

**Fast Tomato**

Control your future



# ***FastTomato Manager***

***How to Manage your Licence***

***March 2012***

## **The Morrisby Organisation**

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March 2012

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# FastTomato Manager

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**FastTomato** has been developed and is operated by The Morrisby Organisation

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# Section 1: Access Student Results

## Overview

Advisers/Tutors have special logins which enable them to access student results. These logins need to be created by your Centre's FastTomato Coordinator/Contact. Advisers/Tutors can then login to FastTomato in the normal manner.

It is essential that Advisers keep their login details secure. In the event of a suspected breach of password security Technical Support must be notified immediately on 01442 867300 and/or an e-mail sent to [support@fasttomato.com](mailto:support@fasttomato.com) marked 'urgent'.

You can look at this section as a guest adviser, viewing a fictional set of student records, by using the following Login:

**Username:** RS150  
**Password:** fast

Once successfully logged-in, the Adviser will be presented with a Home Page that provides access to information, resources and student data. The red toolbar across the top of the page contains the navigation links.

**Fast Tomato Manager**

User: **Riverside Adviser**  
[Home](#) | [Contact Details](#) | [Enter Fast Tomato](#) | [Logoff](#)

<b>View Students</b> Access student details and results	<b>Options Summary</b> View a summary of student option choices	<b>Groups / Advisers</b> Administer groups and advisers	<b>Account Settings</b> Edit your organisation's settings and contact details	<b>Custom Pages / Courses</b> Customise options pages and courses, or display other information to students
--	--	--	--	--

**FastTomato Manager**

**Welcome**

The FastTomato Manager enables you to:

- [View students](#) Access student details and results
- [Options Summary](#) View a summary of student option choices
- [Groups / Advisers](#) Administer groups and advisers
- [Account Settings](#) Edit your organisation's settings and contact details
- [Custom Pages / Courses](#) Customise options pages and courses, or display other information to students

**Support & Resources**

The Adviser Resource Centre provides user guides and other support materials to help you and your students get the most out of Fast Tomato.

[Enter Adviser Resource Centre >>](#)

**Support Quick Links**

- [Getting Started Guide](#)
- [Guides and Resources](#)
- [Managing Your Site - Manual](#)
- [Training Options](#)
- [Support Contacts](#)

Thanks for visiting Fast Tomato.

If you have any technical questions or suggestions about the site, please contact us at [support@fasttomato.com](mailto:support@fasttomato.com). The support team is unable to offer careers advice.

**This is a DEMO account for a fictitious school.**

Please feel free to browse the site but you will not be able to save any changes you may make.

Fast Tomato Support: [support@fasttomato.com](mailto:support@fasttomato.com) | +44 (0)1442 867300  
[Rate this page](#)

## Support and Resources

The Support & Resources panel contains links to a variety of useful information and downloadable guides.


# View Students

View Students is the main section for monitoring students' progress on FastTomato.

Select a group or year group from a drop down list.

**A) The Summary Table** provides a quick glimpse of which sections of FastTomato each student has used and their exploration areas. Advisers can monitor their students' use of FastTomato to see which questionnaires have been completed or modified and examine the questionnaire profiles and career, course and course provider investigations. Colour coding is used to enable the adviser to quickly focus on those students showing inconsistent or absent results. This also allows for easy identification of mismatches between (and within) chosen careers and courses.

**Username and Passwords** are included in this Table.



## Fast Tomato Manager

**User: Riverside Adviser**  
[Home](#) | [Contact Details](#) | [Enter Fast Tomato](#) | [Logout](#)

**View Students**  
Access student details and results

**Options Summary**  
View a summary of student option choices

**Groups / Advisers**  
Administer groups and advisers

**Account Settings**  
Edit your organisation's settings and contact details

**Custom Pages / Courses**  
Customise options pages and courses, or display other information to students

### View Students

This page allows you to look at each student's progress with Fast Tomato. You can view their questionnaire results and find out what careers and courses they are investigating.

Please note: A "group" can be a form, house, or year depending on how your school has configured groups.

Fast Tomato Example Form

View students by group

Year 7

View students by year

**Key**

**Questionnaire Status**

- Started
- Completed
- Please Check
- Dated results (3mths+)
- Results deleted
- Highly modified

Mouseover the symbols to view the status

**Jobs & Subjects**

4 The coloured square broadly reflects the type of career or course selected. It combines:  
blue = people  
red = data  
green = things

The number is the education (NQ) level.  
 Mouseover the box to view the title.

**Candidates in this group: 5**

Name	Year	Username / Password	Questionnaire Level	About me	Interests	Style	Situation	Priorities	Job Exploration	Post School Study	All
<u>Armitage, Gemma</u>	9	GEMMA1010 / SURFREST	Basic		●	●	●	●	4 3 4	4 4 4 4 4	<input type="checkbox"/>
<u>Barnet, John</u>	9	JOHN1042 / FROGGALE	Basic	●	●				4 4 4	4 4 4	<input type="checkbox"/>
<u>Brown, James</u>	9	JAMES1043 / GREYOPEN	Basic	●	●			●	4 4	4 4	<input type="checkbox"/>
<u>Cannon, Neil</u>	n/a	NEIL1020 / PALMFIVE	Basic		●	●	●	●	3 2 1	4 4	<input type="checkbox"/>
<u>Inglis, Tracey</u>	n/a	TRACEY1037 / THENBELL	Basic	●	●	●	●		4 4 4 4 4	4 4 4 4 4	<input type="checkbox"/>

**Actions for Selected Students:**

**1. Move to Group:**

Not Assigned
Go

**2. Move to Year:**

Year 7
Go

**3. Set questionnaire level to:**

Automatic
Go

FastTomato Manager

Page 3



## Options Summary

Two important decision points for students are choosing their Key Stage 4 options and deciding what to do after Year 11. The Options Summary displays all the options selected by students on the Options pages. Options pages are supplied by default when a new Licence is purchased, but they can also be customised (See Section 2, Page 14). The Summary can be imported into a spreadsheet and printed if required.

