Adminware[™] for Continuing Education

All encompassing Windows-based (Microsoft Access) database to meet the needs of any size of Continuing Education department

Adminware[™] for Continuing Education

© 1989–2000, 2002 by D. Robin Harris Adminware Corporation

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This document prepared with WordPerfect® 8 for Windows

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Adminware[™] for Continuing Education



AdminwareTM for Continuing Education is an all-encompassing database that meets the needs of Continuing Education departments.

The database consists of several modules:

- Student enrollment
- Course offerings
- Teachers
- School facilities
- Permanent Mailing List
- coded Look-Up tables
- System and User configuration (including security)

Program requirement:

This $Adminware^{TM}$ program is a customized Access 2000/2002 application. As such, Access 2000 or Access 2002 is required — Access comes with the *Microsoft Office Professional* suite of programs. All of the forms (screens) have been designed at a resolution of 800x600 on a 17" monitor.

The program will work in Windows $95/98/\mbox{ME}/2000$ and with a Microsoft NT server.

Table of C	ontents
Table Relationships2Main Switchboard4Students5Courses10Teachers13Mailing List15Schools16	Today's Classes17Calendar18Edit/Save/Lock18Look-Up Tables19Users19Keystrokes20

Main Switchboard



Figure 2 Main Switchboard

- provides access to the various modules
- user id is used to determine availability to modules/features depending upon security level
- switch modules via command buttons on the Main Switchboard or via buttons on the ACToolbar



Students

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Figure 4 Students

- top portion is student demographics. One entry *for life*.
- bottom portion consists of two tabs:
 * current term's course(s)
 - Current term's course(s)
 - * past (all) courses ever taken
- current term's courses include unlimited number with unlimited fee transactions per course. Various look-up values include course details and 'live' enrollment counts.
- double-click on course id *jumps* to course screen
- unlimited fees per course

Add a new student

😫 Add a new student	×
Add a new student (required fields in blu	e) <u>S</u> ave Cancel
Last First	Enrol in: 2002F
Harris Robin	Crs <u>I</u> d FA05 G
Address 770 Inkster Blvd	Status G Go 10 Crs max 14 Wait 0 Available: 4
City WINNIPEG Prov MB	BillTo
PCode R2G 0L5	How P 🔹 Src B 💌 <u>F</u> eeType 💌
Phone 586-3147	Comment
Business 💽 586-3226 Ext	ACCESS 2000: BASIC CONCEPTS
	School: KILDONAN EAST Crs \$ 140.19
Birth date	Start: Wed, Sep 25/02 (P) GST \$ 9.81
E-mail tharris@adminware.ca	Time: 7:00-10:00 Reg Due \$ 150.00
	Hours: 3/session Weeks: 6 Book \$ 0.00

Figure 5 Add a new student dialog

- popup dialog box used to add/enroll a new student
- various duplicate checking and data integrity verification is done at this initial stage in an attempt to track all courses ever taken by a student.

Enroll a student

- enroll an existing student into another course
- various course enrollment checks are performed to stop overbooking

📰 Enroll a student		×
Enroll a student <u>S</u> ave	e <u>C</u> ance	el
Student: Robin Harris		
Enrol in: 2002F		
Crs <u>I</u> d FA13 • G		
Status G 💌 Go Wait	11 Crs max 0 Available:	14 3
BillTo		
How 🛛 💌 Src F 💌	EeeType SC	J
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BASIC WEB DESIGN USING FR	ONTPAGE	
School: KILDONAN EAST Start: Tue, Oct 8/02 Time: 7:00-9:30 Hours: 2.5/session Weeks: 3	Crs \$ 5 GST \$ 3 Reg Due \$ 5 Book \$ 0	1.40 3.60 5.00 0.00

