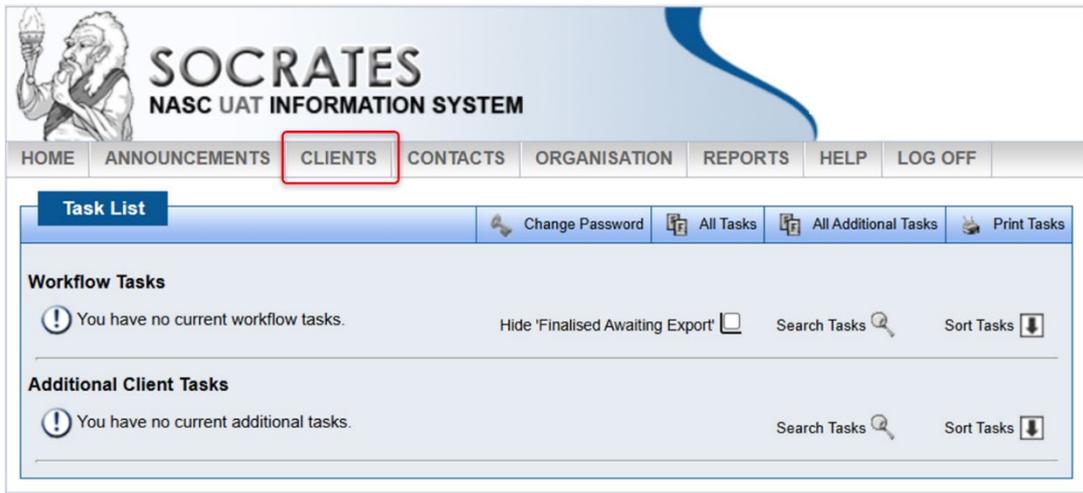




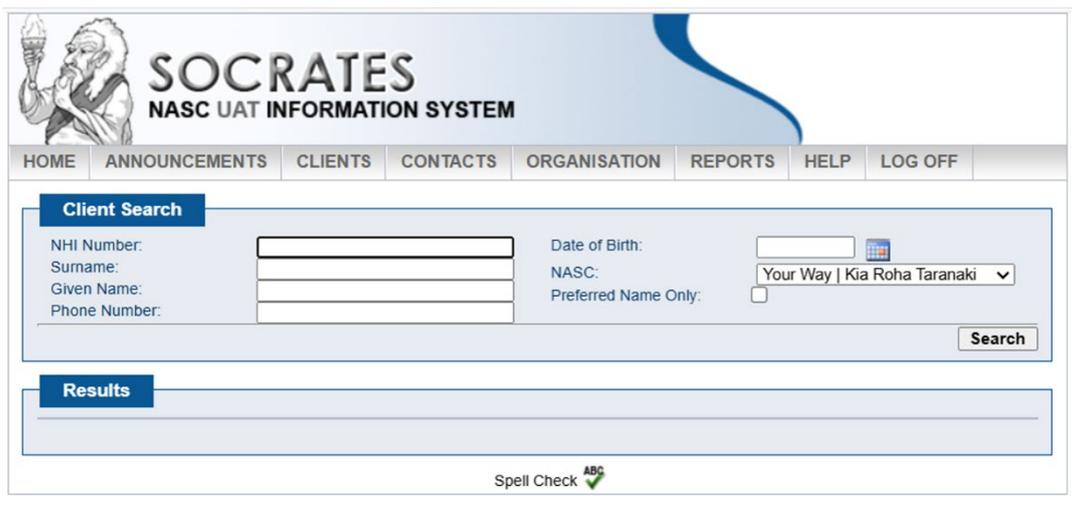
# Cheat Sheet - Accessing BAT, GPT and the BAT Exemplars