If your Centre's option choices are customised, students can make their choices from those options currently available at your Centre. Options choices can be given a Tomato rating for each student based on their responses to the questionnaires. This allows the student to make an informed decision about what they intend to study.

Fast Tomato Manager
User: **Riverside Adviser**  
[Home](#) | [Contact Details](#) | [Enter Fast Tomato](#) | [Logoff](#)

View Students Access student details and results
Options Summary View a summary of student option choices
Groups / Advisers Administer groups and advisers
Account Settings Edit your organisation's settings and contact details
Custom Pages / Courses Customise options pages and courses, or display other information to students

### Students Options Summary

View Options for:

Summary Type:

By Year:

Or

By Form:

[Show Summary](#)

A Level Options (AS/A)														
	Art and Design	Biology	Business Studies	Chemistry	Design and Technology	Drama and Theatre Studies	English Language and Literature	French	Geography	German	History	ICT/Computing	Mathematics: M Pure/Applied	
Cole, Steve	▲			■									■	■
McGowan, Gareth								■				▲	■	■
Shah, Meera	■				■							■		
Smith, Fred				■	▲								■	■
Total ▲	1	1	0	2	2	0	0	1	0	0	0	2	3	
Total ▼	1	0	0	2	1	0	0	1	0	0	0	1	3	

**Key** ▲ AS | ▼ A | ■ Both

←  →

To download this data as a '.csv' file right click on the download link below and select 'Save target as...'. To view the contents of the file open it in a spreadsheet or database program. [DOWNLOAD](#)

Fast Tomato Support: [support@fasttomato.com](mailto:support@fasttomato.com) | +44 (0)1442 867300  
[Rate this page](#)

Further information is available from the FastTomato team at: [support@fasttomato.com](mailto:support@fasttomato.com)

# Section 2: Customisation

## Overview

You can customise FastTomato to reflect the Contact Details, Account Settings, Groups (Forms), Adviser Logins, Courses, and Options Groups within your Centre.

When your Licence is first created, a limited amount of information is supplied to you. For example, two groups (forms), and typical options pages are displayed by default. This Section explains how to access, edit, and customise FastTomato to meet your Centre's individual requirements.

The red toolbar across the top of the page contains the navigation links.

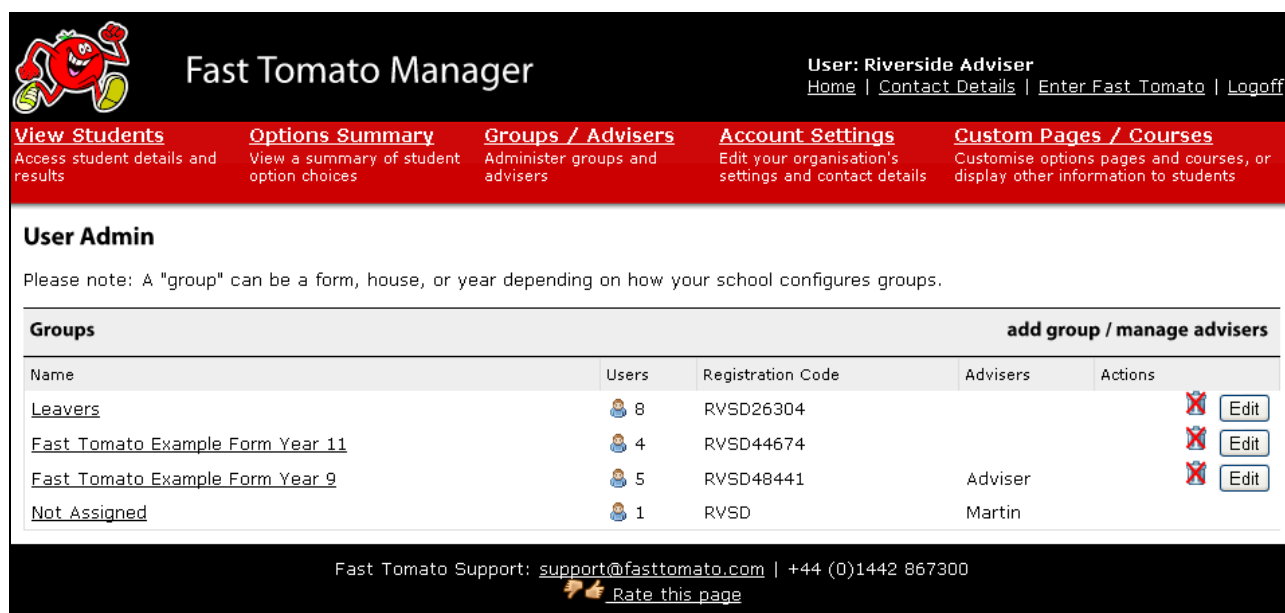
If you require any assistance, please contact FastTomato Support on 01442 867300 (office hours) or e-mail [support@fasttomato.com](mailto:support@fasttomato.com)

# Groups/Advisers

## A. Groups (Forms)

Use this section to create your Centre's groups.