Figure 6 Enroll a student dialog

Move a student

 used to 'move' a student's data to another (same!) student



Delete a student



dialog box used to check the ability to delete a student and/or course

Student Reporting

Adminware - [Students Report Criteria]		_ 8 ×
Elle Edit View Insert Format Records Tools Window Help		_8×
Students Report Criteria Term: 2002F	Reset criteria <u>D</u> o it	
Report (current term) Type	Course Criteria	
C Division (landscape) C Receipt © Label	One class	
C Register C Fee reconciliation C Engelope	Course Id 🔽 - 🔽	
Dept of Education O Tuition balance owing O Bulk gmail list	How Source Fee type Merge	
Label size		
	Enroll date	
C 2 col x 7 row (4 x 1 1/3)	Modif date -	
	Status (any) G Go W Wait	
	C Cancelled R Refund	
Sort	H Hold	
Course id pame O Postal code O Pavitivos date	Demographics Criteria	
C Status, name C Pay date	City	
	Postal code -	
	Receipt Criteria	
	Receipt#	
Form View		

Figure 9 Student Report Criteria/Reporting dialog

- several report types available
- additional options, sorting, and criteria options vary depending upon selected report type
- the Status (any) criteria allows you to choose a random group of Status codes: Shift-Click for a range; Ctrl-Click for individual codes

Preview reports:

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Figure 10 Divisional student listing

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Figure 13 Receipt (computer generated)

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Figure 12 Labels (3 col x 10 row)

Receipts

- various options to print different types of receipts
- ability to generate duplicate receipts

Print Tax Receipt	⊆lose
Student: Robin Harris	
Course: FA05 (in 2002F)	
Options	How Many
Next rct# 83659	O Non-receipted only
Tax year 2002	All fees for this course
	C Tuition only
	O Book/other only
Duplicates	
C Print Duplicate (83658)	
C Re-print (with same number	- 83658) Preview
Apother (pew pumber)	

Figure 14 Tax Receipt dialog

Courses

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Course Id FCA29 Term 2002F Jump: Title TAXICAB DRIVER TRAINING - EVENING CLASS Start date 23-Sep-02 Mon Time 5:30 - 9:30 Min for a Go Status Postponed from Hrs/sess 5:00 Allowable 20 Cancel End date 10-Oct-02 Thu Sessions 10 Status G Cancel Day(s) of week XX XX WeekAdd 0 Classification Image: Concel Cancel	Save Bepot Count 20 1
Details Description (brochure) Student list Meeting Dates Regular Senior School J/W × Dept Educ course type 250.00 0.00 Room# subject code 0.00 L 0.00 L GST on course? N Teacher FUGL × 1.00 % SalType × Rate \$ 0.00 Equipment 0.00 Facility 0.00 % Merge Merge	Term to view Current 2002F All Pick T Sort order Course Id Classification Start date School C Teacher
Record: II 20 IIII Course id Course id	

Figure 15 Courses

- bottom half of screen has 4 tabs:
 - * course details
 - * description/brochure
 - * 'live' student list
 - * detailed meeting dates
- double-click on teacher *jumps* to teacher screen

	Status	DateEnr	LastName	FirstName	Phone	BusPh	
•	G	26-Aug-02	ANTONCHUK	ALANA	654-4502		
	G	26-Aug-02	WYSPIANSKI	FERN	663-3036	222-7333	
	G	03-Sep-02	JACOBS	KRISTIN	949-2050		
	G	03-Sep-02	SCHIRRMANN	CINDY	949-2050		
	G	04-Sep-02	JOHNSON	DANIELLE	669-7521	784-6289	
	G	06-Sep-02	DEGALMAN	DEAN	663-2780	661-7288	
	G	06-Sep-02	HEIBERT	MURRAY	355-9030	661-7124	
	G	06-Sep-02	YOUNG	DALE	668-3301	661-7126	
	G	09-Sep-02	BETKER	JEFFERY	669-2435	793-0156	

	Tchld	Date	DOW	Status	Hrs	School	Room	Attend		- 1
•	FUGL	23-Sep-02	Mon	G	5.00	JW				
	FUGL	24-Sep-02	Tue	G	5.00	JW				
	FUGL	26-Sep-02	Thu	G	5.00	JW				
	FUGL	27-Sep-02	Fri	G	5.00	JW				
	FUGL	30-Sep-02	Mon	0	5.00	JW				TchId: FUGL
	FUGL	01-Oct-02	Tue	G	5.00	JW				School: JW
	FUGL	03-Oct-02	Thu	G	5.00	JW				Room:
	FUGL	04-Oct-02	Fri	6	5.00	JW				
	FUGL	07-Oct-02	Mon	G	5.00	JW			l et	Total 'Go' hour
Re	cord: 🔢 🗧	1))) 	+ of 10					-	50

