

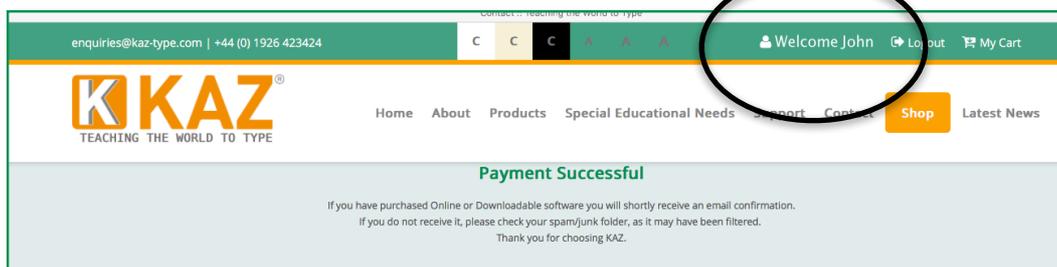
KAZ Online - Quick Start Guide for Family use

Please note: Administrators **only** have access to the Admin Panel and will need to create a license to use the course themselves.

1. Go to: <http://kaz.kaz-type.com/kazLogOn.aspx>

or login via 'Shop Login' at the top of our website and then click on your name.

Click on name to enter admin panel.



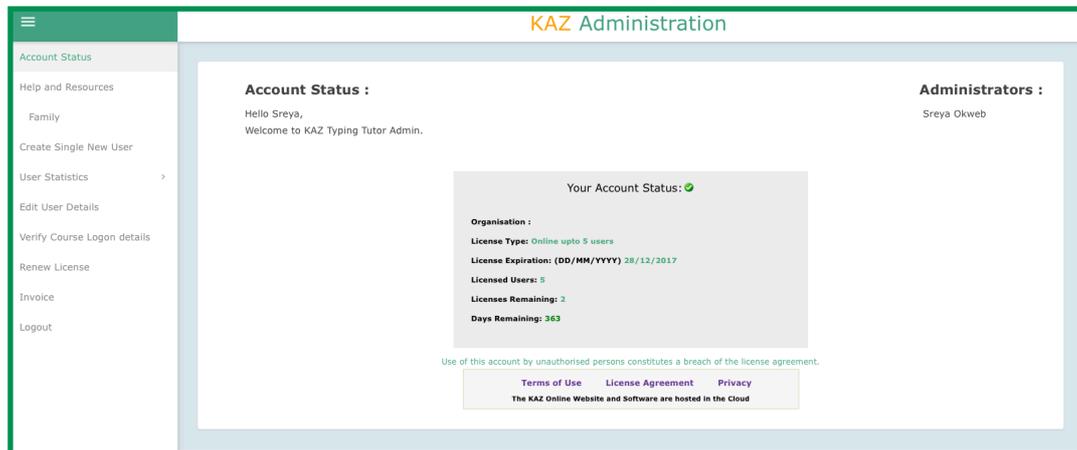
Enter your email address and password and click the KAZ LOGON button (the password is case sensitive).

2. Once logged in, you will be presented with the following administration panel which confirms the details and validity of your account and is **only** seen by the Administrator(s).

This screen is your 'home' page and from here you will be able to obtain all the resources you may need to create and view the progress of all users currently in your 'enterprise'. You can create, edit and delete users.

Just click on each tab and follow the on screen instructions.

KAZ USER Administration Screen:



a. **Account Status**- displays your account details.

b. **Help and Resources** - includes all documentation needed to implement KAZ within your environment - Video and this Quick Start Guide.

c. **Create Single New User** - allows you to create or set up an individual new user(s). 'Password' field is optional. Leaving the 'Password' field blank will result in a system generated password being generated. If you are using a pseudo email id, click on 'Save'. If the email id is 'real', click on 'Save and Send Email', and the email will automatically be sent to your family member.

d. **User Statistics** - allows you access to all data. You can view your family member list, monitor progress, usage and statistics - which can be sorted by the fields listed i.e. 'User name' or 'Date last used'.