- Students register for a new login using the Registration Code for their Group. If the Centre Registration Code is used, they will be placed in the Not Assigned Group. Students can then assign themselves to their correct group by logging in, going to the My Details page, and selecting their Group from the **Group** dropdown list.
- **NB:** If students use the relevant Registration Code for their Group, they will automatically be placed into that Group.



The screenshot shows the Fast Tomato Manager interface. At the top left is a logo of a red tomato character. The main header is "Fast Tomato Manager". On the right, it says "User: Riverside Adviser" with links for "Home", "Contact Details", "Enter Fast Tomato", and "Logout". Below the header is a navigation bar with five tabs: "View Students", "Options Summary", "Groups / Advisers" (which is active), "Account Settings", and "Custom Pages / Courses". Each tab has a brief description of its function. The main content area is titled "User Admin" and contains a note: "Please note: A 'group' can be a form, house, or year depending on how your school configures groups." Below this is a table with the following columns: "Name", "Users", "Registration Code", "Advisers", and "Actions". The table lists four groups: "Leavers" (8 users, RVSD26304), "Fast Tomato Example Form Year 11" (4 users, RVSD44674), "Fast Tomato Example Form Year 9" (5 users, RVSD48441), and "Not Assigned" (1 user, RVSD). The "Advisers" column shows "Adviser" for the Year 9 group and "Martin" for the Not Assigned group. Each row has a "Dustbin" icon and an "Edit" button. At the bottom of the screenshot, there is a footer with "Fast Tomato Support: support@fasttomato.com | +44 (0)1442 867300" and a "Rate this page" button.

- Click **add group**
- Enter the **Name** of the Group. Eg: academic year + tutor initials/house name
- Enter the **Registration Code**. Eg: academic year + tutor initials/house name (to match group name)
- Click **Add**
- **Change Advisers:** Tick Adviser to link to group. (To create new Advisers, see Page 9 below, Adviser Logins)
- Click **Save**.
- To edit an existing group, click adjacent **Edit**.
- To delete a group, click the **Dustbin**. (**NB:** you can only delete a group with no users.)
- **NOTE:** The '**Not Assigned**' Group. This is a system group where all new users who register for a login using your Centre's Registration Code are initially placed until they assign themselves to a different group. The Not Assigned Group is not editable.

## Updating Forms/Groups for a new academic year

At the beginning of each academic year, follow these steps to update your FastTomato forms/groups.

### View Students

This page allows you to look at each student's progress with Fast Tomato. You can view their questionnaire results and find out what careers and courses they are investigating.

Please note: A "group" can be a form, house, or year depending on how your school has configured groups.

Fast Tomato Example Form Year 11  Year 7

---

#### Key

##### Questionnaire Status

- Started
- Completed
- Please Check
- Dated results (3mths+)
- Results deleted
- Highly modified

Mouseover the symbols to view the status

##### Jobs & Subjects

4 The coloured square broadly reflects the type of career or course selected. It combines:  
blue = people  
red = data  
green = things

The number is the education (NQ) level.  
 Mouseover the box to view the title.

---

**Candidates in this group: 4**

Name	Year	Username / Password	Questionnaire Level	About me	Interests	Style	Situation	Priorities	Job Exploration	Post School Study	All
<a href="#">Cole, Steve</a>	11	GUEST462745 / FAMETREE	High	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="color: red;">●</span>		<span style="color: red;">●</span>	<span style="background-color: purple; border: 1px solid black; padding: 2px;">4</span>	<span style="background-color: green; border: 1px solid black; padding: 2px;">4</span> <span style="background-color: yellow; border: 1px solid black; padding: 2px;">4</span> <span style="background-color: orange; border: 1px solid black; padding: 2px;">4</span>	<input type="checkbox"/>
<a href="#">McGowan, Gareth</a>	11	GARETH1018 / KNEEFISH	High	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="background-color: red; border: 1px solid black; padding: 2px;">4</span> <span style="background-color: purple; border: 1px solid black; padding: 2px;">4</span> <span style="background-color: purple; border: 1px solid black; padding: 2px;">4</span>	<span style="background-color: red; border: 1px solid black; padding: 2px;">4</span> <span style="background-color: red; border: 1px solid black; padding: 2px;">4</span> <span style="background-color: red; border: 1px solid black; padding: 2px;">4</span>	<input type="checkbox"/>
<a href="#">Shah, Meera</a>	11	MEER1044 / CALMBEST	High	<span style="color: red;">●</span>	<span style="color: red;">●</span>		<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="background-color: green; border: 1px solid black; padding: 2px;">3</span> <span style="background-color: green; border: 1px solid black; padding: 2px;">3</span>	<span style="background-color: green; border: 1px solid black; padding: 2px;">4</span>	<input type="checkbox"/>
<a href="#">Smith, Fred</a>	11	FRED1011 / HOMEBACK	High	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="color: red;">●</span>			<span style="background-color: green; border: 1px solid black; padding: 2px;">4</span> <span style="background-color: green; border: 1px solid black; padding: 2px;">4</span> <span style="background-color: green; border: 1px solid black; padding: 2px;">4</span>	<span style="background-color: green; border: 1px solid black; padding: 2px;">4</span> <span style="background-color: green; border: 1px solid black; padding: 2px;">4</span>	<input type="checkbox"/>

---

**Actions for Selected Students:**

**1. Move to Group:**

**2. Move to Year:**

**3. Set questionnaire level to:**

### To move students:

1. Click **View Students**
2. Select student's current group from the **dropdown list**
3. Click **View students by group**
4. **Tick box** next to student, or to select all students, tick the **All box** at the top.
5. **Scroll** to the bottom of the page.
6. **Actions for Selected Students, (1) Move to Group:** Select new group from dropdown list, and click **Go**

### To update academic year of students:

1. Click **View Students**.
2. Select group from **dropdown list**.
3. Click **View students by group**.
4. **Tick box** next to student, or to select all students, tick the **All box** at the top.
5. **Scroll** to the bottom of the page.
6. **Actions for Selected Students, (2) Move to Year:** Select new academic year, and click **Go**.

