Name	James <input type="text"/>
Last Name	<input type="text"/>
Organization	Armatus Database Demo - Association Office <input type="button" value="v"/>

On the next screen you will see a list of results that match your search. Select the User you are looking for by clicking on their LAST NAME.

Last Name	First Name	User ID	Position	Program Type
Kilgore	James	██████████	administration	school


- f) To search by Last Name, type the User's Last Name into the Last Name box. You can also enter as few as three letters of the Last Name.

A	B	C	D	E	F	G	H	I
J	K	L	M	N	O	P	Q	R
S	T	U	V	W	X	Y	Z	All

User ID	<input type="text"/>
User Position	any <input type="button" value="v"/>
Program Type	any <input type="button" value="v"/>
First Name	<input type="text"/>
Last Name	Mad <input type="text"/>
Organization	Armatus Database Demo - Association Office <input type="button" value="v"/>

On the next screen you will see a list of results that match your search. Select the User you are looking for by clicking on their LAST NAME.

Last Name	First Name	User ID	Position	Program Type
Maddox	Bridget		administration	school




3. After you select the User record by clicking on their LAST NAME, you will see their User Record.

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Armatus Administrator	no	User ID	4458
Full or Part Time	full time	Date of Hire	
Program Type	school	User Position	administration
Secondary Program Type	n/a	Secondary User Position	n/a
Volunteer	volunteer	Home Phone	null
User Login	bmaddox	Work Phone	111-555-1212
Password	4458tx	Email Address	madfamily@madfamily.com
First Name	Bridget		
Last Name	Maddox		
Street Address	123 Main St., Grapevine TX 77777		
City			
US State	TEXAS		
Country if non-US			
Zip Code			
Organization	Armatus Database Demo - Association Office		
Remarks	HQ		
Status	active		

* Fields in are required fields.



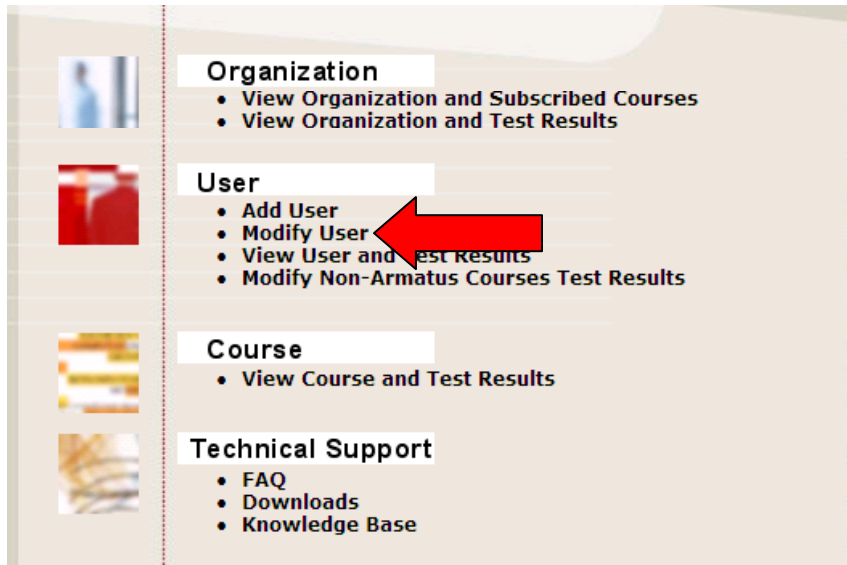
4. Modify the User's record by editing the information in the fields. When you are finished modifying the record, click "Modify User."

Note: If you are making a change to the User ID and/or First and Last Name fields, make sure to update the Login and Password fields, too. The User Login and Password will not be automatically updated based on your changes to User ID and/or First or Last Name.

