

Task Analysis Toolkit Frequently Asked Questions Revised 10-24-2017

Q. I understand that the Toolkit has recently undergone a major revision. What's different between the current version and the original version?

A. Essentially the functions remain the same. The changes were in the structure.

Q. What changed in the structure?

A. The original version was a PC based, single-user application. There were two databases, one for task analysis oriented functions and the other for the learning objectives, course descriptions, and instructional design. All jobs, course descriptions, and instructional design data were in those two database files.

In the revised, Single-User version, there is a pair of databases for each job and each pair is stored in its own folder on the user's machine. Changes to the Single User version allow upgrade to the Enterprise Version.

The big difference is in the Enterprise version. In this version, the folders and relevant files are stored in a user-provided folder on the internet. Companies purchasing the Enterprise version have permission for unlimited installs.

The Enterprise version includes a feature that allows an instructional designer to define minimal task information for a task and then assign that task to a subject matter expert (SME) for completion. Subject matter experts will use a separate (included) program for this operation.

Q. How does the user start the analysis of a new job?

A. It depends on whether the user is using the Single-User Version or the Enterprise Version.

With the **Single-User Version**, there is a "New Job" button on the Job Selection screen. Clicking that button leads to a screen where the name of the job is entered. The Toolkit then automatically adds the job name to the job list and creates a folder to house the databases for that job.

With the **Enterprise Version**, the process is completely different because both the job list and the sub-folders for individual jobs reside in an FTP accessible folder on some website. To create a new job two things must be done:

1. The JobList.txt file must be manually downloaded from the FTP folder, the name of the job must be manually added to the JobList.txt file (using Notepad) and the changed JobList.txt file uploaded back to FTP folder.
2. A folder must be created and given the same name as the one added to the JobList.txt file and uploaded to the FTP folder.

The upload and download operations can be accomplished with any FTP program, we recommend FileZilla .

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Q. Does Pete Blair Consulting provide the internet service required?

A. No. That would need to be arranged with a hosting company.

Q. What are the prices of the Single User and Enterprise versions?

A. **Until January 1, 2018 the price for the Single User version is reduced 60 percent, from \$749.00 USD to \$299.60 USD.** Payment is made via credit card through PayPal.

The Single-User Version is available as a trial-version, installation program, parked on the PeteBlair.com website. The trial version contains a sample job-task analysis but does not allow users to create new jobs. When initially opened, the Single User Version creates a nine-digit challenge code. When users pay for the product, they will receive a nine-digit response code. When the response code is entered, the product becomes fully functional.

Enterprise Version – \$1299.60 USD until January 1, 2018. (On and after January 1, 2018 this price will no longer be offered.) Payment is made via Credit Card through PayPal.

Prior to purchase, customers will need to set up the required folder on the internet and provide Pete Blair Consulting with the domain name, and name of the master folder, accessible via FTP, that will be used for Toolkit data storage. Customers must also provide a user name and password for that folder and make sure that all subfolders added in the future will accept the username and password assigned to the master folder. Pete Blair Consulting will provide, free of charge, a test program to ensure that the FTP aspect of the program works at the customer location.

Upon receiving payment for the toolkit, Pete Blair will do the following:

1. Set up the initial structure on the customer-supplied FTP folder.
2. Provide the customer with an Enterprise Version installation (EXE) file that can be used an unlimited number of times on an unlimited number of machines by the customer.
3. Provide the customer with an Enterprise SME Continuation Module installation program that can be installed on an unlimited number of machines.
4. Provide the customer with links to three web-based courses related to the toolkit. One is for instructional designers performing task analyses; the other two are for subject matter experts using the SME Continuation Module. All three courses can be packaged for delivery via the customer's LMS.

Q. Can the Single User Version and the Enterprise Version be installed on the same machine?

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- A. No. This will definitely cause a problem and result in loss of Task Analysis data. If the Single User Version has been installed on a machine and the customer wishes to upgrade to the Enterprise Version, the following steps must be taken.
1. All job folders from the Single Version Machine must first be uploaded as sub-folders to the FTP folder set up for the Enterprise Version.
 2. Job names must be added to the JobList.txt file. (This file exists on the cloud folder.)
 3. The Single User Version must be uninstalled. (This can be accomplished by deleting the C:\TATK-SUV folder.)

Q. Do you provide training on using the Toolkit?

- A. Yes, in several forms. First, there's a free course on using a group of subject matter experts in a workshop environment to get job task information and then how to record that information in the Toolkit. Link to that course is on the same web page as the Toolkit videos. Also, there's a training section in the User Guide that comes with the toolkit and is in the same folder as the toolkit. Many of the screens in the toolkit have text that explains exactly what to do on that particular screen, and last there are small, yellow "question mark" buttons next to areas and buttons throughout the toolkit which has help and guidance.

For Enterprise customers who choose to use the SME Task Continuation module, there are two on-line courses for the SMEs who will be participating.

And last, but I hope certainly not least, additional, one-on-one help is but a request away. (Click the About/Contact button at the top of any PeteBlair.com web page to access a form to request help.)

Note: As more questions come in, this document will be expanded.