

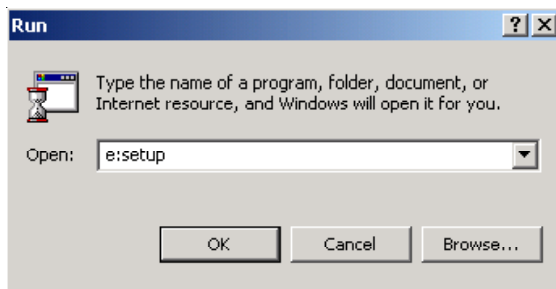
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## SkillBuilder Installation Instructions

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### Quick-Start Instructions

**NOTE:** Skillbuilder is NOT networkable. It must be installed directly on the Client PC if you purchased the network version of System Manager Software or Courseworks 7. Also, you MUST be logged in as an "Administrator" to successfully complete the install.



**Step 1.** Insert the **SkillBuilder Engine CD** into your CD-ROM drive.

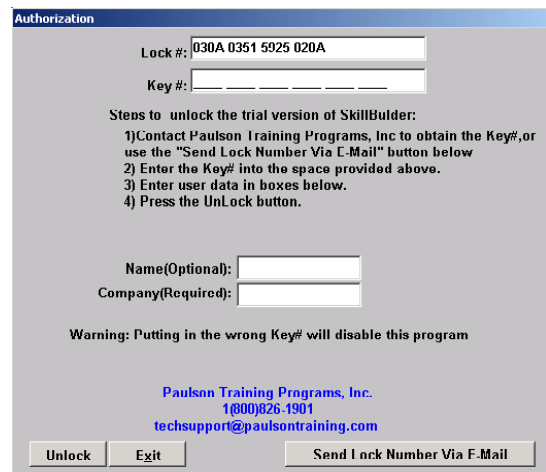
**Step 2.** Click **Start | Run**, type "x:\setup" (x being the letter of your CD drive). Click **OK**.

**Step 3.** Follow on-screen instructions. Change installation path if required, otherwise, accept defaults.

**Step 4.** Upon completion of the installation a shortcut icon to SkillBuilder will be created on the Windows desktop.



**Step 5.** Doubleclick on the **SkillBuilder** icon to launch the program. A screen will appear listing your **Lock#**. Call (800-826-1901) or email **Paulson (techsupport@paulsontraining.com)** with this **Lock#**. We will supply you with a **Key#** which unlocks the program for everyday use.



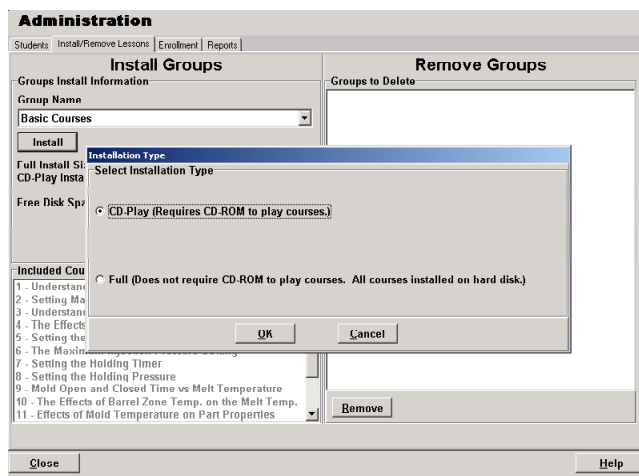
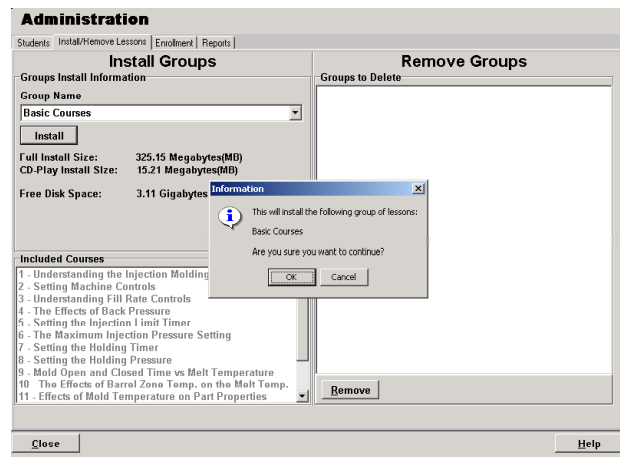
**NOTE:** Lock#/Key# combinations are unique to each PC running SkillBuilder.

