

# 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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Adminware™ 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™ 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/ME/2000 and with a Microsoft NT server.

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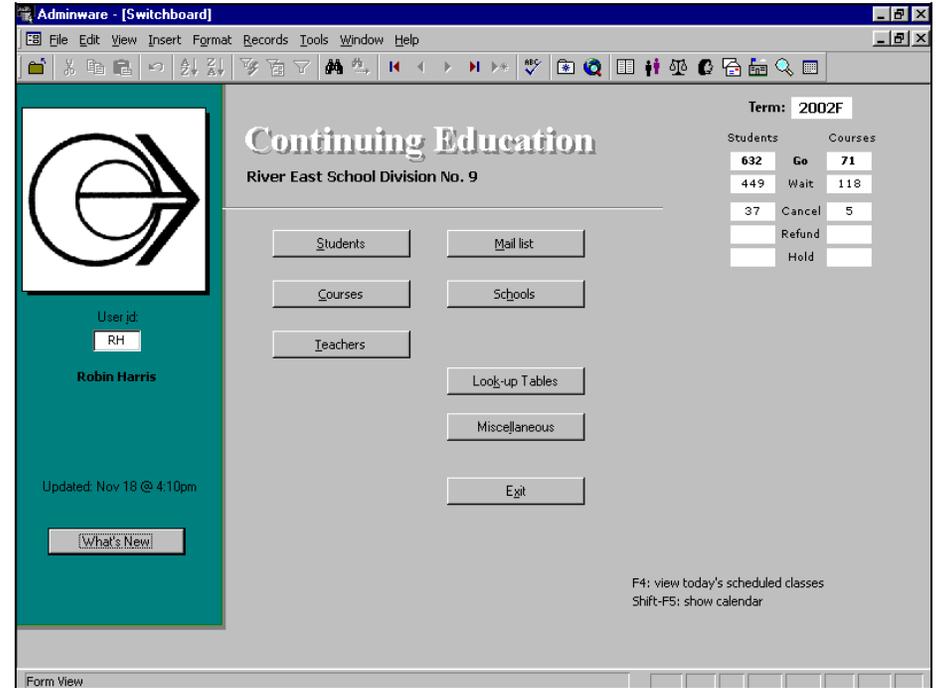


Figure 2 Main Switchboard

- ▶ 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

The screenshot shows the 'Adminware - [Students]' application window. The top portion contains student demographics: Std Id (3928), Last name (Harris), First name (Robin), Address (770 Inkster Blvd), City (ST. PIERRE), PCode (R2W 0L5), Phone (586-3147), Business (586-3226), and Email (rharris@adminware.ca). The bottom portion has two tabs: 'Current (2002F) courses' and 'Past (all) courses'. The 'Current (2002F) courses' tab is active, showing a table with columns: Crsid, Crsid, Status, Enroll, School, Start, Time, Hours, Crs \$, GST \$, Due \$, and Book \$. The table contains one row for course FA05, 'ACCESS 2000: BASIC CONCEPTS', with a due date of 17-Oct-02 and a tuition of \$25.00. A 'Fees' table is also visible with columns: PayDate, PayCa, PayTy, Amount, and RetNo.

Figure 4 Students

- ▶ top portion is student demographics. One entry *for life*.
- ▶ bottom portion consists of two tabs:
  - \* 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

The screenshot shows the 'Add a new student' dialog box. It contains fields for Last name (Harris), First name (Robin), Address (770 Inkster Blvd), City (WINNIPEG), PCode (R2G 0L5), Phone (586-3147), Business (586-3226), and Email (rharris@adminware.ca). On the right side, there are dropdown menus for Enrol in (2002F), Crsid (FA05), Status (G), How (P), and Src (B). A table shows course details: School (KILDONAN EAST), Start (Wed, Sep 25/02 (P)), Time (7:00-10:00), Hours (3/session Weeks: 6), Crs \$ (140.19), GST \$ (9.81), Reg Due \$ (150.00), and Book \$ (0.00). Buttons for 'Save' and 'Cancel' are at the top right.

