

Adminware™ for ISP — Look-up Tables

Introduction

One important feature of *Adminware™* is the use of look-up tables to provide user-defined applicable values for specific fields. An example is providing a list of provincial abbreviations that can be listed and one selected while entering data in a 'Province' field.

These user-defined values are presented to the user via drop-down lists.

There are three types of drop-down lists within this database:

- ▶ those that provide a small group of choices that cannot be modified by the user
- ▶ those that allow for user-defined values that typically are defined once and never (or rarely) change or require additions (examples are grade, family type or language)
- ▶ those that provide for user-defined data that is regularly be modified or added to (examples are homestays and agents)

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Look-Up tables Look-up table values are maintained via the Look-up Tables module. This is accessible either via the Main Switchboard of the database or through an icon along the top Toolbar.

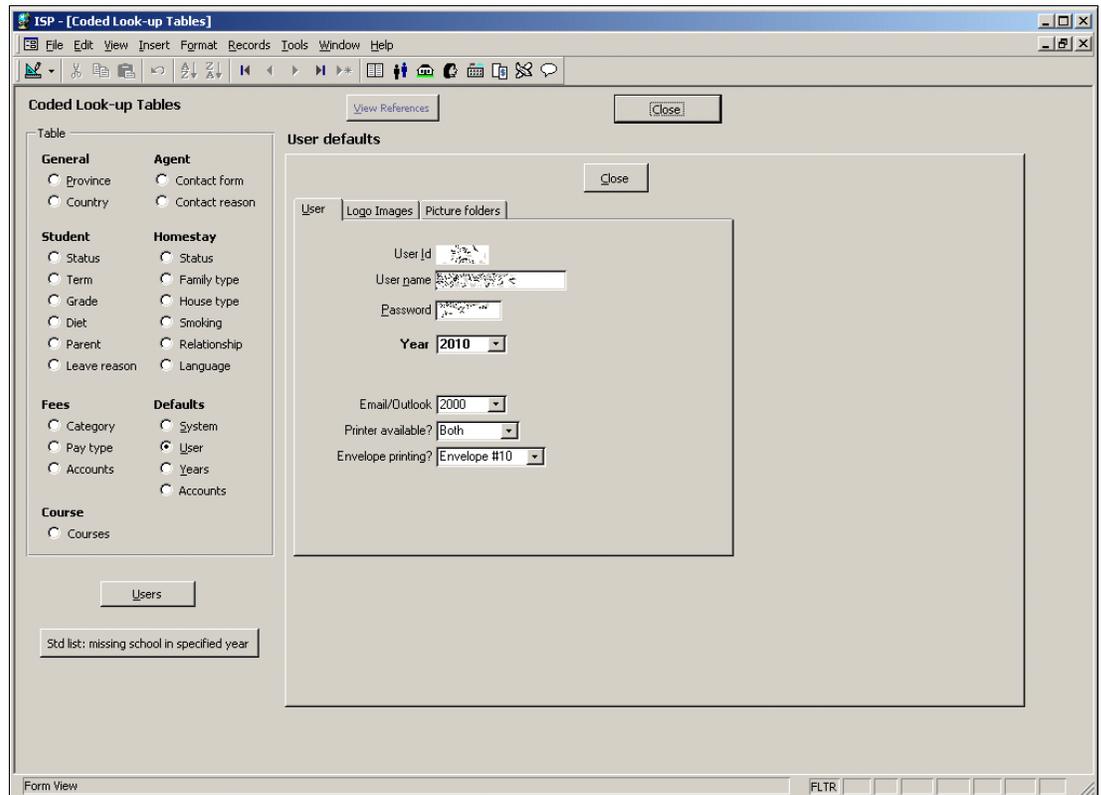


Figure 3
Look-up Tables

Table

The left side of the Look-up Tables screen presents the various tables (i.e. fields) that have user-defined data. These are selected via a radio button.

The listing is grouped by modules. Click on the table that you would like to view and modify. The right part of the screen will change to reflect the selection.

Table	
General	Agent
<input type="radio"/> Province	<input type="radio"/> Contact form
<input type="radio"/> Country	<input type="radio"/> Contact reason
Student	Homestay
<input type="radio"/> Status	<input type="radio"/> Status
<input type="radio"/> Term	<input type="radio"/> Family type
<input type="radio"/> Grade	<input type="radio"/> House type
<input type="radio"/> Diet	<input type="radio"/> Smoking
<input type="radio"/> Parent	<input type="radio"/> Relationship
<input type="radio"/> Leave reason	<input type="radio"/> Language
Fees	Defaults
<input type="radio"/> Category	<input type="radio"/> System
<input type="radio"/> Pay type	<input checked="" type="radio"/> User
<input type="radio"/> Accounts	<input type="radio"/> Years
	<input type="radio"/> Accounts
Course	
<input type="radio"/> Courses	

Add a new value

To add a new value to a specific look-up table:

- ① open the **Look-up Tables** module.
- ② select the table to work with by clicking the radio button.