User List - clicking on the X will delete the user listed and clicking on the pencil symbol will allow you to edit and update the user information.

The screenshot shows the 'KAZ USER LIST' table. At the top right, there are 'Clear Filter', 'Export', and 'Print' buttons. Below the table is a search bar and a 'Data:' dropdown set to '50'. The table has columns for User Name, Email, Group, Password, Date started (DD/MM/YYYY), and Date Last Used (DD/MM/YYYY). Each row includes a pencil icon for editing and an 'X' icon for deleting.

User Name	Email	Group	Password	Date started (DD/MM/YYYY)	Date Last Used (DD/MM/YYYY)	
Jordan Jones	[REDACTED]		151890144	28/12/2016	28/12/2016	[Pencil] [X]
Tony Jones	[REDACTED]		75042019	28/12/2016	28/12/2016	[Pencil] [X]
Sherry Jones	[REDACTED]		325228294	28/12/2016	28/12/2016	[Pencil] [X]

Stats for all Users - displays a full list of all users with their last SpeedBuilder results.

KAZ USER STATISTICS

Clear Filter [Export](#)

Performance Figures
The figures provided for typing speed and accuracy represent the average performance of the user calculated on the last occasion they used the KAZ Speedbuilder Module.

Course Progress
While the user's last bookmark may be taken as a guide to their progress through the course, it should be understood that the value of the bookmark will be reset to an earlier position if the user visits an earlier module or menu.

Search: Data:

User Name	Group	Last Speed	Last Accuracy	Last Bookmark	KAZ Version	Date Started (DD/MM/YYYY)	Date Last Used (DD/MM/YYYY)	
Jordan Jones		39 w.p.m	95 %	Speed Builder	Adult	28/12/2016	28/12/2016	
Tony Jones		86 w.p.m	95 %		Junior	28/12/2016	28/12/2016	

Clicking on the 'book' icon will display all the individual User's statistics.

SPEEDBUILDER SCORE HISTORY

Clear Filter [Export](#) [Add New](#)

Search: Data:

Jordan Jones

Typing Speed	Accuracy	Session Date and Time
67 w.p.m	95 %	28/12/2016 13:06:01
71 w.p.m	94 %	28/12/2016 13:04:58
80 w.p.m	95 %	28/12/2016 12:59:38
48 w.p.m	97 %	28/12/2016 12:56:11
39 w.p.m	95 %	28/12/2016 12:54:12

e. **Search User Details** - Search here when 'Password' or 'Email Login' information has been lost or needs amending. By leaving this field blank, the user list will be displayed.

f. **Verify Course Logon details** - Enter system generated license details here to verify access. Please note: Administrators will need a license to access the course.

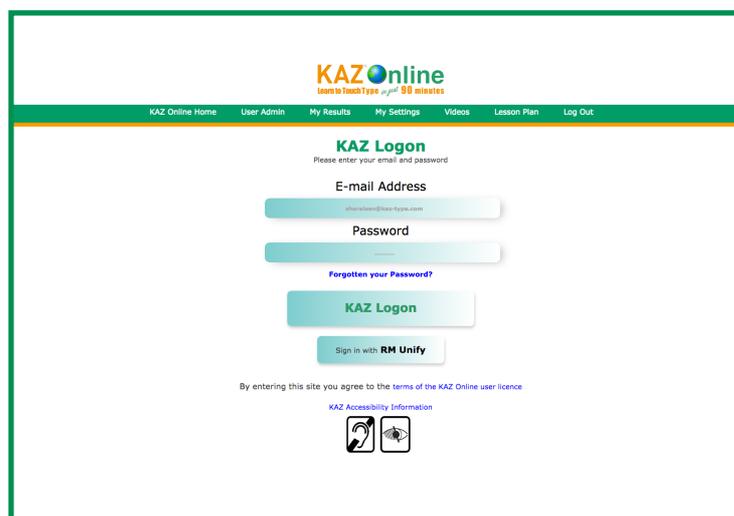
g. **Renew Licence** - Allows you to easily renew your KAZ Annual License by simply clicking in box provided.

h. **Invoice** - View and print your Invoice.

