



GETTING STARTED WITH *MICROMATIC*

INTRODUCTION

Below we specify the computer requirements for using *Micromatic*. We also tell you how to login and register so that you can use the *Micromatic* software.

EQUIPMENT NEEDED

To use the *Micromatic* web programs, you will need a computer with one of the following browsers and that is connected to the internet: Chrome, Firefox, Microsoft Edge, or Safari.

If you experience difficulty opening the program, you may have to turn off any “pop-up” blockers or ad blockers and configure your browser to accept cookies. If you need assistance with this, initiate a search for “How to enable cookies” on Google for your particular browser. Finally, although optional, we advise that you use a printer so that you can generate printouts of your quarterly results.

PREPARING TO REGISTER

You need **three** items **before** you can register to use the *Micromatic* programs.

1. Game Name. This is the name that your instructor gave to the *Micromatic* game you will be playing. Typically, this will be the name of the course you will be taking, such as Mgmt 300.
2. A Validation Code provided by your instructor. The Validation Code will assign you to the proper *Micromatic* game for your course and instructor on the server’s database.
3. Proof of purchase. You can pay to access *Micromatic* in one of three ways.
 - a. Use a credit card to pay online as part of the registration process.
 - b. A valid Passkey number from your instructor. **This will happen only if your institution includes the registration fee for *Micromatic* in its tuition fees.** You will need to receive a Passkey **prior** to beginning the registration process.
 - c. Purchase a textbook that includes a valid *Micromatic* Passkey number through a bookstore. You will need to do this **prior** to beginning the registration process. **Make sure that the text that you purchase does not contain a used Passkey.**

Passkeys are valid for only one registration. If the Passkey number has been used previously, it is invalid. You will NOT be able to use it to register for using the *Micromatic* programs! Once you have registered, you can login and use the *Micromatic* programs as often as you like by using the username and password you established during the registration process.

REGISTERING TO USE THE *MICROMATIC* SOFTWARE

Once you (1) have a Validation Code from your instructor and (2) have a credit card or a valid *Micromatic* Passkey ready for online purchase, you can begin the registration process. To register the *Micromatic* programs, follow these steps:

1. Connect to the Internet. Ensure that you are continuously connected to the Internet through a cable modem, wireless access or DSL access.

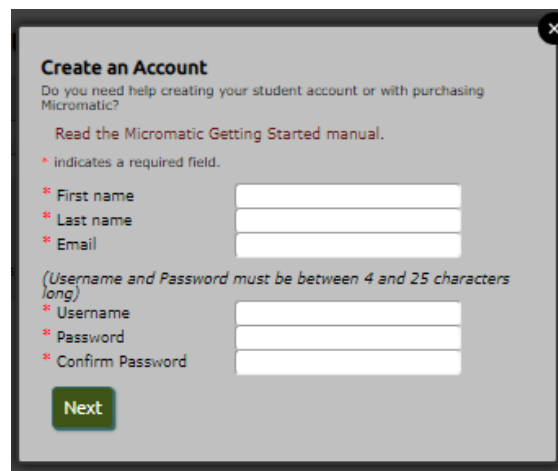
2. Open Chrome, Firefox, Microsoft Edge, or Safari Browser. Open a browser by selecting Start, then Programs, then the desired browser or on click on that icon if you have it on your desktop or task bar.
3. Open the *Micromatic* Web Site. Enter the web for *Micromatic* in the address bar for Internet Explorer. The web address is <http://oaktreesim.com/micromatic>. Once you do this, a screen like that shown in Exhibit 1 will appear on your monitor.
4. Select the “Create a student account” option (See arrow in Exhibit 1).

Exhibit 1



5. Next, enter the required information as detailed in Exhibit 2. Then click on “Next”.

Exhibit 2



6. To register for the correct game, first select either the letter of the alphabet for your institution (e.g., “W” for University of Wisconsin”) or enter your instructor’s surname then click on "Find" (See Exhibit 3, below).

Exhibit 3



7. As shown in Exhibit 4, if you selected a letter of the alphabet you may have multiple institutions/instructors displayed (see left side of Exhibit 4). This is less likely if you entered your

instructor's surname. Regardless of which option you use, if your instructor has more than one simulation game operating, make sure you select the correct one.