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

The screenshot shows the 'Enroll a student' dialog box. It displays the student's name (Robin Harris) and Enrol in (2002F). The Crsid is FA13 and Status is G. A table shows course details: School (KILDONAN EAST), Start (Tue, Oct 8/02), Time (7:00-9:30), Hours (2.5/session Weeks: 3), Crs \$ (51.40), GST \$ (3.60), Reg Due \$ (55.00), and Book \$ (0.00). Buttons for 'Save' and 'Cancel' are at the top right.

Figure 6 Enroll a student dialog

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

## Move a student

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

**Move Student Information**

Move this student to another existing file

From StdId: 3928  
Robin Harris

Move to StdId: 378 [Find Info] Course(s): 2002F, FD22

Name: DONNA DOUGLAS  
Address: 518 OAKLAND AVE.  
City, Prov: WINNIPEG, MB  
PCode: R2G 0B5  
E-mail: [checked]  
Phone: 663-6522 Work: [checked]  
Date added: 29-Aug-02

Check the desired field(s) to OVERWRITE data when moving.

[Print Report] [Move data!]

Figure 7 'Move' a student dialog

## Delete a student

**Delete a Student / Course**

**Student Delete**

Rules:  
A student / course information can only be deleted if the course status is not G.  
A student cannot be deleted if there is more than one course on file.

StdId: 3928 Name: Robin Harris CrsId: FA05

**This student/course cannot be deleted because the course status is G.**

[Cancel]

Figure 8 Delete a Student / Course dialog

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

## Student Reporting

**Adminware - [Students Report Criteria]**

Students Report Criteria Term: 2002F [Reset criteria] [Do it]

Report (current term) Type:  
 Division (landscape)  Receipt  Label  
 Register  Fee reconciliation  Envelope  
 Dept of Education  Tuition balance owing  Bulk email list

Label size:  
 3 col x 10 row (2 5/8 x 1)  
 2 col x 7 row (4 x 1 1/3)

Sort:  
 Last, first name  Crs id, enr date  Receipt number  
 Course id, name  Postal code  Pay type, date  
 Status, name  Pay date

Course Criteria:  
One class: [dropdown]  
Course Id: [dropdown] - [dropdown]  
How: [dropdown] Source: [dropdown] Fee type: [dropdown] Merge: [dropdown]  
Enroll date: [dropdown] - [dropdown]  
Modif date: [dropdown] - [dropdown]  
Status (any):  
G Go  
W Wait  
C Cancelled  
R Refund  
H Hold

Demographics Criteria:  
City: [dropdown]  
Postal code: [dropdown] - [dropdown]

Receipt Criteria:  
Receipt#: [dropdown] - [dropdown] Pay type: [dropdown]

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:

Figure 10 Divisional student listing

Figure 11 Class attendance register

Figure 12 Labels (3 col x 10 row)

Figure 13 Receipt (computer generated)

## Receipts

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

Figure 14 Tax Receipt dialog

## Courses

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

Figure 16 Student list

Figure 17 Course Meeting dates

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

## Course Reporting

**Courses Report Criteria**

Report (current term) Type

- Course list
- School use
- Dept. of Education
- Student status
- Enrolment
- Revenue/Wages
- GST
- Label

Label size

- 3 col x 10 row (2.5/8 x 1)
- 2 col x 7 row (4 x 1 1/3)

Sort

- Title, start date
- Course id
- School
- Teacher
- Start date, title
- Start date, crs id
- Classification, title
- Classification, teacher
- End date, crs id

Criteria

Course Id: [ ] - [ ]

Title: [ ] - [ ]

School: [ ] - [ ]

Tch Id: [ ] - [ ]

Enrolment: [ ] - [ ]

Start date: [ ] - [ ]

End date: [ ] - [ ]

DeptEd: [ ] - [ ]

Postponed courses?