**Step 6.** After unlocking the program you're ready to install the SkillBuilder Lab Lessons. To do this, launch **SkillBuilder**. Then log-on as the Administrator. The default settings are **ID Number: 1** and **Password: 1**.



**Step 7.** Choose the **Administrative Functions** button. Select the **Install/Remove Lessons** tab.

**Step 8.** Insert the CD(s) containing **SkillBuilder Lab Lessons** and click the **Install** button.



**Step 9.** Choose **Full** installation.

**Step 10.** The lessons you've installed will now appear in the SkillBuilder main menu when you click the **Select a Lesson** button.

## How to Use

Doubleclick the SkillBuilder icon on the desktop or in Start | Programs | Paulson Training Programs. SkillBuilder requires each user to log on to the system prior to beginning a training lesson. Each user's ID must be unique. The user ID is used to track the training status of the employee.

## Administration

The administrative functions of SkillBuilder are available by clicking the "Administrative Functions" button after logging in using an administrator enabled ID# and password.

**IMPORTANT: When SkillBuilder is first installed, the default administrator ID# and password are both "1". To prevent unwanted tampering with student records we strongly recommend that the Administrator immediately add him/herself as a new user, with a unique password and administrative powers. Then remove the administrative powers of the default user "1" by highlighting that user, clicking edit, then clicking "no" for administrator.**

The reports generated by the administrative tool show which SkillBuilder lessons have been completed by which students. For a given student a lesson is either not yet taken, partially complete (% listed) or completed.

## FreeMold

FreeMold is a way for students to operate a virtual molding machine on their own, without taking a scripted lesson on a specific topic. FreeMold is an advanced training tool that assumes the user is knowledgeable about setting up and operating an injection molding machine. We recommend that FreeMold be used after a student has completed all the SkillBuilder lessons in the curriculum. FreeMold is available by clicking the FreeMold button on the main menu. Once in FreeMold, the student is free to make any machine controls changes he/she desires. The effects of that machine control adjustment will then be shown on machine and part outputs, including any defects the part may have.

## Frequently Asked Questions

*How do I add a new student to the database so he/she can take SkillBuilder lessons?*

To add, remove, or edit any student to the SkillBuilder database you must log onto SkillBuilder as an administrator. When you do, an “Administrative Functions” button appears, click it to enter the administrative area. If no “Administrative Functions” button appears when you log on, then you haven’t used a password and ID combination that has administrative powers enabled. By default, SkillBuilder uses an ID# of “1” and a password of “1” for the administrator. **We strongly recommend that you change the default ID and password to protect your training records.**

*Does installing SkillBuilder on Windows NT, 2000, or XP Pro have any special requirements?*

Yes. To install SkillBuilder on a Windows NT, 2000 or XP Pro system you must be logged in as an “Administrator”. This is true of most software installed under Windows NT/2000/XP Pro. For day-to-day use of SkillBuilder, the user can be logged on as a Windows NT/2000/XP Pro user or administrator.

*Can I take SkillBuilder lessons if I’m not registered in the database?*

No. Each time a SkillBuilder lesson is taken a valid user ID and password is required. This is what makes record keeping possible. The administrator of SkillBuilder must create an entry for each student who will be using SkillBuilder. This is a one-time operation.

*When can I use the FreeMold feature?*

FreeMold is available every time a user logs onto SkillBuilder. FreeMold allows the user to adjust any machine control he/she wants and see the effect on the machine and part outputs. FreeMold is an advanced training tool that assumes the user is knowledgeable about setting up and operating an injection molding machine. We recommend that all lessons be completed to form a base of knowledge before FreeMold is used.