



START GUIDE for CPaT LOCAL PROGRAM

Start Instructions:

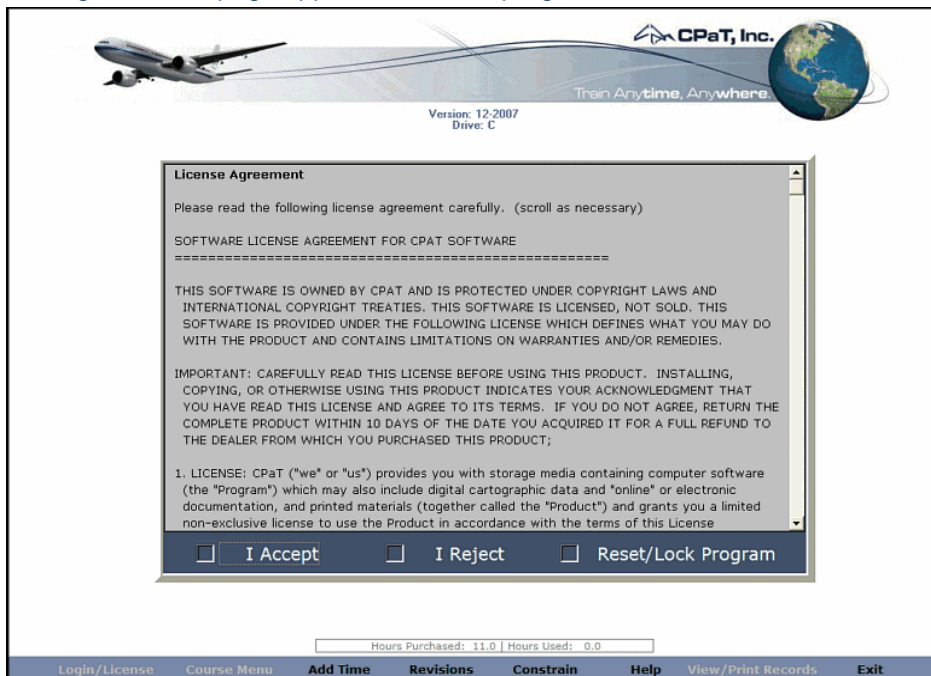
- These instructions assume you have already activated the program.
- If not activated, refer to online FAQ's or documentation for activation instructions.
- You will need your login id to run the program.

1. Start the Program:

Internet not required.

- a) Flash Drive: Insert the drive in a USB port and the programs should autorun.
 - i. Windows XP: Click OK on the pop-up window that appears.
 - ii. Windows Vista: Either choice on pop-up window is ok to click.
 - iii. If autorun does not function, refer last page of this document..
- b) Fixed Drive: Click the CPaT Icon on your desktop

2. The Login/License page appears when the program is launched. It looks like this:



3. There are three buttons to click on the License area:

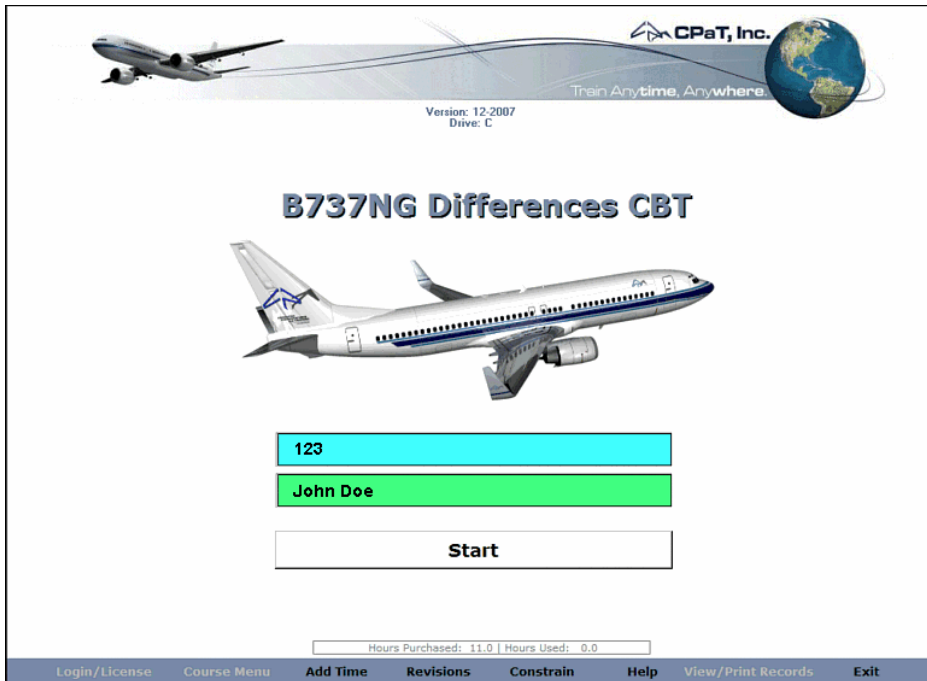
- a) I ACCEPT: Click this if you accept the license terms. You will next be asked to enter your Login ID.
- b) I REJECT: Click this if you do not accept the license terms. Program will close.
- c) Reset/Lock Program: Click this password protected button to reset the program for another user. Password only available to management.