Classification: [ ]

Merge code: [ ]

Day of week: [ ]

Status (any)

- G Go
- W Wait
- C Cancelled
- R Refund
- H Hold

Buttons: Regret criteria, Do it

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:

**Course List 2002F**

CrsId	Title	Start	End	Time	Hrs	SHW	WKS	Fee	Sch	Room	TchId	Allow	Go	Wait	Car
FM00	COMMUNITY BAND	Sep 04		7:30-9:30	2	X	0	65	RE		TBA	25			
FM09	CARPENTRY 41G	Sep 06	Jan 27	8:30 A.M.-10:30	2	X	X	55	0	KE	UNRA	15			
FM04	ENGLISH 30S TRANS	Sep 06	Jan 27	10:40-12:20	1.6	X	X	57	0	MC	2	MCBU	15		
FM03	ENGLISH 30S TRANS ESL	Sep 06	Jan 27	10:40-12:20	1.6	X	X	57	0	MC	3	TREV	15		
FM05	ENGLISH 40S CORE TRANS	Sep 06	Jan 27	9:00-10:40	1.6	X	X	57	0	MC	2	MCBU	15		
FM08	INTRO TO LIFE SCIENCES 41G	Sep 06	Jan 27	9:00-10:40	1.6	X	X	57	0	MC	3	FRIC	15		
FM00	MATH IN THE REAL WORLD	Sep 06	Jan 27	12:45-2:45	2	X	X	55	0	MC	2	FRIC	15		
FM07	MATHEMATICS 30S CONSUMER	Sep 06	Jan 27	12:45-2:45	2	X	X	55	0	MC	3	SUTY	15		
FM02	SOFTWARE APPLICATIONS 30S	Sep 06	Jan 27	10:40-12:20	1.6	X	X	57	0	MC	4	KURD	14		
FM01	SOFTWARE APPLICATIONS 30S	Sep 06	Jan 27	9:00-10:40	1.6	X	X	57	0	MC	4	KURD	14		
FM30	APPRENTICESHIP EXPERIENCE 1	Sep 00			0			0	0	MC		MCBU	0		
FM31	APPRENTICESHIP EXPERIENCE 2	Sep 00			0			0	0	MC		MCBU	0		
FM32	APPRENTICESHIP EXPERIENCE 3	Sep 00			0			0	0	MC		MCBU	0		
FM33	APPRENTICESHIP EXPERIENCE 4	Sep 00			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 06	Jan 27	7:00-9:30	2.5	X	X	36	0	KE	203	HUNK	15		
FM24	ENGLISH 40S ELECTIVE - LANGUA	Sep 06			0			0	0	MC		MCBU	0		
FM17	ESL ADJUNCT 41G	Sep 06	Jan 27	7:00-9:30	2.5	X	X	36	0	MC		TREV	15		
FM12	MATH IN THE REAL WORLD	Sep 00	Jan 27	8:30-10:30	2	X	X	55	0	RE		PANA	15		