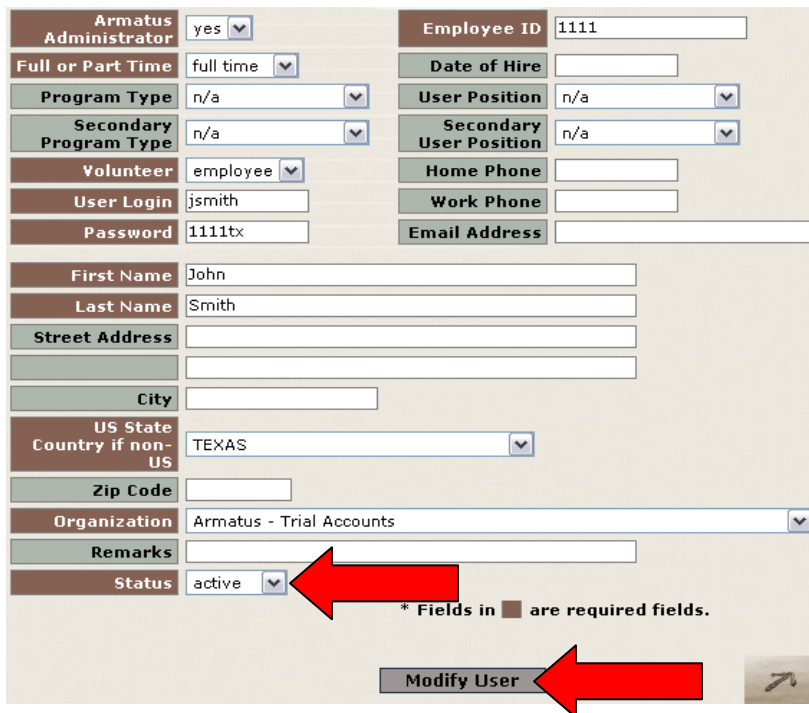
5. At the next screen, if you would like to modify another User's record, click "Modify Another User." If you would like to return to the menu, click "Return to Menu."

How to Inactivate a User's Account

1. Under the User section, click “Modify User.”



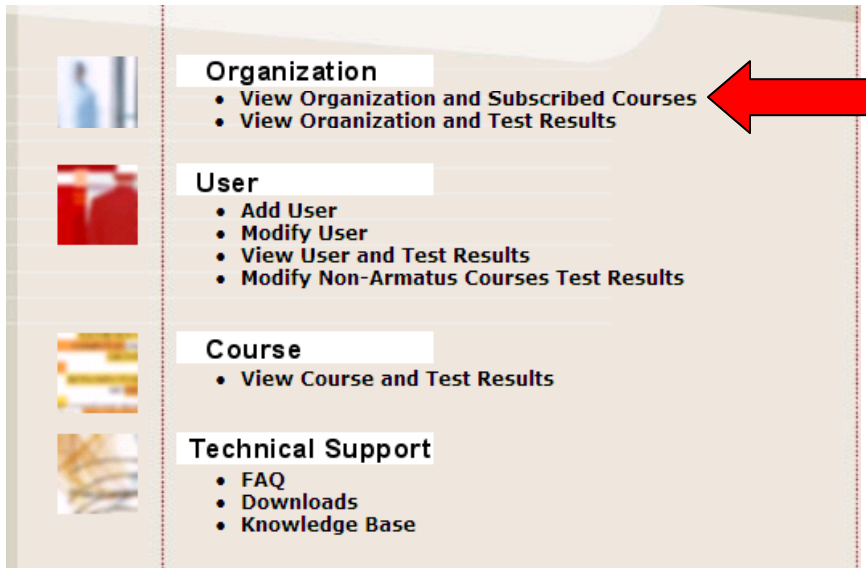
2. Use the Search Screen to locate the User's record (refer to pgs. 6 – 11).
3. To inactivate the User's account, select “inactive” in the “Status” box, and then click “Modify User” to save your change.

A screenshot of a user profile form. The form is divided into two main sections. The top section contains fields for 'Armatus Administrator' (yes), 'Employee ID' (1111), 'Full or Part Time' (full time), 'Date of Hire', 'Program Type' (n/a), 'User Position' (n/a), 'Secondary Program Type' (n/a), 'Secondary User Position' (n/a), 'Volunteer' (employee), 'Home Phone', 'User Login' (jsmith), 'Work Phone', 'Password' (1111tx), and 'Email Address'. The bottom section contains fields for 'First Name' (John), 'Last Name' (Smith), 'Street Address', 'City', 'US State' (TEXAS), 'Country if non-US', 'Zip Code', 'Organization' (Armatus - Trial Accounts), 'Remarks', and 'Status' (active). A red arrow points to the 'Status' dropdown menu, and another red arrow points to the 'Modify User' button at the bottom right. A note at the bottom reads '* Fields in [dark brown box] are required fields.' The 'Modify User' button is highlighted with a red arrow.