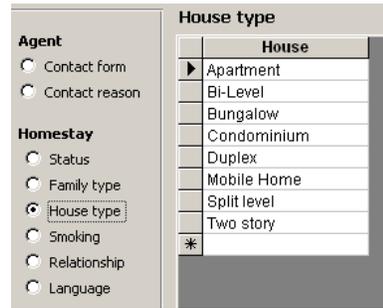


Figure 5
'House type' table selected

- ③ all new values are added at the bottom of the listing, next to the "asterisk" row.



The new value will be saved automatically when you leave this row and will then be available in the respective drop-down list in the associated module.

The next time you view the listing for the specific look-up table, the new value will appear in alphabetical order.

..... Edit an existing value

To edit a value that already exists in a specific look-up table:

- ① open the **Look-up Tables** module.
- ② select the table to work with by clicking the radio button.

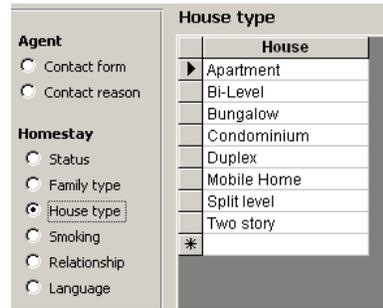


Figure 7
'House type' table selected

- ③ click in the row to modify. The 'record selector' black triangle will appear along the left side. Modify the existing value as required.



The modified value will be saved automatically when you leave this row. This will be reflected immediately in the respective drop-down list in the associated module.

Any existing references to the 'old' value, no matter how many times it is currently in use, will automatically be updated to the 'new' value. For example, if a country code of "Great Britain" had been applied to five students and that code was changed via the Look-up Tables module to "United Kingdom", all five existing students would have their country automatically updated to reflect the new value.

Delete a value

To delete an existing from a specific look-up table:

- ① open the **Look-up Tables** module.
- ② select the table to work with by clicking the radio button.

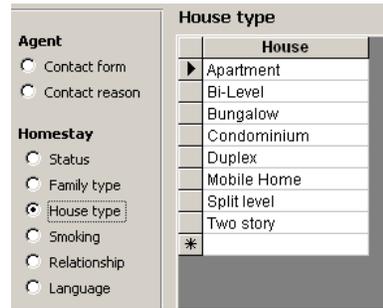


Figure 9
'House type' table selected

- ③ select the *entire* row of the value you wish to delete by clicking on the grey box to the left of the row. This will place the 'record selector' black triangle on that row and highlight the entire row.

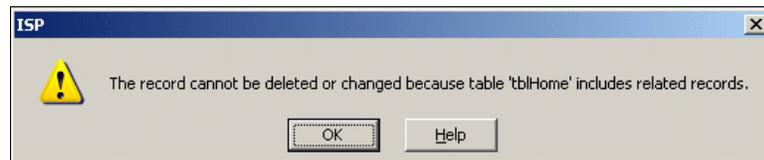


Note: simply deleting the existing text one character at a time, either with the Delete key or the Backspace key, will not delete the entire record.

- ④ press the **Delete** key to delete the row.

One of two things will happen:

- ▶ You cannot delete a value if it is currently 'assigned' at least once throughout the database. You will receive the following message if you attempt a value already in use:



[The respective table may be different, depending on the value you have tried to delete.]

Before you can delete this value you must first find each occurrence of it throughout the database (by running reports using this specific criteria) and delete each reference.

- ▶ If the value you wish to delete has not been used throughout the database you will be prompted to confirm the deletion:



Select **Yes** to confirm the deletion.

