



Learning business by doing business



# TOPSIM – General Management II

Instructor's Manual

Installation

Version 12.0

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#### 1. Overview

**TOPSIM - General Management II** is a challenging, computer-based, management game that you can install on your personal computer.

The management game includes:

- The management game's software consisting of the instructor's system (including a function to display EXCEL graphics) and the participants' system
- The manual consisting of the data and information for participants, the instructor's manual, and documents and information for conducting the seminar.

The **instructor's system** is the actual management game. With this software alone you can implement the entire management simulation, i.e. enter decisions from participating teams, simulate the periods, and issue reports. You can allow the participants to access the planning models on their own system. **The actual simulation (of the periods) can only take place with the instructor's system.** Other functions of the instructor's system are explained in more detail below.

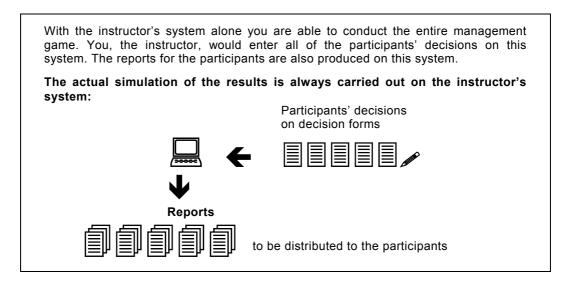
The **participants' system** is an additional aid you may employ in the seminar, provided that each of the participating groups have a personal computer to work with. If you make this software available to the participants, they can then begin to work with the initial situation of their companies. They can also visit the company virtually. They complete a virtual tour through which they receive the information they need for the simulation. This information is identical to the content in the user's manual. In the process of running the game, you can view reports from the last simulated period or print them out, activate the planning model, and make decisions with the help of the participants' system.

The **exchange of data** between the instructor's system and the participants' system takes place:

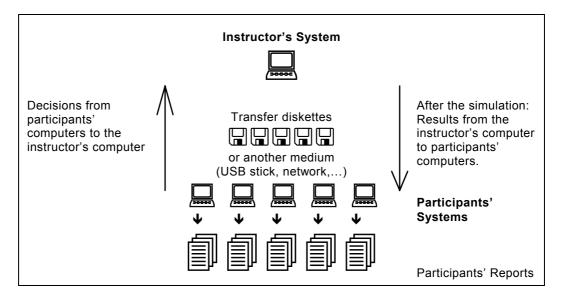
- Via the so-called **participants' transfer diskettes** (also called "participants' diskettes"). With these diskettes the participants submit their decisions to the instructor, and with the same diskettes he/she gives the results (reports) from the previous period back to the participants. (diskette version):
- Or via the **network:** In this case, data is exchanged directly on the server from directory to directory (using the network version).
- Other storage devices, e.g. USB-Sticks

In Version 11.0 there are more ways in which you can transfer data in comparison to previous versions. As a result there is also greater possibility for error. We recommend that you follow our instructions for transferring data closely.

#### Working with only the instructor's system:



#### Working with both the instructor's and the participants' systems:



Reading the participant's manual or visiting the company virtually on the participant's system introduces participants to the initial position of their "company" and the rules of the game. The starting situation is the position of the company before the game begins, which is at the end of Period 0. The user manual contains different "appendices" at the end that can be made available to the users. You can use the appendix with operating instructions for the participants' software if the participants are working on their own computers.

The **instructor's manual** consists of three main sections:

- Introduction and Installation: This section, which you are reading at the moment, provides you with an overview and a general explanation of how to operate the management game.
- Explanatory Notes on the Game: This section serves as a reference, and provides you with tips on how to deal with and to interpret the results.
- **Appendices** contain files on procedures for the standard game, and further tips that you may occasionally need.