## How to access BAT and GPT

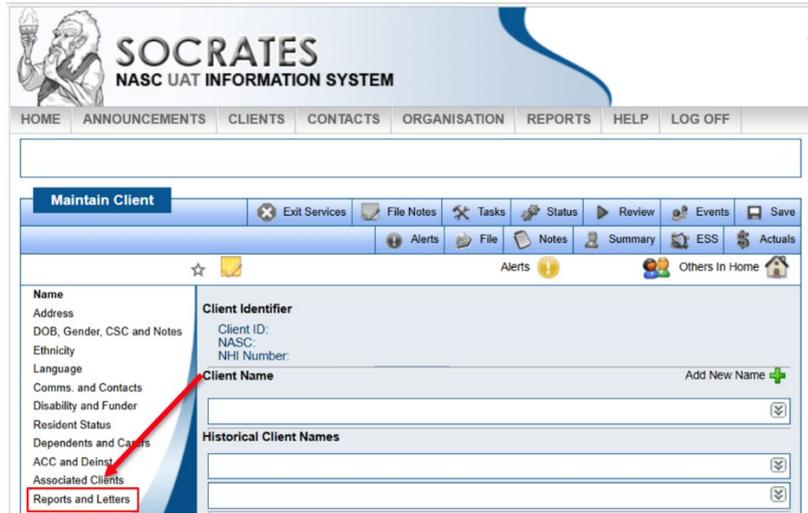
When you login to Socrates and come to the home page, click on **CLIENTS**.



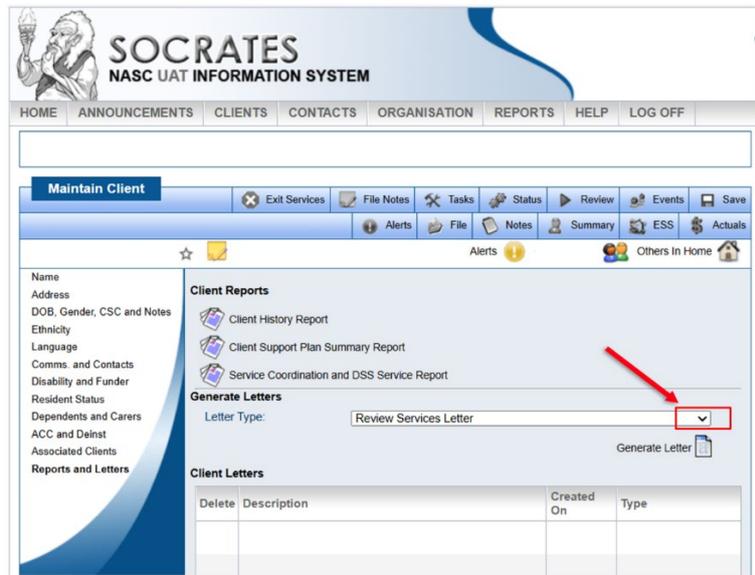
This then loads the **Client Search** area, where you can search for the client.



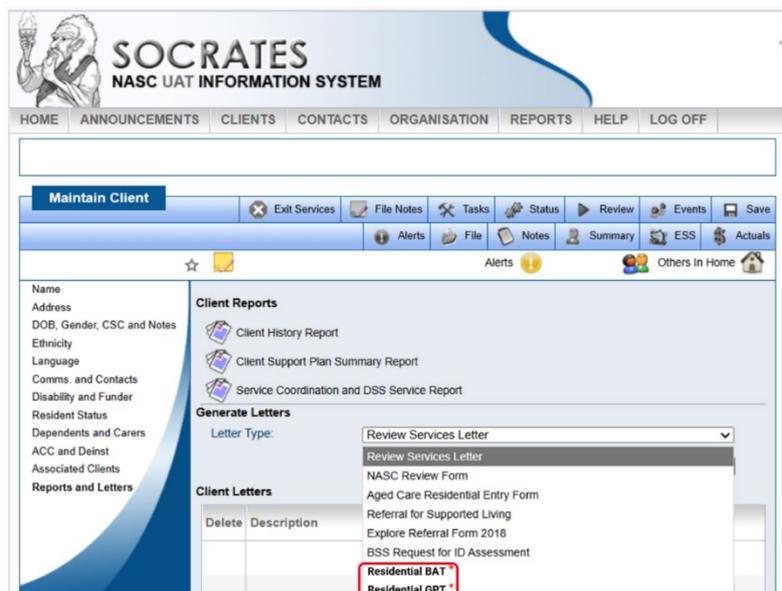
On the **Maintain Client** screen, click on **Reports and Letters** in the left-hand sidebar.