4. At the next screen, if you would like to inactivate another user, click “Modify Another User.” If you would like to return to the menu, click “Return to Menu.”

How to View the List of Available Courses

1. Under the Organization section, click “View Organization and Subscribed Courses.”



2. View the subscribed courses.

Subscribed Courses for Guest Organization:

Course Name	Employee/Volunteer
Keeping Your Foster Care Program Safe	All
Home Field Advantage Policies	All
Home Field Advantage	All
It Happened to Me	All
Keeping Your School Safe	All
Preventing Sexual Activity Between Young Children	All
Abuse Risk Management for YMCA Volunteers	All
Policy Module Demo	All
Navigate the Murky Waters of Sexual Harassment	All
Meet Sam	All
Keeping Your YMCA Safe	All

Note: You will see “No Seats Purchased” under the list of courses because we do not currently use the “Seats” feature.

3. Click “Return to Menu” to return to the menu.

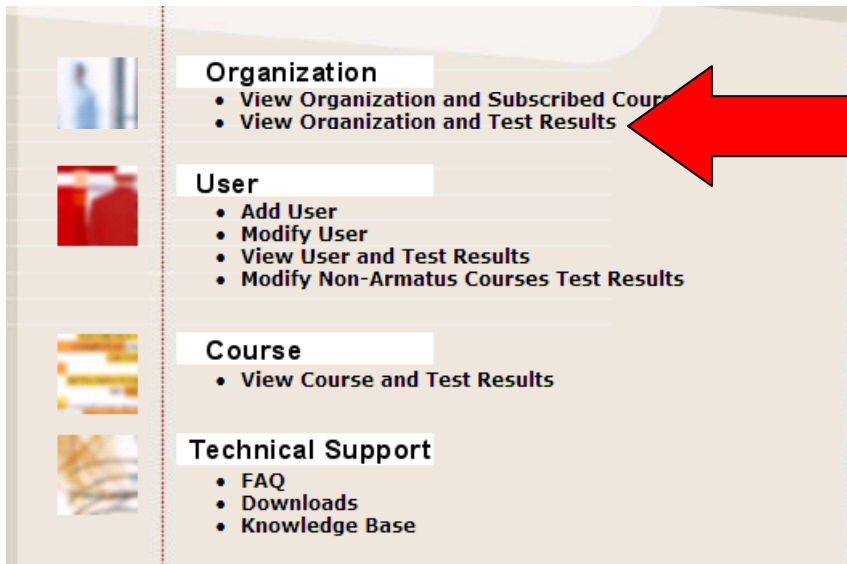
How to See Which Users Have Completed Courses

There are three ways to see which Users have completed courses.

You can look-up test results by and view a report that lists the results for:
Organization	<u>All</u> Users at the location & <u>all</u> of the courses assigned to them.
User	<u>One</u> User at the location & <u>all</u> of the courses assigned to him or her.
Course	<u>All</u> Users at the location & <u>one</u> specific course assigned to them.

A) To see which Users have completed courses by organization (location/branch):

1. Under the Organization section, click “View Organization and Test Results.”



2. The next screen will provide you with all-inclusive data about your location. The data is listed alphabetically (by User's last name).

Simply scroll down to see the date that each User completed each course. If they have not completed the courses, "Incomplete" will be shown under "Status."

Last Name Angela
Main Phone 817-801-7773
Alternate Phone
Fax Number
Email Address info@praesidiuminc.com

Subscribed Courses for Armatus Database Demo - Association Office:

Course Name	Employee/Volunteer	Activation	Expiration
Meet Sam	All	06/10/2007	06/01/2009
Criminal Background Check	All	06/10/2007	06/01/2009

Export to Excel Spreadsheet

Last Name	First Name	Course Name	Status	Date Completed
Demo	Admin	Meet Sam	Incomplete	
		Criminal Background Check	Completed	01/01/1991
Jones	Precious	Meet Sam	Incomplete	
		Criminal Background Check	Completed	01/01/2001
Kilgore	James	Meet Sam	Incomplete	
		Criminal Background Check	Completed	01/01/2001
Maddox	Bridget	Meet Sam	Incomplete	
		Criminal Background Check	Completed	01/01/2001
Morris	Tony	Meet Sam	Incomplete	
		Criminal Background Check	Completed	01/01/2001
Ship	Leader	Meet Sam	Incomplete	
		Criminal Background Check	Incomplete	