Use the **documents and information for conducting the seminar** during the course of the seminar. This includes:

- Decision forms: These are hard copies of forms. Use them when the participants are not
  working with the participants' software and must submit their decisions to you on paper.
  The three standard game versions each have a different progression with respect to when
  features are activated. The decision forms contain different groups of decisions for the
  various periods.
- Scenarios: These are the economic reports with tips for the participants as to which economic conditions they must consider when making their decisions. As there are always three different game progressions in every game package, this section of the manual contains three different texts, each explaining a scenario. These texts are referenced clearly in the footnotes so as to avoid confusion. The users also receive the scenario texts on the transfer diskettes (see the pocket in the manual labeled "5", section 3.2.2 called "Data for the Periods").
- Overhead transparencies: You can use these, if necessary, to introduce the seminar to the users. Transparencies for group projects and analysis of the seminar have already been prepared and are available for use.

# 2. Hardware and Software Requirements

A computer that can run Windows 2000 or XP and contains a disk drive or another device that has no data saved on it yet (e.g. USB stick) is required. (It is also useful to have a CD-ROM Drive for installation). These requirements apply to both the instructor's, as well as the participants' systems. The disk drive is only necessary if both the installation and data transfer will occur via disks.

**Required hard drive storage space**: On the hard drive you need about 20 MB of storage space for the instructor's system and about 18 MB for the participants' system.

The management game can also be installed and run on a network. For more details, see the explanations below.

You are advised to have some formatted disks available to create backups, and to use as the so-called "Participants' Transfer Diskettes."

If participants are working on their own computers and are not connected to a network, you will need as many disks as there are groups.

**Printer**: You may use any printer for which a corresponding Windows printer driver has been installed. The time it takes to process the results depends solely on the speed of the printer, as the simulation takes just a matter of seconds.

**Printer settings**: B/W or raster graphics; max. 300 dpi; Portrait. 600dpi requires four times more printing time; Print TrueType as graphics.

In order to present the reports in the correct font, the settings **049** for Country-code and **437** or **850** for **Code-page** should be made in the Autoexec.bat and Config.sys files.

# 3. Installing the Software

After inserting the CD or running the file "gm2setup.exe", the following box will appear so that you can start TOPSIM - General Management II.



It is possible to install the simulation directly from the CD-ROM.

The installation program installs the management game. It suggests a file path name, where the software will be installed. However, this file path name can be modified.

The default file paths are as follows:

C:\GM2SPL: Instructor's System
C:\GM2TLN: Participants' Systems

The systems for the five groups that are participating are either installed on five separate computers or five times on a network. You are advised to add the group number to the file names of the participants' systems. For example:

Group 1: Path \GM2TLN1 Or on network: M:\GM2TLN1
Group 2: Path \GM2TLN2 Or on network: N:\GM2TLN2 etc.

The number of characters for a file path on a network may not exceed 60. Please pay attention as to which drive is being used to install the files, as the letter of the drive is an important part of the file path! Please do not use spaces in the file path names.

The current files being installed will overwrite any that may already exist. If there is no directory on your computer with the name TOPSIM, then the installation program automatically creates a folder. The new management game is saved in the folder under a standard name. You may rename it afterwards if you wish.

**Note:** The installation program also installs a special font for the reports. (Linedraw. ttf (and Linedraw.fot) in \Windows\Fonts or \Windows\System; entry in WIN.INI). Therefore, **please restart** Windows if you are using an old operating system in order to make these fonts ready for use.

To exchange data between the instructor's system and the participants' systems, the participants' systems' file paths are entered in the Instructor's system. This is carried out on your own system (the Instructor's system). The procedure explaining how to do so is in the section called **Data Transfer** (4.4.4).

#### Write access:

Instructor: Instructor's System: Full access to the whole directory and subdirectories

Participants' Systems: Full access to the whole directory and subdirectories

Participants: Participants' Systems: Each team operating a system has full access to it's

own directory and subdirectories

The users can train themselves with their participant's system and can study the initial situation of their company.