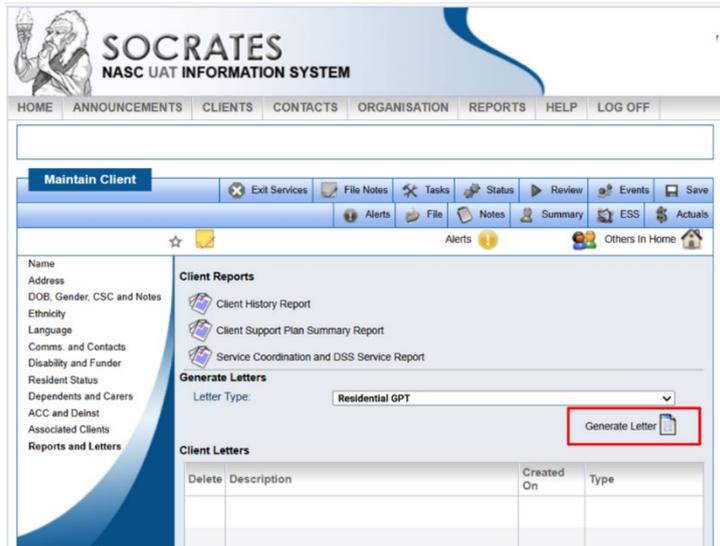
Next, click the drop-down menu to select a **Letter Type**.



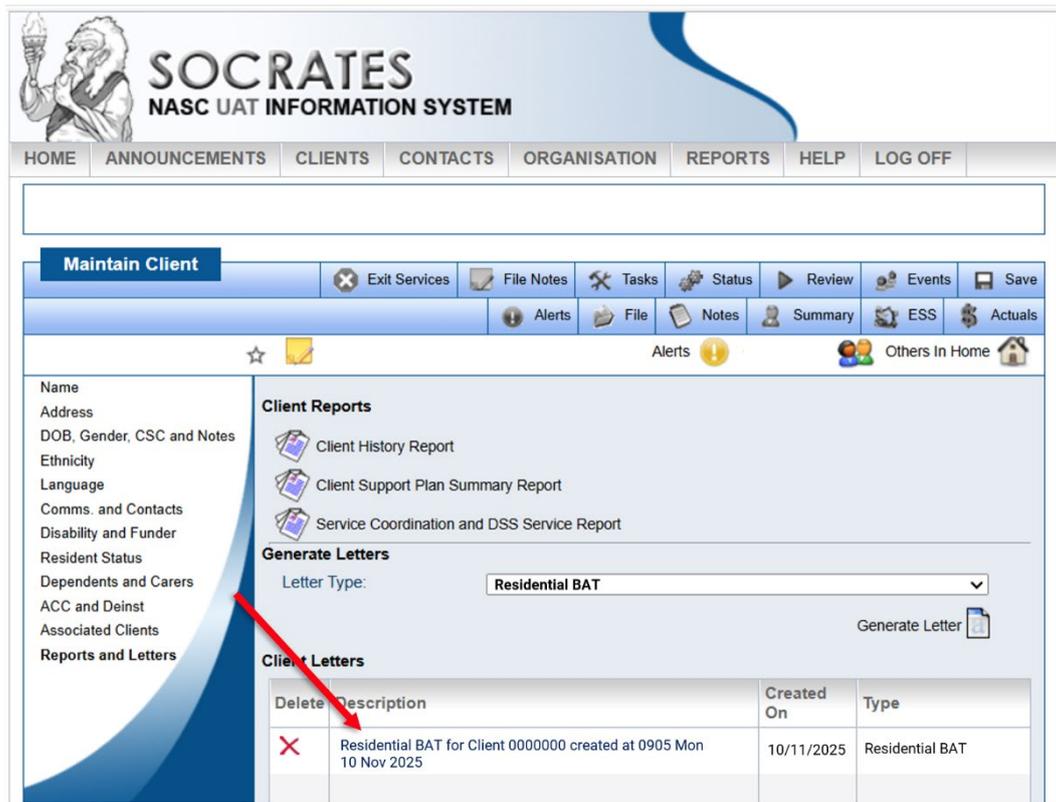
Then select either **Residential BAT** or **Residential GPT** from the drop-down menu, based upon what you want to do.



