Early Childhood Online Management System

Administrator Guide

Supports assessment with:

- Early Childhood Screens
- Early Childhood Development Inventory

Hawker Brownlow Education
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Introduction

This guide explains how to set up your BRIGANCE® Early Childhood Online Management System account and how to ensure successful implementation of the Management System in your school.

This guide is for account administrators and other users of the Management System who have been designated as administrators. (An “administrator” in the Management System is responsible for managing access to the account and otherwise facilitating teacher and staff usage.)

About the Management System

The BRIGANCE® Early Childhood Online Management System is a Web-based program designed for recording and managing screening and assessment data from the BRIGANCE® Early Childhood Screens and the Early Childhood Developmental Inventory. The system can be used to:

• view screening results, including scores compared to cutoffs and standardised scores
• obtain recommendations for further ongoing assessment in the Developmental Inventory
• download and print Teaching Activities
• generate reports, including present level of performance, instructional objectives and student progress reports
• communicate screening and assessment results with parents and families
• record observations on child performance in an Observation Log

Getting Assistance

We are happy to assist you with the administration or use of the BRIGANCE® Early Childhood Online Management System. You can contact us for assistance as follows:

• **Phone:** 1800 334 603 9 AM – 5 PM AEST.
• **Email:** hbe@brigance.com.au
• **FAX:** 1800 150 445
Overview

When your program or centre purchases a subscription to the Management System, your account is created for you. Your account structure is based on the organisation of your program or centre.

Administrator Usage

Administrators have the ability to add new users or departments (centre, programs or classrooms) to their account, assign permissions to users and edit user records. Administrators can move users who relocate and archive or deactivate the users who are no longer active.

While your account may have multiple administrators, there can be only one Account Administrator with overall responsibility for the account. The Account Administrator is the person primarily responsible for:

- Adding other users (teachers, staff members and other administrators).
- Assigning users to a specific department or classroom.
- Notifying users of their assigned login name and password.
- Setting up Account Preferences such as Screens Custom Cutoffs, if desired, and Evaluation Periods for the Developmental Inventory.
- Encouraging users to familiarise themselves with the program through the Teacher Guide.

The role of the Account Administrator is very important to a successful implementation of the Online Management System. See the Account Administrator’s Checklist in Appendix C.

For program-level accounts, an Account Administrator may create administrators for each centre in the account. Each centre-level administrator, in turn, has the ability to manage all the users at their centre.

Teacher and Staff Usage

Users of teacher accounts are not allowed access to all the account management functions. They may add students, enter screening and assessment results, view individual and group reports, enter observations in the Observation Log, and use the Family Connections section. Teachers typically maintain only the student records for students in their classrooms. They can also change their individual passwords.
Getting Started

Logging in to the BRIGANCE® Early Childhood Online Management System

- Start your Web browser and go to: http://www.BRIGANCE.com.au
- Enter your User Name and Password.
- Click Login.

Hint: To make sure you are entering the correct User Name and/or Password, you may copy and paste text from your “Welcome” Email. If you still cannot login, contact your centre’s BRIGANCE® Online Management System Account Administrator to have your password reset. If you are the Account Administrator, email hbe@brigance.com.au.

- You will be brought to the My Account page, where you can add and edit schools, classes and users.
My Account

The My Account section provides options to manage classes and users in your account, as follows:

- **Evaluation Periods**—Set up timeframes for entering and reporting on assessments with the Developmental Inventory. **Do this first.**
- **User List**—View users in your account. Sort by Centre/Class.
- **Adding Classes**—Add Centres or Classes to your account.
- **Adding Users**—Add users to your department(s), and assign them to a Centre or Class.
- **Custom Cutoff** — Adjust default cutoffs.
- **Changing Passwords** — Change any user’s password.
- **Exporting Data** — Export student information and assessment data.

An account consists of a program, centres and classes, teachers and students. Teachers and administrators have access only to information in their centre or class. Only the top-level administrator(s) has access to the entire account hierarchy.

Evaluation Periods

As an administrator, you set Evaluation Periods for ongoing assessment. **You should do this before your users begin entering assessment data.** NOTE: **You cannot change this account-wide setting once it has been set and student assessment data has been entered for a period.**

To set Evaluation Periods:

- Click the **Evaluation Periods** link in My Account.
- Enter the date ranges for which you want evaluations performed during an academic year.
- To add a new period, click on the plus sign and enter the Start Date and End Date for your evaluation period; to delete a period, click on the minus sign.
- Click **Update** to save your changes.
- You may include up to 6 evaluation periods within a single academic year.