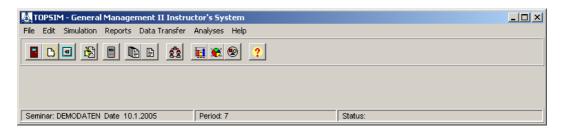
The contents of the participant's manual (pocket 1 in the binder) are included in the virtual visit of the company, allowing the participants to prepare for the seminar, with the use of the participant 's system alone. In preparation, participants do not require any diskettes. If the simulation is installed on a network, you must have already completed the initialization for the Participant's system (see section 4.4.4). Studying the manual is more extensive than simply using the program to familiarize yourself with the company and the simulation. Therefore we recommend, by all means, studying the manual.

# 4. Operating Instructions: Overview

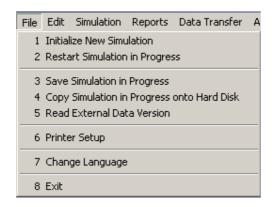
# 4.1 Menus in the Instructor's System

# 4.1.1 The Base Menu of the Instructor's System

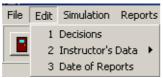
When you open the management game you will see the base menu.



#### 4.1.2 The Functions of the Individual Menus

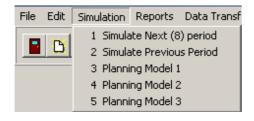


Here you are offered the functions for initializing a new game or restarting a game, managing existing game versions, exiting the program, and setting up your printer. The explanations of these functions can be found in the explanatory notes of the manual.



With the Edit menu, you can enter the decisions of the participants or subsequently modify them, view the data that provides the framework for the entire simulation, or change the

date of the reports to the current date in the course of the simulation.



#### Simulation:

Here you are able to simulate the **next period** once all of the decisions have been submitted, or repeat the **last period** (e.g. in order to accommodate modifications in parameters or decisions). You can

also call up the planning models for the following periods, if you, as the instructor, wish to give the participating teams the opportunity to use it, if the groups are not operating their own users' systems. However, in Period 0 the planning models are not yet available according to the default settings of the program. Planning Model 1: Pre-simulation based on estimated volumes of sales; Planning Model 2: Market analysis based on assumptions about competitors; Planning Model 3: Break-even analysis for Product 2.

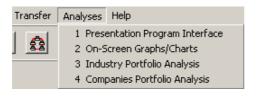


screen or print out.

Here you can find your **Instructor's Reports**, the **Participants' Reports**, as well as the **Analyses Reports**, which you may structure in your own way, and which you can either display on the

#### **Data Transfer**

Offers a dialog box with functions for exchanging data with the participants' system.



Generates interfaces for graphics programs or graphically displays results directly on the screen. It is especially useful for portfolio analysis for the whole industry and for individual companies.

#### 4.2 The Information Line

The information line is found at the bottom of the screen. The first field shows the name and the date of the seminar, (in this example: Seminar: DEMODATEN). In the next field, the period that was last calculated is shown, (in this example: Period 7).



In the last field, actions are displayed (during the simulation for example) as report files are being generated, and as files are being transferred to and from the participants' diskettes. If your computer is very fast, it may be that you do not even perceive that the system is in the process of performing a simulation.

# 5. General Operating Instructions

You are offered functions via menus such as pop up menus and dialog boxes. For entering data such as decisions, the program offers you clearly laid out input forms. The results are provided in report or chart form.

# 5.1 Entry Forms for the Input of Decisions

There is an input field reserved for every value (e.g. the price of a product). The starting position of the cursor is the input field in the top left-hand corner. **Confirm your entries by pressing the tab key**. The cursor then moves automatically to the next input field. You may, of course, use the mouse to select the input fields as well.

Check marks can be placed in check boxes by clicking on them or by using the space bar.

Select the periods and companies via the scroll buttons at the top of the input forms.

If you make an entry, which does not correspond to the required data format (e.g. letters instead of numbers), you will see an error message. The input field then automatically defaults to the last value entered in the field that corresponded to the correct format.

**Tip:** If you make an entry in the wrong field by mistake, yet have not confirmed the entry by pressing the return key, simply enter an invalid character (e.g. letters if numbers are required). The system then displays an error message (see above), and restores the original value.