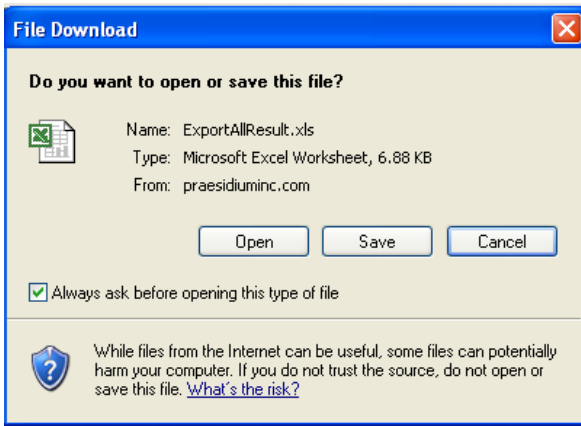
[View Another Organization](#) [Return to Menu](#)

3. To export this information to an Excel spreadsheet that you can print or save to your computer, click the brown "Export to Excel" button.

Export to Excel Spreadsheet ←

Last Name	First Name	Course Name	Status	Date Completed
Demo	Admin	Meet Sam	Incomplete	
		Criminal Background Check	Completed	01/01/1991
Jones	Precious	Meet Sam	Incomplete	
		Criminal Background Check	Completed	01/01/2001

4. A Windows prompt will appear asking you if you want to save or open the file. Click “Open” open the file immediately. Click “Save” to save the file to a location on your computer for later use.

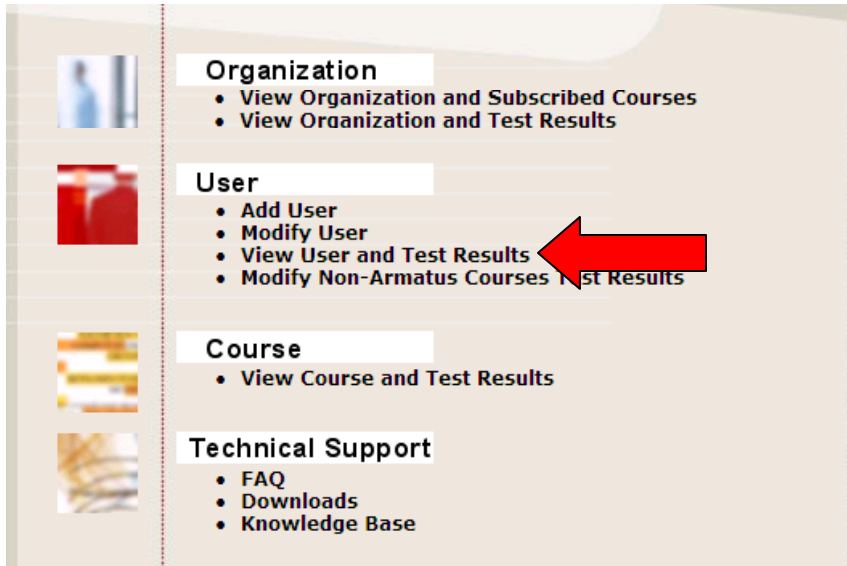


5. View the report. You can treat it like any other Excel spreadsheet.

Organization: Armatus Database Demo - Association Office										
	A	B	C	D	E	F	G	H	I	J
1	Organization: Armatus Database Demo - Association Office									
2	Last Name	First Name	Course Name	Training Status	Date Completed	User ID	Date of Hire	Program Type	User Position	Secondary Program
3	Demo	Admin	Meet Sam	Incomplete		1111		school	administration	n/a
4	Demo	Admin	Criminal Background Check	Completed	1/1/1991	1111		school	administration	n/a
5	Jones	Precious	Meet Sam	Incomplete		9987		school	administration	n/a
6	Jones	Precious	Criminal Background Check	Completed	1/1/2001	9987		school	administration	n/a
7	Kilgore	James	Meet Sam	Incomplete		4456		school	administration	n/a
8	Kilgore	James	Criminal Background Check	Completed	1/1/2001	4456		school	administration	n/a
9	Maddox	Bridget	Meet Sam	Incomplete		4458		school	administration	n/a
10	Maddox	Bridget	Criminal Background Check	Completed	1/1/2001	4458		school	administration	n/a
11	Morris	Tony	Meet Sam	Incomplete		1256		school	administration	n/a
12	Morris	Tony	Criminal Background Check	Completed	1/1/2001	1256		school	administration	n/a
13	Ship	Leader	Meet Sam	Incomplete		1234	3/26/2008	administration	administration	n/a
14	Ship	Leader	Criminal Background Check	Incomplete		1234	3/26/2008	administration	administration	n/a

