

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

In order to use the *Micromatic* web programs, you will need a computer with one of the following browsers and you are connected to the internet: Chrome, Firefox, or Internet Explorer version 6.0 (with Service Pack 1) or higher. ***If you experience difficulty opening the program, you may have to turn off any "pop-up" blockers and configure your browser to accept cookies.*** If you need assistance with this, go to <http://webmaster.info.aol.com/cookieguide.html> for directions or 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 two ways.
 - a. Use a credit card to pay online as part of the registration process.
 - b. 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. ***Passkeys are valid for only one registration, so make sure that the text that you purchase does not contain a used Passkey. 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 have received (1) a Validation Code from your instructor and (2) either purchased a textbook with a valid Passkey at a bookstore or have a credit card ready for online purchase, you can begin the registration process. To ***register*** the *Micromatic* programs, follow these steps:

1. **Connect to the Internet**. If you are continuously connected to the Internet through a cable modem or DSL access, go to Step 2. If you use a dial-up modem to connect with the Internet, connect now.
2. **Open Internet Explorer**. Open Internet Explorer by selecting Start, then Programs, then Internet Explorer. Or if you have the Internet Explorer icon showing on your desk top or task bar, just click on that icon.

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

Micromatic Version 4
A Strategic Management Simulation

Welcome to Micromatic: A Business Simulation Game • Version 4

This is Version 4 of Micromatic. Version 2 is also available at <http://oaktreesim.com/MicromaticV2>. Contact your instructor to be sure you are using the correct version of the simulation.

Username

Password

Login

Create a student account
Getting Started Help • Full Student Manual
Forgotten Your Password?
Want to setup your account and start playing Micromatic?
Need More Help?

Interested in Business Simulation Games? Visit Oak Tree Simulations

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

Exhibit 2

Micromatic Version 4
A Strategic Management Simulation

Micromatic: A Business Simulation Game Version 4

Create an Account (Step 1 of 3)

This is Version 4 of Micromatic. Do you need a different version?

- Version 2 is available at <http://oaktreesim.com/Micromatic>
- Version 3 is available at <http://oaktreesim.com/Micromatic-v3>

Contact your instructor to be sure you are using the correct version of the simulation.

Do you need help creating your student account or with purchasing Micromatic?
View the Online Tutorial OR Read the Micromatic Getting Started manual.

* indicates a required field.

* First name

Middle name

* Last name

* Email

(Username and Password must be between 4 and 16 characters long)

* Username

* Password

* Confirm Password

Next

Done Trusted sites | Protected Mode: Off 100%

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 (See Exhibit 3, below). If your instructor has more than one simulation game operating, make sure you select the correct one.

Exhibit 3

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: Anderson

Find

University of St Thomas

Phil Anderson

- Chrome-\$-EU-11May
- EU-US
- Mgmt 400
- Mgmt 400-Spring10

7. Now click on the “Register” button. A pop-up box will appear asking you to enter a validation code. Enter the validation code your instructor gave you and click on “Submit”. As noted in Exhibit 4, if you do not have the validation code, you need to contact your instructor before you can proceed any further.

Exhibit 4

The Game 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**

8. After you click on the Register button, a screen like that shown in Exhibit 5 will appear on your monitor. To complete your registration for *Micromatic*, you need to pay for your *Micromatic* account by either (a) entering a Passkey to provide proof of payment that you purchased *Micromatic* bundled with a textbook or (b) doing a direct purchase using PayPal.
- a. If you purchased *Micromatic* with a textbook, enter the Passkey and select Enter (See left arrow in Exhibit 5.) Then go to Step 11, below.
 - b. To purchase *Micromatic* using PayPal, click on the PayPal icon (See right arrow in Exhibit 5.)

Exhibit 5

Game 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: Single-Use Passkey

Use this option if you have purchased a Micromatic Passkey bundled with your textbook. Passkeys are single use only; reuse of a passkey is automatically disallowed. If you purchased your textbook used you should choose **Option 2** instead.

Enter the Pass key in the space provided below:

Enter

Option 2: Direct Purchase Using Paypal

For your security and privacy Micromatic is purchased through PayPal. No employee from Oak Tree Simulation will ever ask you for your credit card or PayPal account information. Oak Tree Simulations does not have access to your personal credit card information.


Important Notice

When you press the Paypal button below you will be taken directly to Paypal where you may purchase your Micromatic account. After you have successfully purchased the account, Paypal will display a screen entitled "You Have Completed Your Transaction" that confirms your purchase. At the bottom of that screen there will be a button labeled "Return to OakTreeSim and Micromatic". **YOU MUST PRESS THAT BUTTON TO COMPLETE THE REGISTRATION PROCESS AND TO ACTIVATE YOUR MICROMATIC ACCOUNT!!**

PayPal
CLICK HERE TO BUY

9. A screen similar to that shown in Exhibit 6 will appear on your monitor. If you already have a PayPal account, enter your password and log in (see arrow in Exhibit 6). If you do not have a PayPal account, enter the information requested and then click on the continue button.

Exhibit 6

Payments by 

Oak Tree Simulations


[Billing and Shipping](#) [Review](#) [Done](#)

Billing Information

* indicates required fields [Secure Transaction](#)

PayPal Checkout

Log in securely now.



Email Address Password

[Forgot your email?](#) [Forgot your password?](#)

Order Summary

Subtotal: \$40.00 USD

Order Total: \$40.00 USD

[View Cart](#)

Credit or Debit Card Information

*First Name: (as it appears on card)

*Last Name: (as it appears on card)

*Card Type:

Billing Address

*Address 1:

Address 2:

*City:

*State:

*ZIP Code: (5 or 9 digits)

Contact Information

This information will only be used to contact you regarding your payment, if needed.

