

A Program by Xota Solutions™

User Manual and Help

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1. Logging into LAMP

1.1 Creating Login Details:

When the program starts, you will see a page asking you to input your login details. To create a new set of login details, press the ‘Create Account’ button next to the ‘Login’ button to create an account.

Once redirected to the Create Account page:

1. Type your Username into the username box
2. Type your Password into both the password and confirm password boxes.
3. Optional: Enter your Email into the email box
4. Enter your Role at SBHS into the Position box

(If you want to change any of your details, see Editing Account 1.3)

1.2 Logging In:

Once you have created an account; use your new username and password to log into LAMP on the Login Screen.

If you cannot log in to the system, please email Steve at:

[lampsolutions.userhelp@gmail.com](mailto:lampsolutions.userhelp@gmail.com)

1.3 Updating Your Details:

If you wish to update your username, password, email, or position; after logging in, head to the account settings page, accessible from the homepage.

Once you have accessed the account settings page, click the edit credentials button and update your details, as you like. Once completed, press the ‘save and exit’ button at the bottom of the screen. Your details will be saved and you will be taken back to the account settings screen.

2. Designing a Trophy

2.1 Creating the dwg/dxf File:

In order to create a custom trophy file, you will need to either:

1. Use the LAMP Trophy Creator, accessible from the home screen.
2. Use a 3rd Party application such as AutoCAD or Adobe Illustrator.

It is recommended to use one of the second options if your design is complicated and you want custom text and/or logos or more elaborate designs.

2.2 Creating a spf File:

Once the dwg/dxf file has been created, you are ready to upload it into the LAMP database. Navigate to the ‘Create spf File’ page, accessible from the homepage and select the dwg/dxf File you just created, and using the file viewer, upload it to LAMP.

Using the tags menu, input details about your trophy such as ‘Acrylic’ or ‘2018’ so that when others search for those words, your trophy will show up and it can be used. If you want others to use your trophy, you will have to upload it to the LAMP Shared Database, but if not, it will simply remain in your collection.

Once you have filled all required fields in the ‘Create spf’ page, just press save and it will automatically be added to your collection of trophies.

2.3 Sharing Your Trophy

If you want to share your trophy design with the other users of LAMP, navigate to the ‘My Account’ Page. In this page you will find a collection of your trophy designs. To share one you must select it by left clicking on it, then press the share button at the bottom of the page. You will then need to confirm that you want to share this design. Your name and the date it was created will be stored so no one can steal your design.

3. Ordering a Trophy

3.1 Finding the Right Design

3.1.1 Using Your Own Design

Go to the ‘My Account’ page and select a trophy from your collection, once selected, an ‘Order’ button should appear at the bottom of the page. Press the order button and you will be redirected to the Ordering page.

3.1.2 Using Another Design

Go to the ‘View Database’ section of the program and use the database viewer to find a design that you like.

There are a few ways to find the design that you like:

* Use the Search Bar to search for trophies with specific tags
* Use the left and right buttons to scroll through the database

Once you have located a design you would like to use, left click it and select order.

3.2 Changing the Parameters

After clicking the order button in 3.1, you will be directed to a screen that allows you to change the recipient, award name and other customizable parts of the trophy. Simply enter the text you wish to replace into the appropriate input box and click order.

3.3 Finalizing the Order

Once you have clicked order, you will be shown a preview of your trophy file and be asked to confirm it, once confirmed you will be asked if you’d like to create another trophy, or to return home.

4. FAQ