Figure 16 Student list

double-click on student's last name jumps to student screen

Course Reporting

Adminutaria [Course Report Criteria]		
R File Edit View Insert Format Records Tools Window	Help	- 린 스
Courses Report Criteria	Reset criteria	
Report (current term) Type Course list Enrolment School use Eevenue/wages Dept of Education GST Student stats Label Label size 3 col x 10 row (2 5/8 x 1) 2 col x 7 row (4 x 1 1/3) Image: Color and Colo	Criteria Course Id	
Sort Title, start date Start date, title Course id Start date, crs id Start date, crs id Course id Classification, title Teacher Classification, teacher End date, crs id	Postponded courses? Status (any) Classification S Wait Merge code S Day of week S	
Form View		

Figure 18 Course report criteria

- several report types available
- additional options, sorting, and criteria options vary depending upon selected report type
- the Status (any) criteria allows you to choose a random group of Status codes: Shift-Click for a range; Ctrl-Click for individual codes

Course report previews:

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	Crsld	Title	Start End	Time	Hrs	SMT WT FS	Wks	Fee Sch	Room	Tchld	Allow Go	Wait Car
	FG10	COMMUNITY BAND	Sep 04	7:30-9:30	2	х	0	65 RE		TBA	25	
	FM09	CARPENTRY416	Sep 06 Jan 27	8:30 A.M. 10:30	2	ххх	55	0 KE		UNRA	15	
	FM04	ENGLISH 30S TRANS	Sep 06 Jan 27	10:40-12:20	1.6	ххх	57	0 MC	2	MCBU	15	
	FM03	ENGLISH 30S TRANS ESL	Sep 06 Jan 27	10:40-12:20	1.6	ххх	57	0 MC	з	TREV	15	
	FM05	ENGLISH 40S CORE TRANS	Sep 06 Jan 27	9:00-10:40	1.6	ххх	57	0 MC	2	MCBU	15	
	FM08	INTRO TO LIFE SCIENCES 416	Sep 06 Jan 27	9:00-10:40	1.6	ххх	57	0 MC	3	FRIC	15	
	FM06	MATH IN THE REAL WORLD	Sep 06 Jan 27	12:45-2:45	2	ххх	55	0 MC	2	FRIC	15	
	F M07	MATHEMATICS 30S CONSUMER	Sep 06 Jan 27	12:45-2:45	2	ххх	66	0 MC	з	SUTY	15	
	FM02	SOF TWARE APPLICATIONS 30S	Sep 06 Jan 27	10:40-12:20	1.6	ххх	57	0 MC	4	KURD	14	
	FM01	SOF TWARE APPLICATIONS 30S	Sep 06 Jan 27	9:00-10:40	1.6	ххх	57	0 MC	4	KURD	14	
	FM30	APPRENTICESHIP EXPERIENCE 1	Sep 09		0		0	0 MC		MCBU	0	
	FM31	APPRENTICESHIP EXPERIENCE 2	Sep 09		0		0	0 MC		MCBU	0	
	FM32	APPRENTICESHIP EXPERIENCE 3	Sep 09		0		0	0 MC		MCBU	0	
	FM33	APPRENTICESHIP EXPERIENCE 4	Sep 09		0		0	0 MC		MCBU	0	
	FM25	ENGLISH 20F	Sep 09		0		0	0 MC		WITT	15	
	FM26	ENGLISH 30S TRANS	Sep 09		0		0	0 MC		WITT	0	
	FM15	ENGLISH 40S CORE TRANS	Sep 09 Jan 27	7:00-9:30	2.5	хх	36	0 KE	203	HUNK	15	
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Figure 19 Course List

