Laurel VEC SessionManager Program Reference

(VERSION 11.1.3 - RELEASED: JULY 20, 2021)

TABLE OF CONTENTS

LIST OF FIGURES

INTRODUCTION

SessionManager is a program for entering VE test session data and generating files for upload to the FCC. It is intended for use by both the individual Team Leaders and by the Regional Coordinators.

If a team has access to a computer and printer at their test session site, then ***SessionManager*** provides the capability of printing the following session paperwork:

- Session Report
- VE Sign-in Sheet
- Applicant Roster
- LARC-VEC Form 605
- CSCE
- Answer Sheets

To protect the security of personal information about the applicants and to comply with applicable state and federal laws, all files are encrypted using Triple-DES encryption.

SYSTEM REQUIREMENTS

The computer used must meet the following minimum requirements:

- **Operating System** -- Windows Vista, Windows 7/8/10
- **Minimum Available Disk Space** -- 250 Mb
- **Minimum Screen Resolution** -- 1024×768

SessionManager will run on systems with either a 32-bit or a 64-bit processor.

The following features require the ability to display and/or print .pdf files:

- View Program Reference.
- View User Guide.
- View Laurel VEC Policies, Procedures, & Instructions document.
- View “How To” guides.
- Print blank forms.

Adobe Acrobat® Reader or similar program must be installed for these features to work.
To install the free Adobe Acrobat® Reader, go to https://get.adobe.com/reader/.

INSTALLED DATABASES

SessionManager includes the following databases:

- FCC License Data
- Accredited VEs
- Postal ZIPcodes

FCC LICENSE DATA

When ***SessionManager*** starts, it loads an abridged version of the FCC's ULS amateur license database. This allows the license data for an already-licensed applicant to be loaded automatically. It is Laurel VEC policy that looking up a call sign in ***SessionManager*** is sufficient to verify the applicant's current call sign, operator class, and license expiration date.

The version of the database used is abridged in the following ways:

- The database only contains individual licenses (no club station licenses).
- The database only contains "active" licenses (unexpired or expired less than 2 years).
- Each license record in the database only contains the data needed by ***SessionManager***.

The complete database is updated by the FCC every week on Sunday with daily updates on Monday through Saturday containing the records processed that day. The database available to ***SessionManager*** is updated daily and contains the information in the last weekly file plus all of the intervening daily updates.

ACCREDITED VES

If ***SessionManager*** has internet access when it is started, it downloads a list of the VEs that are currently accredited by the Laurel ARC VEC. The list includes call sign and license class and is updated on the website within an hour after any changes are made. The website also periodically searches the ULS by FRN and automatically updates the list if a VE changes their call sign or upgrades their license.

If you try to enter a VE who is not in the list, ***SessionManager*** will display a dialog asking if the individual has applied for accreditation. If you answer "Yes", you will be able to add the VE.

POSTAL ZIPCODES

SessionManager includes a list of all current USPS ZIPcodes. This list is loaded from a .csv file when ***SessionManager*** starts and is updated periodically.

It is common for two or more communities to share the same 5-digit ZIPcode. In this case, the USPS considers one of those communities to be primary. The ZIPcode database in ***SessionManager*** only contains the primary locations. For example, the ZIPcode for Lawrence, IN, is 46226. However, if you do a search for 46226, it will return Indianapolis, IN, since that is the primary location for all 462xx ZIPcodes.

INSTALLATION

Run the installation package file, named ***SM_Setup.exe***, from an account with administrator privileges. This will install ***SessionManager.exe*** and all required supporting files on your computer. The installer will suggest a default location for the program files and the data files. You may change either or both locations, or leave the default values. In addition, the location of the data files may be changed after the program is installed from the *Program Settings* dialog.

INITIAL SETUP

When you start ***SessionManager*** for the first time, the window shown in Figure 1 is displayed.

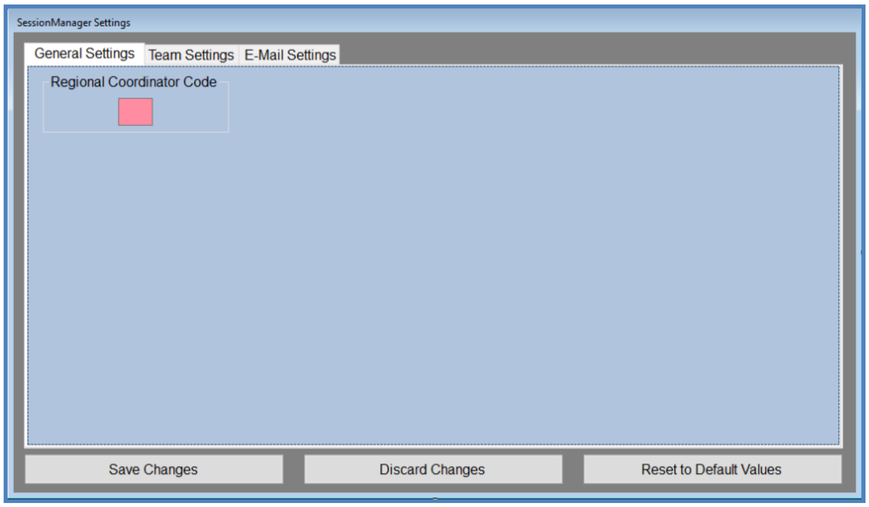

Figure 1 – Program Settings Window (No Regional Coordinator Code)

To proceed, you must enter your Regional Coordinator Code. This code will be provided to you by your Regional Coordinator.

After you have entered the code, the window shown in Figure 2 is displayed.

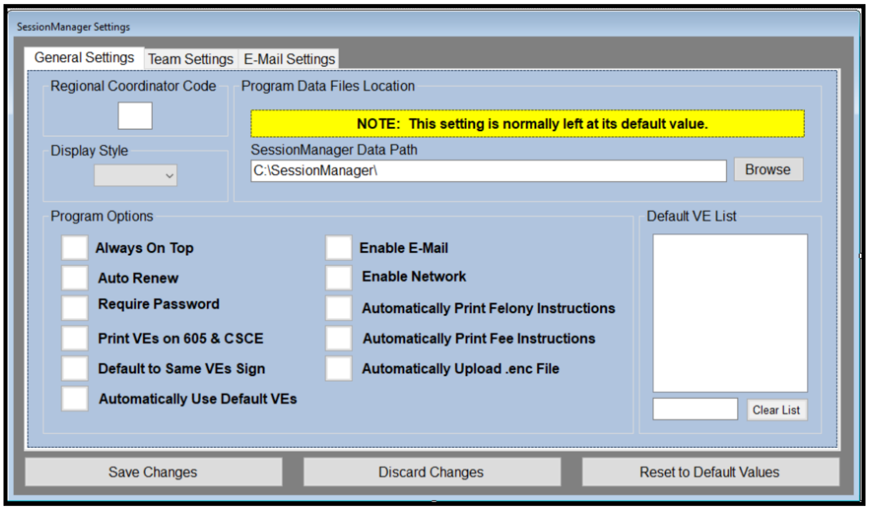

Figure 2 – Program Settings Window (General Settings)

Click on *Team Settings* to enter the information for your team. The window shown in Figure 3 will be displayed.

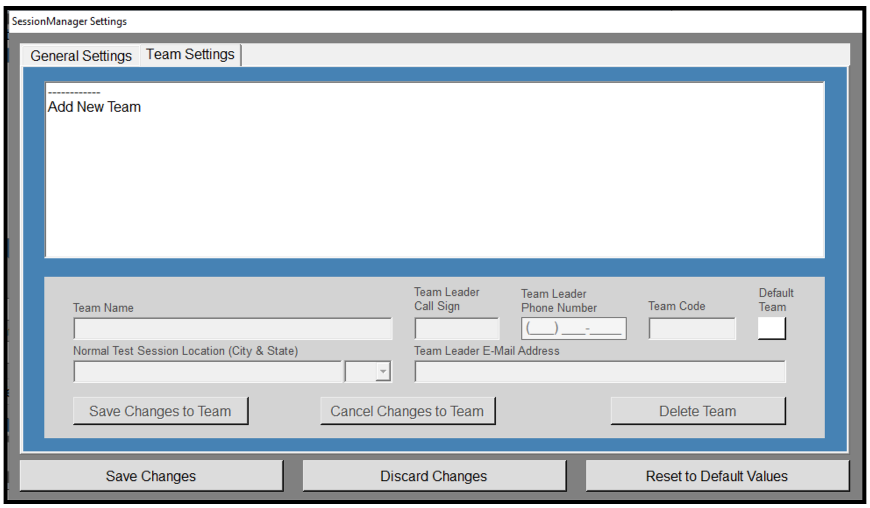

Figure 3 – Program Settings Window (Team Settings)

Using the *Program Settings* dialog is explained in detail in the *Program Settings* section.

DISPLAY STYLES

SessionManager provides two different display styles for the main window:

- Toolbar style.
- Menu style.

By default, ***SessionManager*** uses the toolbar-style display that was introduced in version 8.0.0. You can switch between the two display styles by changing a setting in the *Program Settings* dialog.

You can temporarily switch to the other style by holding the Ctrl and Alt keys down and pressing "T". The next time that ***SessionManager*** starts, it will revert to the style selected in the *Program Settings* dialog.

TOOLBAR-STYLE DISPLAY

The toolbar-style display is the default display style and has with a row of buttons at the top of the window. This allows access to some of the more commonly used functions with a single mouse click. The toolbar-style display is shown in Figure .

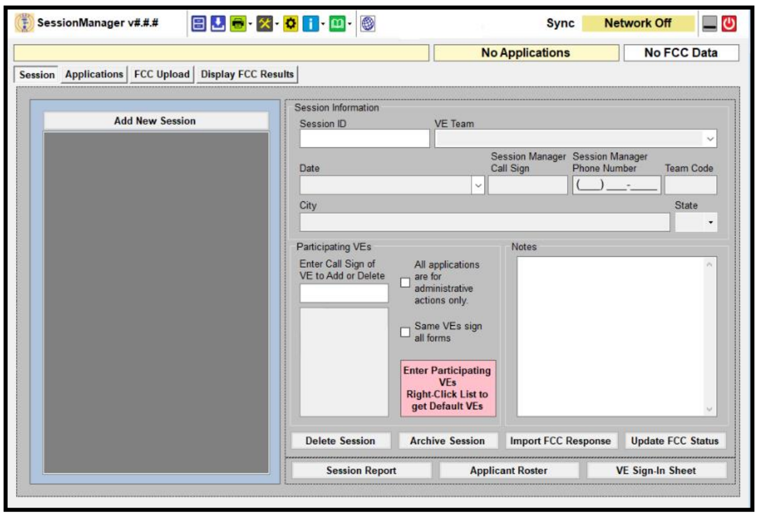

Figure 4 – Main Window (Toolbar Style)

The functions of the toolbar buttons are described in detail in the *Auxiliary Functions* section.

MENU-STYLE DISPLAY

The menu-style display has an old-style Windows menu bar at the top of the window. This was the display used in versions prior to v8.0.0. All auxiliary functions of the program are accessed by using this menu bar. The menu-style display is shown in Figure .

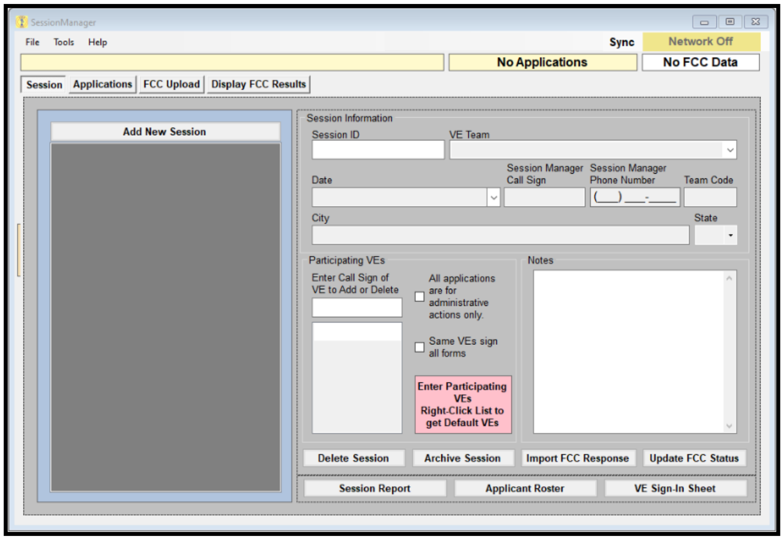

Figure 5 – Main Window (Menu Style)

The functions of the menu items are described in detail in the *Auxiliary Functions* section.

PROGRAM OPERATION

Start the program by selecting it from the Windows Start menu or by double-clicking a shortcut on the desktop. You can also start ***SessionManager*** and open an existing session by displaying the location of the session (.ses) file in Windows FileManager and dragging the file onto the ***SessionManager*** desktop shortcut.

When the program starts, it will check for an internet connection. If one is found, it will go to the internet and check for the following:

- New FCC license data.
- New version of the program.
- Updates to the program documentation.
- Updates to the blank forms.

If one or more of these are available, then the dialog window shown in Figure 4 will be displayed to allow you to choose whether to download and install the available updates.