Click on **Generate Letter**.

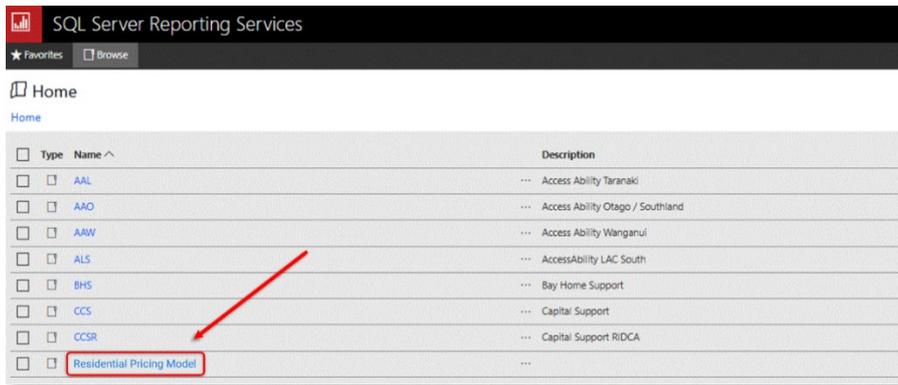


This creates a copy of the BAT or GPT stored in the **Client Letters** section for that client.



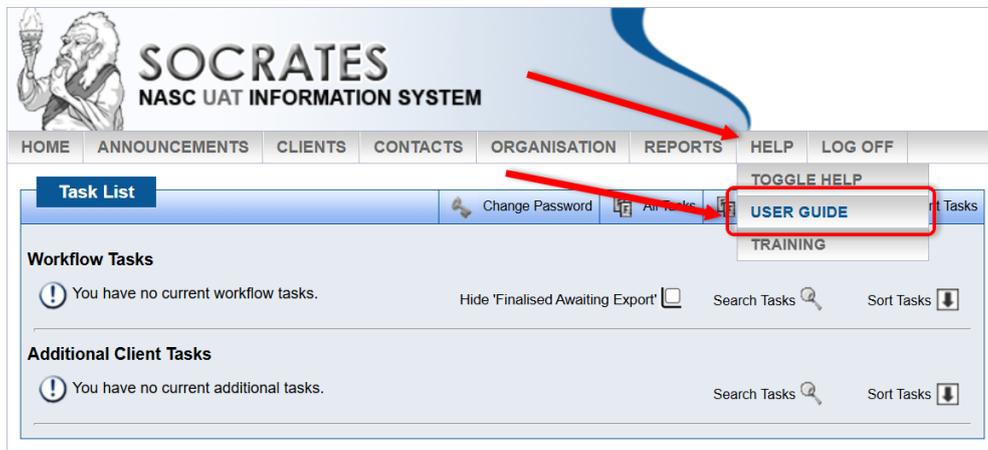
## Accessing the Facilities List

- Log in to the **Reporting Server**
- Open the folder **residential Pricing Model**
- You will find the Facilities List excel file in this folder



## Accessing the BAT Practice Exemplars and Training file

- Log in to Socrates
- Go to the **Help** menu and select **User Guide**



- On the page that loads, click on '+' next to the **Residential Pricing Model** folder
- In this folder are each of the exemplar files to open and save a copy of, for each of the self-paced learning scenarios. You can use these files to compare with the BAT that you create when working through each scenario.
- Below this, you will see **BAT Training example.xlsm** but this is only used by those intending to deliver training using the Facilitator Guides and PowerPoints.



Note:

- **Always** go to Socrates and open the Facilities List or create a new BAT or GPT when you need to make use of them, to ensure that you are using the latest versions of the tools.

## Getting Help

View the BAT User Guide and additional support material at <https://www.disabilitysupport.govt.nz/training-and-support>