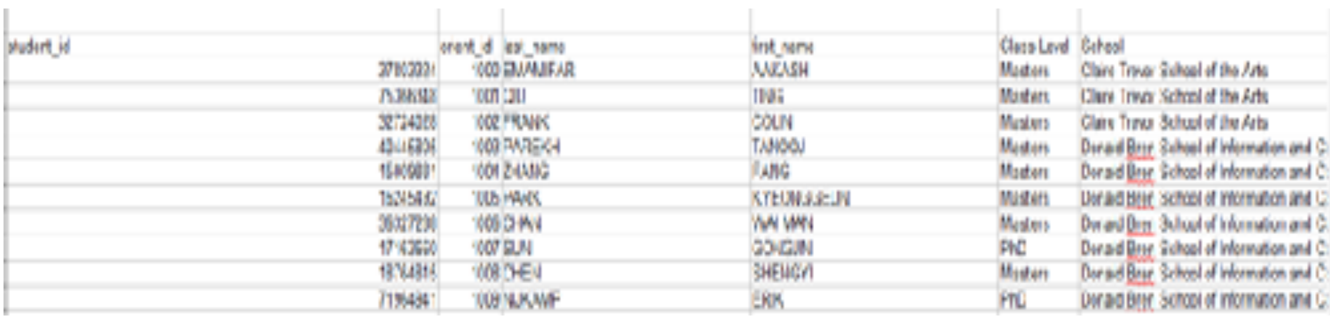
Graduate Division Program Tutorial

Table of Contents

Section 1: Format of Input Data

To be fully functional and pull data effectively, the appropriate fields must be labeled as: **student_id, orient_id, last_name, first_name, Class level, School, email_address, Region, Major, and Register.** This program searches for the student_id field and pulls the data according to the next few fields as it looks for those headers in columns.

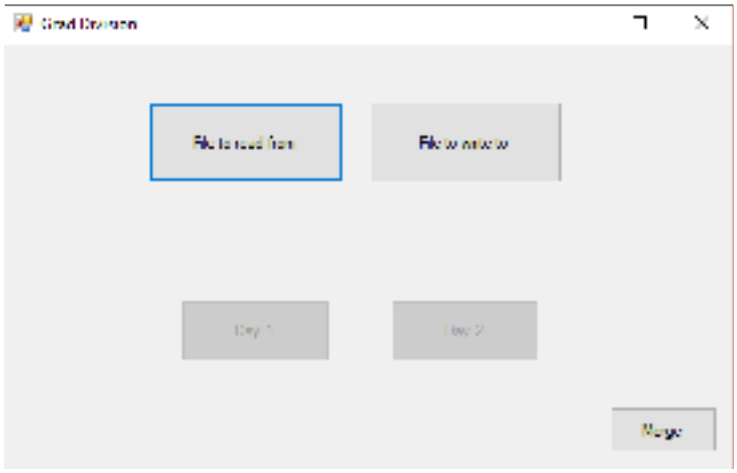


To be able to pull the data from the file, the file must be of type **.CSV** as this is a comma delimited file.

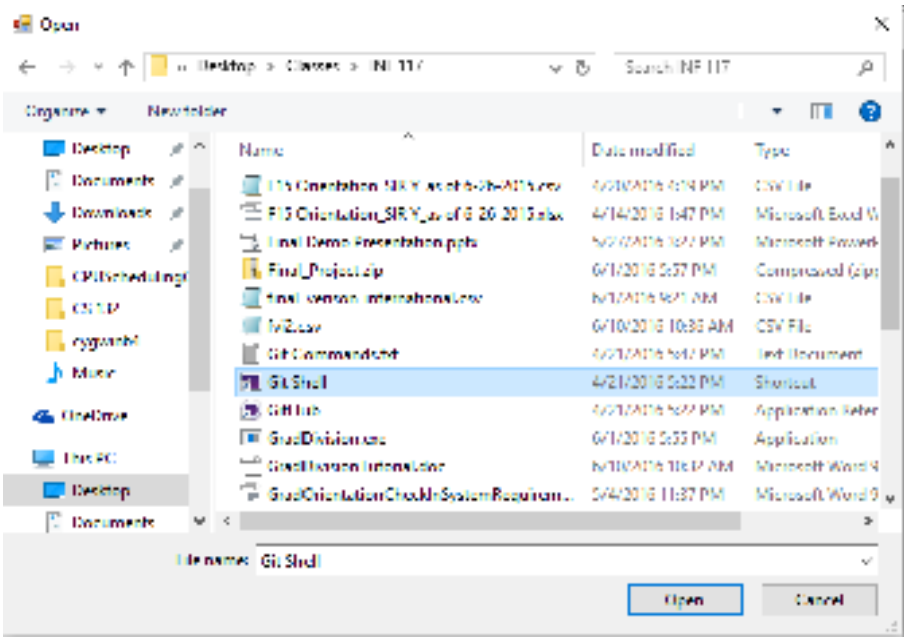
CAUTION: No commas can be present within any cells of this input file. The program looks for commas so if any are present, it will skip over and alter the data in ways where students are stored incorrectly within the program.