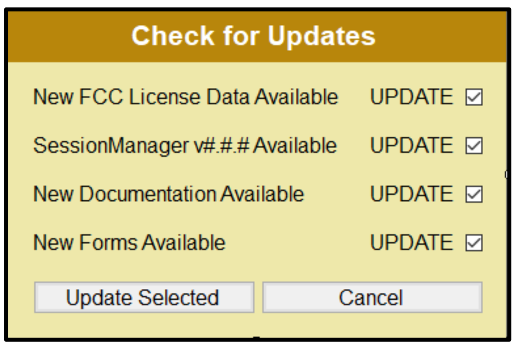

Figure 4 – Check for Updates Dialog

By default, all available updates will be selected. Uncheck any updates that you do not wish to install.

After the check for updates is completed, two (2) additional files are downloaded:

- **AccreditedVEs.txt** – This is a text file that contains a list of the VEs currently accredited by the Laurel ARC VEC.
- **ZIPcodes.csv** – This is a text file that contains the ZIPcode database.

After checking for update and downloading these files, the main program window, shown in Figure 5, will be displayed.

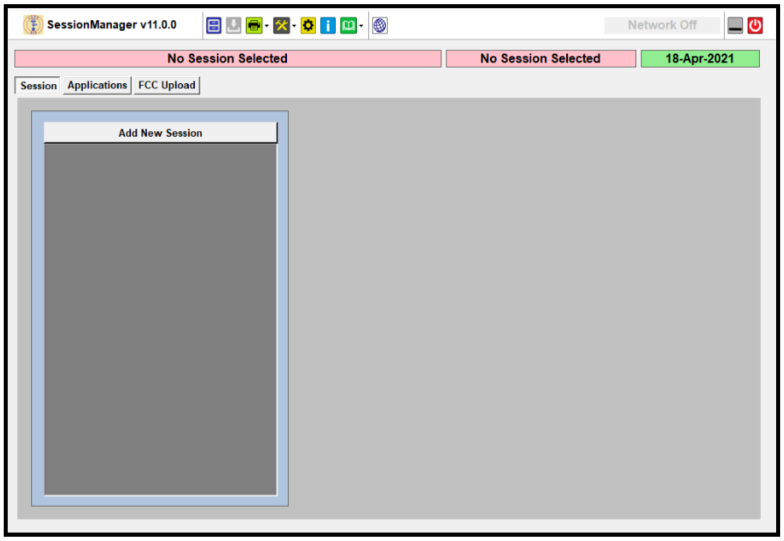

Figure 5 – Main Window

The items displayed across the top of the main screen are (left to right):

- Session date and location.
- Session status.
- Date of the FCC license data currently loaded.

ENTERING SESSION DATA

Click on the *Session* tab to show the *Session Data Entry* window. This tab is automatically selected when the program starts.

You can either click on *Add New Session* to create a new session or click on a session already in the list to continue working with an existing session.

When you create a new session or open an existing session, the *Session Data Entry* window shown in Figure 6 is displayed.

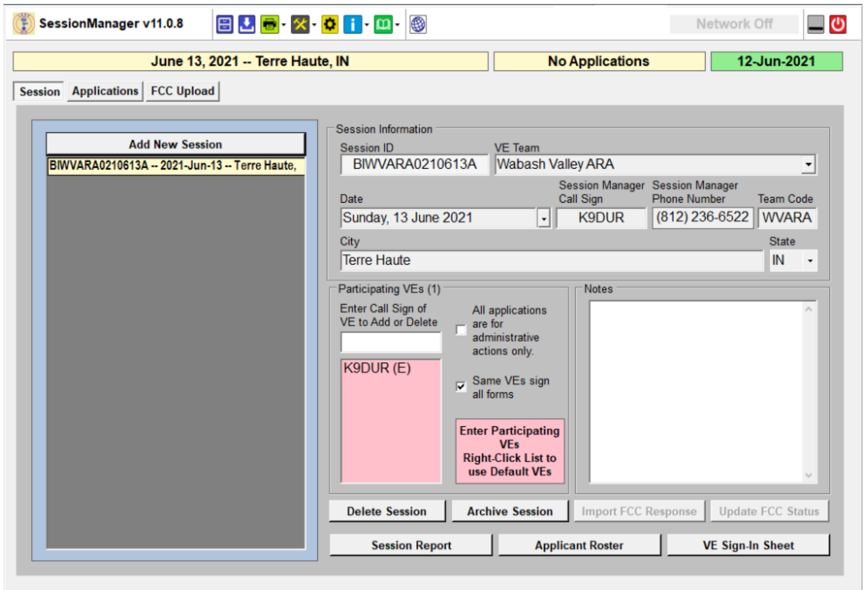

Figure 6 – Main Window (Session Data Entry)

Data must be entered into all boxes that have a red background. When data is entered into a box, the background changes to white, allowing you to determine at a glance what data still needs to be entered. Except for the Session ID and the session date, all of the boxes in the *Session Information* area will be automatically filled in with the information that you entered for your team in the *Program Settings* dialog. Also, the Team Leader is automatically added to the list of participating VEs.

Each data entry field is described below:

- **SessionID –** This read-only box contains a 15-character string that uniquely identifies the session. It is filled in automatically by the program and you cannot change it. The *SessionID* is used as the basis for the names of all of the data files associated with the session. If you change the VE team or the session date, then a new *SessionID* will be assigned.
- **Date –** This box contains the date of the session. It defaults to today's date. To change the date, click on the small arrow at the right end of the box & select the desired date from the calendar that pops up.
- **VE Team –** This box contains the VE team name. Click on the small arrow at the right-end of the box to select a team from the list of teams that you have set up. When the team is selected, the rest of the team information is automatically entered, including adding the Team Leader to the list of participating VEs. If you have only set up one team, or if you have designated one team as the default team, then that team will be automatically selected.
- **Session Manager Call Sign –** This box contains the call sign of the VE who served as the manager for that session. The Team Leader's call sign will automatically be entered when you select the VE team. If someone other than the Team Leader is acting as the Session Manager, type their call sign into the box.

- **Session Manager Phone Number –** This box contains the contact phone number of the VE who served as the manager for that session. The Team Leader's phone number will automatically be entered when you select the VE team. If someone other than the Team Leader is acting as the Session Manager, type their phone number into the box.

> **NOTE:** Use this field for US-style phone numbers only. If the contact number is not a standard 10-digit US-style phone number, leave this field blank and enter the contact phone number in the *Notes* box.

- **Team Code –** This box contains the team code that was assigned to your team by the Regional Coordinator. This field is filled in automatically when you select the team.
- **City –** This box contains the city the session was held in. This field is filled in automatically with your default city when you select the VE team. If the session is being held in a different city, type in the correct city name.
- **State –** This box contains the state or territory the session was held in. It is a drop-down list of the 2-letter postal codes for the 50 states, the District of Columbia, and the US territories. Your default state is automatically selected when you select the team. If the session is being held in a different state, select the correct state from the list. If the session is being held in a foreign country, select "DX" from the list.
- **Participating VEs –** This box displays a list of the VEs participating in the session.
    - Left-clicking on a VE will display a window asking you to confirm the deletion. If you press "Enter" or click on "Yes", the VE will be removed from the list.
    - Holding the Ctrl key down and clicking on any VE in the list will remove all VEs from the list.
    - If you have set up a list of default VEs, then right-clicking on the list with the mouse will add the default VEs to the list of participating VEs.
- **VE Call Sign –** This unlabeled box is located immediately above the list of participating VEs. It is used to add or remove VEs from the list. Type in the call sign of the VE you wish to add or remove. Depending on the call sign entered, one of the following will be true:
    - If no call sign has been entered, then the background of the box will be white.
    - If the call sign entered is not a valid call sign, then the background of the box will be red.
    - If the person whose call sign is entered is not accredited by the Laurel ARC VEC, then a message box will be displayed asking if their accreditation has been applied for.
    - If the call sign entered is not in the list of participating VEs, then the background of the box will be green. Pressing "Enter" will add the VE to the list. If you press "Enter" or click on "Yes", the VE will be added to the list.
    - If the call sign entered is in the list of participating VEs, a message box will be displayed asking if you want to delete the VE from the list. If you press "Enter" or click on "Yes", the VE will be removed from the list.
    - If the call sign entered is held by a Novice or Technician licensee, then a message box will be displayed stating that they are not eligible to serve as a VE.

  If you click on a VE in the list, a window will be displayed asking you to confirm the deletion. If you press "Enter" or click on "Yes" the VE will be removed from the list.

- **VE Level –** This box displays one of the following messages:
  - If fewer than 3 VEs have been entered, a message will be displayed telling you to add VEs to the list, and the background of the box will be red.
  - If you are entering a VE call sign, one of the following messages may be displayed:
    - “Not a valid call sign” -- The background of the box will be red.
    - “Not accredited by Laurel VEC” -- The background of the box will be red.
  - If 3 or more VEs have been entered, one of the following messages will be displayed:
    - “Can administer Element 2 only!” -- The background of the box will be yellow.
    - “Can administer Elements 2 or 3 only!” -- The background of the box will be yellow.
    - “Can administer all elements” -- The background of the box will be green.
- **All applications are for administrative actions only –** Check this box if all applications in the session will only be for license renewal, changing name or address, or requesting a new call sign, no examinations will be administered, and no new or upgraded licenses will be applied for. If this box is checked, the list of VEs will be cleared.
- **Same VEs Sign –** If this box is checked, then the VEs selected on the first application to have all 3 VEs selected will automatically be selected on all other applications.
- **Notes –** This box contains any optional notes or comments you wish to make about the session. This information will be printed on the Session Report.

The following buttons are also found on the session data entry screen:

- **Delete Session –** Clicking on this button will delete all of the data files associated with the session. This action is permanent and cannot be undone.
- **Archive Session –** Clicking on this button will move all data files associated with the session to an archive folder on the hard drive. A session that has been archived will not appear on the list of sessions on the *Session Data Entry Window*. An archived session can be restored by selecting *Restore Archived Session* on the *File* menu or by clicking on the archive button () on the tool bar.
- **Import FCC Response –** Clicking on this button will allow you to import the response file created by the FCC after an uploaded data file has been processed. This button will be disabled until the presence of a response file for this session is detected. If a response file is found and no response file has been imported yet, the background of the button will be yellow. After a response file is imported, the background will be green. If the “Enable E-Mail” option is selected, a message box will be displayed after a response file is imported asking if you want to send a personalized e-mail to each applicant with their results, including their file number, license class, and call sign.
- **Update FCC Response –** Clicking on this button will scan the FCC license data for any applications that were not granted in the original response file & update the FCC results accordingly.
- **Session Report –** Clicking on this button will cause the *Session Summary Report* for the current session to be printed. Right-clicking on this button will cause a print preview window to be opened before printing.
- **Applicant Roster –** Clicking on this button will cause the *Session Registration Log* for the current session to be printed. Right-clicking on this button will cause a print preview window to be opened before printing.
- **VE Sign-In Sheet –** Clicking on this button will cause a sign-in sheet for the participating VEs to be printed. Right-clicking on this button will cause a print preview window to be opened before printing.

ENTERING APPLICATION DATA

Click on the *Applications* tab to enter application data for the session. You cannot select this tab unless you have selected an existing session or have created a new session. If you have not entered all of the required session information, a warning message will be displayed.

When you select the *Applications* tab, the *Application Data Entry Window* shown in Figure 7 is displayed.

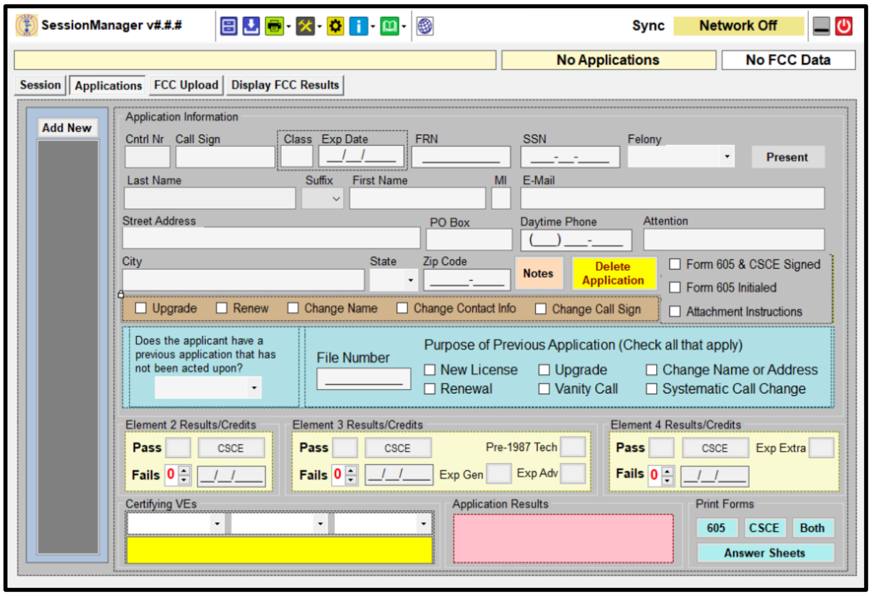

Figure 7 – Main Window (Application Data Entry)

If the session does not have any applications entered yet, then a blank form will be displayed.

NOTE: Some items on the *Application Data Entry Window* may not be visible depending on what data has been entered.

If the session contains one or more applications and one of them is already open, then that application will be displayed.

If the session contains one or more applications but no application is already open, then the first application in the list of applications will be opened and displayed.

You can either click on *Add New* to enter a new application, click on an application in the list to work with a different application, or continue working with the currently displayed application. Due to space limitations, only the application control number is displayed in the list. However, if you hover over a control number with the mouse, the applicant's name and call sign (if any) will be displayed.