Use of the Course:

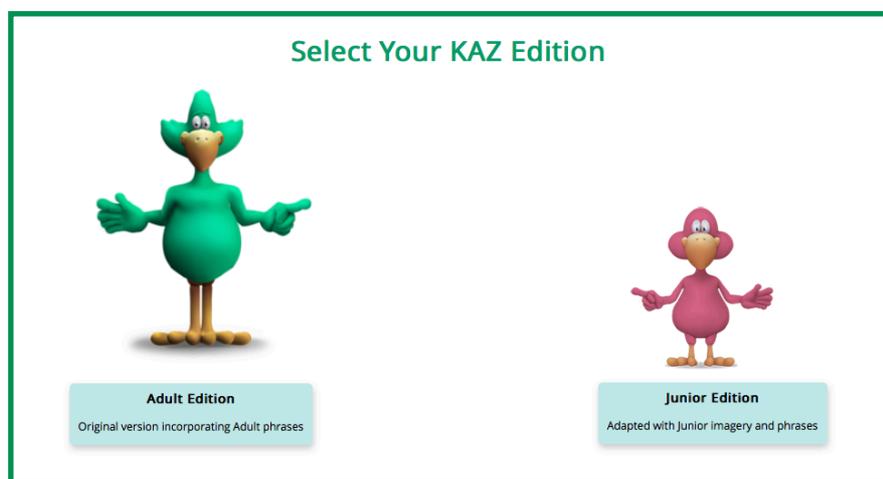
Please note: this information is available to all users taking the course and is located in their admin panel.

a. Enter your credentials via our 'Course Login' button on our website or by clicking on the following link: <http://kaz.kaz-type.com/kazLogOn.aspx>

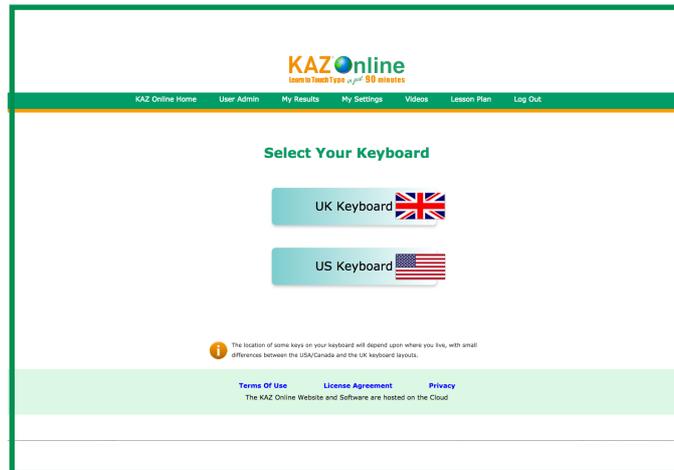


The screenshot shows the KAZ Online login interface. At the top, the logo reads "KAZonline" with the tagline "Learn to Touch Type in just 90 minutes". A navigation bar includes links for "KAZ Online Home", "User Admin", "My Results", "My Settings", "Videos", "Lesson Plan", and "Log Out". The main heading is "KAZ Logon" with the instruction "Please enter your email and password". Below this are two input fields: "E-mail Address" (containing "sharon@kaz-type.com") and "Password". A link for "Forgotten your Password?" is positioned between the fields. A large teal button labeled "KAZ Logon" is centered below the fields. Underneath is a smaller button for "Sign in with RM Unify". At the bottom, there is a disclaimer: "By entering this site you agree to the terms of the KAZ Online user licence" and a link for "KAZ Accessibility Information" accompanied by icons for a person and a hand.

b. Select your preferred edition - KAZ or the new Junior Edition. The chosen version will display related imagery and phrases.



c. Select your preferred Keyboard - UK or US. The chosen version will contain appropriate accents and vocabulary.