### To rename group:

1. Click on **Groups/Advisers**
2. Click **Edit** next to each form/group.
3. **Rename group** as required.
4. Click **Save**.

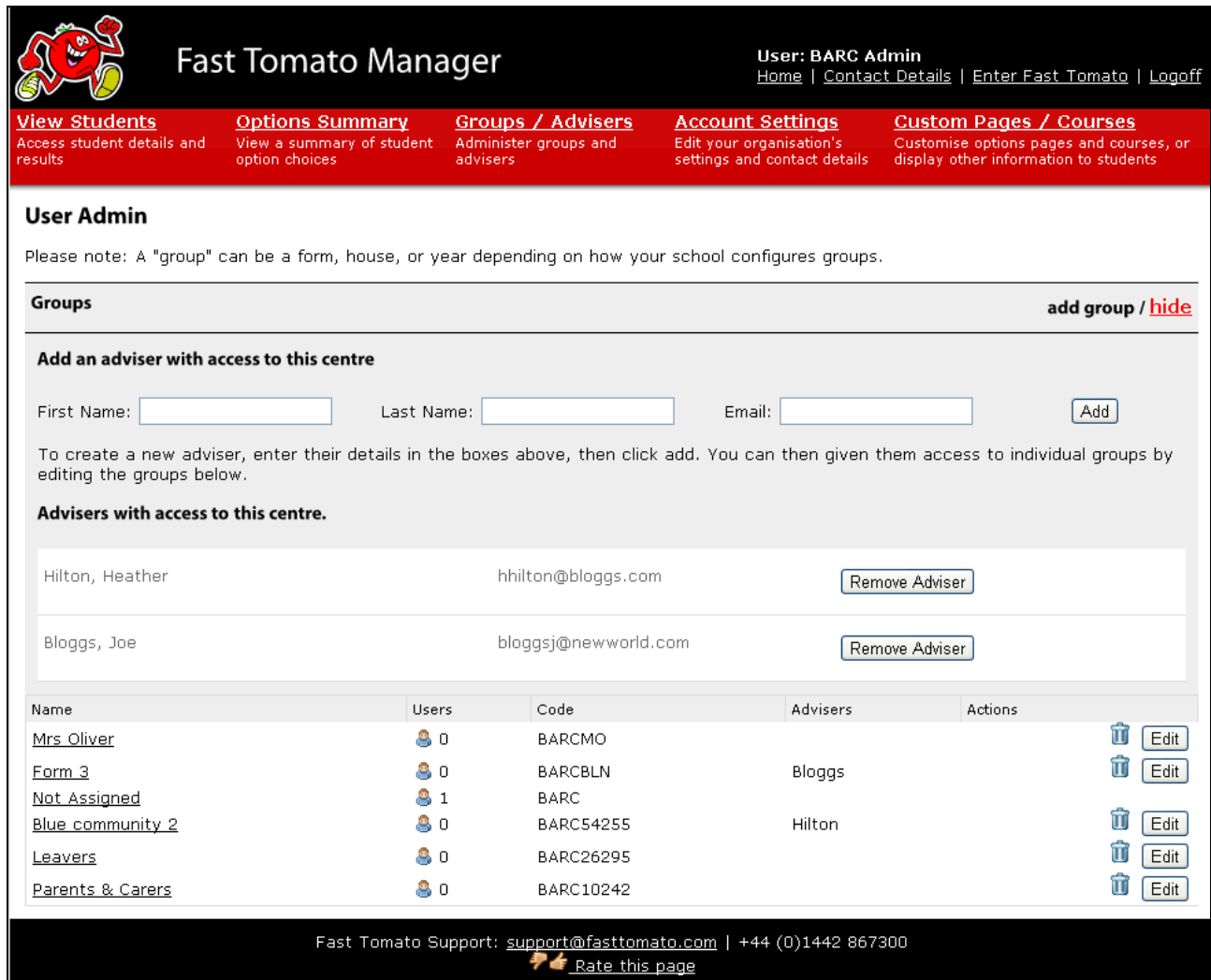
FastTomato Manager

Page 8

## B. Adviser Logins

Advisers/Tutors may be given logins which enable them to access student results in specified groups.

**NB:** Careful consideration should be given to the number of Adviser Logins required. The Key Adviser login has access to all groups, and therefore all tutors could use this login.



The screenshot shows the Fast Tomato Manager interface. At the top, there is a navigation bar with the logo on the left and the user name 'User: BARC Admin' on the right, along with links for Home, Contact Details, Enter Fast Tomato, and Logoff. Below the navigation bar is a red menu bar with five main sections: View Students, Options Summary, Groups / Advisers, Account Settings, and Custom Pages / Courses. The 'Groups / Advisers' section is active, showing the 'User Admin' page. The page includes a note about group definitions, a form to add a new adviser with fields for First Name, Last Name, and Email, and a table of existing advisers with 'Remove Adviser' buttons. At the bottom, there is a table of groups with columns for Name, Users, Code, Advisers, and Actions, and 'Edit' buttons for each group. The footer contains support information and a 'Rate this page' link.