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Start Instructions (continued):

4. Enter your Login ID and click OK. Verify your ID and Name are correct as shown here:



5. Click the START button to view the menu.
6. Other items on this page include:
- Displays for Hours Purchased and Hours Used.
 - ADD TIME: Allows you to add runtime. Additional time is available from CPaT either through purchase or possibly through your company license terms.
 - REVISIONS: Allows you to look for online revisions to download.
 - CONSTRAIN: Allows you to control the course flow. Constrain mode causes the Next button to be disabled until the narration is complete. Free forward mode causes the Next button to always be enabled (disabled by some companies).
 - HELP: Displays a page with common help features. The most important help item is the full codec installer. Use it to fix the Windows Media Player on a PC.






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Start Instructions (continued):

7. An example of a course menu is shown here:



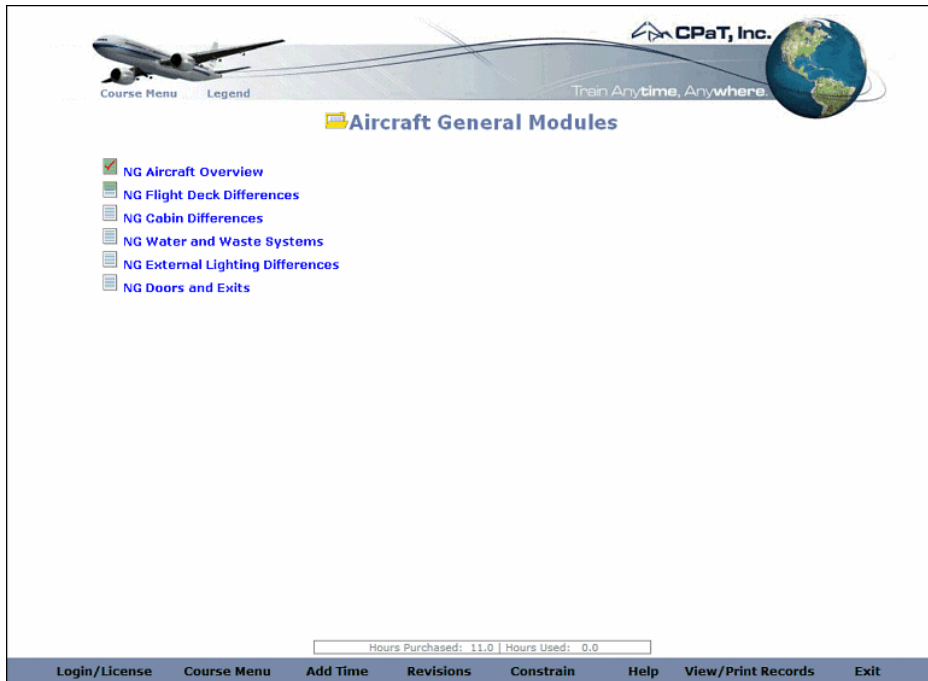
8. Click any envelope icon to jump to the detailed menu for associated topic.
-  The envelope icon displays closed when no progress is recorded.
 -  The envelope icon displays as an open envelope when some progress is recorded.
 -  The envelope icon displays with a red checkmark when the topic is completed.







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Start Instructions (continued):

9. An example of a topic menu is shown here:



10. Click any page icon to launch the module for associated topic.

-  The page icon displays closed when no progress is recorded.
-  The page icon displays partial green when some progress is recorded.
-  The page icon displays with a red checkmark when the topic is completed.
-  When all topics are complete, the topic menu icon displays with a red checkmark.



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Start Problems with USB Flash Drive:

1. If your computer is not setup for “autorun” the program will not automatically start when the USB Flash Drive is inserted to a USB port. There are a number of ways to manually launch the program:
 - i. Using a Windows Explorer tool, browse and locate the file “STARTNOW.EXE” that is in the root of the USB drive contents. Click this file and the program should start.
 - ii. If the above method did not function, you can browse inside the main folder to locate the file “CPaTXXXX.exe” (where XXXX is the name of your aircraft – like CPaT320.exe, or CPaTB735.EXE as an example). This is the actual menu file for the program. Click it and the program should start.
2. Once the program starts, you will see either the Activation screen or the License/Login screen.
 - i. If you see the Activation screen, refer to the document on how to activate the program.
 - ii. If you see the Login/License screen, enter your Login ID and begin.

Program seems to Lock Up or Halt on some frames:

1. Some frames have animations or videos that require the full set of compressors/decompressors (codecs) for Windows Media Player (WMP).
2. If these “codecs” are missing, the program will halt when a video is to be played.
3. Click the HELP button on the bottom of any menu page to view the HELP page.
4. Click the FULL Codec install link to repair the computer codecs.

Note: It is likely you will need administrator rights to install this program. Contact your IT if you do not have rights to install programs on your computer.

How to Upload my training records (corporate users only):

1. Click the View/Records button on the bottom of any menu page. This will let you view an overview of your course progress.
2. Click the Upload Records button and observe the process.

Note: You must have an internet connection to upload your records.
- Detailed records may also be viewed/printed by clicking the appropriate button.