Exhibit 4

Selecting a <i>Letter</i>	Selecting an <i>Instructor</i>
<p style="text-align: center;">Find the Industry (Step 2 of 3)</p> <p>Search for the industry by institution: ALL A B C D E F G H I J K L M N O P Q </p> <p>OR by your professor's name: <input type="text"/></p> <p style="text-align: center;">Find</p> <p>Kennesaw State University</p> <p>Dr. Dorothy Brawley</p> <ul style="list-style-type: none"> <input type="radio"/> BRAWLEY-MM MGT4004 SU13 <p>Mr. Paul Lapidès</p> <ul style="list-style-type: none"> <input type="radio"/> MM S13 4120 W01 <p>Dick Teters</p> <ul style="list-style-type: none"> <input type="radio"/> MGT 4120 Section 01 Spring 2013 <p style="text-align: center;">Register</p>	<p style="text-align: center;">Find the Industry (Step 2 of 3)</p> <p>Search for the industry by institution: ALL A B C D E F G H I J K L M N O P Q </p> <p>OR by your professor's name: <input type="text" value="Lapides"/></p> <p style="text-align: center;">Find</p> <hr/> <p>Kennesaw State University</p> <p>Mr. Paul Lapidès</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> MM S13 4120 W01 <p style="text-align: center;">Register</p>

8. After selecting the correct game option, a pop-up box will appear asking you to enter a validation code (see Exhibit 5). Enter the validation code your instructor gave you and click on “Submit”. As noted in Exhibit 5, if you do not have the validation code, you need to contact your instructor before you can proceed any further.

Exhibit 5

Find the Industry (Step 2 of 3)

Search for the industry by institution:
 ALL | 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

OR by your professor's name:

Find

Kennesaw State University

Mr. Paul Lapidès

- MM S13 4120 W01

Register

The simulation you selected requires a validation code from your instructor. If you have not been given a validation code yet please contact your instructor and re-register at a later time.

Validation Code:

Submit **Cancel**

9. After you click on the Submit button, a screen similar to that shown in Exhibit 6 will appear on your monitor. To complete your registration for *Micromatic*, you need to pay for your *Micromatic* account by either (a) doing a direct purchase using PayPal or (b) entering a Passkey.
- To purchase *Micromatic* using **PayPal**, click on the PayPal icon (See top arrow in Exhibit 6.) Then go to Step 11, below.
 - If your instructor gave you a **Passkey**, enter the Passkey number and select Enter (See bottom arrow in Exhibit 6.) Then go to Step 10, below.

Exhibit 6

(NOTE: PayPal periodically changes its screens, so there may be some variation to what you see.)

Purchase The Simulation

Option 1: Direct purchase using PayPal or your credit card

When you press the PayPal button below you will be taken directly to PayPal where you may purchase your Micromatic account. The cost of the game is \$45.00 (US).

If you HAVE a PayPal account:
Select the PayPal button below and enter your PayPal account information to purchase. After you have successfully purchased the game, you will see a confirmation page titled "You Made A Payment". **DO NOT CLOSE THIS PAGE.** Important instructions about completing your enrollment to the game will appear on the Micromatic webpage that appears next.

If you DO NOT HAVE a PayPal account:
Even though you do not have a PayPal account, click the PayPal button below. Select the "Pay with Debit or Credit Card" link and enter the requested information. After you have successfully purchased the game, PayPal will display a screen entitled "Thank you for your Payment" that confirms your purchase. Towards the bottom of that screen there will be a link labeled "Return to OakTreeSim and Micromatic". **YOU MUST PRESS THIS LINK** Important instructions about completing your enrollment to the game will appear on the Micromatic webpage that appears next.

Price: \$45.00

PayPal
Click here to buy

Option 2: A Single-Use Passkey gotten from your instructor

Passkeys are single use only; reuse passkeys is not allowed.

Enter the Pass key in the space provided below:

Enter

10. **Option 1: PayPal or Debit/Credit Card Option.**

If you select Option 1, read the directions on this screen *closely* for how to proceed, then select the PayPal button even if you will be using a debit/credit card to pay for your purchase.

11. After you have selected the PayPal button, a screen like that shown in Exhibit 7 will appear on your monitor.

a. If you have a PayPal account, enter your password (see **first** arrow on the right), then confirm your decision to purchase Micromatic.

Exhibit 7

PayPal

Pay with PayPal

ExampleReg@fakeu.edu

Password

Stay logged in with One Touch™ ?

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card

- b. If you **DO NOT** have a PayPal account, select the “Pay with Debit or Credit Card” option (see **second** arrow on the right Exhibit 7, and enter the requested information (See Exhibit 8) to complete your purchase.