If you have an application open, pressing the "PgUp" or "PgDn" key will save the current application and open the application above or below the current application in the list of applications.

APPLICATION INFORMATION

The *Application Information* section of the screen contains the following items:

- **Control Number** -- This box contains a number used to identify the application. It is assigned automatically by the program and cannot be changed.
- **Call Sign** -- This box contains the applicant's existing call sign, if any. The operator class and license expiration date are not visible until a valid amateur call sign has been entered. After a call sign has been entered, pressing "Enter" or moving to a different box will cause the program to search the FCC license data for an active license with that call sign. If one is found, the applicant's name, address, and the remainder of the call sign information will be filled in automatically. If the call sign is not found in the FCC data, you will be given the opportunity to enter the license data manually.

  > **NOTE:** The license data should be entered manually **ONLY** if you are **ABSOLUTELY CERTAIN** that the call sign is for an active license (unexpired or expired less than 2 years) and there are no previous applications that have not been processed by the FCC.

- **Class** -- This box contains the applicant's license class. This box is not visible until a valid call sign has been entered. If a call sign has been entered, then this field is required.
- **Expiration Date** -- This box contains the applicant's license expiration date. If the license is expired beyond the 2-year grace period, then the date will be displayed with yellow characters on a red background. (This will only occur if the license data is entered manually.) If the expiration date is within the window for renewal, the date will be displayed with black characters on a yellow background. Otherwise, the date will be displayed with black characters on a white background. This box is not visible until a valid call sign has been entered. If a call sign has been entered, then this field is required.
- **FRN** -- This box contains the applicant's FCC registration number (FRN). An FRN is required if:
  - the application results in a new or upgraded license, or
  - the application is requesting a change in call sign, a change in name, or a change in contact information (address, e-mail address, or phone number), or
  - the applicant passes one or more elements at this session without earning a new or upgraded license.

  > **NOTE:** An FRN can only be used on one application. If you attempt to enter the same FRN on more than one application, the error message "Duplicate FRN (#)" will be displayed where the # indicates the control number of the other application with that FRN.

- **SSN** -- This box contains the applicant's Social Security Number. It is retained for compatibility with older sessions and will only be displayed if the session date is prior to January 1, 2021.
- **Felony** – This dropdown list allows you to select the answer to the basic qualification question (a.k.a. – felony question). If the applicant is applying for a new license, applying for an upgrade to an existing license, renewing an existing license, or requesting a call sign change, then you must select either "Yes" or "No" from the list. If all the applicant is doing is changing their name or contact information (address, e-mail address, or phone number), then you must select "Not Answered" from the list.
- **Present/No Show** -- Clicking on this button toggles an applicant between "Present" and "No Show" status. This button is normally only used when applicants are pre-registered for a session. For more information see the section titled "Pre-Registering Applicants".
- **Last Name** -- This box contains the applicant's last name. This field is required.

- **Suffix** -- This dropdown list allows you to select the applicant's name suffix, if any. For example: Sr, Jr, etc. If a suffix is not in the list, add it to the last name with no punctuation (e.g. – Henry VIII).
- **First Name** -- This box contains the applicant's first name. This field is required.
- **MI** -- This text box contains the applicant's middle initial. This field is optional.

> **IMPORTANT:** If an applicant is already licensed, then the name must **EXACTLY** match the FCC data, including any middle initial or name suffix. If it does not, then the FCC will reject the application as an unauthorized name change.
>
> If you use the call sign lookup feature to fill in the applicant's name from the FCC data, then the name fields will be "locked" to prevent inadvertent changes. Locked fields will have a blue background.
>
> If the applicant is requesting a name change, then checking the "Change Name" check box will unlock the fields.

- **Address** -- This box contains the applicant's street address (not PO box). If nothing is entered in this box, then a post office box number is required.
- **PO Box** -- This box contains the applicant's post office box, if any. Enter the box number only. Do not enter "PO Box", "Box", etc. If nothing is entered in this box, then a street address is required.
- **City** -- This box contains the applicant's city. This field is required.
- **State** -- This box contains the applicant's state. This field is required.
- **ZIPcode** -- This box contains the applicant's ZIPcode®. This field is required. Either the 5-digit ZIP or the 9-digit ZIP+4 may be entered. After you enter the ZIPcode, pressing "Enter" or "Tab", or clicking somewhere else on the form will cause the city & state to be filled in automatically if the ZIPcode data has been loaded.

> If you use the call sign lookup feature to fill in the applicant's address from the FCC data, then the address fields will be "locked" to prevent inadvertent changes. Locked fields will have a blue background.
>
> If the applicant is requesting an address change, then checking the *Change Address* check box will unlock the fields.

- **E-Mail** -- This box contains the applicant's e-mail address. This field is required.
- **Daytime Phone** -- This box contains the applicant's phone number. This field is optional but is very useful if the VE Team needs to contact the applicant after the session. If the applicant's phone number is not a standard US-style 10-digit number, you must leave this field blank.
- **Attention** -- This box contains an address attention line, if required. This field is normally left blank. It should only be used in exceptional circumstances.
- **Notes** – Clicking on this button allows you to enter any notes or comments you wish to make concerning this applicant. Clicking this button will open a small dialog box where you can enter the note. The note can also be used to store additional information about the applicant, such as an additional phone number or e-mail address. Any information entered into the note is not used by *SessionManager* in any way. It is simply stored for your reference. The background color of the button will change to green if a note has been entered.
- **Delete Application** -- Clicking on this button removes the application from the session data file.

If the applicant is already licensed, then the *Application Information* section of the screen will also contain the following check boxes:

- **Upgrade** -- Check this box if the applicant is requesting to upgrade their license.
- **Renew** -- Check this box if the applicant is requesting to renew their license. This check box will not be visible unless the license expiration date is within the window for renewal.
- **Change Name** -- Check this box if the applicant is requesting a name change.
- **Change Contact Info** -- Check this box if the applicant is requesting a change of e-mail address, mailing address, or phone number.
- **Change Call Sign** -- Check this box if the applicant is requesting that a new call sign be assigned systematically.

The area to the right of the checkboxes contains an area displaying further information concerning the LARC-VEC Form 605.

If the applicant earned a new license, upgraded an existing license, or requested any change to their existing license (renewal, change contact info, etc.), then this area will contain one, two, or three check boxes as described below:

- If the applicant earned a new license or upgraded license, then this area will contain a check box labeled "Form 605 & CSCE Signed". This box must be checked to indicate that both the Form 605 and the CSCE have been signed by the applicant.
- If the applicant requested a change to their existing license (renewal, change contact information, etc.), then this area will contain a check box labeled "Form 605". This box must be checked to indicate that the Form 605 has been signed by the applicant.
- If the applicant passed an exam without earning a new license or upgraded license, then this area will contain a check box labeled "CSCE Signed". This box must be checked to indicate that the CSCE has been signed by the applicant.
- If the applicant requested a systematic call sign change, then this area will also contain a check box labeled "Form 605 Initialed". This box must be checked to indicate that the Form 605 has been initialed by the applicant to confirm the call sign change request.
- If the applicant answered "Yes" to the felony question, then this area will also contain a check box labeled "Attachment Instructions". This box must be checked to indicate that the VE Team has given the applicant the instruction sheet on how to submit the required explanation of their felony conviction to the FCC.
- If the applicant did not request a change to an existing license and failed to qualify for either a new or upgraded license, then a message advising you to return the Form 605 to the applicant will be displayed and none of the above check boxes will be displayed.

Below the checkboxes is an area where you can enter information concerning any previous application that the applicant had filed that has not yet been acted upon by the FCC. There are several reasons why an application has not yet been acted upon, including but not limited to:

- The application was through a different VEC who has not yet uploaded the application to the FCC.
- The application was for a vanity call sign and is still within the 14-day waiting period.
- The application was placed in “Pending” status by the FCC awaiting further information (e.g. – the explanation of a felony conviction).

You must select either “Yes” or “No” on the dropdown list to indicate whether the applicant has filed a previous application that has not been acted upon by the FCC. If “Yes” is selected, then the following additional controls will be displayed:

- **File Number** – Enter the 10-digit file number assigned by the FCC to the previous application. Depending on the circumstances, a file number may not yet have been assigned to the previous application.
- **New License** -- Check this box if the previous application was for a new license.
- **Upgrade** -- Check this box if the previous application was to upgrade their existing license.
- **Change Name or Address** -- Check this box if the previous application was to request a change to their name, e-mail address, or mailing address.
- **Renewal** -- Check this box if the previous application was to renew their license.
- **Vanity Call** -- Check this box if the previous application was to request a vanity call sign.
- **Systematic Call Change** -- Check this box if the previous application was to request that a new, systematically-issued call sign be assigned.

Check all purpose check boxes that apply.

ELEMENT 2 RESULTS/CREDITS

The *Element 2 Results/Credits* section of the form contains the following items:

- **Pass** -- Click this button if the applicant passes Element 2 at this session.
- **Fails** -- Enter the number of times that the applicant fails Element 2 at this session.
- **CSCE** -- If the applicant holds a CSCE giving credit for Element 2, click on the CSCE button and type the date of the CSCE into the text box. The date must be in the format MM/DD/YYYY. **NOTE:** Do not enter the date of any CSCE that you issue at this session.

The background of this section will be pink until the applicant has been administered an Element 2 examination (*Passed* checked or *Nr Fails* > 0) or credit for Element 2 (CSCE) is indicated.

ELEMENT 3 RESULTS/CREDITS

The *Element 3 Results/Credits* section of the form contains the following items:

- **Pass** -- Click this button if the applicant passes Element 3 at this session.
- **Fails** -- Enter the number of times that the applicant fails Element 3 at this session.
- **CSCE** -- If the applicant holds a CSCE giving credit for Element 3, click on the CSCE button and type the date of the CSCE into the text box. The date must be in the format MM/DD/YYYY. **NOTE:** Do not enter the date of any CSCE that you issue at this session.
- **Pre-1987 Technician** -- Check this box if the applicant presents proof that they held a Technician class license granted prior to March 21, 1987.
- **Expired General** -- Check this box if the applicant presents proof that they previously held a General or Conditional class license.
- **Expired Advanced** -- Check this box if the applicant presents proof that they previously held an Advanced class license.

If you click on *Element 3 Results/Credits* at the top of the section, you can indicate that the applicant wishes to take the Element 3 exam. *(See section on Requested Examinations below.)*

ELEMENT 4 RESULTS/CREDITS

The *Element 4 Results/Credits* section of the form contains the following items:

- **Pass** -- Click this button if the applicant passes Element 4 at this session.
- **Fails** -- Enter the number of times that the applicant fails Element 4 at this session.
- **CSCE** -- If the applicant holds a CSCE giving credit for Element 4, click on the CSCE button and type the date of the CSCE into the text box. The date must be in the format MM/DD/YYYY. **NOTE:** Do not enter the date of any CSCE that you issue at this session.
- **Expired Extra** -- Check this box if the applicant presents proof that they previously held an Amateur Extra class license.

If you click on *Element 4 Results/Credits* at the top of the section, you can indicate that the applicant wishes to take the Element 4 exam. *(See section on Requested Examinations below.)*

REQUESTED EXAMINATIONS

You can click on the *Element 3 Results/Credits* section or on the *Element 4 Results/Credits* section to indicate that the applicant wishes to take the Element 3 or Element 4 examination. In this case, the background of that section will be dark pink until the applicant has been administered an exam (*Passed* checked or *Nr Fails* > 0) or credit for that element (CSCE, expired license, etc.) is indicated.

NOTE: Use of this feature is entirely optional. If this feature enhances your team's workflow, use it. Otherwise, you can ignore it.

NOTE: Not administering a requested exam does **NOT** constitute an error in the application. You will still be able to create an upload file, if there are no other errors, even if the requested examination was not administered.

CERTIFYING VES

The *Certifying VEs* portion of the form contains three drop-down list boxes. Select the three VEs who will be signing the applicant's Form 605 and CSCE, if any.

If the *Same VEs Sign All 605s* box on the *Session* tab is checked, then once you have selected all three VEs for any application, then these same three VEs will automatically be selected for all other applications. You can, however, change the VEs for any individual application even if they have been entered automatically. If only three VEs are listed for a session, then those VEs will be automatically selected for each application.

SessionManager will check to see if the selected VEs are authorized to certify all of the element(s) administered to the applicant. For example, if an applicant is administered Element 3 and any of the VEs selected holds a General class license, then an error message will be displayed.

APPLICATION RESULTS

This button displays the current status of the application or a message alert. Clicking on the button will display a more detailed description of the status, or it will display a message. Messages include renewal notices and FCC response file results.

PRINT FORMS

The *Print Forms* portion of the form contains the following buttons:

- **605** -- Clicking on this button will cause the front side of a completely filled-in LARC-VEC Form 605 to be printed. Right-clicking on this button will cause a print preview window to be opened before printing. This button will not be enabled until all of the required applicant information has been entered. If the applicant answered "Yes" to the felony question, then a copy of the attachment instructions will also be printed.
- **CSCE** -- Clicking on this button will cause a CSCE to be printed. Right-clicking on this button will cause a print preview window to be opened before printing. This button will not be enabled unless the applicant passes at least one element or earns a paperwork upgrade.
- **Both** -- Clicking on this button will cause both the Form 605 and CSCE (and the felony attachment instructions, if applicable) to be printed. Right-clicking on this button will cause a print preview window to be opened. This button will not be enabled unless the applicant passes at least one element or earns a paperwork upgrade.
- **Answer Sheets** – Clicking on this button will allow you to print blank answer sheets with the applicant's name, control number, and the element number already filled in. See the section titled *Printing Answer Sheets* for details.

