



# Web-Based Training Workstation Checklist

Statewide Management, Accounting and Reporting Tool



**Step 1.** [Click here to locate the names of the trainers and/or drivers from your agency](#) or use the link provided on the technical resources page of the SMART website

**Step 2.** Verify that trainer and driver workstations have the minimum necessary browser and operating system

Browser	Operating System
Microsoft Internet Explorer 7.0 or 8.0	<ul style="list-style-type: none"><li>Microsoft Windows 2000 SP4, Microsoft Windows XP Professional 32-bit (SP2 or SP3) or 64-bit (SP2 or SP3), or Windows Vista 32-bit (RTM, SP1, or SP2) or Vista 64-bit (RTM, SP1, or SP2), or Windows Vista N 32-bit or 64-bit</li></ul>

Table 1. End User Workstation Browser and Operating System Requirements

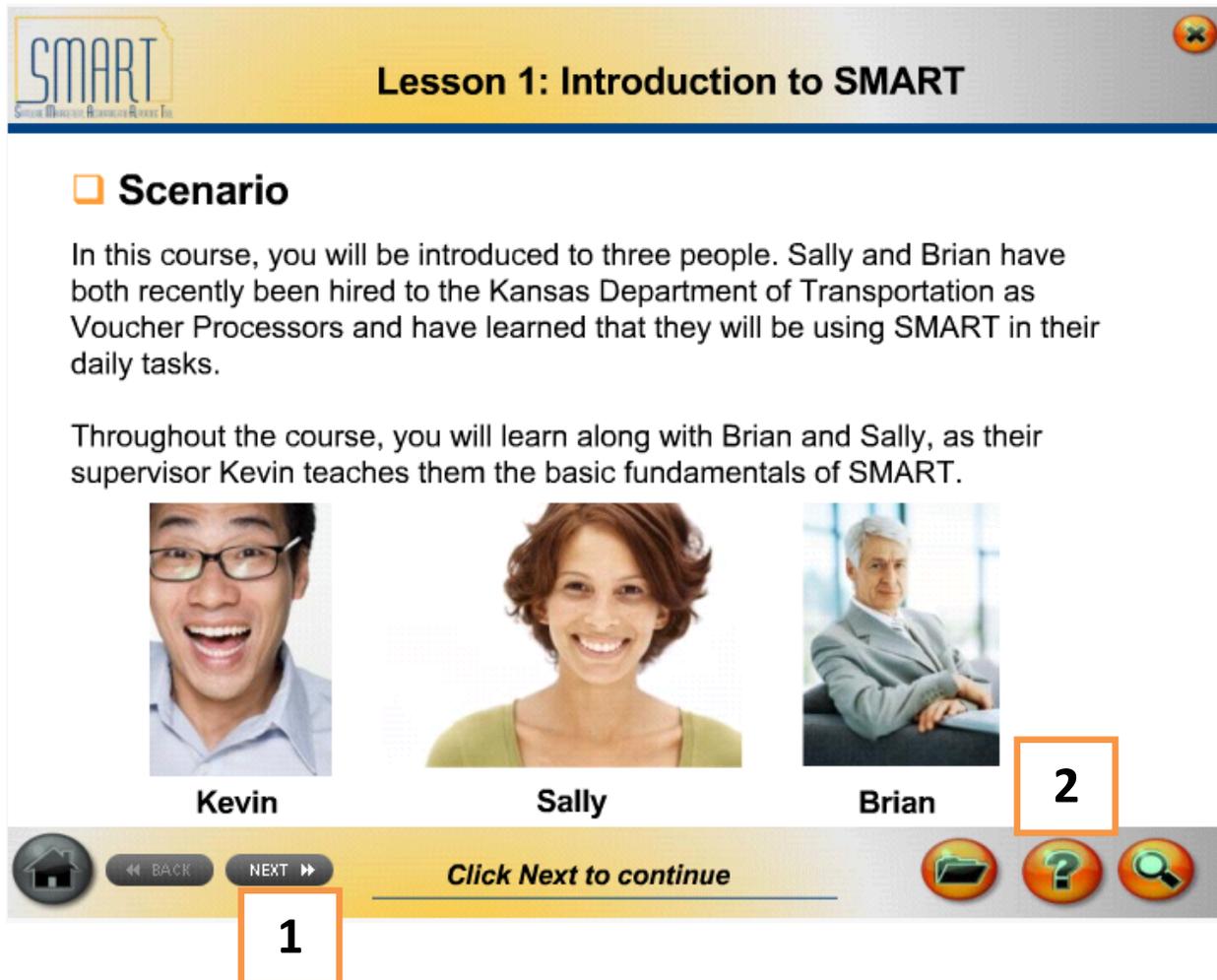
**Step 3.** Verify that trainer and driver workstations have the most recent version of Adobe Flash Player

File Download	Notes
Adobe Flash player v10 or higher	<a href="http://get.adobe.com/flashplayer/">http://get.adobe.com/flashplayer/</a>

Table 2. End User Workstation Adobe Flash Player Requirements

**Step 4.** [Click here to run a test launch of web-based training](#) or use the link provided on the technical resources page of the SMART website

**Step 5.** Once the web-based training has launched, test the buttons shown below:



**Lesson 1: Introduction to SMART**

**Scenario**

In this course, you will be introduced to three people. Sally and Brian have both recently been hired to the Kansas Department of Transportation as Voucher Processors and have learned that they will be using SMART in their daily tasks.