![Evaluation Periods: Choose a year and enter evaluation dates](image-url)
Adding a Centre or Class

All accounts are initially created with one program unless it was specified otherwise before setup. If you are in a program using the Management System for multiple centres, you might create a department to represent each centre. If you are a single centre, it is not necessary to create additional departments, though you may create a department to represent each classroom.

To add a centre or class, do the following:

1. In My Account, click Add Classes.
2. Enter the Centre or Class Name.
3. In the drop-down list, select the Program/Centre/Class under which the new department will reside.
4. Click the Add button.

User Permissions

Each user is assigned permissions based on the following permission levels:

- **Administrator** – A user defined as an Administrator can add or update schools, classes and users, add students and update student information, view and manage all reports, and enter student assessment data.
- **Teacher** – Users defined as a Teacher can add students and update student information, enter student assessment data, and view and manage all reports.
- **Data Entry** – Users defined as Data Entry can enter assessment data.

While the Account Administrator has overall responsibility for your account, the Account Administrator may define other users as Administrators. For example, individuals managing a centre/school may be assigned Administrator permissions so that they have the ability to manage users within their centre/school.
Adding a User

A user is anyone you add to your account and is issued a Login Name and Password. A user can be another Administrator or a Teacher.

To add a user, do the following:

1. In My Account, click Add Users.
2. Enter the user’s First Name and Last Name.
3. Choose a Centre or Class from the drop-down list. This user will have access to all student data within that department, including its subdepartments. If you leave the selection at the top level of your account, the user will have access to all centres and classrooms.
4. Enter the user’s Email address.
5. Select the Permission. Your choices are Data Entry (limited access to reports), Teacher or Administrator.
6. Enter Login Information.
7. Select Send Email Notification if desired.
8. Click the Add User button.
Reassigning a User to Another Centre or Class

To reassign a user to another centre or class, do the following:

1. In **My Account**, click **Users**.
2. Click a **User Name**.
3. Choose a **Centre or Class** from the drop-down list. If you leave the selection at the top level of your account, the user will have access to all centres and classrooms.

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Deactivating a Centre or Class

Deactivating a centre or class will deactivate all student records, users and classes under that centre or class.

Deactivate a department as follows:

1. In **My Account**, click **User List**.
2. Click a **Centre/Class name**.
3. Click **Make Inactive**.
4. A message box will appear that says, “Deactivating this department will deactivate all student records, users and departments under this department. Are you sure you want to continue?” Click **OK**.

To reactivate a department, please provide all necessary information to customer support (Email hbe@brigance.com.au, including department name, account name, and whether the users and students under the department should be reactivated, if applicable.)
Deactivating a User

Deactivating a user moves the user to an Inactive Users list. You can reactivate a user at any time.

Deactivate a user as follows:

1. In My Account, click Users.
2. Click a User Name.
3. Click the Make Inactive button.

Reactivating a User

To reactivate a user, do the following:

1. In My Account, click Inactive Users.
2. Click a User Name.
3. Click the Reactivate button.

Custom Cutoffs

Use this page to adjust the default BRIGANCE® Screens Cutoffs (cutoffs for predicting potential delays). Before changing these cutoffs, which have been established and validated in a 2005 national standardisation study, consider that the Management System already takes into account Psychosocial Risk factors, and considers an additional At-Risk Cutoff before presenting a “consider for referral” message. This feature helps to limit the children who fall below the Delays Cutoff to those who are truly at risk for developmental delay.

<table>
<thead>
<tr>
<th>Age</th>
<th>Delays Cutoff</th>
<th>Gifted Cutoff</th>
<th>BRIGANCE Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>birth</td>
<td>&lt; 8</td>
<td>&gt;= 13</td>
<td>Infant</td>
</tr>
<tr>
<td>1 month</td>
<td>&lt; 10</td>
<td>&gt;= 22</td>
<td>Infant</td>
</tr>
<tr>
<td>2 months</td>
<td>&lt; 17</td>
<td>&gt;= 15</td>
<td>Infant</td>
</tr>
<tr>
<td>3 months</td>
<td>&lt; 19</td>
<td>&gt;= 31</td>
<td>Infant</td>
</tr>
<tr>
<td>4 months</td>
<td>&lt; 23</td>
<td>&gt;= 32</td>
<td>Infant</td>
</tr>
</tbody>
</table>
Changing Your Password

To change your password, do the following:

1. Click My Account.
2. Click Change Password.
3. Enter your Old (current) Password.
4. Enter your New Password.
5. Enter your new password again in the Confirm New Password field.
6. Click the Submit button.