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	Li Li	lecime Affair			oun	001036	IOI: KILD	UNANE	451	2002	2F
					Cnten	a: School=KE					
	Crsld	Title	Start	End	No.	Day(s)	Time	Room	Facility	Tchr S	Stat
	FM09	CARPENTRY 41G	Sep 6	Jan 27	55	Mon, Wed, Fri	8:30 A.M10:30		WCOD SHOP	UNRA	G
	FM15	ENGLISH 40S CORE TRANS	Sep 9	Jan 27	36	Mon, Wed	7:00-9:30	203		HUNK	G
	FD15	ACCOUNTING B11A/191	Sep 10	Nov7	18	Tue,Thu	7:00-9:30			RRC	G
	FD16	ACCOUNTING B11A/291	Sep 10	Nov7	9	Tue,Thu	7:00-9:30			RRC	G
	FD17	AGCOUNTING B11A/391	Sep 10	Nov7	18	Tue,Thu	7:00-9:30			RRC	C
	FM21	SOFTWARE APPLICATIONS 30S	Sep 10	Jan 23	36	Tue,Thu	7:00-9:30	121		WILJ	G
	FM22	CARPENTRY 41G	Sep 13	Jan 24	18	Fri	6:45-9:15		WCOD SHOP	LŒA	G
	FM22X	CARPENTRY 41G	Sep 14	Jan 25	18	Sat	9:15 A.M11:45		WCOD SHOP	LŒA	G
	FD2 1	NON-VIOLENT CRISIS INTERVENTI	Sep 17	Sep 26	2	Tue,Thu	6:30-9:30		LIFE SKILLS	KOVA	G
	FG13	WRITING CHILDREN'S FICTION	Sep 17	Oct 22	6	Tue	7:00-9:00			NART	C
	FF02	CABINETMAKING & FURNITURE BU	Sep 18	Oct 2	3	Wed	7:00-9:30		WOOD SHOP	DEBO	10
	FD23	HELPING CHILDREN LEARN IN A S	Sep 19	Nov21	10	Thu	6:30-9:30			UOFW	W
	FA18	"SMART HOME" NETWORKS	Sep 24	Oct 15	4	Tue	7:00-9:00			HEBE	C
	FA05	ACCESS 2000: BASIC CONCEPTS	Sep 25	Oct 30	6	Wed	7:00-10:00			HARR	G
	FA19	ADDING "BELLS & WHISTLES" TO	Sep 25	Sep 25	1	Wed	6:30-9:30			KURZ	W
	FE0 1	BIRDWATCHING & BIRD FEEDING	Sep 25	Sep 25	1	Wed	7:00-9:30			VERS	W
	FF12	ELECTRICAL WIRING	Sep 25	Nov6	7	Wed	7:00-9:30			FEHW	10
	FF13	PLUMBING	Sep 26	Nov7	7	Thu	7:00-10:00			CHEG	10
	FY21	EXPLORING ELECTRONICS	Sep 28	Nov2	6	Sat	9:00 A.M11:30			KURZ	G
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Figure 20 School Use (list)

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TchĮd HARR Jump: Phone ¥ 586-3147 Business ¥ 586-3226 Ext S Last name Harris Cell phone ¥ First name Robin Fax ¥ Address 770 Inkster Blvd Email Inharris@adminware.ca E-mail City WINNIPEG ¥ Prov MB ¥ Pcode R2W 0L5 Type R ¥ Status G ¥ Returning Y< Merge Payroll Courses (current - 2002F - term) Meeting Dates Courses taught Course Interests	aye sport
SalType R • SIN EmpNo PayTo Flat \$ SalNote Percent	
Record: 14 4 117 • • • • • • • • • • • • • • • • • •	
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- bottom of half of screen has 5 tabs: ►
 - * payroll

 - * current term's courses taught * detailed current term's meeting dates
 - * all courses ever taught
 - * other course interests

	Crsld	Title	DateSta	t Weeks	School	Stat	
I	FA05	ACCESS 2000: BASIC CONCEPTS	25-Sep-0	2 6	KE	G	l cou
F	A13	BASIC WEB DESIGN USING FRONTPAGE	08-Oct-0	2 3	KE	G	
							cou
							scre

