



## INTRODUCTION

Since POUYA is an educational and industrial software a class feature has been included. This feature allows us to provide classes for our users with a range of topics from power system basics to complex issues in power systems.

This guide shows you how to register for such classes and how these classes will be conducted. There are various features available in POUYA classes which will be helpful to you either as a student or as a teacher; these features will also be introduced in this manual.

## REGISTRATION

In order to attend a class your first step would be to register for a class. Class registration is available on the web. To access the registration page just press the “Class” button on the POUYA main options page as shown in Figure 1.

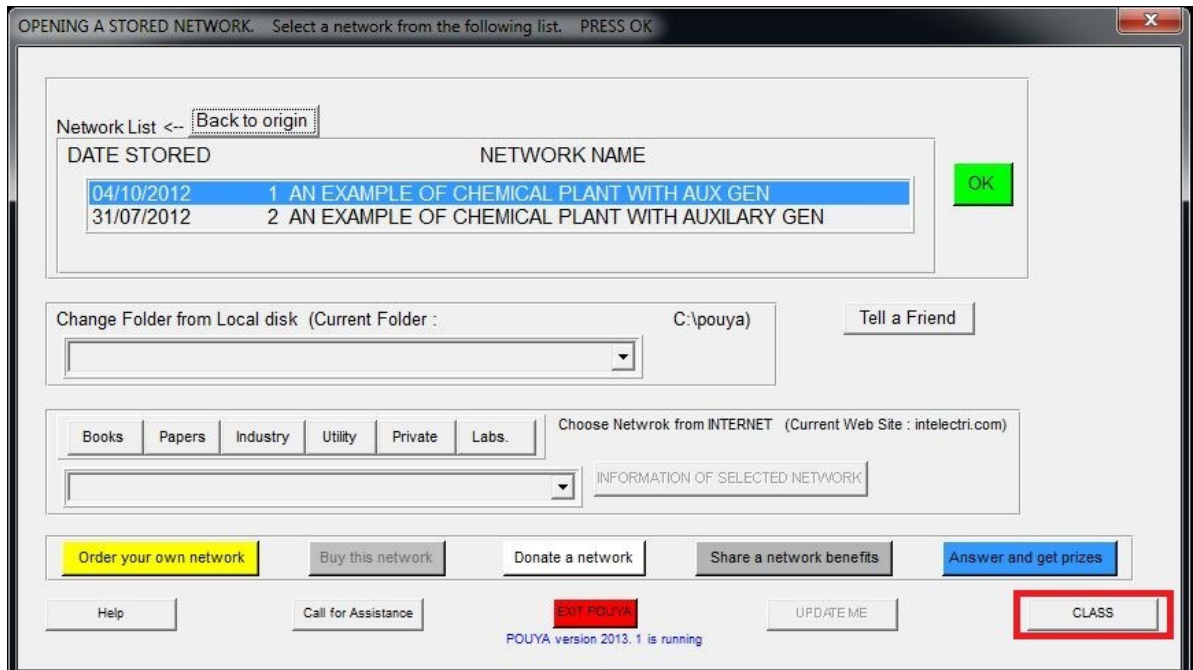


Figure 1

By pressing the “Class” button highlighted in a red box above you will be redirected to the registration page on the tomcad.com website shown in figure 2.

