



Wegas - Trainer checklist

Version 1.2
December 2016

General Interface

The screenshot shows the Wegas Trainer interface with several callouts:

- Switch between Workspace: Player / Trainer / Scenarist**: Points to the user profile icon in the top left navigation bar.
- Manage Access Key**: Points to the toggle switch for the 'demo33-yk' session.
- Manage Sessions settings**: Points to the gear icon for the 'demo33-yk' session.
- Monitor training session**: Points to the person icon for the 'demo33-yk' session.
- Archive your past sessions to keep your workspace in a clean state.**: Points to the trash can icon for the 'Unige - cas santé16-2' session.
- Archived sessions. Players can still access them.**: Points to the trash can icon for the 'demo4' session.

The interface displays a list of sessions under 'Current sessions' with an 'ADD SESSION' button. The sessions listed are:

- Demo33 (12/07/2016) - Active (green toggle)
- Unige - cas santé16-2 (11/21/2016) - Archived (greyed out)
- comem 44 (09/27/2016) - Archived (greyed out)
- demo4 (09/26/2016) - Archived (greyed out)

A bottom right button indicates '12 ARCHIVED SESSIONS'.

Creating a session

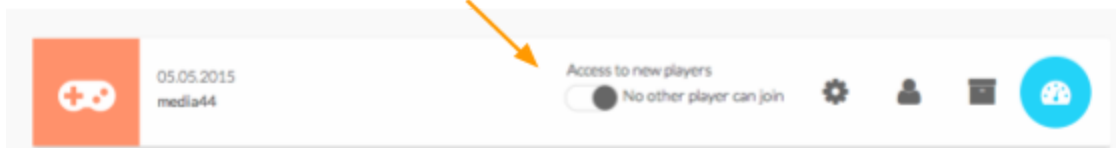
1. Create a new session

2. Provide connection informations to participants

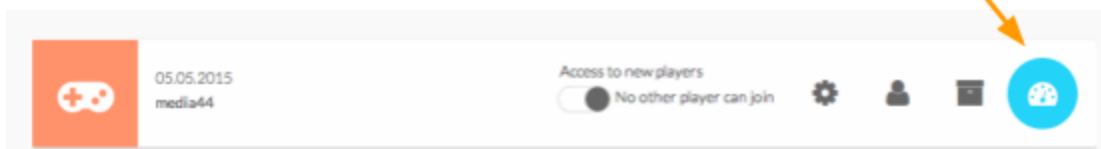
- see next page

3. Disable the “Access key”

- Prevents other user to join the session (may be reopened if necessary)



4. Access to trainer's interface



Provide connection informations to participants

1. Give the link

address www.albasim.ch => Login
(or directly wegas.albasim.ch)

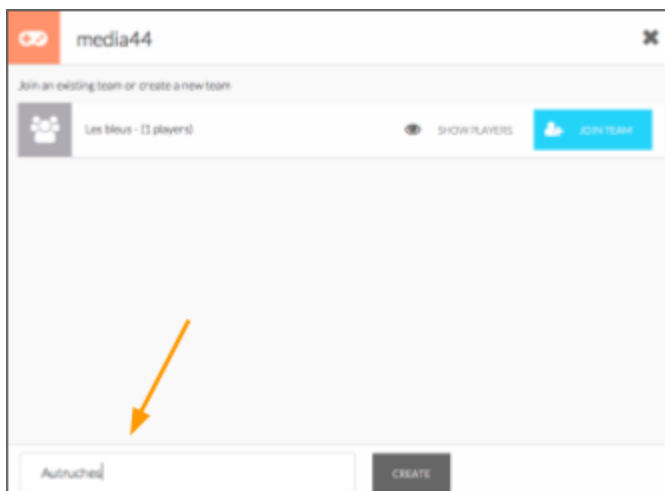
2. Each participant logs in with his personal account

Accounts allow the trainer to know the composition of each teams and students to recover forgotten passwords or to join several simulations with the same account.

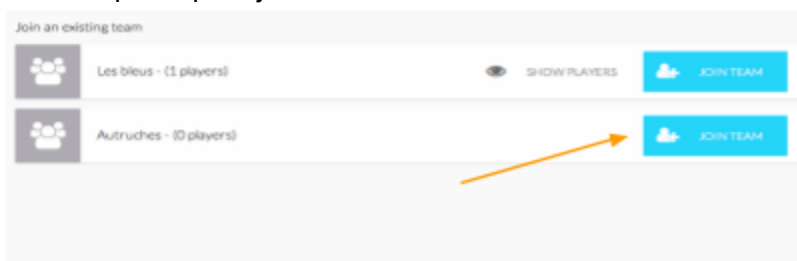
3. Create and join team

→ Each participant enters the access key

→ One of the team members creates the team:



→ Each participant joins the relevant team:



Leading the training session

Overview

The screenshot shows the 'Overview' tab of the training session interface. It features a navigation bar with 'Overview', 'Properties', and 'Statistics'. Below the navigation bar, there are two team cards: 'Petra's Team' and 'GPN team'. Each team card has a 'Monitoring' table and an 'Actions' column. The 'Refresh' button is circled in orange. The 'Impact team's simulation', 'Send a real email to the team', and 'View team's simulation' buttons are also circled in orange. The 'Details' link for the 'GPN team' is circled in orange. A callout box points to the 'Details' link with the text: 'View details about a team and access trainer's personal notes'.

Refresh informations

Impact team's simulation

Send a real email to the team

View team's simulation

Refresh

Petra's Team
> Details

Phase	Period	Questio...	Quality	Costs	Schedule	Directors	Team	Actions
Execu...	9	0/0	108	147	100	119	108	[Refresh] [Email] [View]

GPN team
v Details

Phase	Period	Questio...	Quality	Costs	Schedule	Directors	Team	Actions
Execu...	8	1/1	106	114	110	122	113	[Refresh] [Email] [View]

Players
Gjulia Tolboom
Nelleke van Amstel

View details about a team and access trainer's personal notes

Properties

The screenshot shows the 'Properties' tab of the training session interface. It features a navigation bar with 'Overview', 'Properties', and 'Statistics'. Below the navigation bar, there are two sections: 'Advancement limit' and 'Options'. The 'Advancement limit' section has a table with columns for 'Initiation', 'Planning', 'Execution', and 'Closing'. The 'Execution' column has a row of buttons numbered 1 to 11, with button 3 highlighted in green. The 'Options' section has three checkboxes: 'Autoreservation', 'Force question replies', and 'EVM'.

Overview Properties Statistics

Advancement limit

Initiation	Planning	Execution	Closing
1	1	1 2 3 4 5 6 7 8 9 10 11 ...	1

Options

- Autoreservation
- Force question replies
- EVM

Advancement limit

Simply click on teams' last accessible period

Autoreservation

In this mode, it is no longer necessary to book resources in the Resources chart. Simply assign tasks to resources and they will work based on the Gantt chart.

This mode is useful for short training, such as postgraduate courses or executive training for companies. For more information, refer to the user manual “planning-autoreservation”.

Force question replies

If activated, students will have to answer all the questions before to be able to move to text phase. may be interested to deactivate for demo purposes.