Throughout the course, you will learn along with Brian and Sally, as their supervisor Kevin teaches them the basic fundamentals of SMART.

**Kevin**      **Sally**      **Brian**

**1**      **2**

Click Next to continue

1. Use the **Next** button to move to the Learning Objectives slide
2. These three buttons will not be used by trainers and drivers, but will be activated to launch a web page in a new window for end user training. Updated instructions will be provided at a later date. No action is required at this time.



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## Lesson 1: Introduction to SMART



5

### Lesson Objectives

After completing this lesson, you will be able to:

- Define SMART and explain why SMART is being implemented
- List the benefits of SMART
- Describe the tasks that have led to SMART, including establishing the Sunflower Project and major milestones
- Explain the implementation timeline for SMART



← BACK

NEXT →

Click Next to continue



3

4

3. Use the **Home** button to return to the Topics page
4. Use the **Back** button to move back one slide
5. Use the **Close** button to close the web-based training

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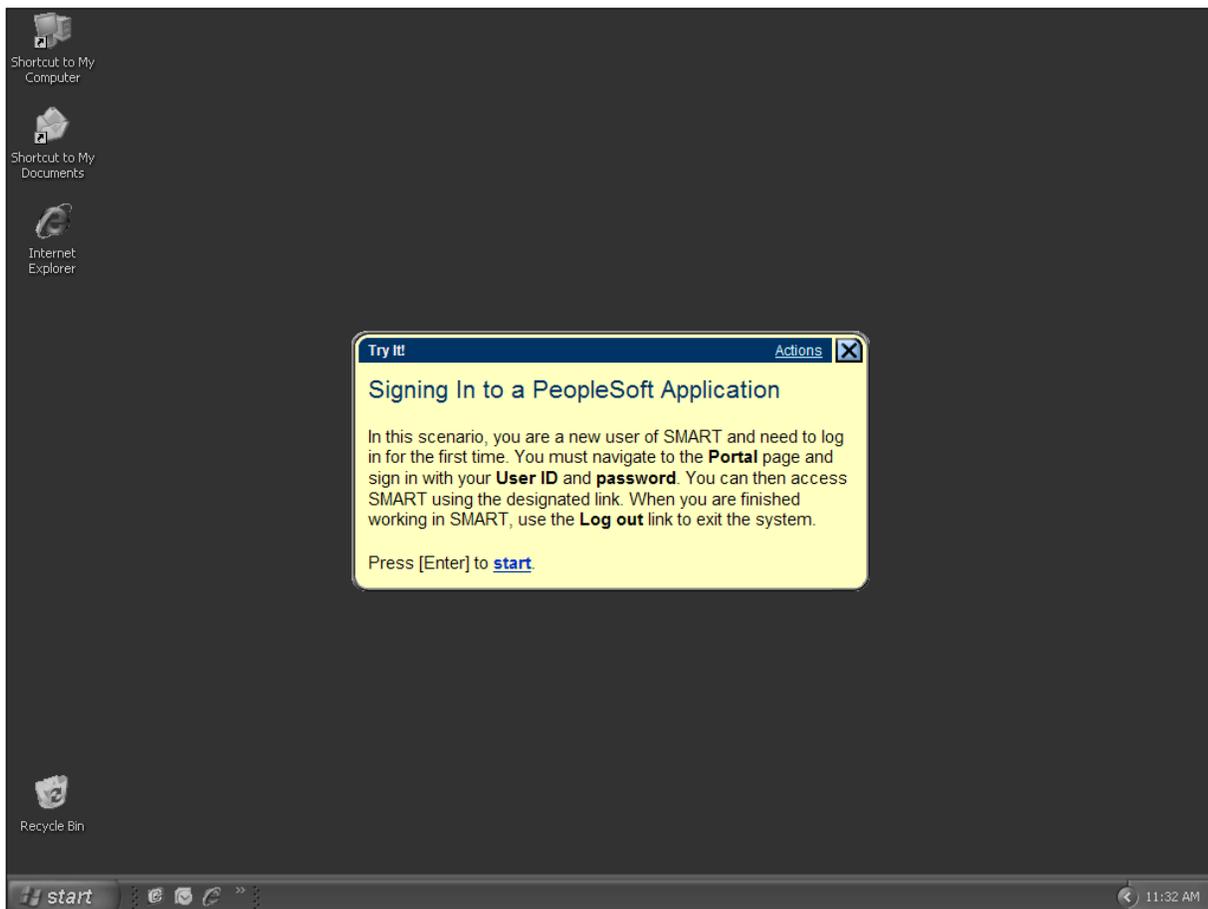
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**KANSAS**

**Step 6.** [Click here to run a test launch of user productivity kit \(UPK\) simulation](#) or use the link provided on the technical resources page of the SMART website

**Step 7.** Verify that the following screen launches



Once you have successfully completed these steps for a trainer or driver workstation, they should now be able to launch web-based training materials for SMART. Please e-mail the Sunflower Project at [Sunflowerfms@da.ks.gov](mailto:Sunflowerfms@da.ks.gov) with any questions you have. You may also contact Gina Vinyard at [gina.vinyard@da.ks.gov](mailto:gina.vinyard@da.ks.gov) directly with your questions.