**Fast Tomato Manager** User: BARC Admin  
Home | Contact Details | Enter Fast Tomato | Logoff

**View Students** Access student details and results  
**Options Summary** View a summary of student option choices  
**Groups / Advisers** Administer groups and advisers  
**Account Settings** Edit your organisation's settings and contact details  
**Custom Pages / Courses** Customise options pages and courses, or display other information to students

### User Admin

Please note: A "group" can be a form, house, or year depending on how your school configures groups.

**Groups** [add group](#) / [hide](#)

**Add an adviser with access to this centre**

First Name:  Last Name:  Email:

To create a new adviser, enter their details in the boxes above, then click add. You can then give them access to individual groups by editing the groups below.

**Advisers with access to this centre.**

Hilton, Heather	hhilton@bloggs.com	<input type="button" value="Remove Adviser"/>
Bloggs, Joe	bloggsj@newworld.com	<input type="button" value="Remove Adviser"/>

Name	Users	Code	Advisers	Actions
<a href="#">Mrs Oliver</a>	0	BARCMO		<input type="button" value="Edit"/>
<a href="#">Form 3</a>	0	BARCBLN	Bloggs	<input type="button" value="Edit"/>
<a href="#">Not Assigned</a>	1	BARC		
<a href="#">Blue community 2</a>	0	BARC54255	Hilton	<input type="button" value="Edit"/>
<a href="#">Leavers</a>	0	BARC26295		<input type="button" value="Edit"/>
<a href="#">Parents &amp; Carers</a>	0	BARC10242		<input type="button" value="Edit"/>

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 [Rate this page](#)

**Step 1:** Create new Adviser Login:

- Click **manage advisers**
- **Enter** First Name, Last Name, Email
- Click **Add**
- **Make a note** of Username and Password.

**Step 2:** Link Advisers to relevant groups.

- Click **Groups/Advisers**
- Click **Edit** next to relevant group
- **Change Advisers:** select relevant Adviser
- Click **Save**

**NB:** Step 2 must be repeated for each group to which an Adviser requires access.

**To delete Adviser Logins:**

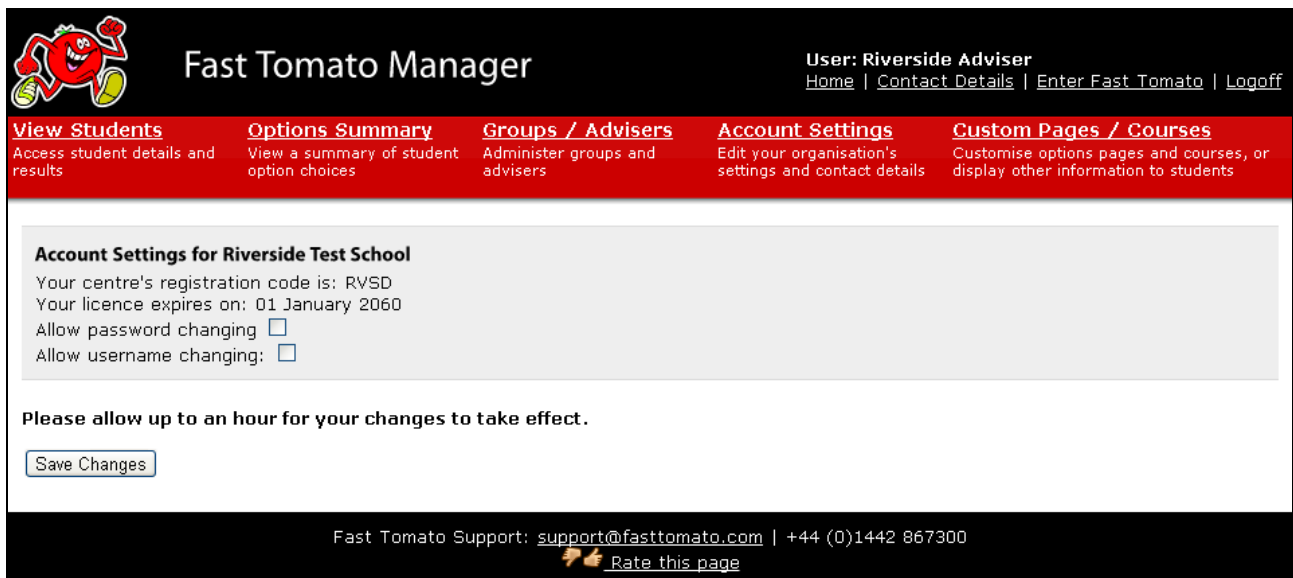
- Click **manage advisers**
- Click **Remove Adviser** next to relevant name

# Account Settings

Details of your licence can be viewed here.

- **FastTrack Code:** This is unique to your Centre.
- **Expiry Date:** when your current licence expires.
- **Username/Password changing:** By default, the facility to change Usernames and Passwords is switched off. Check the relevant box(es) should you wish to enable this facility.