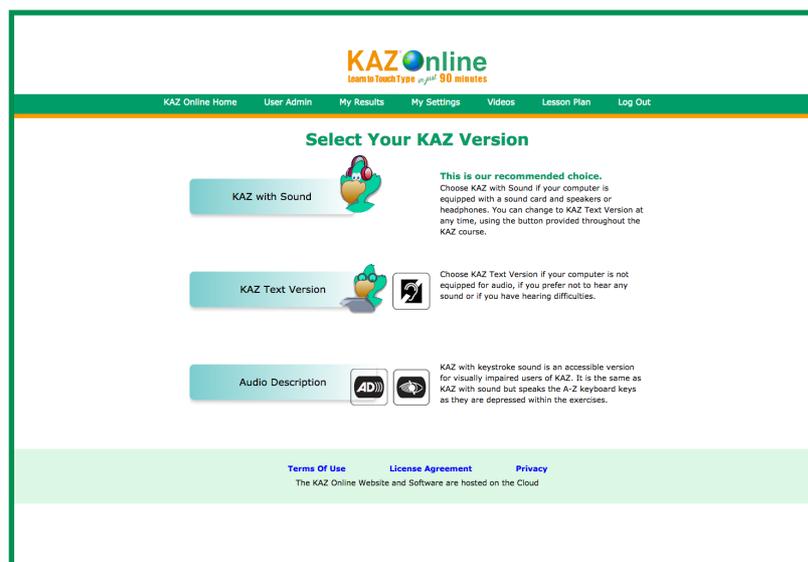


d. You will then be asked to select between a choice of the available versions of KAZ.

Choose: KAZ WITH SOUND if your computer has a sound card and speakers / headphones, or

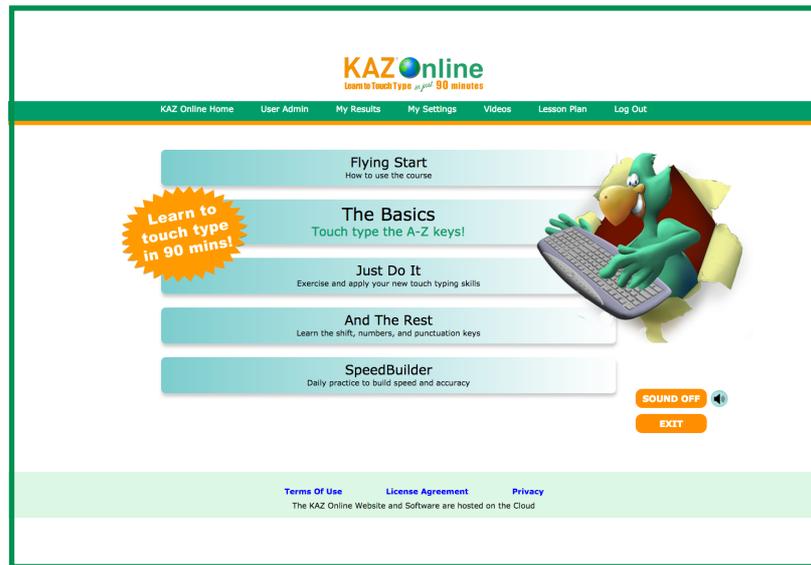
Choose: KAZ TEXT VERSION if you want to work quietly or if your internet access tends to be slow. Alternatively,

Choose: the AD (AUDIO DESCRIPTIVE VERSION) if visually impaired.