Figure 22 Current term's courses taught by teacher

Teacher Reporting

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Teacher Report Criteria	<u>D</u> o it	
Report Type	Criteria	
O Staff list O Label	Last name -	
C Engelope	Ich Id	
O Courses (current term) O Bulk grail list	Type Saltype -	
Payroll Type	Status 💌 Pay type 💌	
Blank weekly form (one month) Range: crs start and DOW (est), current term Range: teacher/course calendar (actual)	Merge code	
Start date Go courses only!	AINC ANREDUEN DUOLAS ALIS AJISEBUTU KUNE (CONLEY ALDE ALDEN LEAGH ANDO ANDOW NAAVCY & ANDY ARNO ARNOLD SHELLY BALD BALDARO PAM BALU BALUTA GREG	
Sort	BART BARTMANOVICH MONA BASI BASILEVSKA FLORENCE	
C Last name C Employee number	BAYE BAYER LEWENA BAYR BAYRAK MARILYN	
C Teacher status, name C Returning?, name	BEND BENDER BETTY	
Form View		

Figure 23 Teacher report criteria

- several report types available ►
- additional options, sorting, and criteria options vary depending upon selected ► report type
- the 'group' criteria allows you to choose a random group of ► teachers: Shift-Click for a range; Ctrl-Click for individuals

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	Tchid	Lastnam	•	Firstname	Phone	Work	Start	End	Time	Loc	Room	Facility
	AND J	AND PE X	FM29	JANE TTE SOFTWARE	668-9615 AFPLICATION	1 10 1	13-34p-02	24.Jan 73	6-45-0-15	104		COMFUT
			FM23X	SOFTWARE	AFPLICATION	8 30 5	14-3ep-02	25-Jan-03	9:15 A.M-11:45	104		COMFUT
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			FC 10	YD GAFOR B	BERNNERS		18-3ep-02	20-Nov-02	6:00-7:30	MC.	GYM	
			FC12	YDGAFOR (ONTINUING D	EGINNERS	12-2ep-02	20-Nov-02	7:45-0:15	LOC .	0/M	
			FC11	YD GAFOR E	EGINNERS		10-3ep-02	21-Nov-02	1:00-2:30	MC.	GYM	
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			FC04	STEP AERO	BICS		15-3ep-02	18-Nov02	7:00-8:00	CP	GI'M	BENCHE
			Fron	TALBOX WID	REDIT		74 lep-02	28-NavlD	7-00-8-00	NC:	CirM.	MATS
	BALJ	BALJKAS		OLLIE	338-8422							
			F 604	OFTSFROM	THE KITCHEN		24.5ep-02	24-Sep-02	7:00-10:00	CP	HVI EC	CODMN
			F (603	HORSD/OEL	ARES FOR EN	TERTAINING	13-Vov-02	13-Nov02	7:00-10:00	CP	H 4 EC	CODHIN
			F (402	STEWS- A P	WE POT MEAL		19-Vine-02	15-Nmill	1030 AM-130	CP	HM FC	CODEN
			F (01	A BOWL OF	SCUP		23-Vov-02	23-Nov-02	1030 A.M-130	CP	HVI EC	CODHIN

Figure 24 Teacher course listing

► double-

Permanent Mailing List

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First Name		

Figure 25 Permanent Mailing List



Figure 26 Mailing List Report Criteria

Lifetime Affair	Permanent Ma	illing List		
f ull nems	Company/Position	Address / City / Emeil	Ph.Tes 1	woo / Term
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DA9NALL,MS. 0.	LORD SELKIR (G.D. #11 SUPERINTE NDENT	200 MERCY ST. SELFIRK, VB RIA 208	475-9740 482-3000	F96
DARADAR, MARYLOU		27 SHORECREST DR YMNNPEG, MD POP INC	400-2102	Out o' divisi S94
DARNES, MR. DVRAN	TRANSCONA-SPRINGRELD S.D.# IN ANTENANCE SUPERMISOR	110 COPELAND ST. WINNIPEG, WE R2C 3H7	224-1271	r90
DARRY, KAREN	WORKERS COMPENSATION DOA	300 MARYLAND STREET YNNNPEG, ND R30 TH2		Send every 1792
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Figure 27 Summary list