PRE-REGISTERING APPLICANTS

You may pre-register applicants by creating a session with a date in the future and entering the application information. The applications may either be entered manually or imported from a .csv file. (See the section titled *Importing Applications* for more details.) Applications that are entered manually on the day of the session will not be considered to be pre-registered even if they are entered before the session begins.

Pre-Registered applications use a status flag to indicate whether the applicant is present at the test session.

- If an application is imported, then it will be considered to be pre-registered, and its status will be set to "No Show".
- If an application is entered manually before the session date, then it will be considered to be pre-registered, and its status will be set to "No Show".
- If any changes are made to a pre-registered application on the day of the session, then its status will be changed to "Present".

Pre-registered applications will have a box below the felony question answer which will show either "Present" or "No Show" according to the status of the application. Clicking on this box will toggle the status of the application.

Pre-registered applications with a status of "No Show":

- Will be indicated by white letters on a black background in the list of applications.
- Will be ignored when determining whether a session has any errors.
- Will not be included in the session counts on the *Session Summary Report*.
- Will not be included in the session counts and statistics in the FCC upload file.

PRINTING ANSWER SHEETS

You may print blank answer sheets with the applicant's name, control number, and element number already filled in. The sheets can be printed using any of the following templates:

- Laurel VEC Template (New)
- Laurel VEC Template (Old)
- ARRL-VEC Template

Clicking on the *Answer Sheets* button will cause the dialog shown in Figure 10 to be displayed.

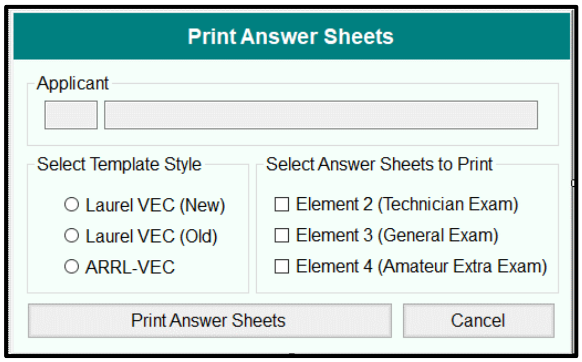

Figure 8 – Print Answer Sheets Dialog

Select the desired template style and check the boxes for the elements that you want to print answer sheets for. If you have previously used this function, the template style that you used before will be selected. Otherwise, the *Laurel VEC (New)* template will be selected.

Click on the *Print Answer Sheets* button to print the selected answer sheets. If you right-click the button, then a print preview dialog will be displayed before the answer sheets are printed.

Click on the *Close* button to close the dialog without printing any answer sheets.

CREATING/UPLOADING THE FCC UPLOAD FILE

If all of the required session data has been entered and there are no errors detected in the session data, you can select the *FCC Upload* tab and create and/or upload the file to be processed by the FCC.

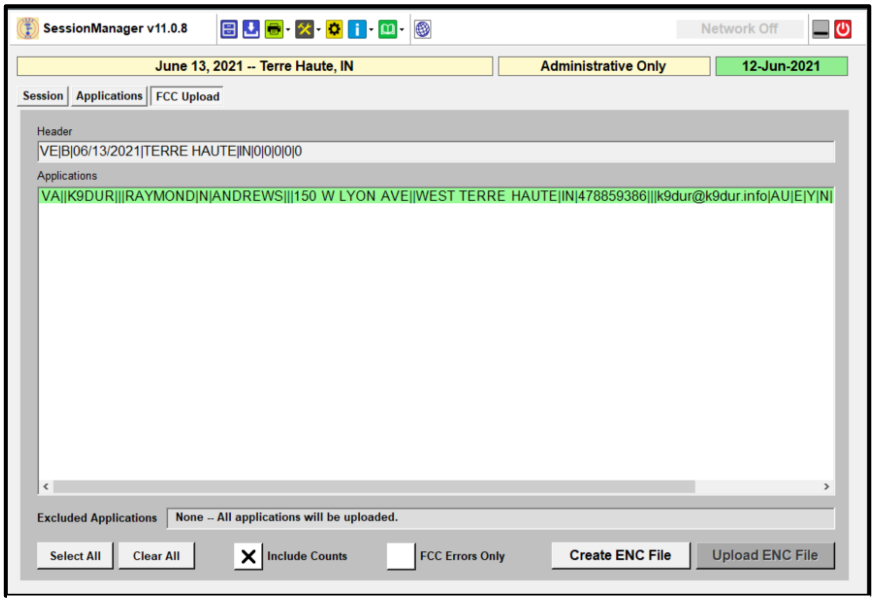

Figure 9 – FCC Upload Window

The header line of the upload file is displayed in the smaller box at the top of the form.

The records for each applicant who earned a new or upgraded license, renewed a license, or made an administrative change to an existing license are listed in the large box. If the application is to be included in the upload file, its background will be green. If it is not to be included, its background will be red. Initially all applications that do not have pending previous applications will be selected for inclusion and their backgrounds will be green.

The control numbers of any applications that cannot be uploaded to the FCC are listed in the box below the list of applications to be uploaded. Hovering over a control number in the list will display additional information about that application.

If an application cannot be uploaded because the applicant failed to earn a new or upgraded license, the control number is displayed with white letters on a gray background. [000]

If an application cannot be uploaded because the application has errors, the control number is displayed with red letters on a yellow background. [000]

If an applicant is renewing their license and also requesting an administrative change, such as changing their name of contact information, then there will be two records in the upload file for that applicant: one for the administrative update and one for the renewal. If the license is not expired, the administrative update record will be first. If the license is expired, the renewal record will be first.

You may change which applications will be included in the upload by using the *Select All* or *Clear All* buttons, or by clicking on the individual applications. If you click on an application, it will be selected, and all other applications will be deselected. If you hold the control key down while you click on an application, then the selected state of that application will be toggled on or off, but none of the other applications will be changed.

If you have imported an FCC response file and want to upload a new file to correct any errors, check the box labeled *FCC Errors Only*.

If this is not the first upload file for this session, make certain that the box labeled *Include Counts* is not checked.

Click on the *Create Upload File* button to create the upload file.

- If you have selected the *Automatically Upload .enc Files* option, and there is internet access, the file will be automatically uploaded to the Laurel VEC website Team Portal after it is created.
- If you have not selected the *Automatically Upload .enc Files* option, or there is no internet access, you will need to click on the *Upload ENC File* button at a later time to upload the file when you have internet access.

After a successful upload, your default web browser will be opened so that you can associate the uploaded file with the correct session. **IMPORTANT**: This is an essential step!

If there an error occurs while uploading the file, an error message will be displayed giving the reason for the failure.

If there are no applications selected when you click the button, a warning message will be displayed asking if you really want to create an upload file with no applications.

When you are ready to upload a file that you have already created but have not yet uploaded, click on the *Upload ENC File* button. The window shown in Figure 11 will be displayed.

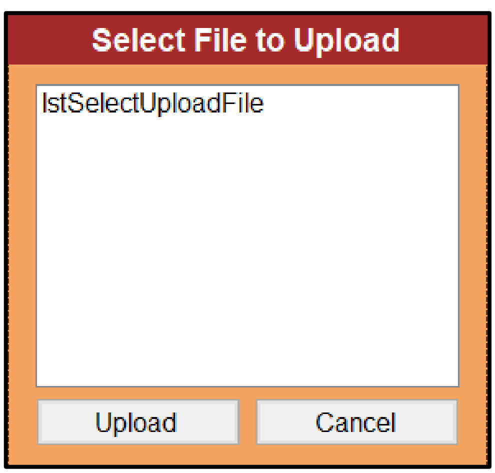

Figure 10 – Upload .enc File Window

Only .enc files for that session that have not already been uploaded will be displayed. Click on a file in the list to select a file, and then click on the *Upload* button to upload the selected file.

Again, after a successful upload, your default web browser will be opened so that you can associate the uploaded file with the correct session. **IMPORTANT**: This is an essential step!

Clicking on the *Cancel* button will close the window without uploading a file.

DISPLAYING FCC RESULTS

After you have imported an FCC response (.rsp) file, you can select the *Display FCC Results* tab to display the session results. The *Display FCC Results* window is shown in Figure 11.

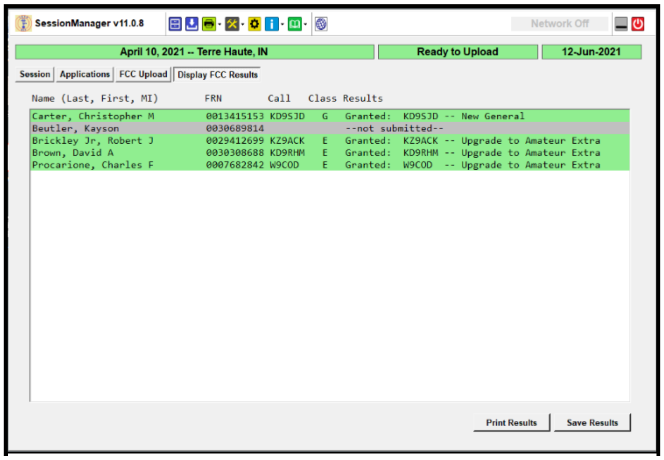

Figure 11 – Display FCC Results Window

The results for each application are displayed, color-coded as follows:

- ##### -- Applicant did not earn a new license or upgrade an existing license and the application was not submitted to the FCC.
- ##### – Application was granted. The text will include a description of the action taken along the applicant's FRN, call sign, license class after the application was processed.
- ##### – Application was not processed due to an error. A description of the error is displayed in the "Results" column.
- ##### – No response was received from the FCC for that application.

Click on an application in the list to display a more detailed description of the results.

Clicking on the *Print Results* button will cause the results to be sent to your printer. Right-click the button to preview the report before printing. Clicking on the *Save Results* button will cause the results to be written to a text file.

PASSWORD FUNCTIONS

If you have set the "Require Password" option on the Setup Screen, a password must be entered whenever ***SessionManager*** is started.
When you select the "Require Password" option, the *Change Password* window will be displayed so that you can set the password and set up three security questions. These questions will allow you to access the program in case you have forgotten your password,

ENTER PASSWORD WINDOW

When you start the program, the window shown in Figure 12 will be displayed.

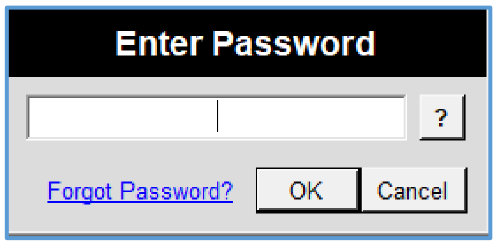

Figure 12 – Enter Password Window

Enter the password that you have set and then press "Enter" or click on the *OK* button. If you click the *Cancel* button, ***SessionManager*** will close.

If you have forgotten your password, click on the *Forgot Password?* link and the *Reset Password* window will be displayed.

RESET PASSWORD WINDOW

If you click on the *Forgot Password?* link on the *Enter Password* window or if you select *Reset Password* One of the security questions that you have set up will be displayed. Enter the answer and then press

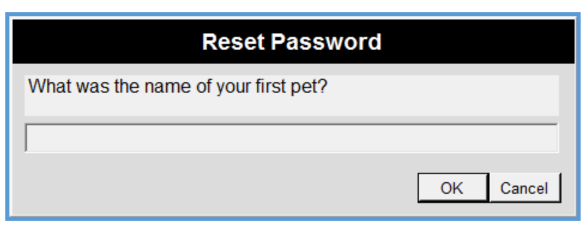

Figure 13 – Reset Password Window

"Enter" or click on the *OK* button. The *Change Password* window will then be displayed so that you can change the password.

If you click on *Cancel*, then ***SessionManager*** will close.

CHANGE PASSWORD WINDOW

The *Change Password* window, shown in Figure 14, allows you to change your password and set up three security questions.

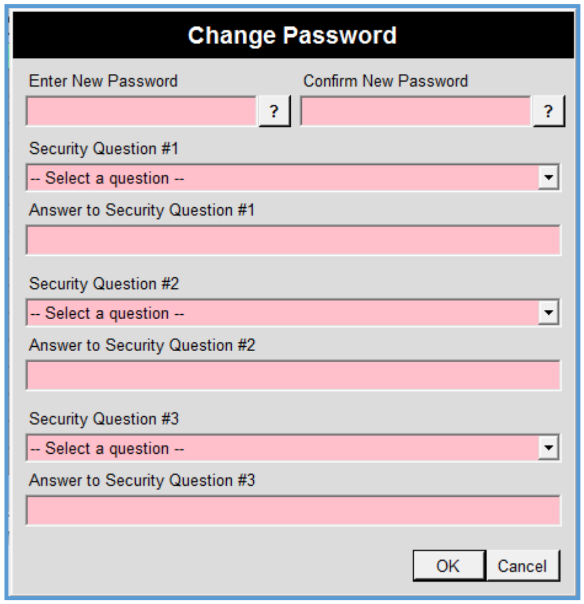

Figure 14 – Change Password Window

This window is displayed when:

- *Change Password* is selected from the *Tools* menu and the current password is entered.
- A security question is correctly answered on the *Reset Password* window.
- The “Require Password” option is selected on the settings window.