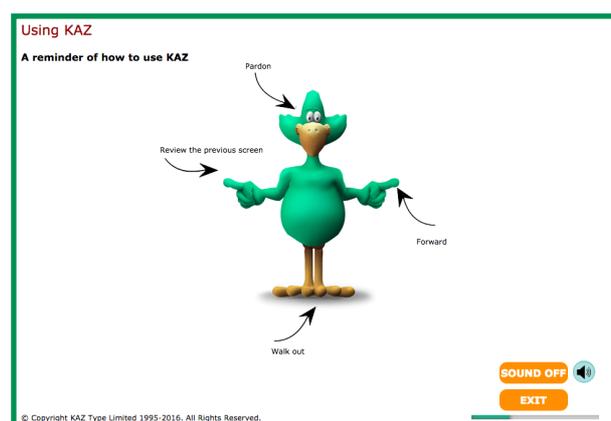
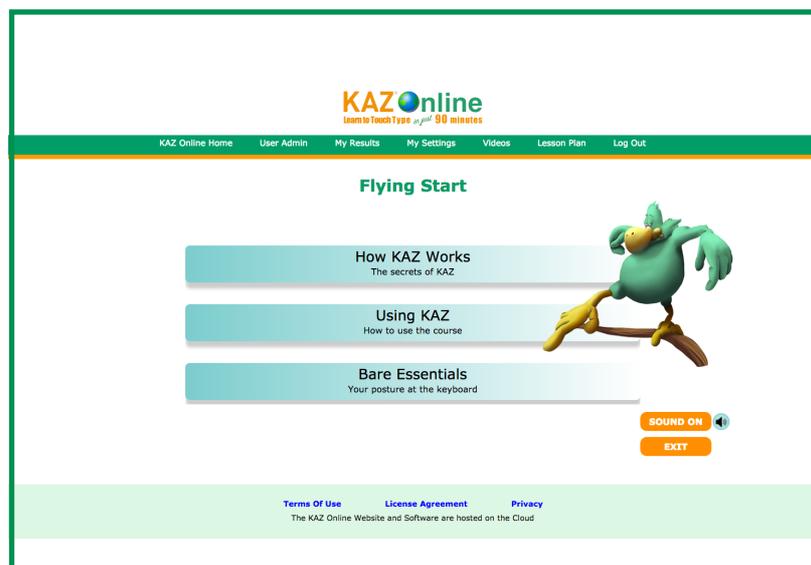


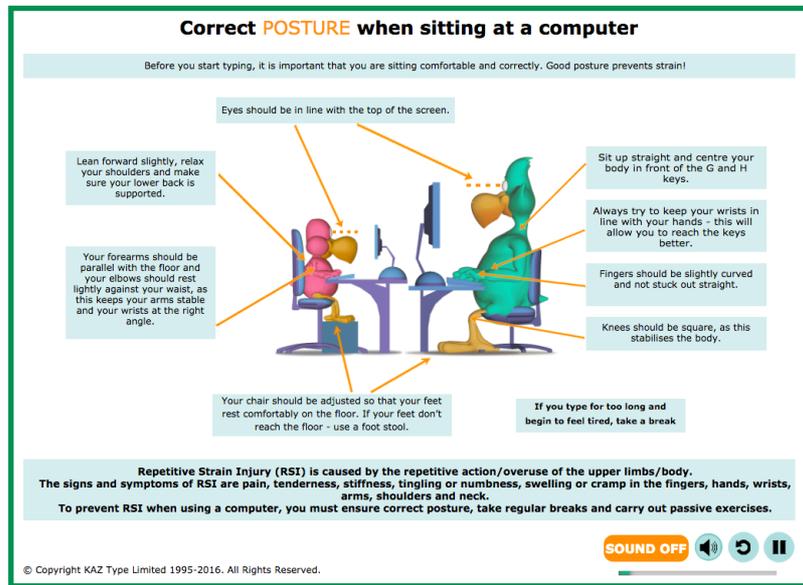
The Course: (We have only displayed KAZ graphics in this manual but to confirm, both KAZ and Junior Versions **will be** accessible - please see Screenshot demo in Junior section of website showing Junior graphics).