Issuing a New Password to a User:

You may need to do this if a user misplaces their password.

To update a password and a user, do the following:

1. In My Account, click User List.
2. Click a User Name.
3. Be sure the user’s Email address is entered. You may use your own Email if the user does not have access to one.
4. Enter a new Password or click Generate Random Password.
5. Notify the user of the new password, or select Send Email Notification.
6. Click Update This User.
Exporting Data

The Export Data tab allows you to export student information and assessment data for a selected class/program and date range. There are three options to choose from to Export Data:

1. Exporting **Student Data** will generate a list of students for the selected class/school/area. The list will include student information from each student’s record, such as Full Name, Student ID, Date of Birth, etc. Student Data does not include assessment results or observation.

2. Exporting **Screens Data** will generate a list of screening results for each student selected, such as Screen, Items Mastered, Assessment Score, Date Tested, etc. Data is shown for students screened within the selected class/school/area and selected date range. Screens Data does not include student demographic information or observations.

**Note:** Screens Data is not available for accounts with the Quick-Entry option selected. The Quick-Entry option is selected at the time of account setup and cannot be changed. If your account has the Quick-Entry option selected and you would like to view a student’s Screens data, please see the student’s individual Screening Summary Report.

3. Exporting **Inventory Data** will generate a list of assessment results for each student selected, such as Inventory, Assessment Name, Skill Name, Date Tested, etc. (data is exported only for administered assessments). Data is shown for students assessed within the selected class/school/area and selected date range. Inventory Data does not include student demographic information or observations.

To export data, do the following:

1. Click **My Account**.

2. Click **Export Data**.

3. Select **Class, Start Date** and **End Date** (if relevant).

4. Click **Go**.

**Note:** Do not close the browser window or log out of the OMS while your export is downloading.

5. After the export has completed downloading, click the **File Name** under Completed Downloads to download the export. You can then view and save the exported data file.

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### Export Data: Choose the data to export

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Parameters</th>
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<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>Student Data</td>
<td>Show Class</td>
<td>Class A</td>
</tr>
<tr>
<td>Screens Data</td>
<td>Show Class</td>
<td>Class A</td>
</tr>
<tr>
<td>Inventory Data</td>
<td>Show Class</td>
<td>Class A</td>
</tr>
</tbody>
</table>

### Completed Downloads

<table>
<thead>
<tr>
<th>Date</th>
<th>File Name</th>
<th>File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/12/2011 8:52:28 AM</td>
<td>Elise Perry_StudentData_EC_HS_19_12_2011_8_52_27.csv</td>
<td>182 KB</td>
</tr>
</tbody>
</table>
My Students

The My Students section allows you to manage all of your students. From this page, you can: Add Students, Import Students, View Your Student List and Manage Lists.

Adding Students

To add a student to an account, do the following:

- In the My Students section, click the link labelled Add Students.
- Enter the student’s information. First Name, Last Name, Birth Date and Class are required.
- Enter Weeks Premature if the child is currently under two years of age. This is used in adjusting the child’s Chronological Age.
- Enter Gender, Ethnicity/Race and Language in order to disaggregate data.
- Enter Parent/Guardian information, including Email if you plan to Email letters and Take-Home Activities to families.
- Tick off all Psychosocial Risk Factors of which you are aware. The Management System uses these factors to calculate whether to suggest referral for further evaluation following screening. In order for the system to make recommendations after screenings, it is extremely important that you tick off these factors, if applicable.
- Check off Factors Associated with Developmental Disabilities for your reference.
- Enter any Additional Notes and click Add this student.
Importing Students

To import a student list to an account, do the following:

- Click **Import Students** under the My Students tab.
- Click the green **Download Template** button to generate your customised import template.