**NB:** Remember to click **Save Changes** at the bottom of the page.



The screenshot shows the 'Fast Tomato Manager' interface. At the top left is a logo of a red tomato character. The main header 'Fast Tomato Manager' is in the center, and the user 'Riverside Adviser' is on the right. A navigation bar below the header contains five items: 'View Students', 'Options Summary', 'Groups / Advisers', 'Account Settings' (which is highlighted), and 'Custom Pages / Courses'. The 'Account Settings' section is titled 'Account Settings for Riverside Test School' and displays the registration code 'RVSD', the licence expiry date '01 January 2060', and two checkboxes for 'Allow password changing' and 'Allow username changing', both of which are currently unchecked. A message states 'Please allow up to an hour for your changes to take effect.' and a 'Save Changes' button is provided. The footer contains contact information for Fast Tomato Support and a 'Rate this page' link.

**Fast Tomato Manager** User: **Riverside Adviser**  
[Home](#) | [Contact Details](#) | [Enter Fast Tomato](#) | [Logoff](#)

**View Students** Access student details and results  
**Options Summary** View a summary of student option choices  
**Groups / Advisers** Administer groups and advisers  
**Account Settings** Edit your organisation's settings and contact details  
**Custom Pages / Courses** Customise options pages and courses, or display other information to students

**Account Settings for Riverside Test School**  
Your centre's registration code is: RVSD  
Your licence expires on: 01 January 2060  
Allow password changing   
Allow username changing:

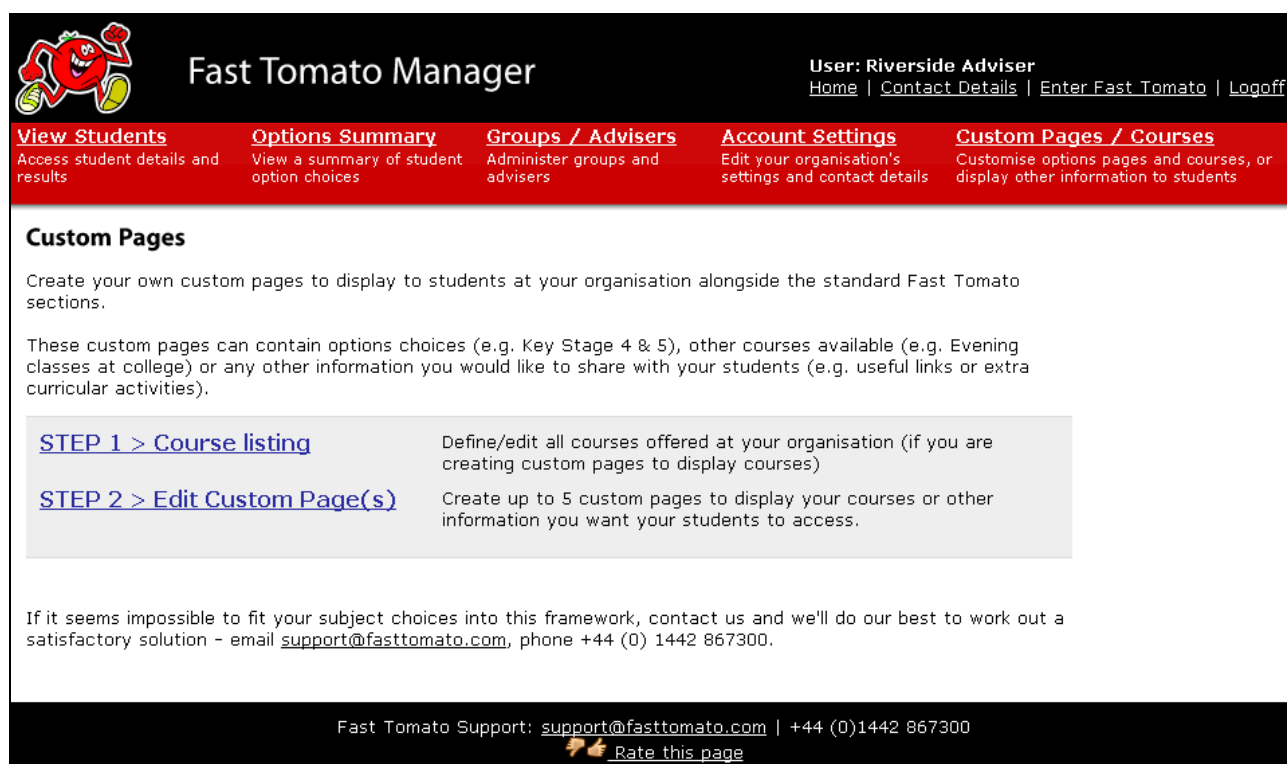
Please allow up to an hour for your changes to take effect.

Fast Tomato Support: [support@fasttomato.com](mailto:support@fasttomato.com) | +44 (0)1442 867300  
[👍 Rate this page](#)

# Custom Pages

FastTomato is able to display the courses offered at your Centre. By default FastTomato displays a typical set of GCSEs and A-level subjects. You can create your own customised option pages to reflect:

- The subjects offered at your Centre
- The descriptions of these subjects
- Your Centre's option groups
- Specific instructions regarding the selection of option choices
- Display any other information you would like your students to access