Enter the new password in the *Enter New Password* box. The password must conform to the following rules:

- It must be at least 6 characters long, but not more than 15 characters long.
- It must contain at least one upper-case letter [A-Z].
- It must contain at least one lower-case letter [a-z].
- It must contain at least one number [0-9].
- It must contain at least one special character [! @ # $ % ^ - _].

Re-enter the password in the *Confirm New Password* box.

Select a question and enter the corresponding answer for each of the three security questions. You must set up all three security questions.

When finished, press “Enter” or click on the *OK* button.

If you click on the *Cancel* button, the window will close without saving the new password or security questions and answers.

USING MULTIPLE COMPUTERS (NETWORKING)

If the "Enable Network" option is selected on the *General Settings* tab of the *Program Settings* dialog, then you will have the ability to use up to 10 computers networked together at a session. Each computer will have its own copy of the session data (.ses) file. Each copy of the session data file will be kept in sync with the others by means of broadcast network messages that are sent when any of the computers makes a change to the data.

One computer is designated as the "master" computer. Up to 9 "slave" computers can be added to the network. Only the master computer can make changes to the session-wide data such as date, location, participating VEs, etc. Only the master computer can print the *Session Summary Report*, *Applicant Roster*, & *VE Sign-In Sheet*. The master computer and any of the slave computers can add, delete, or edit applications and print Form 605s & CSCEs for any application regardless of which computer added the application to the session.

SETTING UP NETWORKING

If networking is enabled, then the words "Network Off" will appear in light gray letters in the upper right corner of the main window above the FCC data date as shown in Figure 15.

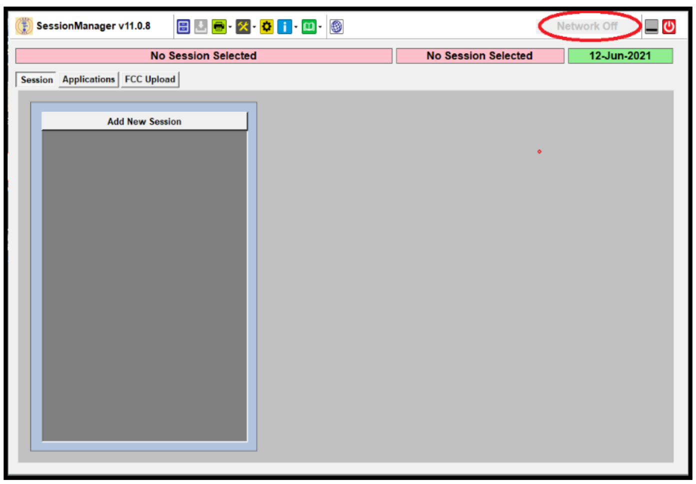

Figure 15 – Main Window with Network Enabled

Click on *Network Off* to turn networking on. This will display the network configuration form shown in Figure 16.

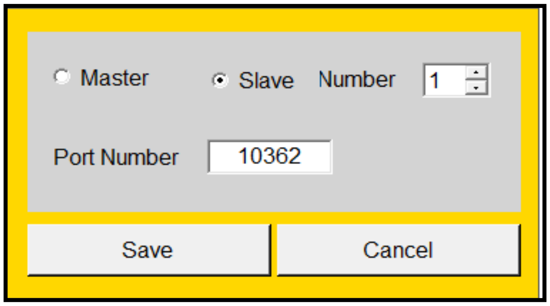

Figure 16 – Network Configuration Form

If this computer will be the master computer, select *Master*. If this computer will be one of the slaves, select *Slave* and select the slave number (1-9).

IMPORTANT

The following 2 rules MUST be followed:

1. **Only one computer may be designated as the master computer.**
2. **No two slave computers may have the same number.**

If both of these rules are not strictly adhered to, then data loss WILL result.

The port number is the network port used to send the broadcast UDP messages over the network. Normally, there should be no reason to change this value. However, if you do change it, **ALL** computers on the network **MUST** be set to use the same port.

Clicking on *Save* will save your network settings and turn on the network on this computer. Clicking on *Cancel* will turn networking off on this computer.

If the computer is the master computer, the main window will now look like Figure 16.

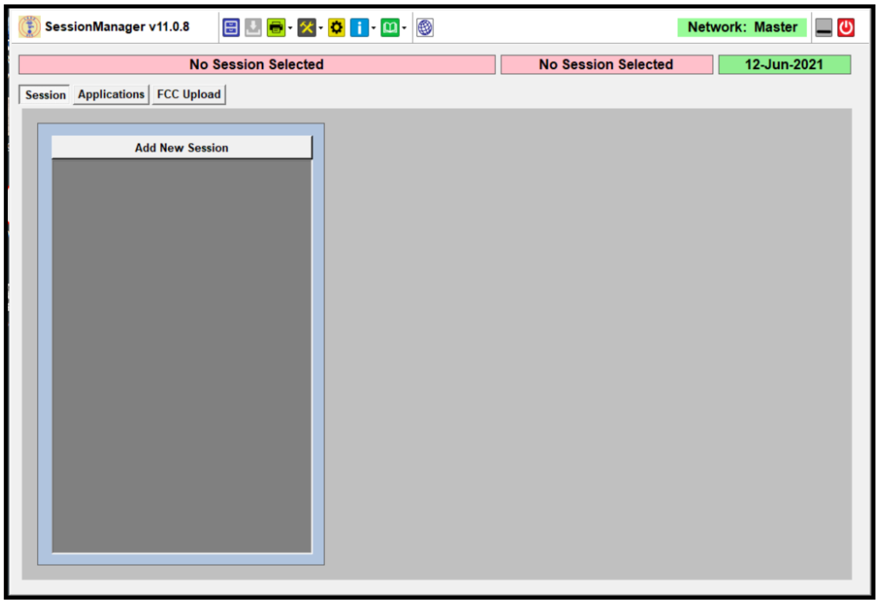

Figure 17 – Master Computer Main Window (Networking Master)

If the computer is one of the slave computers, the main window will now look like Figure 16. Note that the list of sessions and the *Add New Session* button are not displayed on the slave computers.

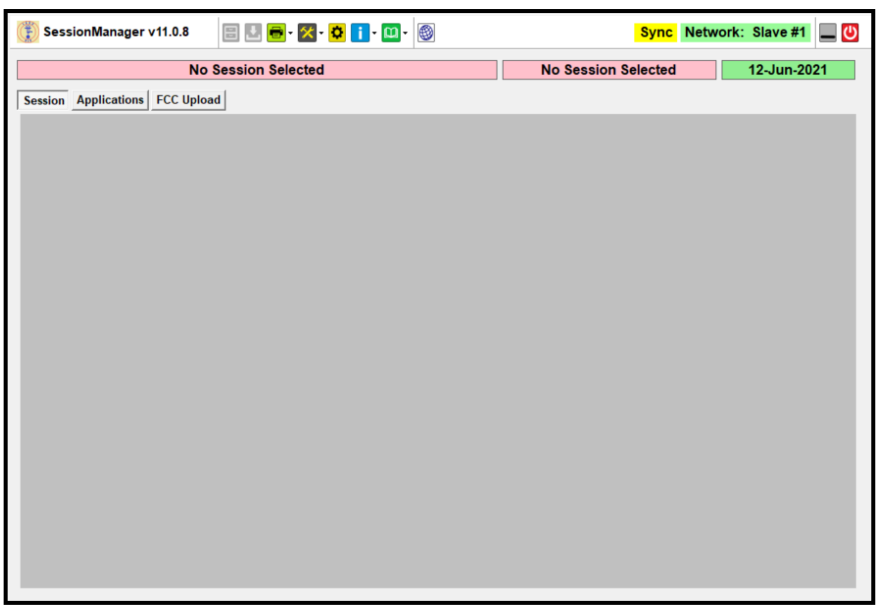

Figure 18 – Slave Computer Main Window (Networking Slave)

USING NETWORKING

Once all of the computers to be used in the network have been set up, go to the master computer and add a new session or open and existing one. Within a few seconds, the session information should appear on each of the slave computers.

Any computer in the network can be used to add applications.

Any computer in the network can be used to edit or delete applications, regardless of which computer was used to add them.

Any computer in the network can be used to print Form 605s or CSCEs for any application.

You can create up to 999 applications on each computer. Applications created on the master computer will be numbered 1-999, those created on Slave #1 will be numbered 1001-1999, those created on Slave #2 will be numbered 2001-2999, etc.

Clicking on *Sync* on the master computer will send a message to the first slave computer found requesting it to send a complete copy of the current session data file. Use can this feature if you think a loss of data synchronization has occurred.

Clicking on *Sync* on a slave computer will send a message to the master requesting it to send a complete copy of the current session data file. Use can this feature if you think a loss of data synchronization has occurred.

NETWORK COMMUNICATIONS STATUS

The color of the "**Network: Master**" text or the "**Network: Slave #n**" text indicates the status of communications with the master computer. If a message has not been received from the master computer within the last 5 seconds, then the text will be displayed as "**Network: Master**" or "**Network: Slave #n**". (Yes, the master computer listens for its own messages.)

When a loss of network communications occurs, close ***SessionManager*** on the master computer & re-start the computer. If the master cannot be re-started, re-designate one of the slave computers as the master computer.

AUXILIARY FUNCTIONS

SessionManager provides several auxiliary functions that are accessed using the menu or the toolbar buttons.

ABOUT

This function will display a small window with information about the program.

Toolbar Style Display	Menu Style Display
➡ About SessionManager	About ➡ About SessionManager

ARCHIVE

This function allows you to retrieve a session that you have previously archived. The list of sessions will change to a list of archived sessions. Click on an archived session to restore it to the active list. Click on the *Cancel & Return to Normal Operation* button to return to normal operation without retrieving a session.

Toolbar Style Display	Menu Style Display
	File ➡ Retrieve Archived Session

CHANGE SETTINGS

This function will open the *Program Settings* dialog. This window will be described in detail in the section titled *Program Settings*.

Toolbar Style Display	Menu Style Display
	Tools ➡ Change Settings

CLEAR CERTIFYING VES

This function allows you to clear the list of certifying VEs for the session. It will also clear the VEs selected for each application. This allows you to recover from a situation where the certifying VEs are not being filled-in properly when the Same VEs Sign All 605s option is selected. A warning message will be displayed asking you to confirm this action. If you say “Yes”, you will have to open each application to re-select the certifying VEs.

Toolbar Style Display	Menu Style Display
➡ Clear Certifying VEs	Tools ➡ Clear Certifying VEs

CLOSE

This function closes the program.

Toolbar Style Display	Menu Style Display
	File ➡ Exit

DOCUMENTATION

These functions allow you to view or print various documents useful in conducting an examination session.

PROGRAM REFERENCE

This function will open the *SessionManager Program Reference* (this document) in *Adobe Acrobat® Reader*.

Toolbar Style Display	Menu Style Display
➡ SessionManager Program Reference	Help ➡ SessionManager Program Reference

POLICIES & PROCEDURES MANUAL

This function will open the current *Laurel VEC Policies & Procedures Manual* document in *Adobe Acrobat® Reader*.

Toolbar Style Display	Menu Style Display
➡ Policies & Procedures Manual	Help ➡ Policies & Procedures Manual

SUPPLEMENTAL DOCUMENTATION

This function will display a window where you can select one of several supplemental documents to be displayed in *Adobe Acrobat® Reader*. These documents provide simplified "How To" guides for performing various tasks, session task lists and check lists, and other information to assist you in conducting an examination session.

Toolbar Style Display	Menu Style Display
➡ Supplemental Documentation	Help ➡ Supplemental Documentation

FCC PART 97

This function will open a copy of FCC Part 97 in *Adobe Acrobat® Reader*.

Toolbar Style Display	Menu Style Display
➡ FCC Part 97	Help ➡ FCC Part 97

E-MAIL FILE NUMBERS

This function allows you to send personalized e-mails to successful applicants containing their application file number, license class, and call sign. See the section titled E-Mailing File Numbers for details.

Toolbar Style Display	Menu Style Display
➡ E-Mail File Numbers	Tools ➡ E-Mail File Numbers

E-MAIL LISTS

This function allows you to create lists of e-mail addresses. See the section titled Creating E-Mail Lists for details.

Toolbar Style Display	Menu Style Display
➡ Create E-Mail Lists	Tools ➡ Create E-Mail Lists

FCC LICENSE DATA

This function will download the latest FCC license data from the Laurel VEC website.

Toolbar Style Display	Menu Style Display
➡ Get FCC License Data	Tools ➡ Get FCC License Data

FCC RESULT CODE

This function will display a small dialog which will allow you to enter an FCC result or error code from a response file and display its meaning.

Toolbar Style Display	Menu Style Display
➡ Look Up FCC Result Code	Tools ➡ Look Up FCC Result Code

IMPORT

This function allows you to import applications from a different session or from a .csv file created by a program such as a spreadsheet. See the section titled Importing Applications (Merging Sessions) for details.

Toolbar Style Display	Menu Style Display
	Tools ➡ Import Application Data

PASSWORD

If you have chosen to require a password to access *SessionManager*, these functions will allow you to change or reset your password.

NOTE: These functions will not be available unless you have set the "Require Password" option.

CHANGE

This function allows you to change the password and security questions and answers.

Toolbar Style Display	Menu Style Display
➡ Change Password	Tools ➡ Change Password

RESET

This function allows you to reset the password. You will be required to provide the answer to one of the security questions that you have set up.

Toolbar Style Display	Menu Style Display
➡ Reset Password	Tools ➡ Reset Password

REVISION HISTORY

This function will display a document containing a list of the revisions to *SessionManager* since its initial release.