Figure 19 Course List

**School Use for: KILDONAN EAST 2002F**

Criteria: School=KE

CrsId	Title	Start	End	No. Day(s)	Time	Room	Facility	Tchr	Stat
FM09	CARPENTRY 41G	Sep 6	Jan 27	55	Mon,Wed,Fri 8:30 A.M.-10:30		WOOD 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	Nov 7	18	Tue,Thu 7:00-9:30			FRIC	G
FD16	ACCOUNTING B11A/291	Sep 10	Nov 7	9	Tue,Thu 7:00-9:30			FRIC	G
FD17	ACCOUNTING B11A/91	Sep 10	Nov 7	18	Tue,Thu 7:00-9:30			FRIC	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		WOOD SHOP	LCEA	G
FM2X	CARPENTRY 41G	Sep 14	Jan 25	18	Sat 9:15 A.M.-11:45		WOOD SHOP	LCEA	G
FD21	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
FR02	CABINETMAKING & FURNITURE BU	Sep 18	Oct 2	3	Wed 7:00-9:30		WOOD SHOP	DEBO	W
FD23	HELPING CHILDREN LEARN IN A S	Sep 19	Nov 21	10	Thu 6:30-9:30			UCFW	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			HRRR	G
FA19	ADDING "BELLS & WHISTLES" TO	Sep 25	Sep 25	1	Wed 6:30-9:30			KURZ	W
FD11	BIRDWATCHING & BIRD FEEDING	Sep 25	Sep 25	1	Wed 7:00-9:30			VEBS	W
FF12	ELECTRICAL WIRING	Sep 25	Nov 6	7	Wed 7:00-9:30			FBHW	W
FF13	PLUMBING	Sep 26	Nov 7	7	Thu 7:00-10:00			CHES	G
FF21	EXPLORING ELECTRONICS	Sep 28	Nov 2	6	Sat 9:00 A.M.-11:30			KURZ	G
FF09	ACCESS 2000: BASIC CONCEPTS	Sep 28	Nov 11	7	Mon 7:00-10:00		COMPUTER LAB	KURZ	W

Figure 20 School Use (list)