*Email Address:

*Home Telephone: [Privacy](#)

Security Check

Type characters as shown in the box. [Help](#)

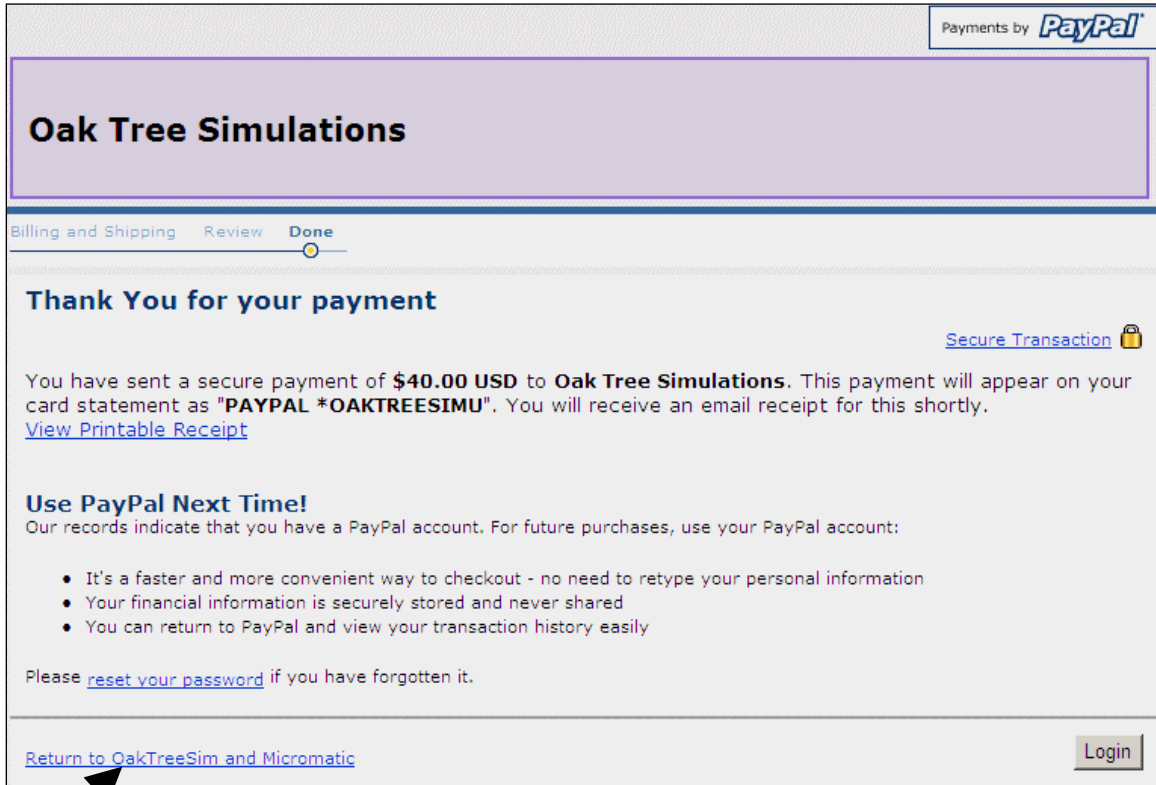
*Enter the code as shown below:

Y Z R V Y

[Cancel and Return to Merchant](#)

10. Next you will see a screen like that shown in Exhibit 7, confirming your purchase of *Micromatic*. Now click on the link in the lower left-hand corner of the screen (see arrow). to return to the *Micromatic* web site.

Exhibit 7



11. A screen like that shown in Exhibit 8 will appear on your monitor. Select the correct team to join by using the dialog box at the bottom of the screen. (See left arrow in Exhibit 8.) Your name will be entered with the proper team.

Exhibit 8

Thank you for your Purchase

Here are the details of your purchase:

- Customer Name:
- Item: Micromatic Simulation Game
- Amount:

Your transaction has been completed, and a receipt for your purchase has been emailed to you. You this transaction.

Select A Team

Your account has been successfully built. An email message containing your account information has

Select A Team

Your account has been successfully built. An email message containing your account information has

Team Enrollment

Next you should select the team you wish to enter.
From the list given below select your desired team and press the "Save" button.

Team 1 • Phil Anderson	Team 2 • aaa bbbb	Team 3
Team 4	Team 5	Team 6
Team 7	Team 8	Team 9
Team 10	Team 11	Team 12
Team 13	Team 14	Team 15
Team 16		

Team 1 ▾

Select Your Team Here

12. 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 (See Exhibit 9, below). From this time forward, you will only need to enter your username and password to reach the Game Central screen.

Exhibit 9



You will use the Game 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 using the Navigation menu. We discuss this in Chapter 4 of the *Micromatic* Student Manual.

Account Maintenance

You will use this screen to make changes to your *Micromatic* account data. Do this by clicking on the Navigation menu option. Then select the Account Maintenance option. A screen like that shown in Exhibit 10 will appear on your monitor.

Exhibit 10

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 “pop-up” blockers and configure your browser to accept cookies.** If you need assistance with this, go to <http://webmaster.info.aol.com/cookieguide.html> for directions or initiate a search for “How to enable cookies” on Google for your particular browser.
- **Make certain that you have started *Micromatic* directly from Internet Explorer version 6.0 (with *Service Pack 1*) or higher.** Do not launch the program from inside another program environment such as BlackBoard or use a different browser such as Firefox.

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 11). 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 11

