Application Manager: Getting Started…

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# Program Startup

The program starts with the Select a Mode form with two options:

1. Off-Campus Mode
2. On-Campus Mode

## Off-Campus Mode

This mode is to be used to enter the information of new students when not connected to the Lindenwood network. In this mode, the program writes the new students’ information to a Microsoft Excel spreadsheet that can later be imported into the program database when reconnected to the Lindenwood network. This spreadsheet will be automatically stored on the Desktop and can be moved to another location.

After selecting the “Off-Campus Mode” button, the Event form will pop up (shown below).

1. Enter the name of the event where the user met the student and select the date of the event.
2. Click “Continue”.
3. To cancel, select “Cancel” or exit the form.

Selecting “Continue” will present the New Student form.

The first tab provides fields to enter the student’s name, address, and contact information.

The second tab provides fields to enter the student’s educational background information.

1. Enter the student’s information.
2. Select “Submit”.
3. If any required information is missing, a message will indicate as such and the required fields will turn red in color.
4. If all the required information is entered, a message will indicate that the student has been added to the Excel file and a new form will pop up to enter another student, if needed.
5. Select “Cancel” to return to the Select a Mode form.

To exit the program, exit the Select a Mode form.

## On-Campus Mode

Upon selecting this mode, the program checks if it can successfully access the database on the network, because all further options rely on this connection. After establishing a successful connection, the Log In form pops up.

1. Enter credentials and select “Log In”
2. If the username or password is incorrect, the form will clear and request a correct username and password.
3. If the username and password are correct, the Main Menu Form will pop up.
4. Selecting “Exit” will exit the program.

# Main Menu

After logging in successfully, the program’s main menu (shown below) opens.

There are seven (7) options to choose from:

1. Enter New Student
2. Edit Existing Student
3. View Student
4. Generate an Email List
5. Student Contact Log
6. View Database
7. Administrator Options (if logged in as the administrator)

# Enter New Student

After selecting the “Enter New Student” button, the Event form will pop up.

1. Enter the name of the event where the user met the student and select the date of the event.
2. Click “Continue”.
3. To cancel, select “Cancel” or exit the form.

Selecting “Continue” will present the New Student form.

The first tab provides fields to enter the student’s name, address, and contact information.

The second tab provides fields to enter the student’s educational background information.

1. Enter the student’s information.
2. Select “Submit”.
3. If any required information is missing, a message will indicate as such and the required fields will turn red in color.
4. If all the required information is entered, a message will indicate that the student has been added to the database and a new form will pop up to enter another student if needed.
5. Select “Cancel” to return to the main menu.

# Edit Existing Student

After selecting the “Edit Existing Student” button, the Edit Student – Search form will pop up.

1. Select a search method.
2. Enter the corresponding information.
3. If any required information is missing, a message will indicate as such and the required fields will turn red in color.
4. If no student based on the search criteria exists, a message box will notify the user.
5. If the search finds one or more students, the Edit Student – Search Results form will open. This lists all of the students that match the search criteria. Select the student to edit and click “Edit”.
6. The Edit form will open. The first tab has the student’s name, address, and contact information. The second tab has the student’s educational background information. The third tab has the student’s audition information. The fourth tab has the student’s contact log. Selecting the View This Student’s Contact Log button will open the Student Contact Log form. The information can be sorted by clicking on the header of any column.
7. When the Edit form is opened, it will show all of the student’s information. Any of these fields may be edited.
8. When finished editing, select “Submit”
9. If any required information is missing, a message will pop up indicating as such and the required fields will turn red in color.
10. If all the required information is entered, a message will pop up indicating that the student has been edited. The program will then return to the main menu.

# View Student

After clicking the “View Student” button, the View Student – Search form pops up.

1. Select a search method.
2. Enter the corresponding information.
3. Select “Search”. To cancel, select “Cancel” or exit the window.
4. If any required information is missing, a message will indicate as such and the required fields will turn red in color.
5. If no student based on the search criteria exists, a message box will notify the user.
6. If the search finds one or more students, the View Student – Search Results form will open. This lists all of the students that match the search criteria.
7. Highlight a student and click the “Generate Report” button. To cancel, select “Cancel” or exit the window. To perform a new search, select “New Search” and the View Student – Search form will pop up.
8. A printable report of all the compiled information on the currently selected student will pop up.
9. Save, Print, or Print Preview by selected the File menu and choosing the desired option.
10. To close the form, select File – Exit or exit the window.