You will initially be presented with the main menu, comprising of 5 modules. We suggest you work through these modules progressively, in order to gain maximum benefit from the course.



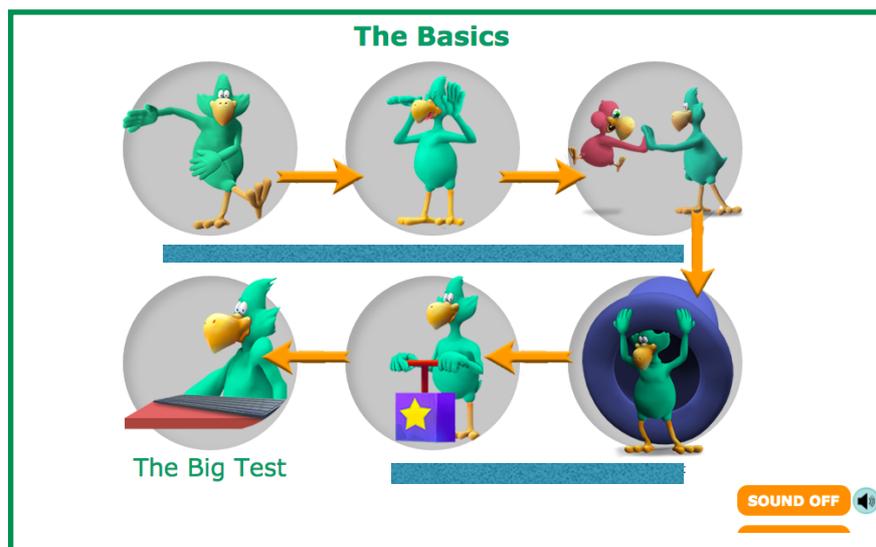
a. Flying Start - is a short introductory module giving a brief overview on how to use the course, introduces KAZ bird (our navigation tool) and covers the important topic of correct posture. It is very important that you finish this module before returning back to the main keys menu.





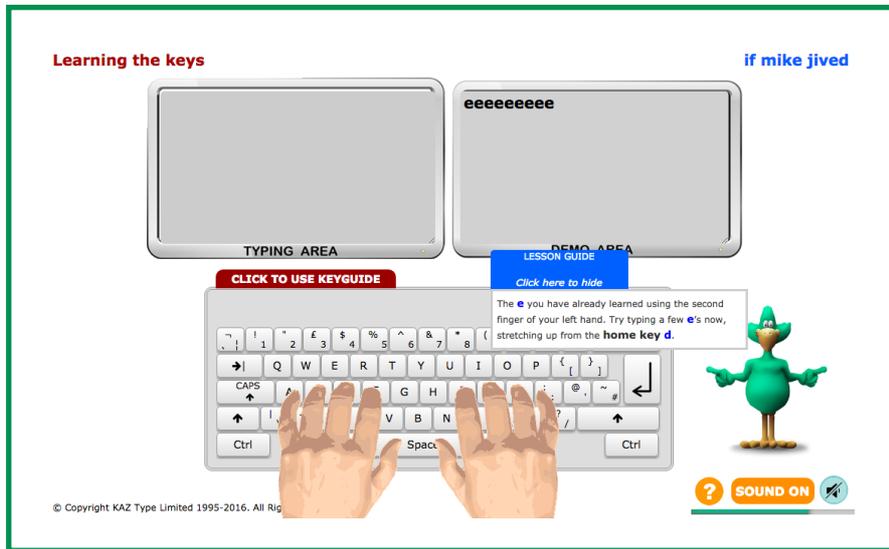
Once you have returned to the main menu - choose 'The Basics':-

b. The Basics - is the most important section of the course and using KAZ's scientifically developed phrases and method, teaches the A-Z keys in an average of just 90 minutes.