Exhibit 8

Oak Tree Simulations


- c. After you complete your purchase, one of two screens will appear on your monitor (See Exhibit 9). If the Team game is set up for you to choose your team, you will see a screen like that on the left. Click on the , select your team, and select “Save”. After completing this step, you will return to the web site for *Micromatic* (see Exhibit 11). If your instructor has not set up the Team game or is making the team assignments, you will see just the icon for the Solo game. Select the "Click here" link to return to web site for *Micromatic*.

Exhibit 9

<p>Your account has been successfully built. An email message containing your account information has been sent to you.</p> <hr/> <p>Team Enrollment</p> <p>Next you should select the team you wish to enter. From the list given below select your desired team and press the "Save" button.</p> <table border="1"> <thead> <tr> <th>Team 1</th> <th>Team 2</th> <th>Team 3</th> </tr> </thead> <tbody> <tr> <td>• S Cheng</td> <td>• N Du</td> <td>• S-v2 Cheng</td> </tr> <tr> <td colspan="3"> Team 4 • John A DoeTeam </td> </tr> </tbody> </table> <p>Team 1 ▼</p> <p>Save</p>	Team 1	Team 2	Team 3	• S Cheng	• N Du	• S-v2 Cheng	Team 4 • John A DoeTeam			<p>Thank you for your Purchase</p> <p>Here are the details of your purchase:</p> <ul style="list-style-type: none"> • Customer Name: Philip Anderson • Item: Micromatic Simulation Game • Amount: 48.15 <p>Your transaction has been completed, and a receipt for your purchase has been emailed to you. You may log into your account at www.paypal.com to view details of this transaction.</p> <p>Select A Team</p> <p>Your account has been successfully built. An email message containing your account information has been sent to you.</p> <p>The Team enrollment is currently not available for this industry. Contact your instructor for placement on a team. Once your instructor places you on a team you will be able to play the Team version of the industry. Until then you can play the Solo version of the industry at anytime. Click here to access the Solo industry.</p> <p style="text-align: right;">  Support@OakTreeSim.com <small>All Rights Reserved to Oak Tree Simulations, LLC 2014</small> </p>
Team 1	Team 2	Team 3								
• S Cheng	• N Du	• S-v2 Cheng								
Team 4 • John A DoeTeam										

12. Option 2: Passkey Option.

If you have a Passkey from your instructor and select Option 2, a screen like that in Exhibit 10 will appear on your monitor.

Exhibit 10

Micromatic Purchase (Step 3 of 3)

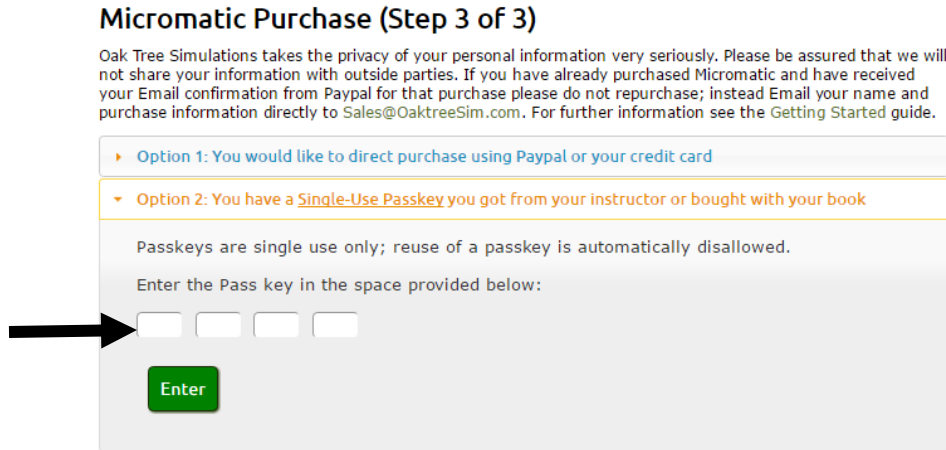
Oak Tree Simulations takes the privacy of your personal information very seriously. Please be assured that we will not share your information with outside parties. If you have already purchased Micromatic and have received your Email confirmation from Paypal for that purchase please do not repurchase; instead Email your name and purchase information directly to Sales@OaktreeSim.com. For further information see the Getting Started guide.

▶ Option 1: You would like to direct purchase using Paypal or your credit card

▼ Option 2: You have a **Single-Use Passkey** you got from your instructor or bought with your book

Passkeys are single use only; reuse of a passkey is automatically disallowed.