B) To see which courses a specific User has completed:

1. Under the User section, click on “View User and Test Results.”



2. Use the Search Screen to locate your User’s record (refer to pgs. 6 – 11).

3. Scroll down to view the courses the User has completed.

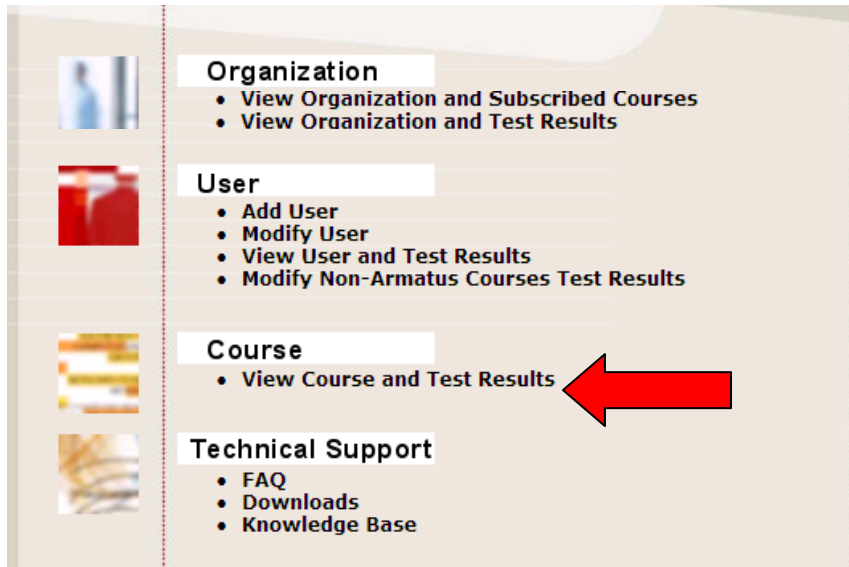
Test Status for John Smith:

Course Name	Activation	Expiration	Status	Date Completed
Preventing Sexual Activity Between Young Children	02/14/2005	12/31/2005	Completed	03/28/2005
Keeping Your YMCA Safe	02/14/2005	12/31/2005	Completed	03/28/2005
It Happened to Me	02/14/2005	12/31/2005	Incomplete	
Meet Sam	02/14/2005	12/31/2005	Completed	03/28/2005
Keeping Your School Safe	10/01/2004	10/01/2005	Incomplete	
Abuse Risk Management for YMCA Volunteers	10/01/2004	10/01/2005	Incomplete	
Policy Module Demo	10/01/2004	10/01/2005	Incomplete	
Navigate the Murky Waters of Sexual Harassment	10/01/2004	10/01/2005	Incomplete	
Home Field Advantage	07/06/2005	07/22/2005	Incomplete	
Home Field Advantage Policies	07/06/2005	07/22/2005	Incomplete	
Keeping Your Foster Care Program Safe	07/06/2005	07/22/2005	Incomplete	

4. If you would like to view results for another User, click “View Another User.” If you would like to return to the menu, click “Return to Menu.”

C) To see which Users have completed a specific course:

1. Under the Course section, click on “View Course and Test Results.”



2. Click on the name of the course for which you would like to view information.

Select a Course:

Course	Organization
Abuse Risk Management for YMCA Volunteers	Guest Organization
Home Field Advantage	Guest Organization
Home Field Advantage Policies	Guest Organization
It Happened to Me	Guest Organization
Keeping Your Foster Care Program Safe	Guest Organization
Keeping Your School Safe	Guest Organization
Keeping Your YMCA Safe	Guest Organization
Meet Sam	Guest Organization
Navigate the Murky Waters of Sexual Harassment	Guest Organization
Policy Module Demo	Guest Organization
Preventing Sexual Activity Between Young Children	Guest Organization