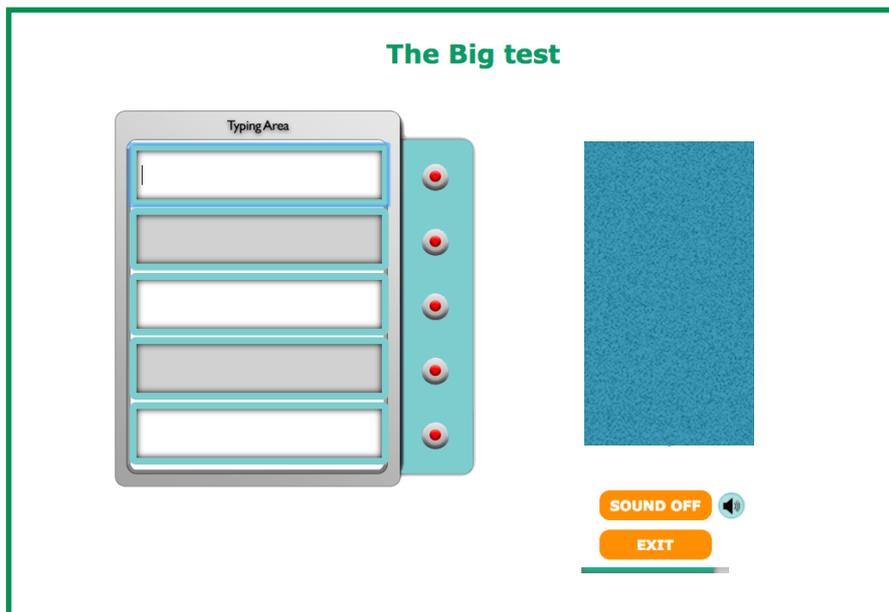
Start with the first, then progress through the rest of the phrases in order until this section is complete. Do not miss out any phrases. Remember, though some phrases may sound a little bizarre, they have been scientifically structured and specifically designed to teach the fingers of both hands to work symmetrically and simultaneously.

Below is the standard KAZ interface you will see throughout the entire course. At the bottom is the keyboard (or key guide) which demonstrates the correct fingers to use for each letter and above it sit two screens. The right demo screen displays the text you need to type and the left screen displays what you type in.



If at any time you forget which finger to use for a key, place your cursor anywhere on the keyboard (on the screen) and click with your left mouse button and the 'Keyguide' sign will appear. Then, on **YOUR** keyboard, press the key you are unsure about and you will be shown which finger to use. To exit the Keyguide, simply put your cursor anywhere on the screen and left click your mouse and you will return to where you were in the course. Remember, you can switch from 'Audio' to 'Text only' by simply clicking the 'SOUND ON/OFF' button.

At end of 'The Basics' you will be presented with a simple test but don't worry, this is just intended to show you the progress you have made and prove that you really can now touch type the five phrases you have learnt.



If however, you do make mistakes, the characters you are having problems with will be highlighted to you in orange and you will be given the option to repeat the test and practise the keys again.

The Big Test Another Test !

You are having trouble with the keys highlighted in orange on the Key Guide below. Take note of them. You will find they become automatic with practice.

What would you like to do next ?

[REPEAT THE TEST](#)

[RETURN TO THE BASICS](#) [CARRY ON REGARDLESS](#)