*Note: Verify file name with current date and time stamp.*

- Click on the new template link to open the file.
- Review the **Instructions** and **Valid Input Values** from Column A.
- Start inputting data in cell B4.
- Fill in the required and optional fields as instructed.
  - Enter required student information: **First Name, Last Name, Date of Birth, Enter Program Date** and **Class**. Enter **Weeks Premature** if applicable and if the child is currently under 24 months old.
  - Enter optional information for **Gender**, etc.
  - Enter **Parent/Guardian** information.
- After completing the template, save it as a CSV file.
- Close the file and import it from the browser.
- Click the green **Import** button.
- Check the **Import Results** column to confirm that your students have been imported. If an error is registered, click the error log link to download further details. The error log identifies each cell with an invalid entry. Revise all cells with an error and import the new file.
Viewing Your Student List

The Student List page shows all the students in your account. From this page, you can:

- View all students and search for a specific student’s name.
- Add students.
- Go to the Manage List page to move or deactivate students.
- Clicking on a Student Name on the Student List will take you to the child’s Student Status page, where you can enter and view screening and assessment data.

![Student List](image)
Managing Lists

You may search for students, make a student inactive (archive) or move a student to another class.

- Click the link labelled **Manage List**.
- To view all students, leave all fields blank and click **Search for Students**.
- To search for a particular student, enter a **First Name** or **Last Name** and click **Search for Students**.
- To search by **Birth Date**, **Gender**, **Ethnicity/Race** or **Language**, enter a criterion and click **Search for Students**.
- To make a student or students inactive, select a name or names by clicking the box next to the student name. Then click **Make Inactive**.
- To move a student to another class, select a name or names by clicking the box next to the student name. Select a new class in the **drop-down list**. Then click **Move to**.

**NOTE:** Flagging a student as **inactive** removes the student from the Active Student list and from any reporting results. Inactivating a student may be necessary when a student has moved or has completed a program and you wish to archive the student data. **This action does not delete the student data from the Management System.**
Group Reports

Screens Group Reports

To view a Screens Group Report:

- Click the Group Reports link from any page in the Management System.
- Click a report name in the Screens Group Reports menu.
- Choose a Department (Program/Centre/Class) in the drop-down list.
- Choose a Timeframe, if necessary.
- As relevant, select Student Filters such as Gender.
- Click Submit.

Screening History and Growth – This report provides an overview of screening performance, recommendations and growth for a group of children.

Children Screened/Not Screened – This report displays those children who have/have not been screened within 45 days of entering the program.

Children Below Cutoff – This report lists children who have scored below the Potential Delays Cutoff and have fewer than 4 Psychosocial Risk Factors.

Children Below At-Risk Cutoff – This report lists children who have scored below the Potential Delays Cutoff and the At-Risk Cutoff, and have 4 or more Psychosocial Risk Factors.

Children Above Gifted Cutoff – This report lists children who have scored above the Potential Giftedness Cutoff.
Inventory Group Reports

To view an Inventory Group Report:

- Click the Group Reports link from any page in the Management System.
- Click a report name in the Inventory Group Reports menu.
- Choose a Department (Program/Centre/Class) in the drop-down list.
- Select a Domain/Skill Area, Academic Year and Evaluation Period in the drop-down list, if necessary.
- As relevant, select Student Filters such as Gender.
- Click Submit.

Readiness Activities Recommendations – This report groups children with instructional objectives in a select developmental domain and provides recommended Readiness Activities related to this domain.

Group Progress Report – This report shows the percentage of skill objectives set that were mastered in your program across all children in the group selected. This report can help you see the overall impact of your instructional efforts across domains. You may also factor in which assessments are tied to key standards when considering instructional planning.

It is important to remember that not every child will have objectives set in each assessment area during each evaluation period. Also, the individual skill objectives set in each evaluation period differ from one period to the next, thus, a decrease in the percentage does not mean that children have declined in their mastery of certain skills. (Note: Each evaluation period’s data represents only those children who were assessed in that given period.)

This report’s chart view shows the number of skills that were mastered by the group of students in the domain selected. The rate of progress is noted at the right and shows the per cent growth in skills mastered by the group from the first evaluation to the most recent evaluation period (within the selected academic year).

Skills Mastery Group Summary – This report shows a record of each child’s skill mastery within each domain. Assessments only display if items in that assessment were actually assessed. Click a link in the domain row (e.g. “A” for Language Development) to view the Skills Mastery Group Detail report. Click a link next to a child’s name to view the child’s Skills Mastery Summary report.
Skills Mastery Group Detail – This report shows each child’s skill mastery for each assessment within a selected domain during the selected evaluation period. Click on a child’s name to view the Skills Mastery Detail Report for that child. For the majority of domains and assessments, this report provides a detailed understanding of skill mastery within the selected domain for an entire group of children. If all children have mastered a certain skill, this may help focus your teaching on areas where mastery is not as apparent.