Section 2:Reading Appropriate File

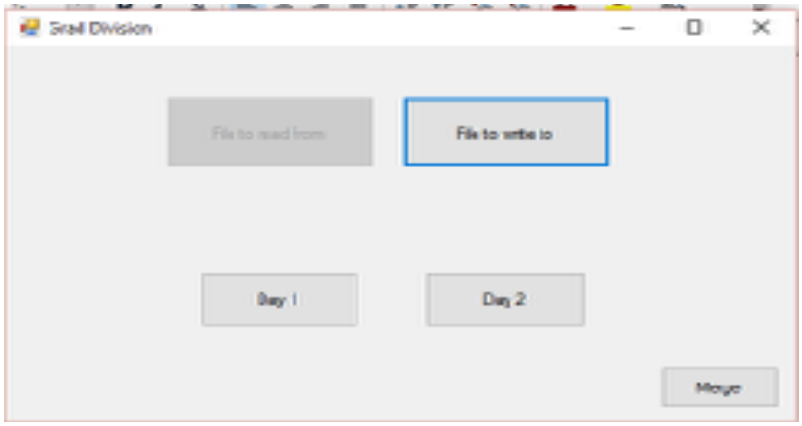
Upon starting the program, click **File To Read From** as this will open a dialogue window for you to search your computer for the input file. The file can be read from anywhere. It is advised that you store the Check-In Program and the input data file in the same place. Later in the tutorial, the reasoning behind this will be explained.



Upon clicking, **File to read from**, a window of files is brought up to ensure you can find the correct file.

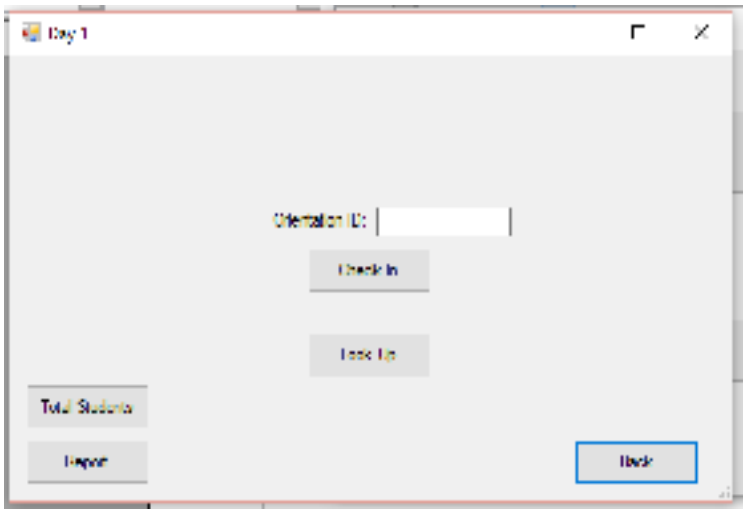


In this example, I am going to select **fvi2.csv** because this is the correctly formatted input file.



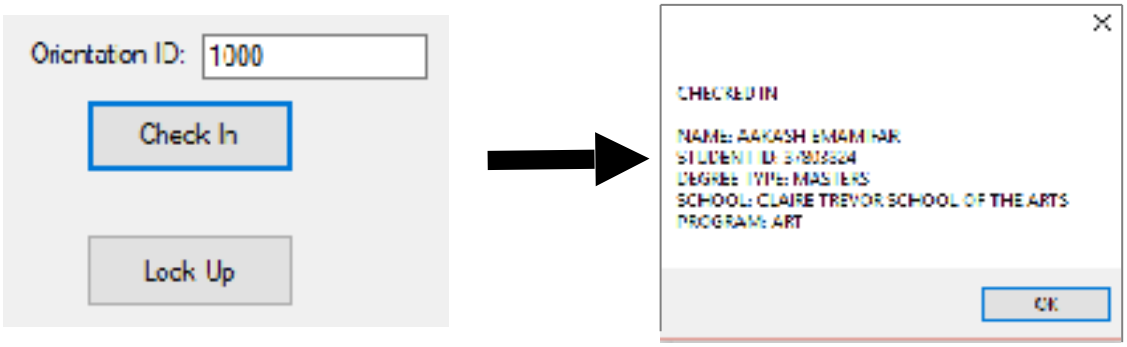
Once the file has been read, the **Day1** and **Day2** buttons have been unlocked to start the program.