Toolbar Style Display	Menu Style Display
➡ Revision History	About ➡ Revision History

PRINT FUNCTIONS

These functions allow you to print blank forms, lists of applicants, & applicant registration forms.

BLANK FORMS

This function will display a list of blank forms that can be printed. Clicking on a form in the list will open the form in *Adobe Acrobat® Reader* so that you can print the form. You have the capability of adding or removing forms from the list to suit your needs.

Toolbar Style Display	Menu Style Display
➡ Blank Forms	Tools ➡ Print Blank Forms

LIST OF APPLICATIONS

This function allows you to print a list of applications which have been entered into the session. See the section titled Printing a List of the Applications for details.

Toolbar Style Display	Menu Style Display
➡ List of Applicants	Tools ➡ Print List of Applications

REGISTRATION FORMS

This function allows you to print Applicant Registration Forms for selected applicants. See the section titled Printing Applicant Registration Forms for details.

Toolbar Style Display	Menu Style Display
➡ Registration Forms	Tools ➡ Print Registration Forms

PRE-PRINTING 605s & CSCEs

This function allows you to print Applicant Registration Forms for selected applicants. See the section titled Pre-Printing 605s & CSCEs for details.

Toolbar Style Display	Menu Style Display
➡ Pre-Print 605s & CSCEs	Tools ➡ Pre-Print 605s & CSCEs

UPDATES

This function will open a small window (see Figure 21) showing whether a newer version of the program, documentation, blank forms, or FCC license data is available.

Toolbar Style Display	Menu Style Display
➡ Check for Updates	Help ➡ Check for Updates

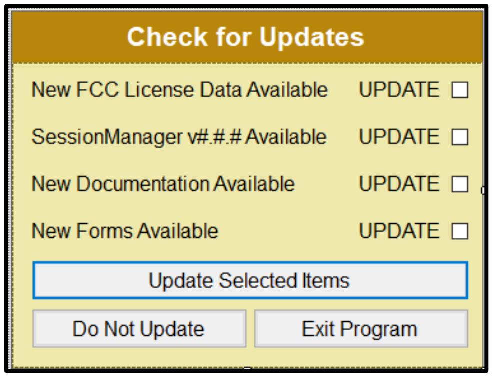

Figure 19 – Updates Window

Check the boxes of the items that you wish to update and click on the “Update Selected Items” button.

Clicking on the “Do Not Update” button will continue without updating anything.

Clicking on “Exit Program” will close ***SessionManager***.

LAUREL VEC TEAM PORTAL

This function will open your default web browser and display the Laurel VEC Team Portal Dashboard.

Toolbar Style Display	Menu Style Display
	Tools ➡ Laurel VEC Team Leader Portal

PROGRAM SETTINGS

Clicking on *Setup* on the menu bar will open the *Program Settings* dialog which is divided into two tabs: *General Settings* and *E-Mail Settings*. The *General Settings* tab will be selected by default when you open the *Change Settings* window.

GENERAL SETTINGS TAB

The *General Settings* tab is shown in Figure 20. This tab allows you enter your Regional Coordinator code, change the location of the ***SessionManager*** data files, and select or deselect the various program options.

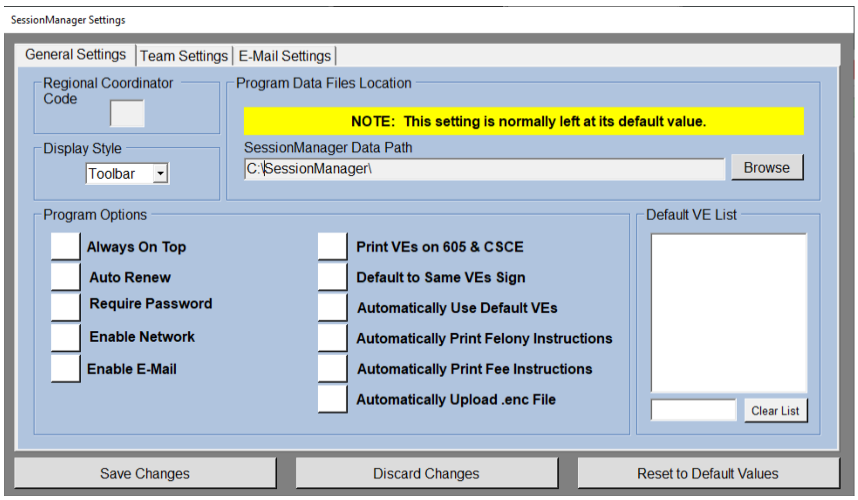

Figure 20 – Program Settings Form (General Settings Tab)

REGIONAL COORDINATOR CODE

The Regional Coordinator code will be assigned to you by your Regional Coordinator and must be entered when you start ***SessionManager*** for the first time.

SESSIONMANAGER DATA PATH

This setting specifies where ***SessionManager*** will store its data. You may change this setting if you wish, but it is normally left at the default value.

DISPLAY STYLE

The *Display Style* section allows you to select either the toolbar display style or the menu display style for the main window.

PROGRAM OPTIONS

The *Program Options* section allows you to set the following program options:

- **Always On Top** -- If this box is checked, the main ***SessionManager*** window will always be displayed over top of any other windows you may have open.
- **Auto Renew –** If this box is checked, the automatic renewal function will be enabled. If automatic renewal is turned on, when an application is entered for an existing license which is eligible for renewal, the *Renew License* box will automatically be checked. **NOTE: If automatic renewal is turned on and you uncheck the *Renew License* box for an application which is eligible for renewal, it will be automatically checked again any time you select that application.**
- **Require Password** -- If this box is checked, a password will be required when starting the program.
- **Enable Network** -- If this box is checked, the ability to use more than one computer at a session is turned on.
- **Enable E-Mail** -- If this box is checked, the ability to send e-mails to applicants is turned on.
- **Print VEs on 605 & CSCE** -- If this box is checked, the program will print the names & call signs of the certifying VEs on the Form 605 and will print the call signs of the certifying VEs on the CSCE.
- **Default to Same VEs Sign All 605s** -- If this box is checked, the *Same VEs Sign All 605s* box will be checked by default when you create a new session.
- **Automatically Use Default VEs** -- If this box is checked, the list of participating VEs will automatically be filled with the list of default VEs when a new session is created.
- **Automatically Print Felony Instructions** -- If this box is checked, the felony attachment instructions will automatically be printed along with the Form 605 if the applicant answered "Yes" to the felony question.
- **Automatically Print Fee Instructions** -- If this box is checked, the application fee instructions will automatically be printed along with the Form 605 if a fee is required.
- **Automatically Upload .enc File** -- If this box is checked, when a .enc file is created, it will automatically be uploaded to the Laurel VEC website. This should be checked if you normally have internet access at your session location, and not checked if you don't.

DEFAULT VE LIST

The *Default VE List* section allows you to set up a list of default participating VEs that can be added to a session with a single mouse click, or automatically when a new session is created.

- **Participating VEs –** This box contains the list of the unlabeled default VEs.
- **VE Call Sign –** This unlabeled box is located immediately below the list of participating VEs. It is used to add or remove VEs from the list. Type in the call sign of the VE you wish to add or remove. Depending on the call sign entered, one of the following will be true:
  - If the call sign entered is not a valid call sign, then the background of the box will be red.
  - If the person whose call sign is entered is not accredited by the Laurel ARC VEC, then the background of the box will be red.

- If the call sign entered is not in the list of participating VEs, then the background of the box will be green. Pressing “Enter” will add the VE to the list.
- If the call sign entered is in the list of participating VEs, then the background of the box will be yellow. Pressing “Enter” will display a window asking you to confirm removing the VE from the list.

If you click on a callsign in the list, a message box will be displayed asking you to confirm removing the VE from the list.

TEAM SETTINGS TAB

The *Team Settings* tab is shown in Figure 21 and allows you to set the set default values for your team or teams. If you are a Regional Coordinator, you can enter the information for all teams that you manage.

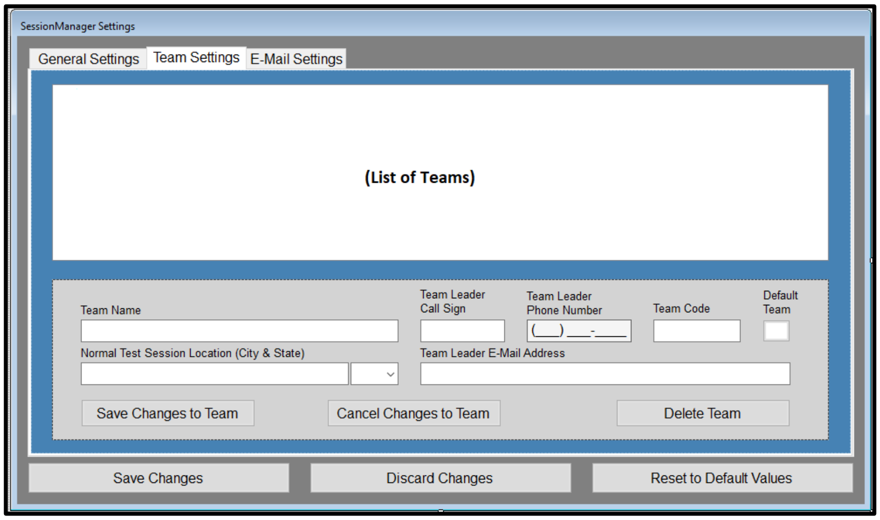

Figure 21 – Team Settings Tab

To edit an existing team, click on the team name in the list. To add a new team, click on *Add New Team*. Then fill in the information for the selected team in the area below the list of teams.

The following information is entered for each team:

- **Team Name** -- This is the name that will appear in the drop-down list of teams on the *Session Tab*. This name will also be printed on the various forms, including any CSCEs.
- **Team Leader Call Sign** – The call sign of the Team Leader. This value will be used by default when a new session is opened.
- **Team Leader Phone Number** – The Team Leader's telephone number. This value will be used by default when a new session is opened. If the Team Leader's contact phone number is not a standard 10-digit US-style phone number, leave the phone number blank.
- **Team Code** – This is a code that uniquely identifies your team. The code consists of up to 6 alphanumeric characters (A-Z & 0-9 only – no punctuation), and the last character cannot be a “0”. Your Regional Coordinator will assign your team code.
- **Default Team** – This check box determines whether this team is the default team. When a session is opened, the default team is automatically selected. If you are only responsible for one team, you may leave this box unchecked.

- **Normal Test Session Location** – Type in the city where you normally conduct your exam sessions. Then select the state from the drop-down list.
- **Team Leader E-Mail Address** – The e-mail address of the Team Leader. This value is optional. If you wish to specify more than on address (such as for a deputy Team Leader), separate the e-mail addresses with a comma (,).

You may leave any item blank except for the team name and team code.

E-MAIL SETTINGS TAB

The *E-Mail Settings* tab is shown in Figure 21 and allows you to set up ***SessionManager*** to send e-mails to the successful applicants with there application file number and results.

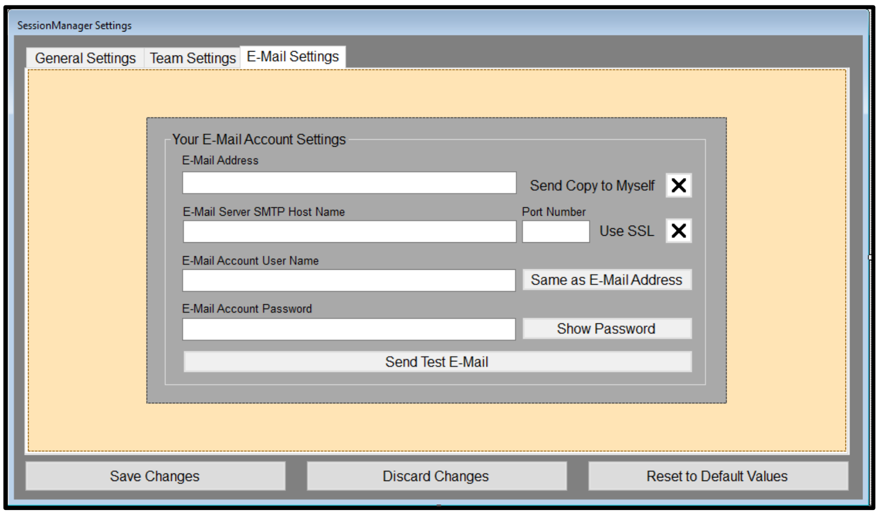

Figure 22 – Program Settings Form (E-Mail Settings Tab)

YOUR E-MAIL ACCOUNT SETTINGS

These settings allow ***SessionManager*** to access your e-mail account to send the upload files. You will need to get these values from your e-mail provider.

- **E-Mail Address** – This is your e-mail address. It will appear in the "From" line of the e-mail message.
- **Send Copy to Myself** – If this box is checked, ***SessionManager*** will send a copy (CC) of any e-mail messages you send to your e-mail address.
- **E-Mail Server SMTP Host Name** – This is the name of your outbound e-mail server. For example, if you have a G-Mail account, the host name is "smtp.gmail.com".
- **Port Number** -- This is the number of the port used by your outbound SMTP e-mail server.
- **Use SSL** – If this box is checked, ***SessionManager*** will use the Secure Sockets Layer (SSL) protocol when sending the e-mail. Most e-mail providers require this to be checked.
- **E-Mail Account Username** – This is the username used to log into your e-mail account. Typically, it is your e-mail address. If you check the *Same as E-Mail Address* box, it will be forced to be your e-mail address, and you will not need to enter it twice.