Children Assessed/Not Assessed – This report displays the total number of children within a class, and then shows how many of these children have or have not been assessed during the selected evaluation period. A bar chart at the top of the report displays the per cent of children assessed in each program/centre/class. Click links in the report table to see the names of children within each category.

NOTE: For individual student reports, see the BRIGANCE® Early Childhood Online Management System Teacher Guide.
Appendix A: System Requirements

The BRIGANCE® Early Childhood Online Management System is Web-based, and requires use of either a Windows® PC or Apple Macintosh® computer. PC users must have Windows® XP or Vista. Apple users must have OSX.

The following Web browsers are supported:

- Internet Explorer 6.0 or higher
- Firefox 3.0 or higher
- Safari 3.0 or higher for Macintosh OSX

Web browsers must have JavaScript enabled and must be configured to accept Session Cookies. Session Cookies are temporary files that are not saved after you log out of your Web browser session. Pop-up blockers must allow pop-ups from www.BRIGANCE.com.au

Other software requirements:

- To print and download documentation, you must have Adobe Acrobat Reader®. If you do not have Adobe Acrobat Reader®, you can download it for free at http://www.adobe.com
- To view reports in a spreadsheet, you must have Microsoft® Excel or a similar spreadsheet utility installed on your computer.
Appendix B: Technical Description and Network Connectivity Requirements

Technical Description of the BRIGANCE® Online Management System

The BRIGANCE® Online Management System is an Internet application hosted by Hawker Brownlow Education.

Network Connectivity Requirements

All student session data in the BRIGANCE® Online Management System is transmitted via TCP/IP. All computers using the BRIGANCE® Online Management System must have TCP/IP installed, and your network must be capable of routing traffic through port 80 to the Internet.

The protocol/port combinations used by the BRIGANCE® Online Management System are:

<table>
<thead>
<tr>
<th>Protocol/Port</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>http/80</td>
<td>BRIGANCE® Online Management System</td>
</tr>
</tbody>
</table>

The remainder of this section presents guidelines for centres/schools using firewalls and proxy servers.

Firewall Requirements

If there is a firewall between the computers being used for the BRIGANCE® Online Management System and the Internet, the following destination/protocol/port combinations must be allowed through the firewall:

<table>
<thead>
<tr>
<th>Domain Name</th>
<th>Protocol/Port</th>
</tr>
</thead>
</table>

Proxy Servers/Content Filtering Requirements

The following URLs must not be blocked on any proxy servers or by any software that is used for Internet content filtering:

http://brigance.com.au
http://hbe.com.au
Many programs and school systems use proxy servers in their networks. Proxy servers are placed between client devices (i.e. users’ computers) and the Internet and are used to forward requests from client devices to the Internet. Proxy servers may perform some or all of the following functions:

- **Protocol Filtering** – to control which protocols are forwarded to the Internet
- **User Authentication** – to control who can access the Internet
- **Machine Authentication** – to control which devices can access the Internet
- **Content Filtering** – to control Internet content accessible to devices

For client applications to access the Internet in a proxy server environment, the client computer must have the host name and port number of the proxy server. The client sends all Internet requests to the proxy server. The proxy server receives requests and performs various checks, including the following:

1. Verify that the protocol is supported; some protocols may be blocked by your proxy server. The BRIGANCE® Online Management System uses the same protocols used by Web browsers: TCP, http and https.
2. Verify that the user has been authenticated.
3. Verify that the source address of the request is on the list of allowed devices (machine authentication). If machine authentication is enabled, all computers running the BRIGANCE® Online Management System must be recognised by the proxy server as valid clients.
4. Verify that the requested network object is not blocked by an Internet content filter. (Most Internet content filter vendors provide lists of sites organised by category that administrators can decide to filter.) The URL brigance.com.au must be allowed by any content filter on your network.
Appendix C: Account Administrator’s Checklist

Follow these steps to ensure a successful implementation of the BRIGANCE® Early Childhood Online Management System.

- **Decide** if you would like to set up your account to use the Quick-Entry method for entering Screens Data Sheet results. See your account setup documents for more information.

- **Set up** account preferences such as Custom Cutoffs for Screens, if desired, and Evaluation Periods for the Developmental Inventory.

- **Print out, read and distribute** the Teacher and Administrator Guides.

- **Print out Appendix A – System Requirements and Appendix B – Technical Description and Network Connectivity Requirements** for review by your technical staff. Ensure that all technical and network requirements are in place, and that student and teacher computers meet system requirements.

- **Train an Administrator** to be a facilitator at each centre in your program.