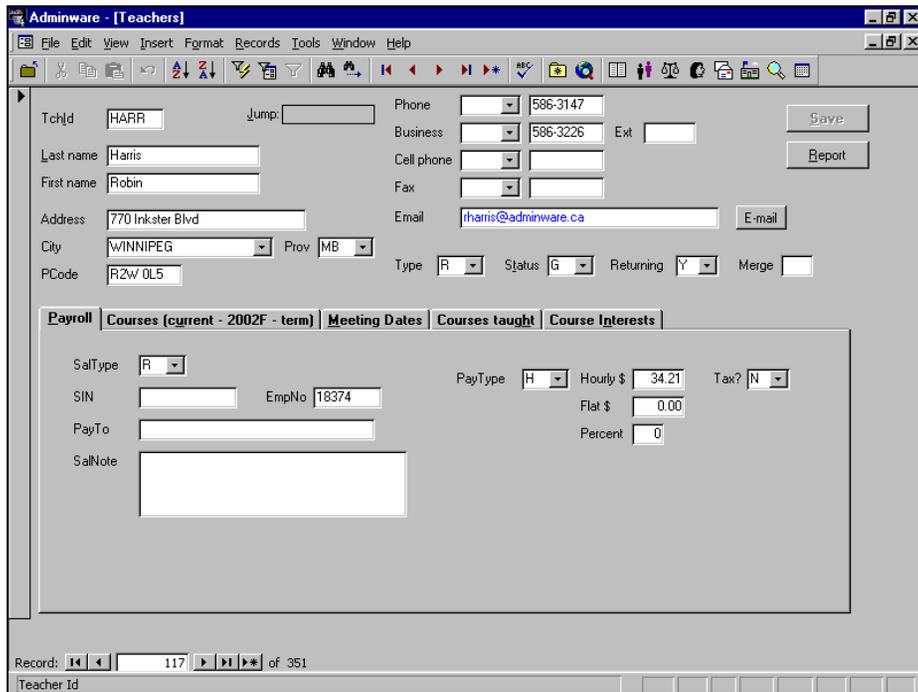


Figure 21 Teacher

- ▶ 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

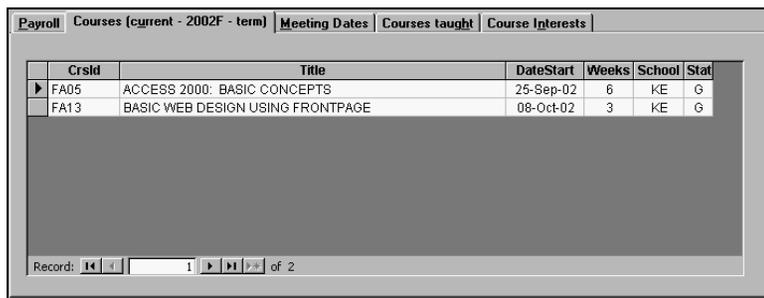


Figure 22 Current term's courses taught by teacher

▶ double-click on course id to *jump* to course screen

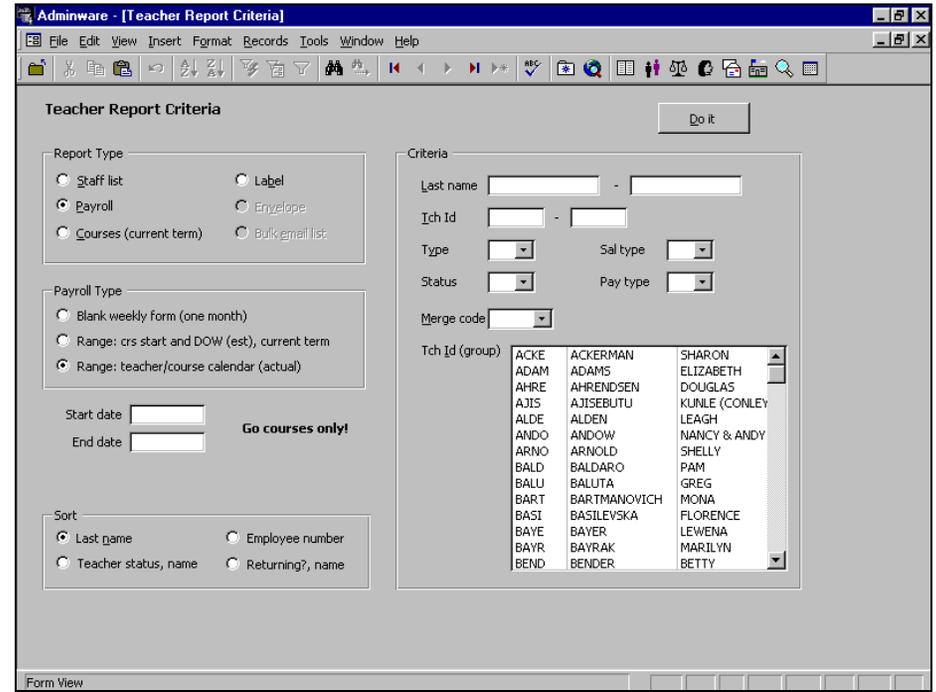


Figure 23 Teacher report criteria

- ▶ 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

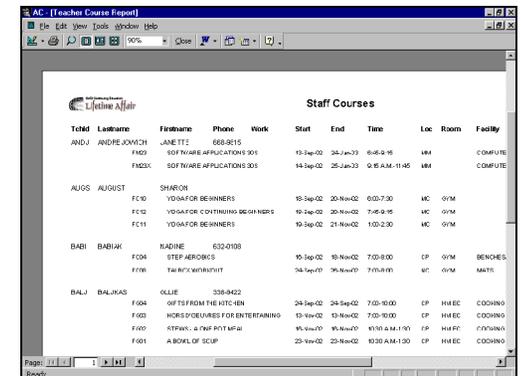


Figure 24 Teacher course listing



## Today's Classes (F4)

Sch	Course	Teacher	Room	Stat	Time
ATHLONE SCHOOL					
AT	FFT5 PILATES	COLLINS, PAULETTE	G		5:00 - 6:00
BANMATYME SCHOOL					
BA	FFT14 TAOIST TAI CHI - The 1st Section	TAI CHI ASSOC.,	G		7:00 - 8:00
JOHN TAYLOR SCHOOL					
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 COLL.					
SC	FCA18 >CONFLICT RESOLUTION	CONNELL, DAVE	G		7:00 - 10:00
SC	FCA2 PILOT TRAINING GROUND SCHOOL - PRI	FLYING, COLOURS	G		6:30 - 9:30
SC	FCA25 OFFICE PROCEDURES - (SECRETARIAL C	BAYTRAK, MARILYN	G		6:30 - 9:30
SC	FCA27 >VETERINARY HOSPITAL/OFFICE ASST. T	PELECHATY, KAREN	G		9:00 - 2:00
SC	FCA27 >VETERINARY HOSPITAL/OFFICE ASST. T	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