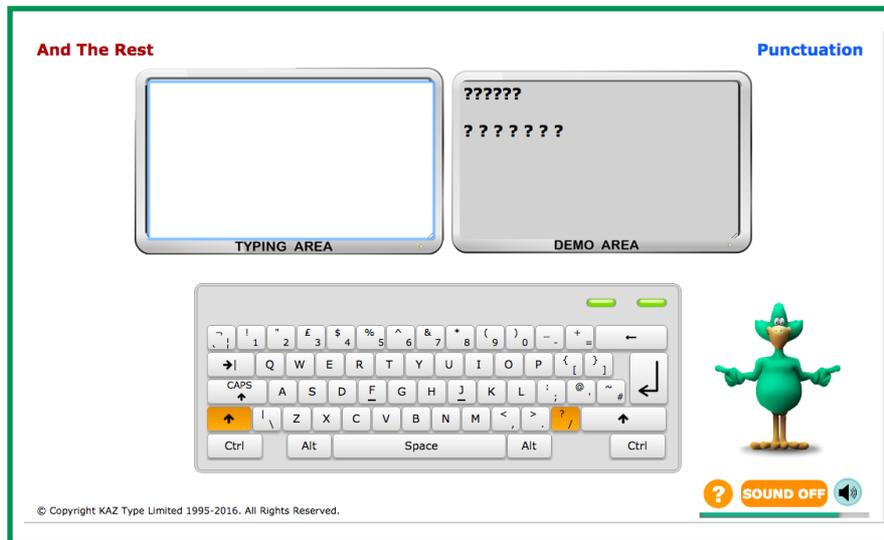
c. Just do it - reinforces what you have just learned and builds upon that foundation, introducing you to new words, whilst improving and honing **your** newly found skill.

At the end of this section, you will be presented with another test which will prove that you can now touch type anything, **not** just the five phrases.

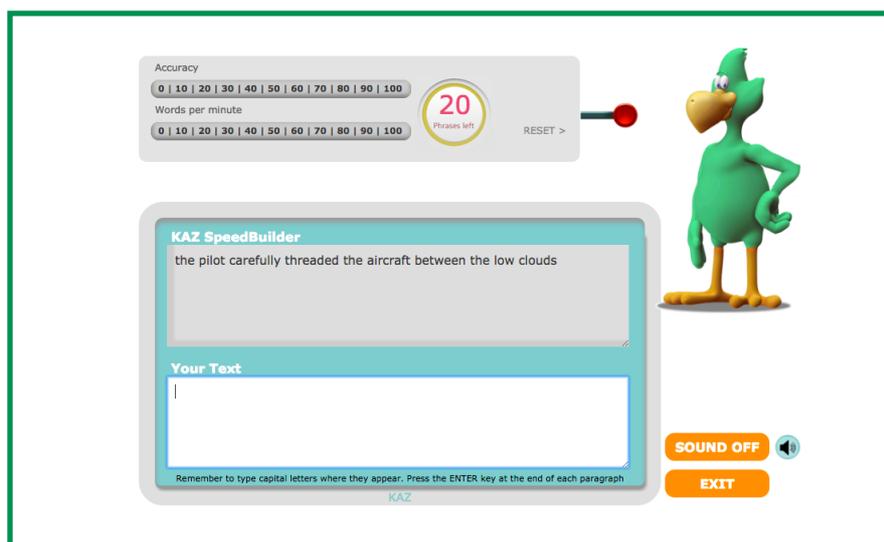
Just Do It



d. And the rest - is where you complete the keyboard - learning the punctuation keys.



e. Finally, **SpeedBuilder** - is designed for frequent use throughout the day. It helps improve your typing speed, your accuracy and develops your typing rhythm.



You will be given the option of practising either short phrases or paragraphs and the choice of using just the A-Z keys or the whole keyboard including punctuation. Once started, 20 phrases will consecutively appear on the top screen and what you type will appear on the bottom. The scale at the top will display your accuracy and words per minute. Should you wish to reset the counter at any time, you just need to press 'Reset'.

Once you have typed 20 phrases your score will be logged into 'History' and you will be able to monitor your progress as you continue to practise.



The key is to just get going! Once you start using KAZ you will realise just how simple and easy it really is.

We are so confident in the benefits of our Typing Tutor, that we are certain when you see the results and progress of your family members, you will be too.

... and it's as simple as that!



TEACHING THE WORLD TO TYPE