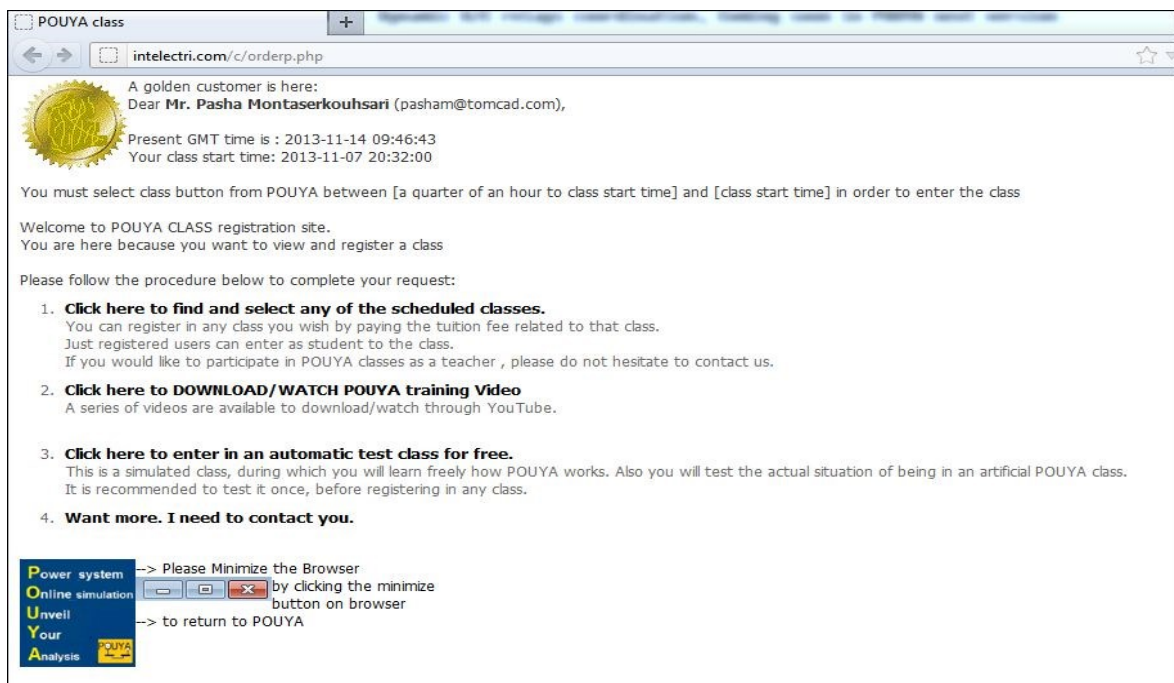


Figure 2

On this page select the first option which says “Click here to find and select any of the scheduled classes” which will redirect you to another webpage containing all the classes and their respective schedules and prices. Figure 3 shows an example timetable of the classes which would be available on the webpage.


Title	Start Time (GMT)	Duration	Room No.	Fees	Action
POUYA automatic test class	2013-05-13 13:00:00	20 Minutes	A	42 €	<a href="#">info</a> <a href="#">Register</a>
Power Oscillation Damping using TCSC and POD control	2013-05-12 11:00:00	60 Minutes	B	232 €	<a href="#">info</a> <a href="#">Register</a>
POWER SYSTEM LOAD SHEDDING in Oil Refinery Plants	2013-05-14 08:00:00	60 Minutes	C	264 €	<a href="#">info</a> <a href="#">Register</a>
POWER SYSTEM BASICS	2013-05-01 18:45:00	10 Minutes	D	15 €	<a href="#">info</a> <a href="#">Register</a>
100MVA Transformer Damage	2013-05-23 14:30:00	30 Minutes	E	89 €	<a href="#">info</a> <a href="#">Register</a>
JUST for test. Please do not register	2013-11-07 20:32:00	30 Minutes	F	0 €	<a href="#">info</a> <a href="#">Registered</a>

Figure 3

There are two options under the Action column; info and Register. The info option will download a pdf with all the information regarding the class of your interest. After reviewing the information of the class you will need to press the Register button to start the payment process as shown in figure 4. By confirming your order you will be redirected to the PayPal website to submit your payment (Figure 5) and upon that we will provide you with the necessary information concerning your class of interest.

You have Selected Class "POWER SYSTEM LOAD SHEDDING in Oil Refinery Plants" with 264 € fee .  
Please press " Confirm " to compile your request.

Figure 4



A golden customer is here:  
Dear **Mr. Pasha Montaserkouhsari** (pasham@tomcad.com), Please pay the due amount= :  
: Amount due of **264 €** (Euro)  
Through Paypal secure internet payment  
Please click the following Submit Payment button to go to Paypal account, where you can use credit card

Figure 5

## CLASS ENVIRONMENT

After registration is complete you will be free to join the class on the scheduled date and time. Pressing the class button on the POUYA main menu 15 minutes before the scheduled start time of the class up to the precise start time will take you to our classroom which is shown figure 6.