3. The next screen will show you whether or not the Users have completed the course.

Course Name	Meet Sam
Course Description	Learn to recognize child molesters by knowing what they need and how they act around children.
Length in Minutes	40

View Completed Only	View Incomplete Only	View Expired Only
View All by Program Type	View All by User Position	View All by Completion Date

Test Results for Meet Sam (View All by Last Name):

User Name	User ID	Date of Hire	Status	Date Completed	Expiration
Demo, Admin	1111		Incomplete		07/01/2009
Jones, Precious	9987		Incomplete		07/01/2009
Kilgore, James	4456		Incomplete		07/01/2009
Maddox, Bridget	4458		Incomplete		07/01/2009
Morris, Tony	1256		Incomplete		07/01/2009
Ship, Leader	1234	03/26/2008	Incomplete		06/01/2009

Total number of Users: 6	Completed: 0	Incomplete: 6
Completed Percentage: 0%		


View Another Course	Export	Return to Menu
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4. To export this report to an Excel spreadsheet that you can print or save to your computer, click the gray "Export" button.

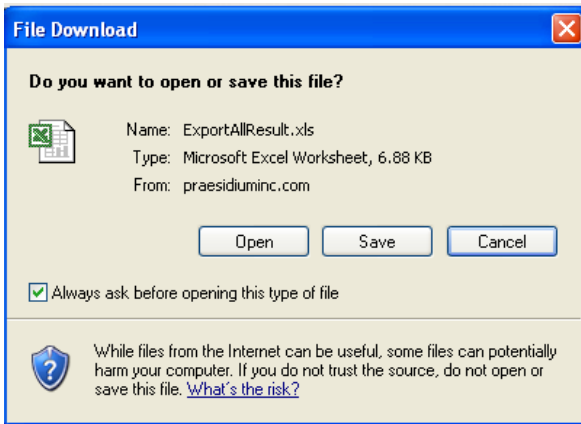
User Name	User ID	Date of Hire	Status	Date Completed	Expiration
Demo, Admin	1111		Incomplete		07/01/2009
Jones, Precious	9987		Incomplete		07/01/2009
Kilgore, James	4456		Incomplete		07/01/2009
Maddox, Bridget	4458		Incomplete		07/01/2009
Morris, Tony	1256		Incomplete		07/01/2009
Ship, Leader	1234	03/26/2008	Incomplete		06/01/2009

Total number of Users: 6	Completed: 0	Incomplete: 6
Completed Percentage: 0%		

View Another Course	Export
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5. A Windows prompt will appear asking you if you want to save or open the file. Click “Open” open the file immediately. Click “Save” to save the file to a location on your computer for later use.



6. View the report. You can treat it like any other Excel spreadsheet.

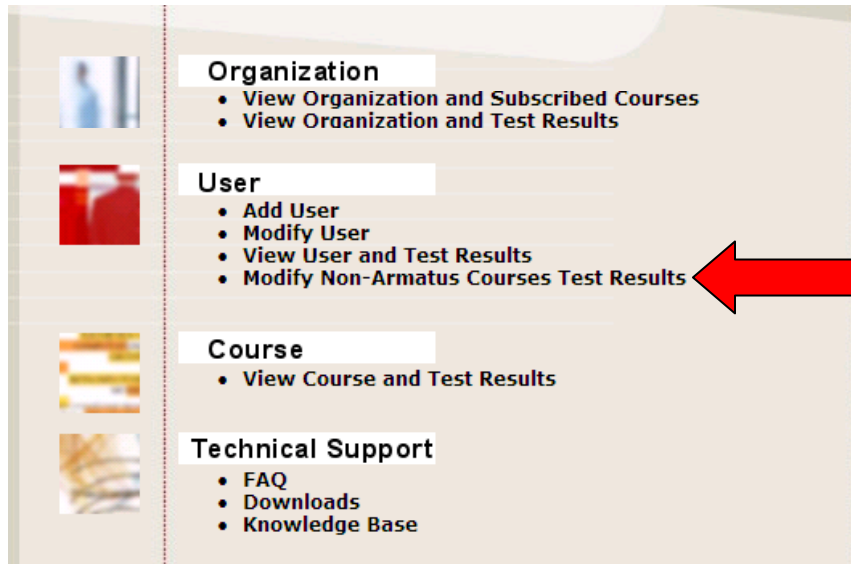
	A	B	C	D	E	F	G	H	I
1	Organization	Last Name	First Name	User ID	Date of Hire	Program Type	User Position	Secondary Program Type	Secondary User
2	Armatus Database Demo - Association Office	Demo	Admin	1111		school	administration	n/a	n/a
3	Armatus Database Demo - Association Office	Jones	Precious	9987		school	administration	n/a	n/a
4	Armatus Database Demo - Association Office	Kilgore	James	4456		school	administration	n/a	n/a
5	Armatus Database Demo - Association Office	Maddox	Bridget	4458		school	administration	n/a	n/a
6	Armatus Database Demo - Association Office	Morris	Tony	1256		school	administration	n/a	n/a
7	Armatus Database Demo - Association Office	Shio	Leader	1234	3/26/2008	administration	administration	n/a	camp staff

