

# Administrator Manual

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# 1. Login

To login as an administrator, go to the url "<https://projecttycoon.ddns.net/>", and press the login button in the top right of your screen.



Now you will be redirected to the login page, the default login for an admin is: Username: "admin", Password: "adminadmin". Please change your credentials immediately after your first login!

# 2. Changing credentials

Changing your credentials is recommended after your first login.

To change your credentials you press on your username on the right side of the navigation bar.

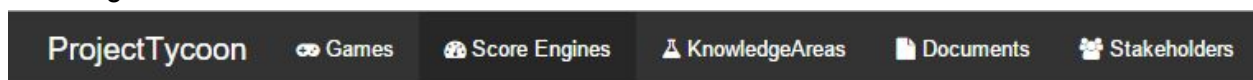


Your username is by default admin. Now you will be redirected to the edit page. Here you can change your teamname and password. If this is the first time you change your credentials, you will also need to fill in your email address. This email address will be used to send a copy to yourself whenever you send messages to the teams.

The minimum length of a teamname is 5 characters, and the minimum length of a password is 6 characters.

# 3. Creating a reusable score engine

Creating a score engine is essential for creating a game. The score engine contains all questions and answers. To create a new score engine Press "Score Engines" on the left side of the navigation.



And then press "New". You will be asked for a Score engine name, this will not be displayed to teams, this will only be used as a selector when you create a new game. The number of questions is directly linked with the number of knowledge areas, when there are 11 knowledge areas, there will be 11 questions per level.

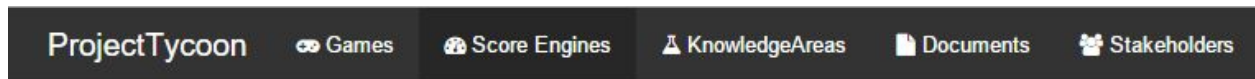
## 4. Reusable questions

Questions are contained within a score engine. If you have not made a score engine, you will not be able to create questions. (see “*Creating a reusable score engine*” for creating a score engine).

There are 2 methods for creating reusable questions. One when you have already created a game and one for when you have only created a score engine but you have not used the score engine in a game.

### **You have a score engine but no game:**

Creating questions is done through the score engine overview. To get to the score engine overview click on “Score Engines” on the left side of the navigation.



From here you can click on the template name, or on edit. You will now be redirected to an edit page for the questions and answers for a score engine.

### **You have used the score engine in a game:**

If you have a game you can directly edit the score engine via the game dashboard. To reach the game dashboard, Click on “Games” on the left side of the navigation, then press on the dashboard button from the game you wish to edit.



Once you have reached the dashboard, you can press “Edit score engine” in the sub navigation bar to directly edit the questions of the score engine that the game uses.



### **Editing questions and answers:**

To edit questions, you can just follow the steps taken to create questions, edit the input fields and press “add” again. This will override your previous question or answer.

### **Removing questions and answers:**

To remove a single answer press the “remove” button next to the answer you wish to remove. if you want to remove a question press the “Clear” button next to the question, the question will be empty and ignored by the score engine.

## 5. Knowledgeareas

You can get an overview of knowledge areas by pressing on the “knowledge areas” tap in the middle of the main navigation bar.



On this page you will get an overview of all the current knowledge areas. At the bottom of the page you can add new knowledge areas. Adding new knowledge areas will have no impact on existing games or score engines. but it will have an impact on new score engines.

## 6. Creating a game

Before you can create a game, you will first need to create a score engine. If you have not done this already, please follow the steps in “Creating a reusable score engine”. When you have one or more score engines you can create a new game. To create a new game, click on “Games” on the left side of the main navigation.



Then press “New”, you will now be redirected to the creation page for games. Here you can give your game a name, this name will also be displayed to the teams playing this game. During a game you can not add new teams, so please think carefully about how many teams will participate in the game. By selecting a score engine you will use the level names, questions and answers contained within the score engine. After you have created a game with a score engine you can still edit questions and answers, but you can not edit level names.

## 7. Distributing default logins

When a game is created, default logins for teams will be generated. If no team has registered, there is an easy button to copy paste the logins for distribution. You can find this button on the dashboard page of the game. To get to the dashboard, press “Games” in the main navigation. and then press “dashboard”.

#2

The Admin Games



Dashboard



GameControlCenter



Mail



Delete

Now you will be redirected to the dashboard page. From here you can press on the “Default logins” button to get the default logins.