# Generate Email List

After clicking the “Generate Email List” button, the Email List form will open. This form has a spreadsheet-like grid with each student’s first and last name, major, and email address.

To filter the information, select a degree program in the bottom-left corner of the window.

To copy information from the grid, either right-click and select “Copy” or click on the button labeled “Copy Selected”.

To close the form, select “Back” or exit the window.

\*NOTE: To select multiple cells, hold down the Ctrl key and click on the cells.

# Student Contact Log

After clicking on the “Student Contact Log” button, the Contact Log form will open. This form has a spreadsheet-like grid with each student’s first and last name and their contact log, sorted by the student’s last name.

To sort the information, click on the column headers.

To filter the information shown, select a degree type, major, degree type & major, date contacted, or a combination of these. To filter by date contacted, click the check box to activate the feature. To stop the filter, click the check box again to deactivate the feature.

To close the form, select “Back” or exit the window.

**View Database**

After clicking the “View Database” button, the View Database form will pop up. This form has a spreadsheet-like grid and five (5) options.

Selecting the “Student Information” button will fill the spreadsheet with all the students and their basic information from the Student Information table.

Selecting the “Student Educational Background” button will fill the spreadsheet with all the students and their educational information from the Educational Background table.

Selecting the “Auditions” button will fill the spreadsheet with all the students and information on their auditions from the Audition table.

Selecting the “Contact Log” button will fill the spreadsheet with all the students and their contact log from the Contact table.

Selecting the “Degree Programs” button will fill the spreadsheet with all of the degree programs from the Degree table.

The information can be sorted by selecting the column headers.

# Administrator Options

Please see the Admin Features option of the help menu after clicking on the Admin Options button.

There are more options under the File and Help menus.

**File Menu**:

Import Data

This option adds the student information into the database from an Excel file created during Off-Campus Mode.

Selecting this option will bring up an open file dialog box.

1. Select the Excel file with the information to add to the database. A progress bar will indicate where the program is in the importing process.
2. If there is an error opening the file, an error message will indicate as such.
3. If a student is unable to be entered into the database, a message will indicate which line of the Excel file the student’s information is located in .
4. When the program is done importing, a message will indicate as such.
5. The program will then return to the Main Menu.

Degree Program Update

This option updates the degree programs for the New Student form when used in Off-Campus mode. A message box will indicate when the update is complete. An error message will indicate if there is a connection error.

Change Password

This option allows the user to change his/her password. It is recommended that each user change their password immediately during their first use of this program.

Selecting this option will bring up the Change Password dialog box.

1. Enter current password.
2. Enter new password.
3. Enter new password again.
4. Select “OK”.
5. If the current password is incorrect, the new passwords do not match, or the new password is not between 6 and 12 characters, and error message will indicate as such. Correct the error and select “OK”.
6. If the password has been successfully changed, a message will indicate as such.
7. To cancel, select “Cancel” or exit the dialog box.

Exit – Exits the program.

**Help Menu**:

Getting Started

This option opens the “Getting Started…” manual.

About

This option opens a dialog box with information on the program.

# Troubleshoot

1. I forgot my password; what do I do?

Contact the program Administrator, and he/she can reset your password for you.

1. How do I change my password?

After you log into the program, go to “File”. then click on “Change Password”.

1. The program keeps telling me there’s a problem connecting to the database; what do I do?

First, check to see if your computer is connected to the Lindenwood network. If it is, contact the administrator to check if the computer hosting the database is currently turned on and connected to the Lindenwood network.

1. I entered/changed the information for a student (or students) and it doesn’t show up when I look up the student(s); why is that?

The likely problem is that the database crashed and needs to be restored. Please contact the program’s administrator to do this. Also note that any changes made between the time the database crashed and now may need to be redone.