7. To view another course, click “View Another Course.” To return to the menu, click “Return to Menu.”

How to Add Non-Armatus® Data to the Database

NOTE: While all Administrators will see the “Modify Non-Armatus® Courses Test Results” option, Praesidium must first enable this feature for you to be able to store non-Armatus® data in the system. If you are interested in storing non-Armatus® data, like Criminal Background Check dates or live training attendance dates, please contact your Account Manager at 817-801-7773.

1. Under the User section, click on “Modify Non-Armatus® Courses Test Results.”



2. Use the Search Screen to look up the User’s record (refer to pgs. 6 – 11).

3. Scroll down until you see the User’s course status.

PRAESIDIUM

Status	active	User ID	4458
Full or Part Time	full time	Date of Hire	
Program Type	school	User Position	administration
Secondary Program Type	n/a	Secondary User Position	n/a
Volunteer	volunteer	Home Phone	null
User Login	bmaddox	Work Phone	111-555-1212
Password	4458tx	Email Address	madfamily@madfamily.com
First Name	Bridget		
Last Name	Maddox		
Street Address	123 Main St., Grapevine TX 77777		
City			
US State	TEXAS		
Country if non-US			
Zip Code			
Organization	Armatus Database Demo - Association Office		
Remarks	HQ		

Test Status for Bridget Maddox:

Course Name	Activation	Expiration	Status	Date Completed
Meet Sam	06/10/2007	07/01/2009	Incomplete	
Criminal Background Check	06/10/2007	07/01/2009	Completed	01/01/2001


** You may edit completion date for courses in **green**.

4. You can manually enter data for the green boxes.

Test Status for Bridget Maddox:

Course Name	Activation	Expiration	Status	Date Completed
Meet Sam	06/10/2007	07/01/2009	Incomplete	
Criminal Background Check	06/10/2007	07/01/2009	Completed	01/01/2001

** You may edit completion date for courses in **green**.

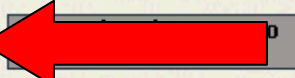


5. Once you have entered the information you need to add, click “Update Completion Date.”

Test Status for Bridget Maddox:

Course Name	Activation	Expiration	Status	Date Completed
Meet Sam	06/10/2007	07/01/2009	Incomplete	
Criminal Background Check	06/10/2007	07/01/2009	Completed	01/01/2001

** You may edit completion date for courses in **green**.



6. You will see the following confirmation screen. To add data to another User’s record, click “Modify Another User.” To return to the menu, click “Return to Menu.”

The completion date(s) have been successfully modified in the Armatus Course Database.

NOTE: While all Administrators will see the “Modify Non-Armatus® Courses Test Results” option, Praesidium must first enable this feature for you to be able to store non-Armatus® data in the system. If you are interested in storing non-Armatus® data, like Criminal Background Check dates or live training attendance dates, please contact your Account Manager at 817-801-7773.

Additional Support

In the “Technical Support” section of the Administrative Module you will find three links: FAQ, Knowledge Base, and Downloads.

FAQ and Knowledge Base are under development. If you click on “Downloads” you will see a list of documents that you can download. These documents include this manual, the complete Armatus® Manager’s Guide, and documents for promoting Armatus® within your organization. These document can be downloaded and saved to your computer, where you can print or edit them.

For additional information about topics not covered in this guide, please contact Angela Adams, Armatus® Online Training Coordinator, at 817-801-7773 or AAdams@praesidiuminc.com during regular business hours.

Outside of regular business hours, please e-mail support@praesidiuminc.com.

Thank you.