Score Details

ControlCenter

Recalculate Game

Default logins

Edit scoreEngine

The default logins page will be disabled after the first team is registered.

## 8. Edit teams

As administrator you can edit teams by going to the game dashboard and pressing the “Edit” button behind the team you wish to edit. You can find this button on the dashboard page of the game. To get to the dashboard, press “Games” in the main navigation. and then press “dashboard”.



TeamWin

428



Details



View Answers



Edit



Delete

On the edit page you will have to edit their team name and password. you can also change the email address and team picture.

## 9. Team details

You can see how well a team did in a certain knowledge area on the team detail page. here the results of a team will be displayed in a spider graph.

You can find this page by going to the game dashboard and pressing the “Details” button behind the team you wish to edit. You can find this button on the dashboard page of the game. To get to the dashboard, press “Games” in the main navigation. and then press “dashboard”.



TeamWin

428



Details



View Answers



Edit



Delete

## 10. Dashboard

To navigate to the dashboard click on “Dashboard” in the navigation.



This is the overview of a game, you can see the score off all teams. Only the scores of concluded levels are viewable by teams and the admin decides when a a level is finished. You can see a detailed page about a team’s performance by clicking “details” next to a team in the table. If you want to see a detail page where you can see all the teams you have to click on “Score details” at the top of the page.

## 11. Overwriting scores

As administrator you can overwrite scores given by the score engine. You can do this in the Edit Score screen. You can navigate to this page via the game dashboard.



On the edit scores page you can overwrite scores calculated by the score engine. If you recalculate the scores again, your changes will be overwritten by the score engine.

## 12. Game ControlCenter

The game control center is accessible from the game overview page and from the game dashboard. In the Game control center, the administrator can control in which state a level is. There are 5 states:

1. Closed: The level is not visible for the teams
2. Open: The level is visible for the teams, and they can answer the questions of the level
3. Finished: Going to “Finished” will trigger the score engine to start calculating. It is not possible anymore for teams to answer questions.

4. Ceremony: In this state you have time to review the given answers with the teams.
5. Concluded: The scores become visible for the teams.

It is only possible to go forward one state, and it is not possible to go backwards.

Level 3
Ceremony
01/03/2016 12:25

Open
Close
Start Ceremony
Conclude

Documents

Overview

| Resource  | TeamWin | ProjectNinas | ABCDEFGH | DeVrolijkeBarten |
|-----------|---------|--------------|----------|------------------|
| test info |         |              |          |                  |

In the game control center the administrator can control who can see which documents and/or stakeholders.

## 14. Stakeholders

You can get an overview of stakeholders, by navigating to the Stakeholders page. You can find the button to this page on the left side in the main navigation.



On this page you can get an overview of all the stakeholders. stakeholders are not connected to a game so in this overview you will see an overview of all stakeholders of all games. To add a new stakeholder, Press “New” on the stakeholder page. You will be redirected to a create stakeholder page.

## 15. Documents

You can get an overview of documents, by navigating to the Documents page. You can find the button to this page on the left side in the main navigation.



On this page you can get an overview of all the documents. documents are not connected to a game so in this overview you will see an overview of all documents of all games. To add a new document, Press “New” on the documents page. You will be redirected to a create document

page. You can also include tags, these tags will be used by the search bar function on the document overview page. If you make a document available from level 0, it will always be visible. Documents are also searchable by description and type. There are 4 types: Document, Image, Video and Link. Choose Document if you want to upload something from your computer to the server (even if it is an image or a video). Choose Image if you want to show an image that is already hosted online (so basically a link to an image). Choose Video if you want to embed a youtube video (you only need the video code as shown on the website when you select Video). Choose Link if you want to link to something else that is hosted online.

It is possible to use the link of a document in an email. If you want to easily find the link, click on details on copy the url.

## 16. Email

The administrator can send emails to registered teams. The mail function can be found on the game overview page. The game overview page is accessible with the “Games” button on the left side of the main navigation.



The administrator can choose above the mail form which team receives the mail. the mails will be send to the emails, with which the teams have registered. Unregistered teams won't receive the email.

## 17. Score Engine

The calculation from the score engine will be automatically activated when a game goes to the stage “Finished”. The calculation can also be manually activated for an entire game from the game dashboard, by clicking on the “recalculate scores” button. This will overwrite all scores, also the ones that were overwritten by the administrator. It is also possible to recalculate levels separately in the score details page.