Section 3: Day 1 Window

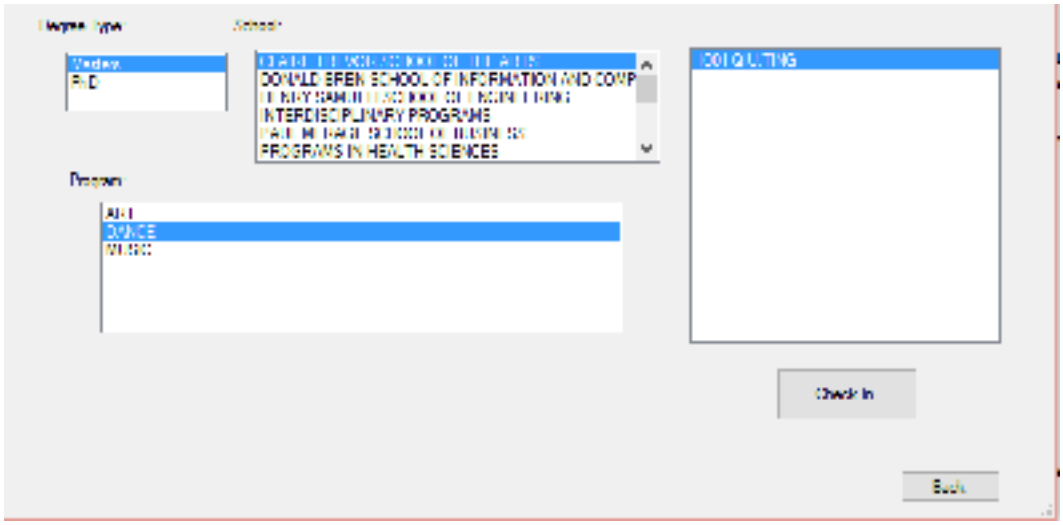


Upon Clicking **Day 1**, the user is brought to this window. To check in a student, a user will either search up a student by their **Orientation Identification Number** or by clicking the **Look Up** button.

EX: Checking in student 1000, their profile is brought up saying they have been checked in.

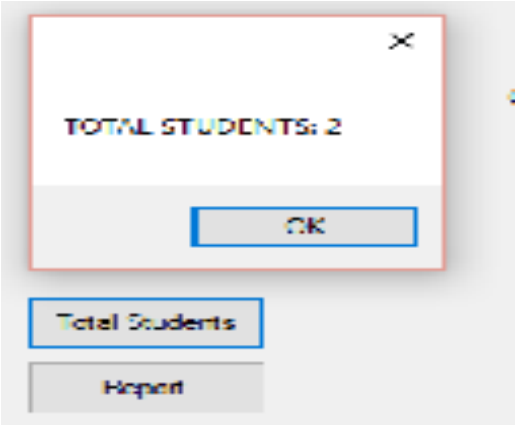


The purpose of the **Look Up** Button is to search for a student who has either forgotten their **Orientation Identification Number** or who is considered a Walk-Up on that day.



After designating the specific fields and finding their name, the user will click **Check In** and then **Back** to return to the initial **Day 1** menu. Within this **Look Up** window, any number of students can be checked in but only one at a time upon searching.