The screenshot shows the Fast Tomato Manager interface. At the top left is a logo of a red tomato character. The main header is "Fast Tomato Manager". On the right, it says "User: Riverside Adviser" with links for "Home", "Contact Details", "Enter Fast Tomato", and "Logoff". Below the header is a navigation bar with five items: "View Students" (Access student details and results), "Options Summary" (View a summary of student option choices), "Groups / Advisers" (Administer groups and advisers), "Account Settings" (Edit your organisation's settings and contact details), and "Custom Pages / Courses" (Customise options pages and courses, or display other information to students). The main content area is titled "Custom Pages" and contains the following text: "Create your own custom pages to display to students at your organisation alongside the standard Fast Tomato sections. These custom pages can contain options choices (e.g. Key Stage 4 & 5), other courses available (e.g. Evening classes at college) or any other information you would like to share with your students (e.g. useful links or extra curricular activities)." Below this is a grey box with two steps: "STEP 1 > Course listing" (Define/edit all courses offered at your organisation (if you are creating custom pages to display courses)) and "STEP 2 > Edit Custom Page(s)" (Create up to 5 custom pages to display your courses or other information you want your students to access.). At the bottom of the main content area, it says: "If it seems impossible to fit your subject choices into this framework, contact us and we'll do our best to work out a satisfactory solution - email [support@fasttomato.com](mailto:support@fasttomato.com), phone +44 (0) 1442 867300." The footer of the screenshot shows "Fast Tomato Support: [support@fasttomato.com](mailto:support@fasttomato.com) | +44 (0)1442 867300" and a "Rate this page" button.

There are two steps to customising your option pages:

- **Step 1:** Course Listing
- **Step 2:** Edit Custom Page(s)

## Step 1: Course Listing

This page allows you to maintain a full list of courses available at your Centre. A comprehensive help window will appear to guide you through this section.

**View Students**  
Access student details and results

**Options Summary**  
View a summary of student option choices

**Groups / Advisers**  
Administer groups and advisers

**Account Settings**  
Edit your organisation's settings and contact details

**Custom Pages / Courses**  
Customise options pages and courses, or display other information to students

### Course Listing

**FAST TOMATO COURSE BANK**

**DISPLAY:** Any Level (must give a keyword)

**KEYWORD:**  [help!](#)

**ORDER BY:** Course Title

*Trouble finding your course? Click for help*

- Art and Design (Cambridge Pre-U)
- Art History (Cambridge Pre-U)
- Biology (Cambridge Pre-U)
- Business Administration and Finance (14-19 Diploma)
- Business and Management (Cambridge Pre-U)
- Chemistry (Cambridge Pre-U)
- Classical Greek (Cambridge Pre-U)
- Classical Heritage (Cambridge Pre-U)
- Comparative Government and Politics (Cambridge Pre-U)
- Construction and the built environment (14-19 Diploma)
- Creative and media (14-19 Diploma)
- Economics (Cambridge Pre-U)
- Engineering (14-19 Diploma)
- Environmental and Land-based Studies (14-19 Diploma)
- Further Maths (Cambridge Pre-U)
- Geography (Cambridge Pre-U)
- Global Perspectives (Cambridge Pre-U)
- Hair and Beauty Studies (14-19 Diploma)
- History (Cambridge Pre-U)
- Hospitality (14-19 Diploma)

**COURSES AT Riverside Test School**

**ORDER BY:** Date Added

*Double click a course to customise it*

- Mathematics (GCSE)
- Languages - French (GCSE)
- Geography (GCSE)
- English Language (GCSE)
- Chemistry (AS/A2)
- Languages - Spanish (AS/A2)
- Performing Arts: Dance, Drama & Music (AS/A2)
- Design & Tech - Resistant Materials (GCSE)
- Mathematics (AS/A2)
- Science - Double Award (GCSE)
- ASDAN CoPE
- A Local School
- Art and Design (GCSE)
- Biology (GCSE)
- Chemistry (GCSE)
- Business Studies (GCSE)
- Computing - IT / ICT (GCSE)
- Dance (GCSE)
- Design & Tech - Graphic Design/Products (GCSE)
- Design & Tech - Textiles Technology (GCSE)
- English Literature (GCSE)
- Drama (GCSE)
- History (GCSE)
- Languages - Spanish (GCSE)

NB: Changes to course list take effect immediately

The list on the left contains all courses contained in the FastTomato Course Bank for you to choose from.

The list on the right shows your current course list which you can customise for your Centre.

### a) How to select courses

**NB: When choosing a course from the Bank, it is very important to choose the correct subject area and academic level.**

- Find the course you want from the list on the left. You can filter the courses shown by qualification or academic level by using the "DISPLAY" drop down list. You can also filter by "KEYWORD" to match the course name or area. **Click Find Course.**
- Double click on a course title to display a popup containing a description of the course. This should help you determine if it is the appropriate course to select. (**Note:** You can customise the description later – See below.)
- Click once on the chosen course to select it.
- Then click on the "+" sign to add it to your Centre's course list. If you cannot find the exact course you want, find one that is similar (academic level and name/subject area), add it to your own list and then edit/customise it (see next page).
- Click **Refresh List.**

## b) Customising Courses

- Double click on a course title in your Centre's list from the box on the right.
- The popup **Edit Course Details** will be displayed, where you can
  - Change the title of the course
  - Change the qualification
  - Add your own description which can either be added to the default description, or replace it completely.
  - Change/select the appropriate level of the course
- Click on the **'Save Changes'** button.
- Click **Refresh List**.

**Note:** *If you change the course from one subject area to another, e.g. starting with a Mathematical subject and changing the title to "English", the course will still be linked to the original subject (i.e. Mathematics). This means that students will have inaccurate tomato ratings for the course and it will therefore not be suggested correctly.*

If you have any queries, please contact the Support Team for assistance on 01442 867300 or email: [support@fasttomato.com](mailto:support@fasttomato.com)

## Step 2: Edit Custom Page(s)

The first page of this section shows a list of your current Custom Pages.