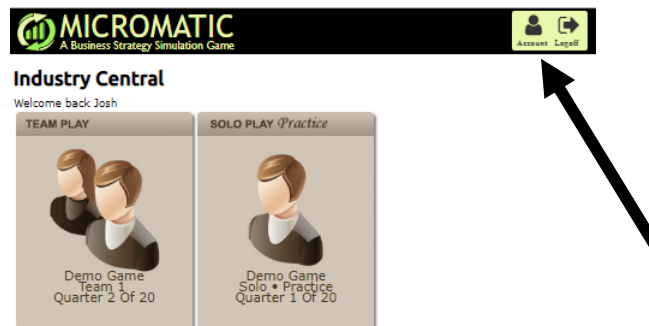
Enter the Pass key in the space provided below:



Enter the Passkey number and select Enter. One of the two screens like those shown in Exhibit 9 and explained in Step 11b will appear on your monitor.

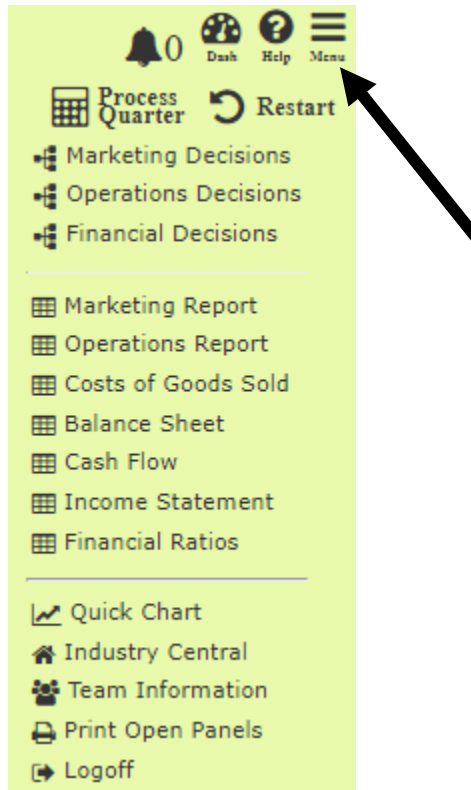
13. You can now begin working with your *Micromatic* program by clicking on the icon for the game you wish to play, *Micromatic* Team or Solo Practice (Exhibit 11, below). If you have not yet been assigned a team, you will only see the Solo icon. From this time forward, you will only need to enter your username and password to reach the Industry Central screen.

Exhibit 11



You will use the Industry Central screen to switch between using the Team game and the Solo game. You can return to this screen at any time you are working with the *Micromatic* programs by selecting the Menu icon in the upper-right corner of your monitor after you have logged into either the Team or Solo game (see arrow in Exhibit 12). Then select the Industry Central link. (see bottom arrow in Exhibit 12).

Exhibit 12



ACCOUNT MAINTENANCE

You will use this screen to make changes to your *Micromatic* account data. Do this by selecting the Account option when in Industry Central (see arrow in Exhibit 11). A screen like that shown in Exhibit 13 will appear on your monitor.

Exhibit 13

Account Maintenance

Update the account settings below:

First name	<input type="text" value="Pat"/>
Last name	<input type="text" value="Anderson"/>
Email	<input type="text" value="Anders@yahoo.com"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

*Leave password and confirm password blank if no change is desired.

Change Email Address. This option allows you to change the email address from the one you initially entered when registering to use *Micromatic* to a new one. To do this, type in your new email address and select “save”.

Change Password. You may decide, for security reasons, to change your company’s password. You can change your password as often as you wish, but be careful. It is usually advisable not to select as a

password the name of a family member or a nickname that others are likely to guess. Also, frequent changes can lead to confusion. If you forget your password, you will not be able to access your files to make decisions for the upcoming quarter of operation. If this happens, see your instructor for help.

TROUBLESHOOTING

If you experience difficulty registering to use or opening the program,

- **Turn off any ad blockers or “pop-up” blockers and configure your browser to accept cookies.** If you need assistance with this, initiate a search for “How to enable cookies” on Google for your particular browser.
- **Make certain that you have started *Micromatic* directly from Chrome, Firefox, Microsoft Edge, or Safari.** Do not launch the program from inside another program environment such as BlackBoard.

USING THE STUDENT MANUAL WHILE ONLINE

When you access the *Micromatic* Student Manual online, rather than a printed version, you have the option to navigate quickly around the manual using the “Find” feature in the Adobe Reader menu bar (See arrow in Exhibit 14). If the Find feature isn't displayed, press CTRL + F or select the View option in the menu bar, then the Tools option, and then click on "Find".

Exhibit 14