Schools

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Figure 28 Schools

- bottom half of screen has 2 tabs: ►

  - * current term's usage (course listing)* school facilities available at this school

	Room	FType	Capacity	
	GYM	G	250	
	HMEC	Н	50	
	THEAT	Т	250	
	9	С	35	
	WOODS	Р	75	
*				



Figure 30 School Report Criteria

Figure 29 School facilities

# Today's Classes (F4)

📽 Adminware - [Sche	duled classes on 07-Oct-02]			_ 8 ×
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Classes scheduled	to meet on: 07-Oct-02 I () (days) (week		⊆lose	
Sch Course	(	Teacher	Room Stat Time	
ATHLONE SCHOOL				
AT FFT5	PILATES	COLLINS, PAULETTE	G 5:00 - 6:00	
BANNATYNE SCHOOL		THE OUT ACCOC	G 7.00 0.00	
BA FFI14	TAUIST TAI CHI - The 1st Section	TAI CHI ASSUC.,	G 7:00 - 8:00	
JOHN TAVLOR SCHO	001			
JT FC014	M/S OFFICE - PRODUCTIVITY SKILLS	WENTZ, SHANNON	G 7:00 - 10:00	
JAMESWOOD SCHOOL				
JW FCA29	TAXICAB DRIVER TRAINING - EVENING	FUGLER, BILL	G 5:30 - 9:30	
STURGEON CREEK O	COLL.			
SC FCA18	>CONFLICT RESOLUTION	CONNELL, DAVE	G 7:00 - 10:00	
SC FUA2	PILUT TRAINING GROUND SCHOOL - PRI	. FLYING, COLOURS	G 6:30 - 9:30	
SC FCA25	OFFICE PROCEDURES - (SECRETARIAL C	BAYRAK, MARILYN	G 6:30 -9:30	
SC FCA27	>VETERINARY HOSPITAL/OFFICE ASST. 1	PELECHATY, KAREN	G 9:00 - 2:00	
SC FCA27	>VETERINARY HOSPITAL/OFFICE ASST. 1	LINDSAY, BRANDY	G 9:00 - 2:00	
SC FCA7	DENTAL OFFICE ADMINISTRATOR	HABIB, VERONICA	G 6:30 - 9:30	
SC FD020	>CREAMS, LOTION & BATH PRODUCTS	PATON, TANNIS	G 6:30 - 9:30	
				_
+ school change	> First night < Dectmened First night	+ teacher change	+ status change	
+ date change	< Postponea, rirst night			
Form View				
I OTH VIEW				

Figure 31 Classes Scheduled 'Today'

- press F4 from anywhere to view classes scheduled to meet today ►
- change date from drop-down list or previous/next days/weeks or via pop-up ► calendar

#### ▶ Calendar

Calendar displays different information depending upon how it was activated:

- Shift-F5 from anywhere displays standard calendar
- calendar from the Course Meeting Dates module highlights all course meeting dates (illustrated at right)
- calendar from the Teacher Meeting Dates ► module highlights all teacher meeting dates
- holidays displayed in green; course/teacher ► meeting dates highlighted in blue; today's date appears as 'button'
- view previous/next month ►
- double-click on any date to view all courses scheduled to meet on that date (see image on previous page)

# Edit/Saved records

As soon as you begin typing in a field in a record, that record is locked and editing begins. The icon in the left hand bar (called the *record selector*) on the form changes from a black triangle to a pencil. As long as the pencil icon is present, the data for this record has not been saved moving to another record or clicking the Save button on the form will save the data.