The screenshot shows the 'Fast Tomato Manager' interface. At the top left is a cartoon tomato character. The title 'Fast Tomato Manager' is in the center. On the top right, it says 'User: Riverside Adviser' with links for 'Home', 'Contact Details', 'Enter Fast Tomato', and 'Logoff'. Below this is a red navigation bar with five menu items: 'View Students' (Access student details and results), 'Options Summary' (View a summary of student option choices), 'Groups / Advisers' (Administer groups and advisers), 'Account Settings' (Edit your organisation's settings and contact details), and 'Custom Pages / Courses' (Customise options pages and courses, or display other information to students). The main content area is titled 'Edit Custom Pages' and contains a table of 'Current Custom Pages'. The table has two columns: the page name and two buttons ('edit' and 'remove'). The pages listed are: 'Options At Years 10 & 11' (remove), 'Options After Year 11' (remove), 'Year 9: Favourite and Best Subjects' (edit, remove), 'Riverside Options At Years 10 & 11' (edit, remove), 'Riverside Options After Year 11' (edit, remove), and 'Intentions Post Year 11' (edit, remove). To the right of the table is a blue plus icon with the text 'Add New Custom Page'.

Current Custom Pages		
Options At Years 10 & 11		<a href="#">remove</a>
Options After Year 11		<a href="#">remove</a>
Year 9: Favourite and Best Subjects	<a href="#">edit</a>	<a href="#">remove</a>
Riverside Options At Years 10 & 11	<a href="#">edit</a>	<a href="#">remove</a>
Riverside Options After Year 11	<a href="#">edit</a>	<a href="#">remove</a>
Intentions Post Year 11	<a href="#">edit</a>	<a href="#">remove</a>

By default, your Centre will be linked to 2 sample options pages. These pages cannot be edited and can only be removed once you have created your own pages. Delete by clicking the adjacent **'remove'** button.

- Click **Add New Custom Page**. You will be shown a list of templates (e.g. Standard Options – Key Stage 4). Read the information provided on screen, select an appropriate template and click adjacent **Add**.
- The new page title will be displayed at the bottom of your list on the left of the page. Click adjacent **Edit** button to make changes.
- The **Edit Custom Page** display shows the outline of your page. Use the red buttons and links to edit the various parts of the page. The 'Editing' interface is shown on the next page.
- **View Final Page** will show you a pop up so that you can monitor your progress.

## Edit Custom Page



TOOLBAR: [View Final Page](#) | [Delete Page](#)

Last Modified  
16/01/2009

### Options At Years 10 & 11 - Template [Edit Page Details](#)

The options have been 'tomato rated' to take into account your interests and learning style, but not your abilities. The more tomatoes, the better the subject seems to fit in with your preferences.

### Core Subjects [Edit Panel Details](#)

You will study all of these core subjects.

#### COURSES ARE LISTED IN THIS AREA

- [Edit Courses in this Group](#)
- [Edit Course Display](#)

[Edit Group Details](#)

[Add New Group](#)

### Compulsory Choices [Edit Panel Details](#)

#### Science

You must choose one science option

#### COURSES ARE LISTED IN THIS AREA

- [Edit Courses in this Group](#)
- [Edit Course Display](#)

[Edit Group Details](#)

[Add New Group](#)

### Options [Edit Panel Details](#)

#### Block A

#### COURSES ARE LISTED IN THIS AREA

- [Edit Courses in this Group](#)
- [Edit Course Display](#)

[Edit Group Details](#)

[Add New Group](#)

[Add New Panel](#)

[Reorder Panels](#)

Advice/Help Links for Key Stage 4 are displayed here.

[Hide Help Links](#)

- '**Edit Page Details**' button enables you to change the page title and instruction.
- '**Edit Panel Details**' button enables you to change the panel title and instruction.
- '**Edit Group Details**' button enables you to change the group title and instruction
- '**Edit Courses in this Group**' link allows you to specify which courses should be displayed in the group. A new window will open showing all of your courses previously set up in Step 1, Course Listing. Tick the appropriate ones and **Save**.
- '**Edit Course Display**' link allows you to modify how courses are displayed for the group. A new window will open showing the display options.
- '**+ Add New Group**' link at the bottom of each panel, adds a new group to that panel.
- '**Reorder Groups**' link at the bottom of each panel (only displays if the panel has more than one group) allows you to change the order the groups are displayed.
- At the very bottom of the page, you may also add a new panel to the page, and reorder the display of the panels. Click on '**+Add New Panel**', or '**Reorder Panels**'.
- Click **View Final Page** to see pop up of your page.
- Click **Delete Page** to remove complete page.

# Having a trial run

If you would like to try out this management system in its entirety or in part before tackling your own site, you can use the following login for a fictitious school.

Login in with:

**UserName:** BARCAAdmin  
**Password:** fast

This will give you full access to the management area of the Barchester School. Please alter whatever you like using this account. The details will be reset periodically. It is conceivable that you will not be alone if you are practising on this site and possibly you might see alterations being made simultaneously by another adviser.

## For support please contact

The Morrisby Organisation  
Focus 31 North, Cleveland Road  
Hemel Hempstead  
Hertfordshire HP2 7EY

Tel: 01442 867300  
Fax: 01442 240531  
E-mail: [support@fasttomato.com](mailto:support@fasttomato.com)