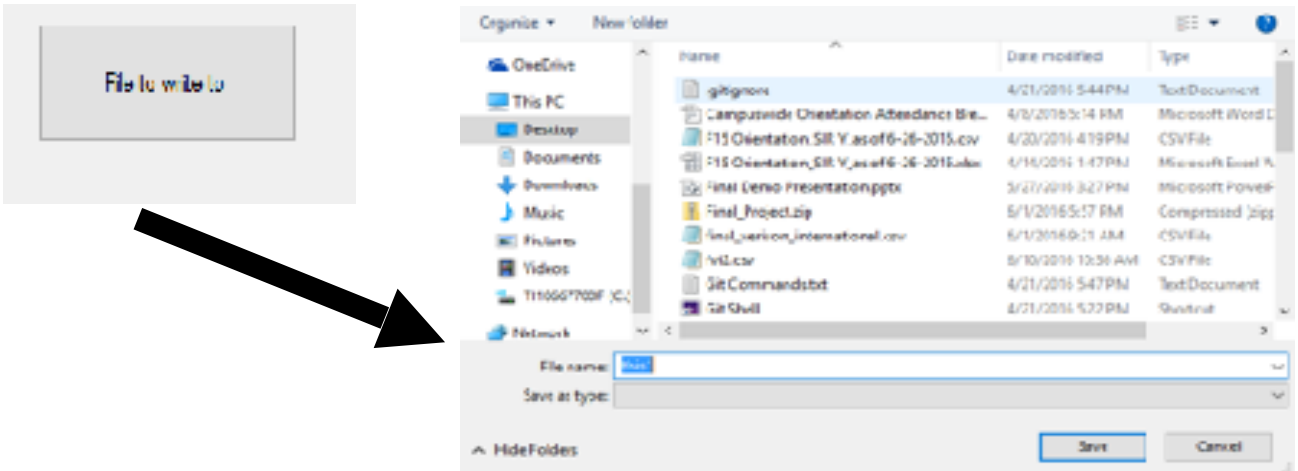
After clicking **Total Students**, a total number of the students who have checked in on this specific computer will be outputted in a window for viewing.



By clicking the **Report** Button, a full report breakdown from this specific computer is written. Some listed fields include breakdown by school and subsequent major, while others include specific percentage calculations of Total Registered students, Attendees who registered, Attendees who did not register (Walk-ups).

After clicking **Back**, the user is brought to the initial menu where they will choose **File To Write**, then by typign a specific name, a list of every student who has checked in will be written. The user can specify any location for the file to be written to.

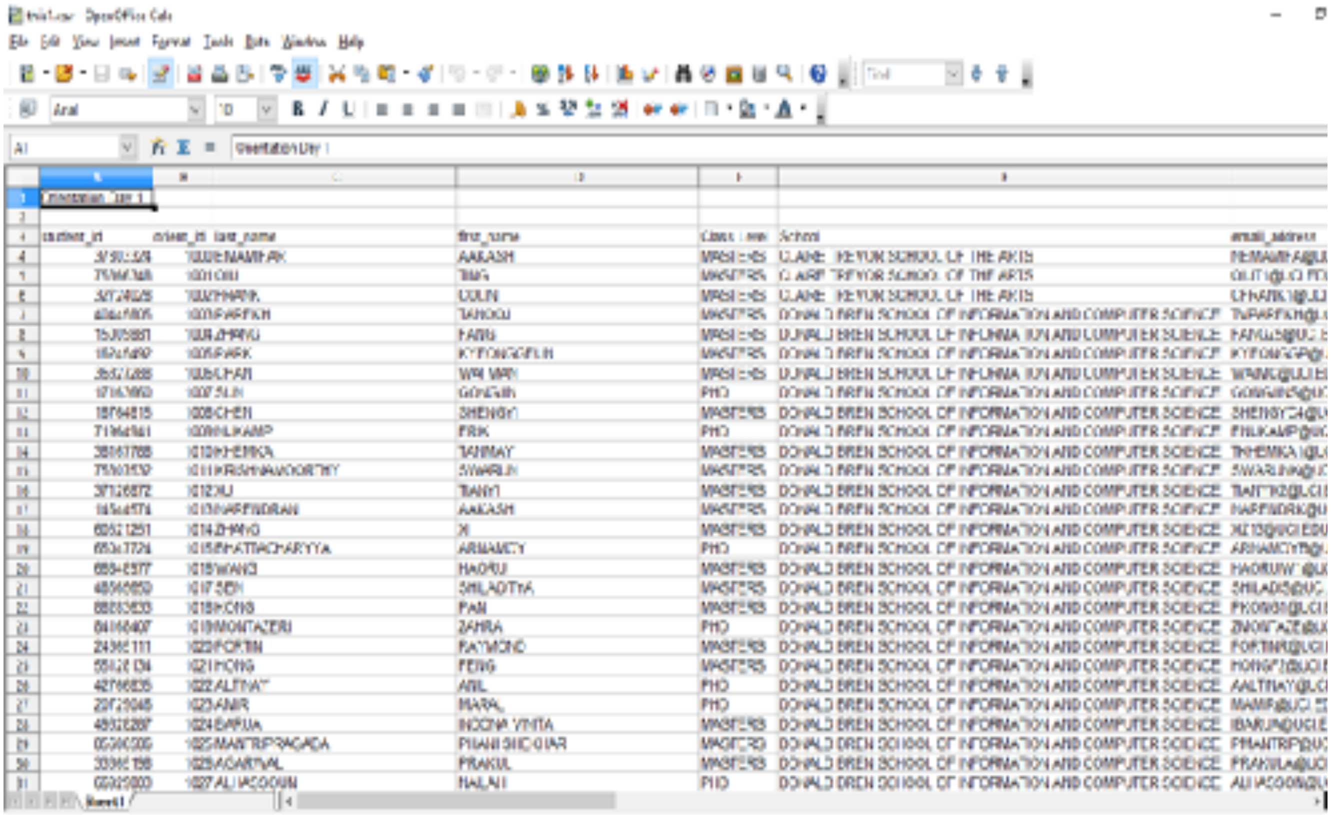
For example, we will title the new file **this1.csv**. The program defaults the file to be written as a .CSV for convenience sake.