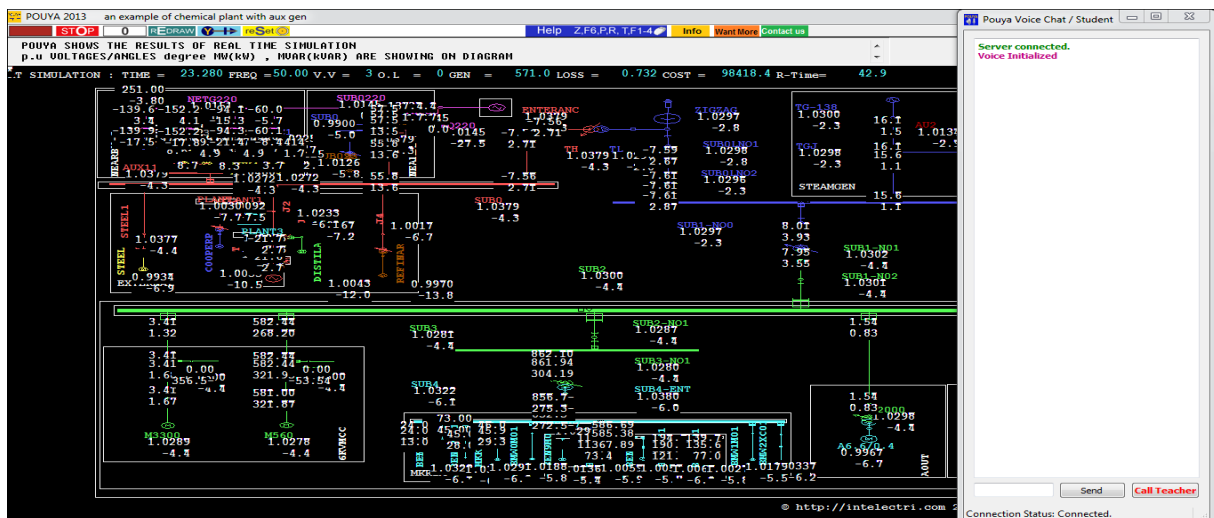


Figure 6

At the start time of the class; the class' teacher will enter the classroom at which point the students will not be allowed to enter the classroom anymore. This is done to prevent any interruptions in the class proceedings and the student who has missed the class is able to claim back the class fees paid. We also strongly discourage you to play around with the network opened in POUYA so as to not interrupt the proceeding of the class and also we would ask of you to refrain from any unnecessary mouse movements at all and avoid closing or minimizing the voice/chat window. You will not need to do anything or open any pdf files within class time since these are usually done by the teacher. If your help is needed the teacher will guide you. If at any time, for any reason you are disconnected from our server; you'll need to restart POUYA and join the class the same way as before and wait for the teacher to permit you in.

If you need to contact the teacher while in the class you are able to either send a text message using the box located on the bottom POUYA voice chat window or call the teacher and talk to him/her using voice. In order to be able to talk to the teacher you will need to press the “Call Teacher” button located next to the textbox on the bottom of the POUYA voice chat window.

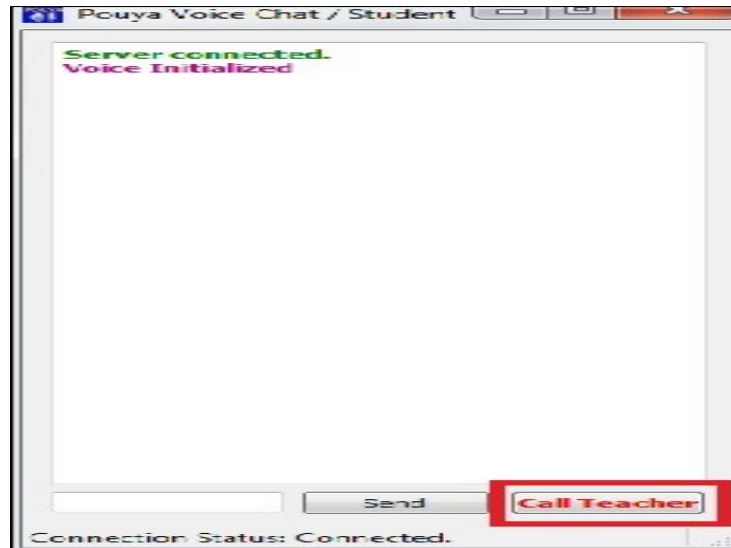


Figure 7

By pressing this button a message will be sent to the teacher informing him/her of your request and then the teacher will be able to allow you to use voice in order to ask any questions you might have. Upon the permission of the teacher a new window labeled “POUYA Voice Chat/Teacher” will pop up and there you will be able to start your conversation with the teacher. Figure 8 shows the POUYA Voice Chat/Teacher window.

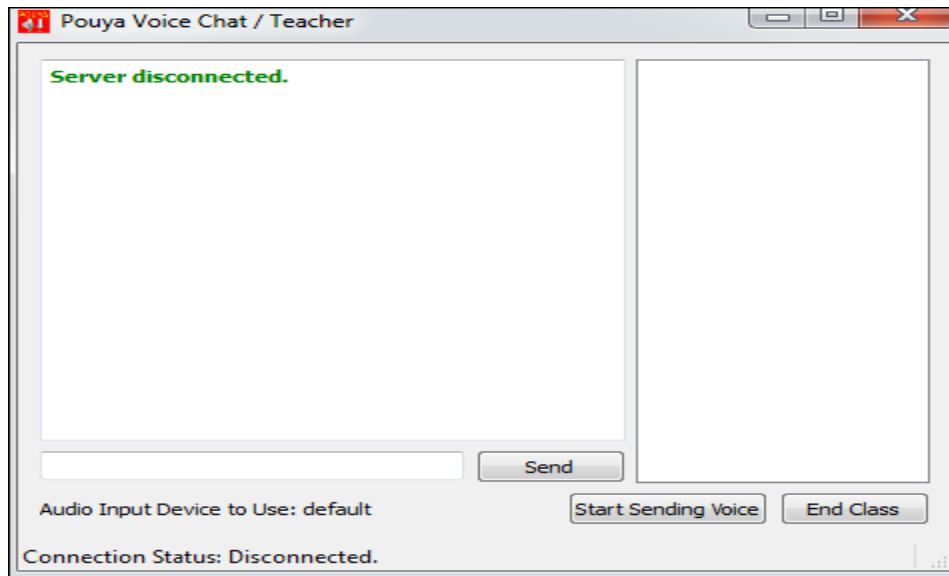


Figure 8

## CONCLUSION

This guide covers all the information you will need to use POUYA's class feature. We at tomcad hope that you find the class feature a wonderful experience and hope to see you attending our classes regularly. We will also be looking forward to your comments regarding the quality of the classes. For any comments or enquiries you can contact us at [support@tomcad.com](mailto:support@tomcad.com)