- **Set up user accounts for program Administrators.**

- **Conduct teacher-training sessions** for all those who will be using the program.
Appendix D: User Support – Getting Assistance

We are happy to assist you with the administration and ongoing use of the BRIGANCE® Early Childhood Online Management System. You can contact us for assistance as follows:

- **Phone:** 1800 334 603.
- **Email:** hbe@brigance.com.au
Appendix E: Terms and Conditions of Use

Please carefully read these terms and conditions of use (the "TOU") of Hawker Brownlow Education ("HBE") proprietary BRIGANCE® Online Management System (the "OMS"). By using your login to access the system, you agree, on behalf of your organisation, to abide by these TOU. All references to "You" or "you" in these TOU refer to your organisation, which has licensed access to the OMS from HBE. All authorised users within your organisation are expected to comply with these TOU.

Copyright and Proprietary Rights

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Data Collection. Ownership and Security

In connection with your use of the OMS, you will be asked to provide HBE with data about your students. You represent and warrant that you have the right to provide HBE with all of the data you input into the OMS. As you use the OMS, data will be generated about your students’ performance and progress. Both the information you input and the data generated by your usage will be referred to in these TOU as "Customer Data". You shall own all right, title and interest in and to the Customer Data. However, you hereby grant HBE a perpetual, worldwide, royalty-free licence to use the Customer Data: (a) to host and make access to the OMS available to you; and (b) for internal research and analytic purposes, provided, however that HBE will only use Customer Data for the purpose outlined in (b) above in aggregated, non-personally identifiable form.

HBE takes the protection of Customer Data, particularly personally identifiable data, very seriously. HBE will not reveal the names, identifiers or individual assessment results to any third parties.

Access to the OMS

Your authorised users will need valid usernames and passwords to access the OMS. You are responsible for the integrity and security of your usernames and passwords. Please advise HBE immediately if any of your usernames and/or passwords have been compromised.

HBE will use commercially reasonable efforts to make the OMS available to you 24 hours a day, except for: (a) planned down time, of which HBE will give you reasonable notice where possible, and which HBE shall use reasonable efforts to schedule during the hours from 5:00pm AEST to 7:00am AEST; or (b) any unavailability caused by circumstances beyond HBE’s reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labour problems, or Internet service provider failures or delays.

Limitations on Use

You shall not, nor permit any of your authorised users to: (a) reverse engineer, decompile, disassemble or otherwise attempt to discover the source code or algorithms underlying the OMS; (b) modify, copy, translate, or create derivative works based on the OMS or any of the content contained therein; (c) rent, lease, distribute, sell, resell, assign, or otherwise transfer rights to the OMS; (d) use the OMS for the benefit of a third party other than students or staff within your organisation; or (e) remove any proprietary notices from the OMS.
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You must use the OMS in compliance with all applicable laws, rules and regulations, including, without limitation, laws and regulations that govern the export of technical data outside of Australia.

**Limitation of Warranties and Liability; Indemnity**

EXCEPT AS SET FORTH IN THESE TOU, HBE MAKES NO WARRANTIES WITH RESPECT TO THE OMS. HBE DOES NOT WARRANT THAT THE OMS WILL MEET ALL YOUR REQUIREMENTS, WILL BE ACCURATE, OR WILL BE ENTIRELY UNINTERRUPTED OR ERROR FREE. HBE EXPRESSLY EXCLUDES AND DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. HBE SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE OR LOSS OF ANY KIND ARISING OUT OF OR RELATED TO YOUR USE OF THE OMS, INCLUDING WITHOUT LIMITATION, DATA LOSS OR CORRUPTION, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED IN TORT, CONTRACT OR OTHERWISE.

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You shall indemnify, defend and hold harmless HBE and its licensors against any claim brought against HBE and or its licensors by a third party that arises from your use of the OMS, provided, that HBE: (a) promptly gives you written notice of the claim; (b) gives you sole control of the defence and settlement of the claim; and (c) provides you with reasonable assistance, at your expense, with respect to the defence of such Claim.

**Choice of Law and Jurisdiction:**

These TOU shall be governed by and construed in accordance with the laws of the Commonwealth of Australia, without reference to any conflict of law principles. You hereby submit to the exclusive jurisdiction of the federal and state courts located in the Commonwealth of Australia for any disputes or claims arising out of your use of the OMS or these TOU.

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Email: orders@hbe.com.au  
Phone: 1800 334 603 / Fax (03) 8558 2400  
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