IMPORTANT: By logic design, if a student is **REGISTERED** and decides to look themselves up, they will **NOT BE CONSIDERED A WALK-UP ATTENDEE** but if a student is **NOT**

REGISTERED to attend and looks themselves up, they **WILL BE COUNTED AS A WALK UP**.

Here is an example of the outputted file that is written when **File to Write to** is selected.



Region	Major	Register	Walkup	Day1	Day2
I	ART	R	0	1	0
I	DANCE	N	1	1	0
I	MUSIC	R	0	0	0
I	COMPUTER SCIENCE	R	0	0	0
I	COMPUTER SCIENCE	R	0	0	0
I	COMPUTER SCIENCE	R	0	0	0
I	COMPUTER SCIENCE	R	0	0	0
I	COMPUTER SCIENCE	R	0	0	0
I	COMPUTER SCIENCE	R	0	0	0
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I	COMPUTER SCIENCE	R	0	0	0
I	COMPUTER SCIENCE	R	0	0	0
I	COMPUTER SCIENCE	R	0	0	0

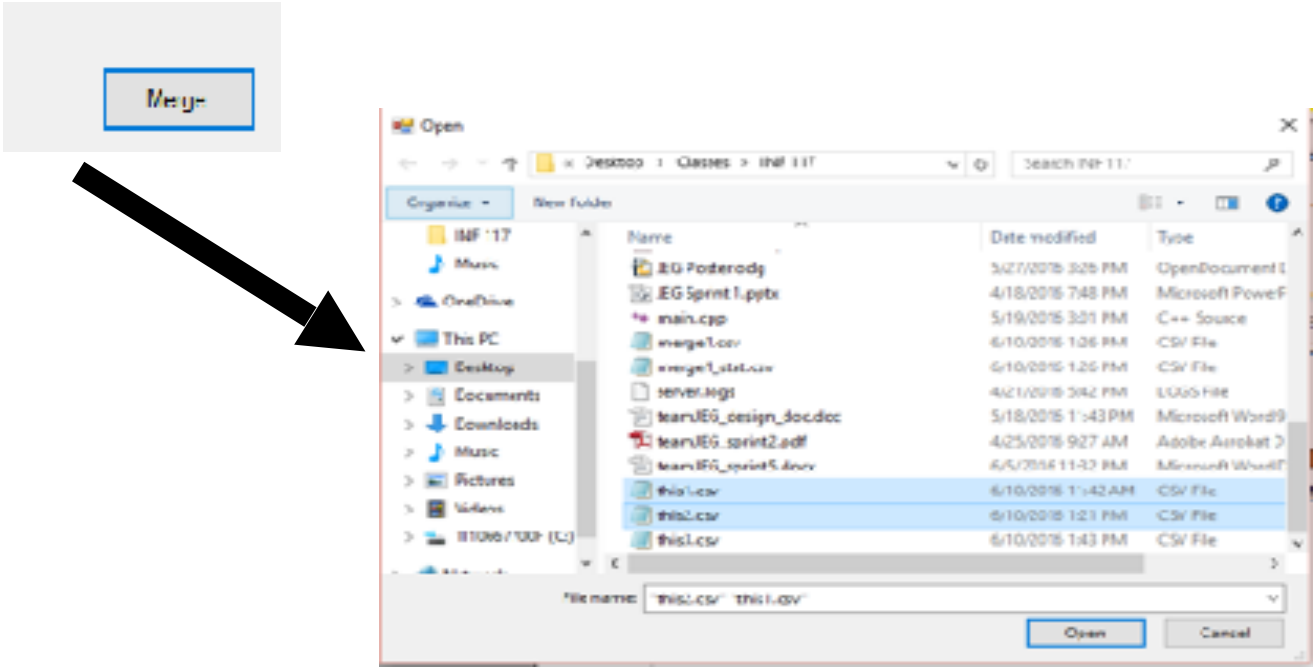
-Unnecessary fields have been removed, such as city, while new fields have been added such as **Walk up, Day1, Day2**. These serve a purpose when rereading this file into the program for **Day 2** check-in.