Defaults

There are two special Look-up Tables that have several values that will require minor “tweaking” as the years go by:

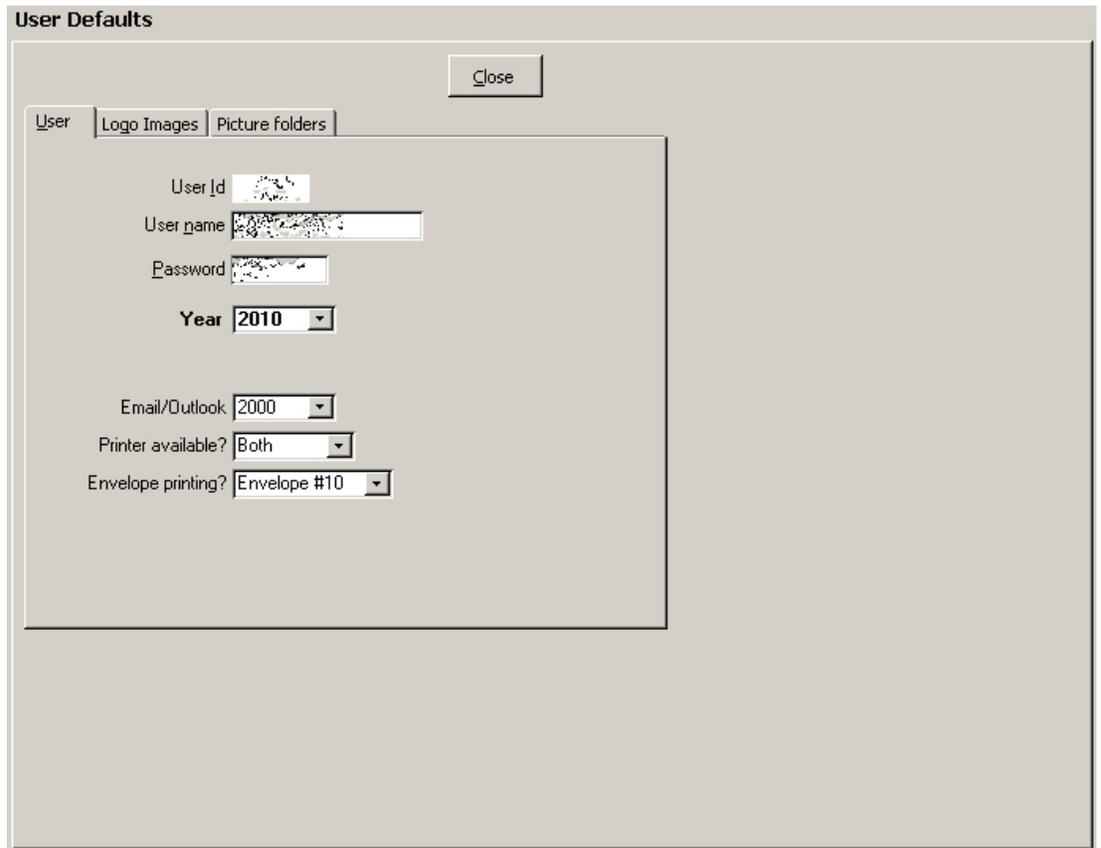
- ▶ System defaults
- ▶ User defaults

System defaults

The screenshot shows the 'System Defaults' configuration window. At the top, there are 'Save' and 'Close' buttons. Below them is a tabbed interface with the following tabs: Organization, Division, Field/Report defaults, Invoicing, Logo Images, Picture folders, Modules / defaults, and Flight Reports. The 'Organization' tab is active. The form contains the following fields and controls:

- Name: Text input field with a masked value.
- IEP or ISP...: Dropdown menu with 'ISP' selected.
- Address: Text input field with a masked value.
- City: Text input field with 'Winnipeg'.
- Prov: Dropdown menu with 'MB' selected.
- PCode: Text input field with a masked value.
- Phone: Text input field with '204' and a masked value.
- Year: Dropdown menu with '2011' selected.
- Fax: Text input field with a masked value.
- Current term: Dropdown menu with 'Semester 1' selected.
- Toll free: Text input field.
- Website: Text input field with a masked value.
- Director section (left):
 - Name: Text input field with a masked value.
 - Title: Text input field with 'Director'.
 - Email: Text input field with a masked value.
- Assistant Director section (right):
 - Name: Text input field.
 - Title: Text input field.
 - Email: Text input field.
 - Phone: Text input field.
 - Fax: Text input field.

Figure 13
System defaults



The image shows a 'User Defaults' dialog box with a 'Close' button at the top right. It has three tabs: 'User', 'Logo Images', and 'Picture folders'. The 'User' tab is active and contains the following fields:

- User Id: [text input]
- User name: [text input]
- Password: [text input]
- Year: [dropdown menu, value: 2010]
- Email/Outlook: [dropdown menu, value: 2000]
- Printer available?: [dropdown menu, value: Both]
- Envelope printing?: [dropdown menu, value: Envelope #10]

Figure 14
User defaults