**Important**: OK confirms your entries. Cancel rejects them. If you close the window, this is interpreted as canceling you entries.

# 5.2 Simulation

After you have completed your decision entries simply press the **simulation button** or select **Simulate Next Period** via the **Simulation** menu. You can also choose to repeat the simulation of a previous period from the same menu. Once the simulation has been completed you can view the results immediately, or pass them directly on to the participants.

# 5.3 Editing of Results







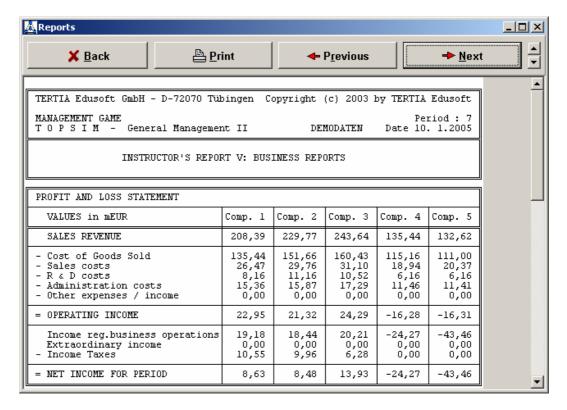


The results can be displayed in chart or report format (similar to how accounting and finance departments in companies may present them).

The report menu allows you to display or print out individual reports, a group of reports, or all of the reports. Here, the menu for the instructor's reports is shown

# 5.3.4 On-Screen Display

The first of the selected reports is displayed on the screen. You may go back and forth from one report to the next by using the buttons labeled **Next** and **Previous**.



# 5.3.4 Printing Reports

You can select the reports to be printed from the reports menu. However, you can also print out the report that you are currently viewing on the screen, (see above).

# 5.3.4 Printer Setup

Ensure that the printer has been setup correctly before attempting to print.

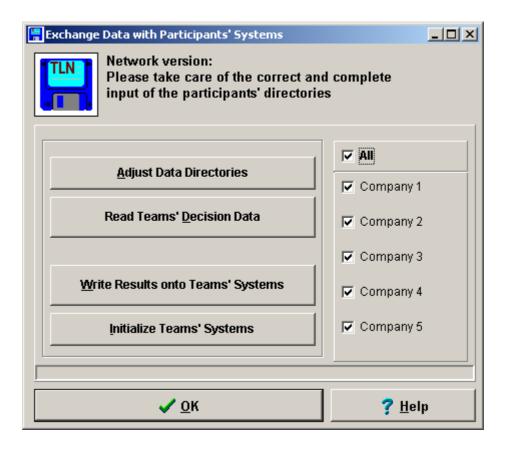
When the management game is opened, it automatically uses the same printer settings as those specified in the control panel (Windows 95/98/NT/2000/XP: Start menu, Settings, Control Panel). You can adapt them to your own requirements in the management game via the **File** menu, **Printer Setup** command. If you wish to change the printer settings for the course of the whole game, you are advised to do so via control panel.

#### **Recommendations for settings:**

- Portrait
- Raster graphics / B/W or other suitable graphics; generally the setting which has the smallest storage requirement for the printer
- With HP LaserJet-Printers: Under options select **Print true type as graphics** (this is of particular importance for HP LaserJet III printers).
- Resolution: max. <u>300 dpi.</u>
   Advantages: You can read the results better, you save time when printing, and you avoid problems with lines that may appear when you use a higher resolution.

Note: The report menus can be closed only after printing jobs have been completely transferred to the system. This transfer takes place in seconds with newer computers. With older computers, it may take longer. In order to shorten this waiting period, using the print queue manager is recommended. Also, keep sufficient storage space free on the hard drive for the temporary storage of files to be printed by the system.