Section 5: Merge File

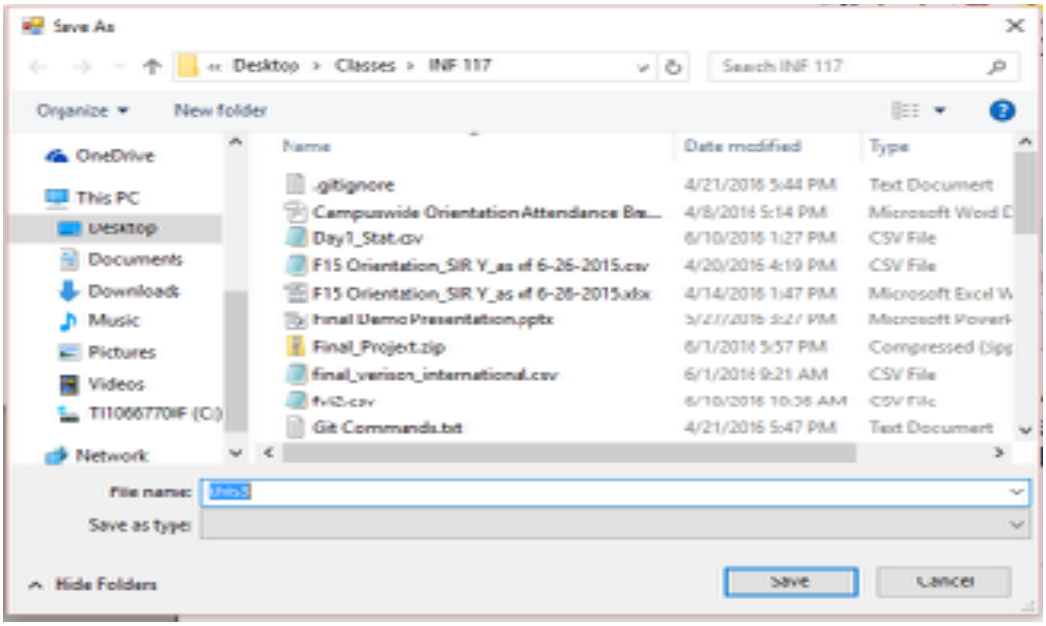
After completing that above mentioned steps on multiple computer, you will have written an arbitrary amount of files which consist of all of the students who have registered on **Day 1** or **Day 2**. All of the files will contain the same students but depending on which computer the student checked in on, they will only be inside of that file.

EX: Lets say student A checks in on computer A and student B checks in on computer B. This means that 2 files are outputted with both student A and B in them but one is checked in on one, same with the other. Clicking **Merge** will allow for both students to be listed in one file.

Important: If no file has been written already, a window will be brought up asking to **Save File?** If none is needed to be saved, clicking **No** will suffice. The point of this button is to not only be used while the program is running but also if it is only desired for files to be merged.