- **E-Mail Account Password** – This is the password used to log into your e-mail account. The password is encrypted when it is stored in your settings file. Like most password entry boxes, the characters you enter are displayed by asterisks (*). You can see what you have typed in by pressing the left mouse button on the "Show Password" button.
- **Send Test E-Mail**– Clicking on this button will allow you to test your e-mail settings by sending an e-mail to yourself.

IMPORTANT NOTE FOR G-MAIL USERS: If you are using a gmail.com e-mail account, you must change your Google account security settings to allow unsecure applications to access your e-mail.

(The remainder of this page is intentionally blank.)

MANAGING THE BLANK FORMS LIST

You can easily add your own local forms to the list of blank forms that is accessible from the *Print* menu.

Place each form that you wish to add to the list of blank forms in the "<DataDir>\Forms " directory and then add a line to the *<DataDir>\Forms\CustomForms.def* file for each form you wish to add.

Each line contains two pieces of information separated by a vertical bar (|) character.

The text before the vertical bar character ("|") is a description of the form, and this is the text that will be displayed on the list of forms.

The text before the vertical bar character ("|") is the name of the form's .pdf file.

A sample *CustomForms.def* file is shown in the box below:

```
;Custom Forms Definitions File
;
; Add one line for each custom form & place the form file (.pdf)
; in the "C:\SessionManager\Forms\" directory.
;
; Each line must contain 3 parts:
;   1. The form title that will be displayed in the list of blank forms.
;   2. A vertical bar character ("|").
;   3. The form file name.
; Example:  <form title>|<form file>
;
; Lines beginning with a semi-colon (";") are ignored.
;
; ***** DO NOT EDIT ANYTHING ABOVE THIS LINE *****
; Add your custom forms below.
Custom Form #1|CustomForm1.pdf
Custom Form #2|CustomForm2.pdf
```

The first several lines of text in the file are comments giving basic instructions on how to add a custom form to the list. Do not edit anything in this part of the text. Any line in the file beginning with a semi-colon (";") is considered to be a comment and will be ignored by the program,

The last 2 lines of text in the sample file are examples of two custom forms to be added to the list.

MANAGING THE SUPPLEMENTAL DOCUMENTATION LIST

You can easily add your own local documents to the list of supplemental documents that is accessible from the *Help* menu.

Place each document that you wish to add to the list of supplemental documents in the "<DataDir>\Documentation" directory and then add a line to the *<DataDir>\Forms\CustomDocuments.def* file for each document that you wish to add.

Each line contains two pieces of information separated by a vertical bar (|) character.

The text before the vertical bar character ("|") is a description of the document, and this is the text that will be displayed on the list of supplemental documents.

The text before the vertical bar character ("|") is the name of the document's .pdf file.

Each document that you wish to display is specified by a separate line in the *CustomDocuments.def* file. Each line contains two pieces of information separated by a vertical bar (|) character. A sample *CustomDocuments.def* file is shown in the box below:

```
;Custom Supplemental Documentation Definitions File
----- Custom Documents -----|MSG:Custom documents added by the user.
;
; Add one line for each custom document & place the form file (.pdf)
; in the "C:\SessionManager\Documentation\Supplemental\"" directory.
;
; Each line must contain 3 parts:
;   1. The document title that will be displayed
;      in the list of supplemental documents.
;   2. A vertical bar character ("|").
;   3. The document file name.
; Example:  <document title>|<document file>
;
; Lines beginning with a semi-colon (";") are ignored.
;
; ***** DO NOT EDIT ANYTHING ABOVE THIS LINE *****
; Add your custom documents below.
Custom Form #1|CustomForm1.pdf
Custom Form #2|CustomForm2.pdf
```

The first several lines of text in the file are a special header line followed by comments giving basic instructions on how to add a custom form to the list. Do not edit anything in this part of the text. Any line in the file beginning with a semi-colon (";") is considered to be a comment and will be ignored by the program,

The last 2 lines of text in the sample file are examples of two custom documents to be added to the list.

IMPORTING APPLICATIONS AND MERGING SESSIONS

You can import participating VEs and applications from another session (.ses) file, thereby merging the two sessions into one.

You can also import applications from a comma-delimited (.csv) file. This may be useful when pre-registering a large number of applicants using a spreadsheet.

To import applications:

- Open an existing session or create a new session to import the applications into.
- Select *Import Application Data* from the *Tools* menu.

This will open a file selection dialog. Select the file you want to import the applications from. You can import applications from either of two different types of files:

- ***SessionManager* Session Data (.ses) Files** -- These are the encrypted files created by ***SessionManager*** which contain the data for a session.
- **Comma-Delimited (.csv) Files** -- These are text files, normally produced by a spreadsheet, that contain the application data. The file must adhere to the following rules:
    - The first line of the file is a header line which contains information as to what application value is in each column. The allowable values for the header row are shown in Table 1 below. The column names are not case-sensitive.
    - The file is only required to contain columns for the data actually being imported. In other words, except for the required columns, you can omit one or more columns from the file.
    - All lines in the file must contain the same number of columns.
    - The remaining lines of the file contain the data for each application, one application per line.
    - The values on each line (both header & application lines) are separated by commas (,).
    - The values may or may not be enclosed in double quotation marks (“).
        - **NOTE:** The STREET_ADDRESS field **must** be enclosed in quotation marks if the address contains a comma.

If you are importing from a comma-delimited file (.csv), only application data can be imported. You will have to add the list of participating VEs manually. If your .csv file contains certifying VEs data, you must add the participating VEs to your session **before** you do the import.

If you are importing from a .csv file and an application already exists in the session with the same FRN or SSN, a new application will not be added, but the existing application will be updated with the data from the file. **WARNING:** A duplicate application will not be detected if both the FRN and the SSN fields are blank in either application, or if one application has only the FRN and the other application has only the SSN.

If you are importing from a session file (.ses), the participating VEs for the session being imported will be added to the list of participating VEs for the current session, and the applications in the session being imported will be added to the applications in the current session.

Table 1 -- Import File Column Specifications

Column Header	Data Type	Required[1]	Definition
FIRST_NAME	Text	Yes	Applicant's first name
MIDDLE_INITIAL	Text	Yes	Applicant's middle initial (If none, leave blank)
LAST_NAME	Text	Yes	Applicant's last name
NAME_SUFFIX	Text[2]	Yes	Applicant's name suffix (Sr, Jr, I, II, III, etc.) (If none, leave blank)
STREET_ADDRESS	Text	Yes	Applicant's mailing address. Must enter either STREET_ADDRESS or PO_BOX or both.
PO_BOX	Text		
CITY	Text	Yes	Applicant's mailing address city.
STATE	Text	Yes	Applicant's mailing address state (2-letter abbreviation)
ZIP_CODE	Text[2]	Yes	Applicant's mailing address ZIPcode (5 or 9 digits)
ATTN	Text	No	Mailing address attention line. (Used **ONLY** for special circumstances)
TELEPHONE	Text	No	Applicant's telephone number
E_MAIL EMAIL ADDRESS	Text	Yes	Applicant's e-mail address (Either column name may be used, but not both.)
FRN	Text	Yes	Applicant's FCC Registration Number (10 digits).
CALL_SIGN	Text	Yes	Applicant's current call sign. If not licensed it should be blank.
LICENSE_CLASS	Text	No	Applicant's current license class (N, T, G, A, or E)
EXPIRATION_DATE	Date[3]	No	License expiration date (mm/dd/yyyy)
FELONY_CONVICTION	Text[4]	Yes	Answer to felony question. (See Note 4)
UPGRADE_LICENSE	True/False[5]	No	Indicates if applicant wants to upgrade license
CHANGE_ADDRESS	True/False[5]	No	Indicates if applicant wants to change address
CHANGE_CALL	True/False[5]	No	Indicates if applicant wants a new sequential call sign
CHANGE_NAME	True/False[5]	No	Indicates if applicant wants to change name
RENEW_LICENSE	True/False[5]	No	Indicates if applicant wants to renew license
FORM_605_SIGNED	True/False[5]	No	Indicates if applicant has signed the Form 605
NOTES	Text	No	Any miscellaneous notes to be associated with the application.
PASSED_ELEMENT_2	True/False[5]	No	Indicates if applicant has passed Element 2
FAILED_ELEMENT_2	Numeric	No	Number of times applicant has failed Element 2
CSCE_ELEMENT_2	Date[3]	No	Issue date of CSCE presented for Element 2 credit
PASSED_ELEMENT_3	True/False[5]	No	Indicates if applicant has passed Element 3
FAILED_ELEMENT_3	Numeric	No	Number of times applicant has failed Element 3
CSCE_ELEMENT_3	Date[3]	No	Issue date of CSCE presented for Element 3 credit
PRE_1987_TECHNICIAN	True/False[5]	No	Indicates if applicant has proof of holding a Technician class license issued before March 21, 1987
EXPIRED_GENERAL	True/False[5]	No	Indicates if applicant has proof of an expired General class license
EXPIRED_ADVANCED	True/False[5]	No	Indicates if applicant has proof of an expired Advanced class license
REQUESTED_ELEMENT_3	True/False[5]	No	Indicates if applicant is requesting to take Element 3
PASSED_ELEMENT_4	True/False[5]	No	Indicates if applicant has passed Element 4
FAILED_ELEMENT_4	Numeric	No	Number of times applicant has failed Element 4
CSCE_ELEMENT_4	Date[3]	No	Issue date of CSCE presented for Element 4 credit
EXPIRED_EXTRA	True/False[5]	No	Indicates if applicant has proof of an expired Extra class license
REQUESTED_ELEMENT_4	True/False[5]	No	Indicates if applicant is requesting to take Element 4
CERTIFYING_VES	Text	No	Call signs of the 3 certifying VEs separated by a "~" character.
ADMINISTERING_VES	Text	No	Call signs of the 3 certifying VEs separated by a "~" character. *(Obsolete, retained for compatibility.)*
PREVIOUS_APPLICATION	Text[4]	No	Applicant has a previous application that has not been acted upon.
PREVIOUS_APPLICATION_FILE_NUMBER	Text	No	File number of the previous application.
PREVIOUS_APPLICATION_NEW_LICENSE	True/False[5]	No	Previous application was for a new license.
PREVIOUS_APPLICATION_RENEW_LICENSE	True/False[5]	No	Previous application was to renew an existing license.
PREVIOUS_APPLICATION_UPGRADE_LICENSE	True/False[5]	No	Previous application was to upgrade an existing license.
PREVIOUS_APPLICATION_CHANGE_NAME_ADDRESS	True/False[5]	No	Previous application was to change licensee's name or address.
PREVIOUS_APPLICATION_CHANGE_CALL	True/False[5]	No	Previous application was to systematically change station call sign.
PREVIOUS_APPLICATION_VANITY_CALL	True/False[5]	No	Previous application was for a vanity call sign.

NOTES:

1. At a minimum, the file must contain every column that is specified as required. The columns may be in any order. The file may contain additional columns that are not listed. Any columns not listed will be ignored by the import process.
2. Valid name suffixes are: Sr, Jr, I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, 1st 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, & 9th. Anything else will be removed during the import. *(NOTE: "VIII" will be replaced with "8th".)*
3. Dates must be in the format: mm/dd/yyyy.
4. FELONY_CONVICTION and PREVIOUS_APPLICATION field values:
   - "N" or "No" → No
   - "Y" or "Yes" → Yes
   - Anything else → Not Answered
5. True/False fields must contain the word "True" or the word "False".

PRINTING ANSWER SHEETS

You can print answer sheets with the application control number, applicant's name, exam element number already filled in. You can print the answer sheets for use with any of the 3 standard templates:

- New-Style Laurel VEC Template (Default)
- Old-Style Laurel VEC Template (Default)
- ARRL-VEC Template

When you click on the *Answer Sheets* button on an application, the window shown in Figure 25 will be displayed.

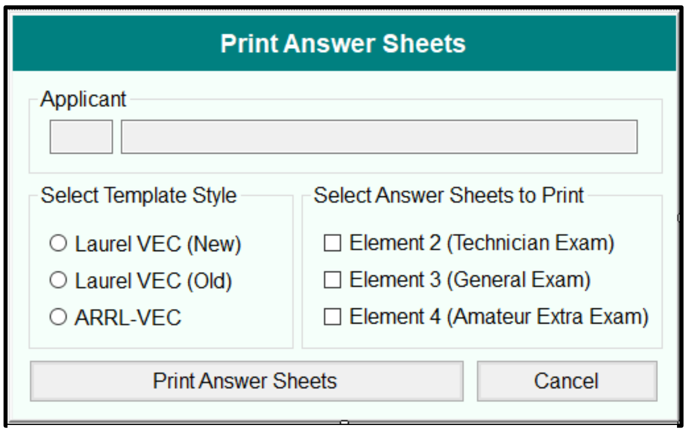

Figure 23 – Print Answer Sheets Window

The application control number and the applicant's name will be displayed. The template style that was used last will be selected. The first time that the form is displayed, the *Laurel VEC (New)* template will be selected by default.

Only the elements that the applicant needs will be displayed, with the lowest element already checked.

Clicking on the *Print Answer Sheets* button will cause the selected answer sheets to be printed. Right-clicking on the button will open a print preview dialog.

Clicking on the *Cancel* button will close the window without printing any answer sheets.