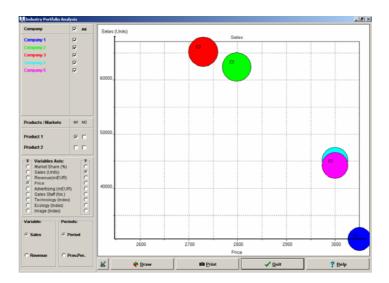
#### 5.3.4 Data Transfer



The transfer of data between the instructor's system and the participants' systems is carried out via the **Data Transfer** menu.

The **Adjust Data Directories** command is only active when the instructor's system has been started as a network version, (see above). You will find details on **Data Transfer** in the notes.

# 5.3.5 Analyses



Using the **Analyses** menu, you can import graphics to presentation programs or view charts directly on the screen from the management game program.

You will find more details about this in the appendix of explanatory notes.

# 6. Introductory Exercise

If you have already installed and opened the management game, you will first see the main menu.

**Note:** After installation, the management game is pre-set and can be started immediately. It is intended to be played by five groups of participants. The starting position (Period 0) has been simulated and the results are available to all of the groups (via participants' and instructor's reports). **The information line states "Period O" in the second field.** 

Decisions are also pre-set for all groups and for all periods: In all of the periods, all of the groups have the same decisions as Group 1 in Period 0. The parameters for the scenarios, and data on the economic conditions have already been entered for all the periods.

Due to these pre-set values you can simulate one period after another because all of the data necessary for the calculations is available. However, each group's results in the individual periods will be the same because they are based on the same decisions for all groups in the various periods. The results vary from period to period only due to varying data on the state of the economy.

Try this for Period 1: Click on **Simulation** from the main menu and then select the sub-menu item

#### 1 Simulate Next (1) Period

The sub-menu also allows you to repeat Period 0. However, for this exercise please select **1** Simulate Next (1) Period. The program then simulates Period 1. In other words, the results from Period 1 are simulated based on the available data.

When the simulation of the period is complete, you will see the "Period 1" stated in the second field of the information line.

Now select **Reports** from the main menu and **Instructor's Reports** from the submenu.

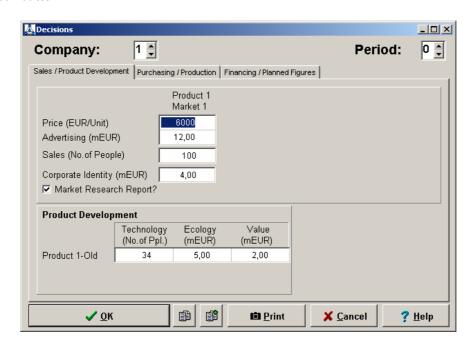


You will see the menu of the instructor's reports. Now select the first report "Market Results," which you will then have displayed on your screen.

The report shows the results for all groups in tabular form. Due to the decisions being the same for all groups, the results are also the same for all groups. Nevertheless, you should compare these values with those of Period 0 (see the printout in the users' manual). You will notice minor changes. These can be attributed to the fact that the economic data is slightly different for Period 1.

Now you can close the report via the **Back** button and **simulate a period:** 

Decision Entry: So that you may precisely see the effects of making a decision, we advise you to enter (i.e. change) one decision for just one group. Click on Edit in the main menu and Enter Decisions in the sub-menu, or click directly on the appropriate toolbar button.



You will see the three tabs for decision input. (The first form is still a bit bare because at the beginning of the simulation only Product 1 and Market 1 are activated.) Company 1 and Period 1, which were last simulated, are preset.

You will see the decision form. The cursor is positioned in the first input field (for the price of Product 1 on Market 1). Replace the given price with a new one. Now quit the decision form by pressing **OK**.

Now select **Simulation** in the main menu and simulate Period 1 again.

Here you see that you can always re-simulate a recently simulated period with altered data.

If you now reselect the Market Report from the **Instructor's Reports** menu, you can immediately see the effects of your decision for Group 1 and for the other groups as well. Via the **Reports** menu you can also view the participants' reports for the individual groups. You may, of course, print out all of the reports.

Normally you only need the following functions in a seminar:

Enter Decision Data, Simulation, Instructor's Reports, Participants' Reports.