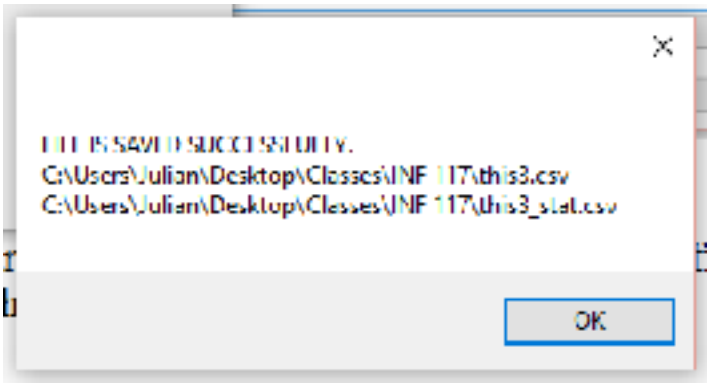


After selecting the files, a Window is then brought up specifying a name of file to be outputted. When typing the name, two files are then written: one being the list of all students checked in so far, and the statistics of the merged file check in.



The files that are written are **.CSV** files so Microsoft Excel, Open Office Calc, etc. must be used to properly view them.

This window is displayed to show the path in which the files exist and also which files have been written.



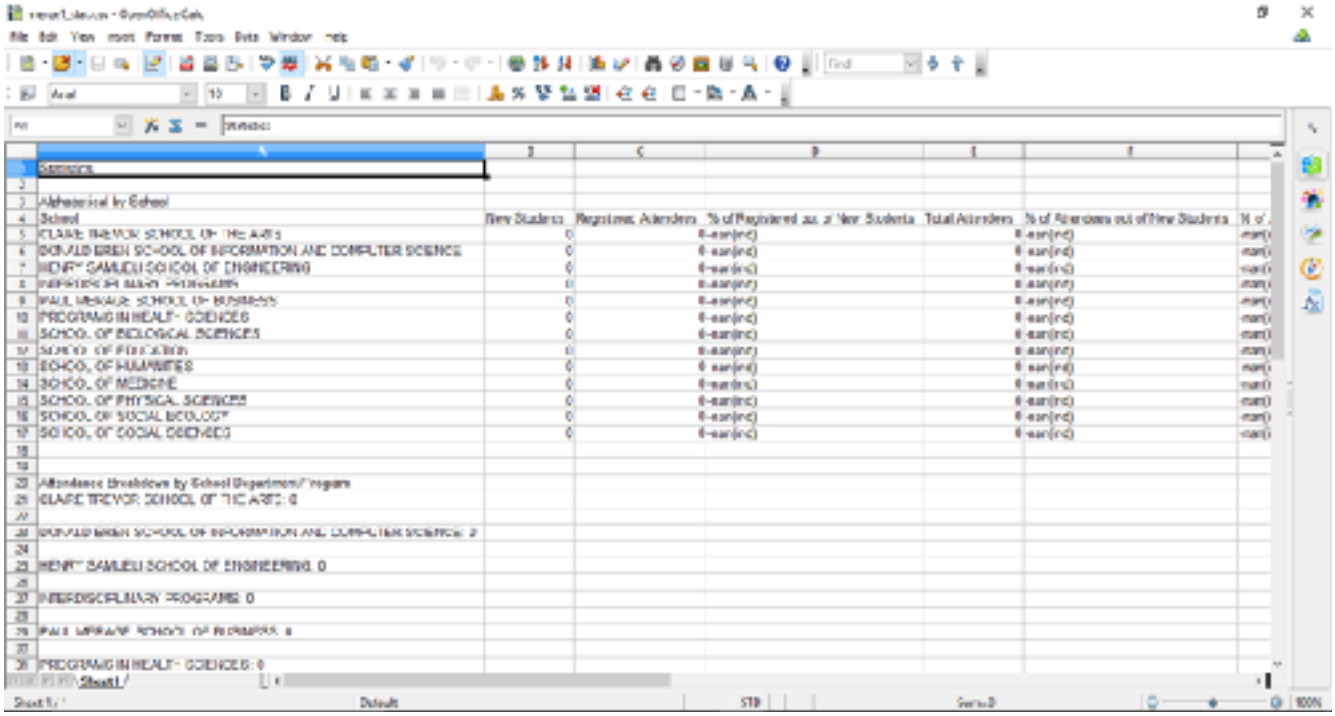
Section 6: Day 2 Window

The Day 2 Window mirrors the Day 1 window in terms of functionality. Can refer to **Section 3: Day 1 Window** for help on functionality of the window.

Only difference is that **Domestic AND International Students** can be checked into the orientation while only international can be checked in on **Day 1**.

Section 7: Final Report

By Checking the statistics file that was written, it is displayed that the full breakdown of attendees are able to be shown with percentages, breakdowns of individual schools, and individual programs.



That marks the end of this tutorial