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)



Figure 32 Calendar

## 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.



Figure 33 Saved record



Figure 34 Edited record



Figure 35 Locked record

## 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

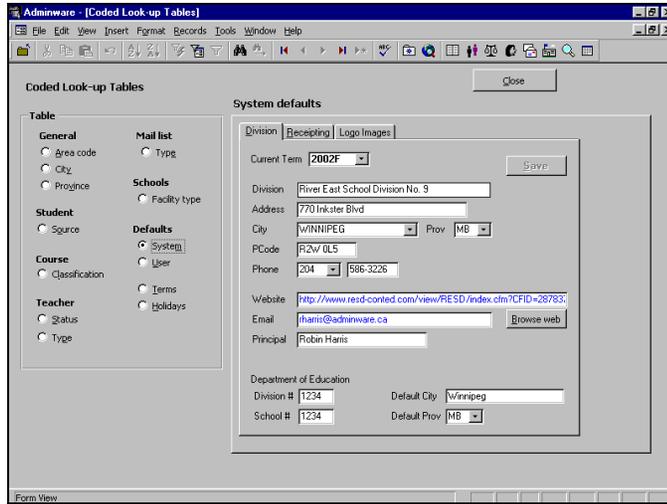


Figure 36 Coded Look-up Tables

## Users

- ▶ define options and security levels for each program user

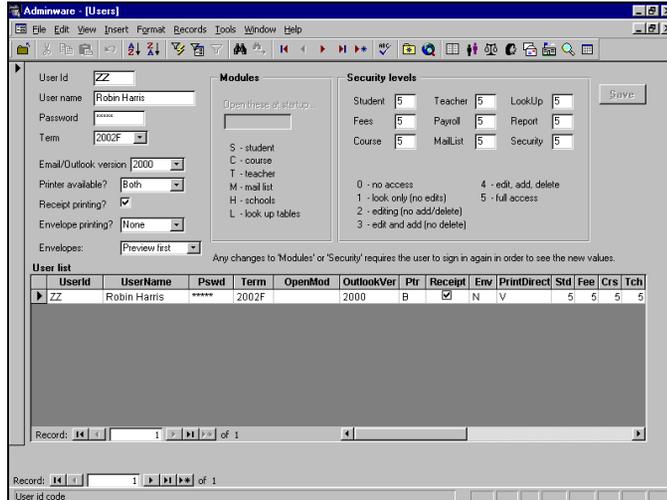


Figure 37 Users

## Keystrokes

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 <i>select</i> desired text <i>first</i> )
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).

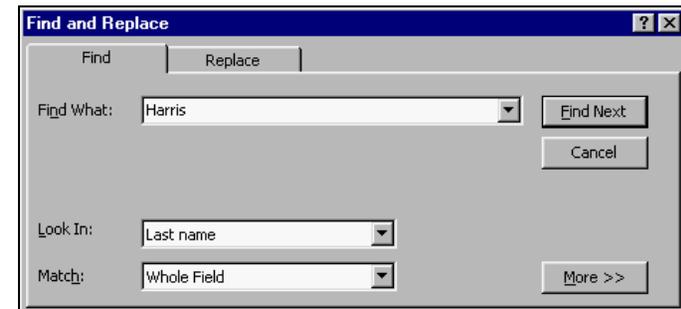


Figure 38 Standard Access Find dialog box

## What's New?

These are features/new items found in the Windows version of *Adminware™* 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™*, 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:

- he has published seven books devoted to the modern-era stamps of Canada
- 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)