If the participants are working with the participants' software, you do not need to enter their decisions since you can read them from diskettes or via the network. ⇒**Data Transfer**. The procedure is explained in the section containing the explanatory notes.

# 7. List of Functions for TOPSIM - General Management II (Windows)

File

Initialize New Simulation

Allows you to enter the seminar's characteristics, set the period to 0, and simulate the starting situation at the start of the game

Restart Simulation in Progress Returns the gar

Returns the game to Period 0 in order to extrapolate results again with changed data.

Save Simulation in Progress

Saves the current position of a game in progress with all its decisions and results.

Copy Simulation in Progress onto Hard Disk

Saves a special game with parameters that you have specified as a quickly loadable game version (to your own directory in the management game). For example, you can save a version in which 4 or 5 groups made good decisions. If you do not have enough groups in another seminar, then you can load this version and allow the saved decisions to compensate for missing groups while participants of the seminar play companies 1 and 2.

Read External Data Version

Reads saved data from external device to a game version

directory on the hard disk.

Printer Setup

Allows changes in the printer settings for the game in progress. Otherwise, settings should be changed via the

control panel.

Change Language Enables set up for the appropriate language

Exit Ends the program

Edit

Decisions Allows you to enter, correct, or view the decisions for all periods and for all groups

Instructor's Data

Initial Situation Allows you to reconstruct a new starting situation.

Data for the Periods Scenarios for the periods.

Activation of Features Allows you to put various features of the simulation into effect (complexity/reports/planning functions/Bankrupt button)

Graphs of Functions Parameters for the simulation model.
Factors / Cost Allocation Parameters for the simulation model.

Define Variables for Analyses
 Enables variables for analyses reports and graphs to be

selected.

Date of Reports Allows the date that will be printed on reports to be specified

Simulation

Simulate Next (x) Period Simulates next period.

Simulate Previous Period Repeats simulation of the last period previously simulated

Planning Model 1 Pre-simulation based on estimated volumes of sales Only valid for the coming period and presents the decisions of

the period last simulated.

Planning Model 2 Market analysis based on assumptions about competitors

Planning Model 3 Break-even analysis for Product 2.

Reports

Instructor's Reports
Participants' Reports

Analyses Reports Simulates results for all periods and for all companies

**Data Transfer**Reads decisions from the participants' systems. Transferring the new results (reports) to the participants' systems.

At the start of the game, initialization of the participants' systems for the course of the game (also specifies the number of companies).

Allows the file paths of the participants' systems to be entered.

Analyses Provides an interface for presentation programs or graphically

displays results directly onto the screen, especially useful for a portfolio analysis of the whole industry, as well as for

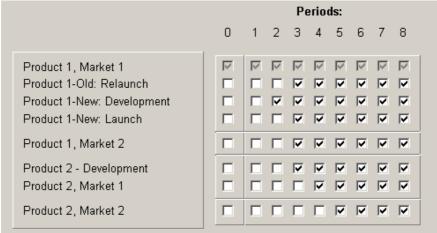
individual companies.

#### 8. Activation of Features

The management game consists of various features. The **Activation of Features** menu allows you to specify the periods in which the various features of the simulation start to apply. However, the so-called **"Base Scenario"** involving **Product 1 sold on Market 1** always applies.

In the version that we provide, there are always three game versions (data versions) included. They vary according to when and if features are activated.

# Game Version A: 6-Period Scenarios (for shorter seminars):



#### Game Version B: 8-Period Scenario (for longer seminars):



# Game Version C : Base Scenario, 8-Period Scenario, the simplest setting:

	Periods:								
	0	1	2	3	4	5	6	7	8
Product 1, Market 1 Product 1-Old: Relaunch Product 1-New: Development Product 1-New: Launch									
Product 1, Market 2 Product 2 - Development Product 2, Market 1 Product 2, Market 2									

When starting a new game and selecting the game version, the settings specifying when features will become active are automatically loaded. You will find detailed explanations concerning the extended scenario in pocket 4 of the instructor's manual containing notes on the planning game.