# ■ Look-Up Tables

User-defined coded look-up tables used by the various drop-down lists throughout the program.

each 'radio'
 button
 displays a
 different table
 for user defined
 adding/editing

Adminware - [Code	d Look-up Tables]		- 8
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Coded Look-up T	ables		
Table		System deladits	1
General	Mail list	Division Receipting Logo Images	
C Area code C City	С туре	Current Term 2002F  Save	
C Province	Schools C Facility type	Division River East School Division No. 9	
Student		Address 770 Inkster Blvd	
C Source	Defaults	City WINNIPEG   Prov MB	
Course	G System C User	PCode R2W 0L5 Phone 204 566-3226	
Teacher	C Terms	Website http://www.resd-conted.com/view/RESD/index.cfm?CFID=28783;	
C Status	<ul> <li>Eninglys</li> </ul>	Email rhanis@adminware.ca Browse web	
С туре		Principal Robin Harris	
		Department of Education	
		Division # 1234 Default City Winnipeg	
		School # 1234 Default Prov MB	
Form View			

Figure 36 Coded Look-up Tables

# **Users**

 define options and security levels for each program user

	Jserld Z	z	Mod	ules	Security le	vels						
ι.	Jser name 🛛 🖡	obin Harris	- Ope		Student	5	Teacher	5	LookUp	5		Sav
F	Password	18304			Fees	5	Payroll	5	Report	5		
T	erm 2	002F 💌	,		Course	5	MailList	5	Security	5		
6	mail/Outlook :	version 2000	C	<ul> <li>student</li> <li>course</li> </ul>				,		,		
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Standard Access keystrokes					
Tab	move forward from field to field (Shift-Tab to move backwards)				
Shift-F2	'zoom'/view all contents of current field				
F5	refresh screen				
F7	spell check (should select desired text first)				
F8	extend select				
F9	refresh list/combo box				
Shift-F9	requery underlying tables				
Ctrl-F	find (in virtually any field on a 'main' form)				
Ctrl-;	Today's date				

Don't forget to use the *Alt-keystroke* shortcut keys as well!. For example, Alt-S from any input form will select the Save button; Alt-R will invoke the Report module; Alt-W will pull-down the Window menu (useful to switch between any open modules).

Find and Re	place	? ×
Find	Replace	
Fi <u>n</u> d What:	Harris	Eind Next Cancel
Look In:	Last name	
Matc <u>h</u> :	Whole Field	<u>M</u> ore >>

Figure 38 Standard Access Find dialog box

# What's New?

These are features/new items found in the Windows version of  $Adminware^{TM}$  versus those found in the DOS version:

### Students

- one student, all courses grouped together
- new fields: mail status, e-mail, cell phone
- more how and source codes

### Courses

- option to display all previous courses or specific term
- new field: minimum for a Go

# Fees

- unlimited fees per course
- new fields: category, reference, exp date

# Teachers

- all previous courses taught available
- new field: e-mail, cell phone
- new course interest table

# **Mail List**

new fields: mail status, e-mail, cell phone, website URL

# School

► new fields: e-mail, website URL

# General

- multiple forms (modules) open at the same time
- e-mail buttons from student, teacher, and mail list invoke e-mail program
- print preview of all reports
- reports can print images
- reporting: multiple criteria options available
- cut and paste between any other Windows application

# **About Adminware Corporation**

Adminware is a Manitoba-based computer consulting company owned by Robin Harris. Robin has been supplying customized database solutions since 1986. Initially this was done in the DOS environment using dBase as the underlying database structure. Since 1999, this database work has been done in Microsoft Access.

In addition to providing customized Microsoft Access database solutions, Robin develops websites and provides computer courses in WordPerfect, Access, FrontPage, and Outlook 2000.

Other database applications that Adminware has created include *The Church*  $Executive^{TM}$ , non-profit solutions, and administrative analysis tools for school divisions. Some of Adminware's clients with customized database solutions include:

- · International Wildlife Adventures (tours to Churchill and beyond)
- · St. James-Assiniboia School Division (marks analysis)
- · Seven Oaks School Division (journal/periodicals)
- The Variety Club of Manitoba
- The Manitoba Lung Association
- Saskatoon Stamp Centre

As well, Robin is very prominent in the world of Canadian philately:

- $\cdot \;$  he has published seven books devoted to the modern-era stamps of Canada
- $\cdot\;$  he is the webmaster for The Royal Philatelic Society of Canada
- his award-winning website contains specialized information devoted to the stamps of Canada, USA, and the Great Britain 'Machins'
- he is currently the editor of the *Corgi Times*, a bi-monthly journal of the Elizabethan II Study Group (specializing in the stamps of Canada issued during the reign of Queen Elizabeth II)