PRINTING A LIST OF THE APPLICATIONS

You can print a list of the applications that have been entered into the session. This list includes all of the applications, whether they are present at the session or if they are a "no show". Some teams may find this useful as an attendance check sheet or to see what exam elements are needed by each applicant.

When you select this item from the *Tools* menu, the window shown in Figure 24 will be displayed.

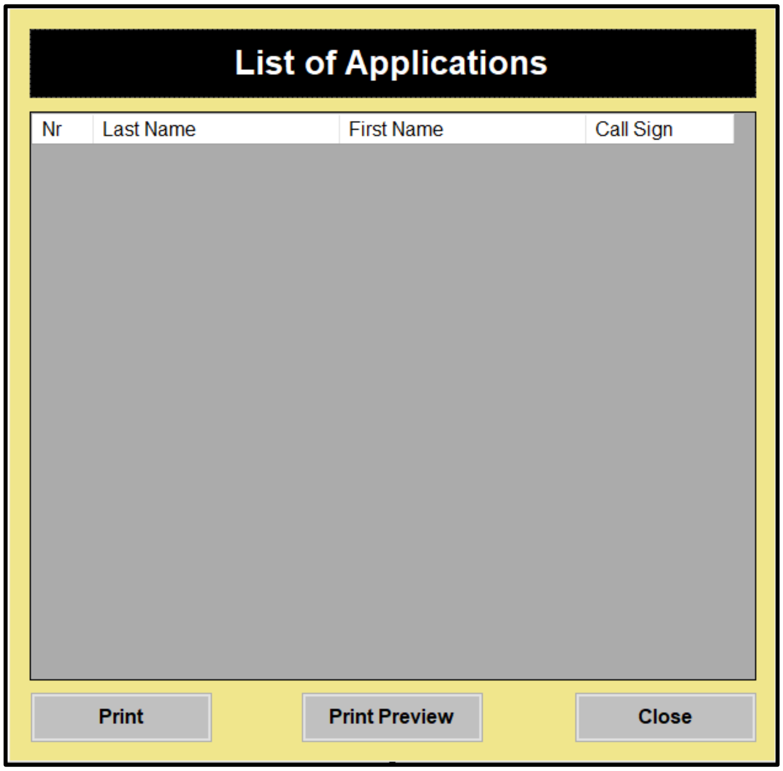

Figure 24 – Print List of Applications Window

You can sort the list by clicking on any of the column headers. The list is initially sorted by control number.

Clicking on the *Print* button will allow you to select the printer to use & then print the list on that printer.

Clicking on the *Print Preview* button will display a preview of the printed list. You can then print the list using your default printer.

Clicking on the *Close* button will close the window & return to normal operation.

PRINTING APPLICANT REGISTRATION FORMS

You can print Applicant Registration Forms for each of the applicants that have been entered into the session. Some teams may find that printing these forms ahead of time for applicants who have pre-registered for the session to be a time-saver.

When you select this item from the *Tools* menu, the widow shown in Figure 25 will be displayed.

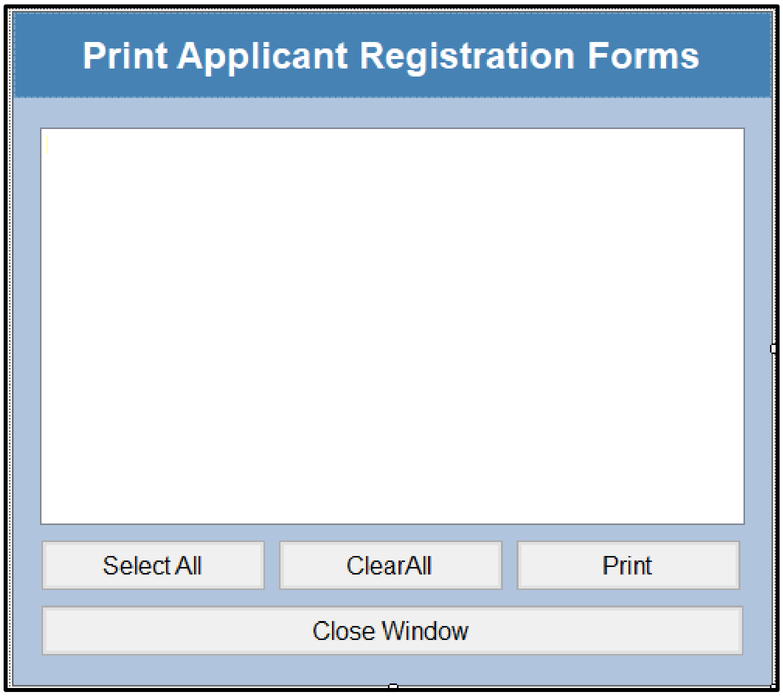

Figure 25 – Print Applicant Registration Forms Window

Select the applicants you wish to print forms for.

Clicking on the *Print* button with the left mouse button will allow you to select the printer to use & then print the forms on that printer.

Clicking on the *Print* button with the right button will display a preview of the printed forms. You can then print the forms using your default printer.

Clicking on the *Close Window* button will close the window & return to normal operation.

PRE-PRINTING 605s & CSCEs

You can pre-print LARC-VEC Form 605s & CSCEs for each of the applicants that have been entered into the session. Some teams find that printing these forms ahead of time for applicants who have pre-registered for the session may be a time-saver.

When you select this item from the *Tools* menu, the widow shown in Figure 25 will be displayed.

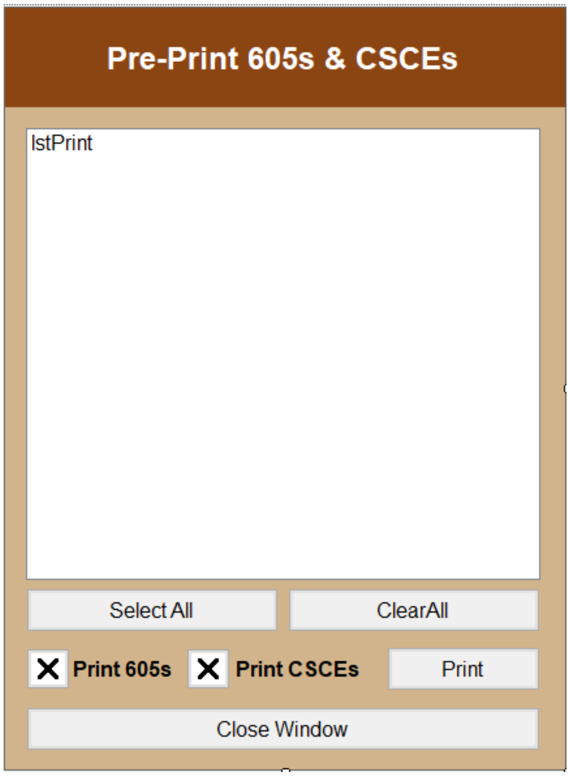

Figure 26 – Pre-Print 605s & CSCEs Window

Select the applicants you wish to print forms for.

Check the *Print 605s* box to pre-print an LARC-VEC Form 605 for each selected applicant.

Check the *Print CSCEs* box to pre-print a CSCE for each selected applicant.

Either or both boxes may be checked.

Clicking on the *Print* button with the left mouse button will allow you to select the printer to use & then print the forms on that printer.

Clicking on the *Print* button with the right button will display a preview of the printed forms. You can then print the forms using your default printer.

Clicking on the *Close Window* button will close the window & return to normal operation.

CREATING E-MAIL LISTS

Clicking on *Creating E-Mail Lists* on the *Tools* menu will allow you to create a list of the e-mail addresses of applicants in a session or of VE Team Leaders.

When you click on *Creating E-Mail Lists* on the *Tools* menu, the window shown in Figure 27 will be displayed.

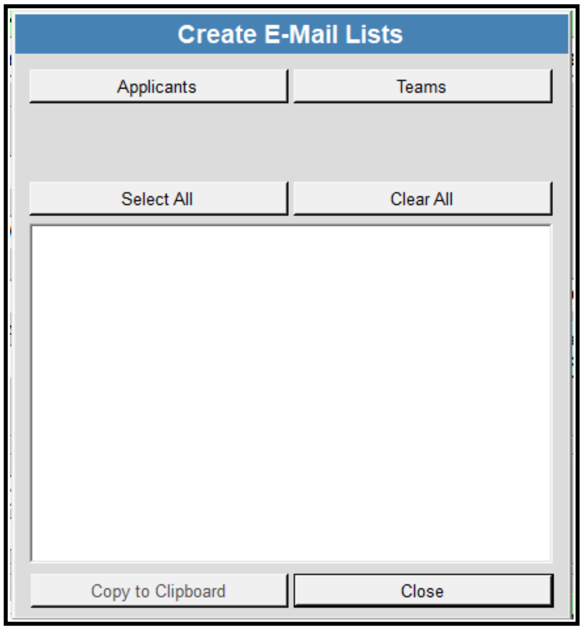

Figure 27 – Create E-Mail Lists

Click on *Applicants* to create a list of e-mail addresses for the session applicants.

If you have more than 1 team set up, click on *Teams* to create a list of e-mail addresses of the Team Leaders. This feature is primarily intended for use by the regional coordinators.

CREATING APPLICANT E-MAIL LISTS

If you click on *Applicants*, a list of e-mail addresses for the applicants in the session will be generated. Also, a panel will appear that allows you to select the types of results you want to include in the list (see Figure 28).

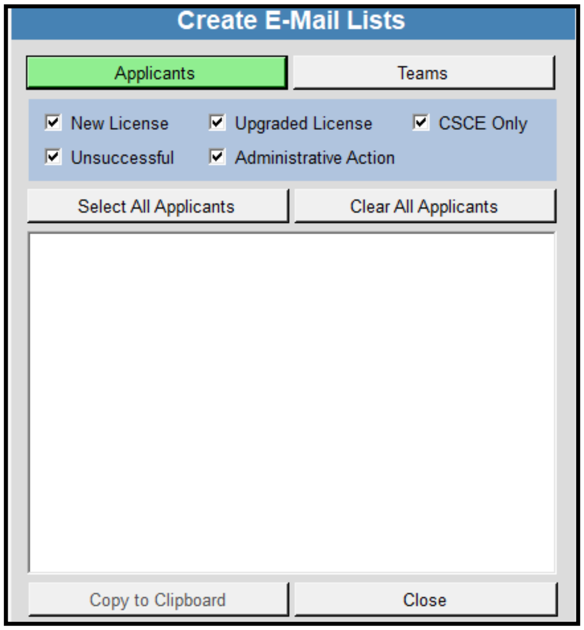

Figure 28 – Create Applicant E-Mail Lists

After the list is displayed, you can select one or more e-mail addresses from the list based on the result (New License, Upgraded License, etc.). Clicking on one of the check boxes will add or remove that type of result from the list. Click on *Select All* to select all addresses in the list. Click on *Clear All* to deselect all addresses in the list. You can also use the *Ctrl* and *Shift* keys while clicking on addresses in the list to select or deselect individual addresses or groups of addresses.

Which result type check boxes are checked and which are unchecked is saved when you close the window. Therefore, when you open the window again or re-start ***SessionManager***, the same boxes will be checked as when you last closed the window.

The first time you use this feature, all boxes are checked except for *Unsuccessful*.

CREATING TEAM E-MAIL LISTS

If you click on *Teams*, a list of e-mail addresses for the leader of each of the VE teams that you have set up will be generated (see Figure 31). This option will probably only be useful to the Regional Coordinators and to the rare Team Leader who manages more than one team.

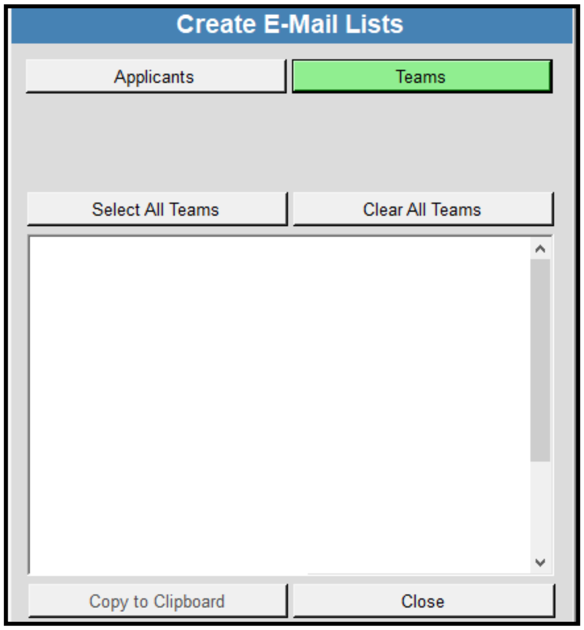

Figure 29 – Create Team Leader E-Mail Lists

After the list has been created, you can select one or more e-mail addresses from the list. *Click on Select All* to select all addresses in the list. Click on *Clear All* to deselect all addresses in the list. You can also use the *Ctrl* and *Shift* keys while clicking on addresses in the list to select or deselect individual addresses or groups of addresses.

Clicking on *Copy to Clipboard* will copy the selected addresses to the clipboard. The copied addresses will be a single line of text with the addresses separated by commas. This is similar to the format of a .csv file.

E-MAILING FILE NUMBERS

Clicking on *E-Mail File Numbers* on the *Tools* menu will allow you to send e-mails to applicants with their application file numbers.

When you click on *E-Mail File Numbers* on the *Tools* menu, the window shown in Figure 32 will be displayed. It will contain a list of all applicants whose applications were submitted to the FCC for processing.

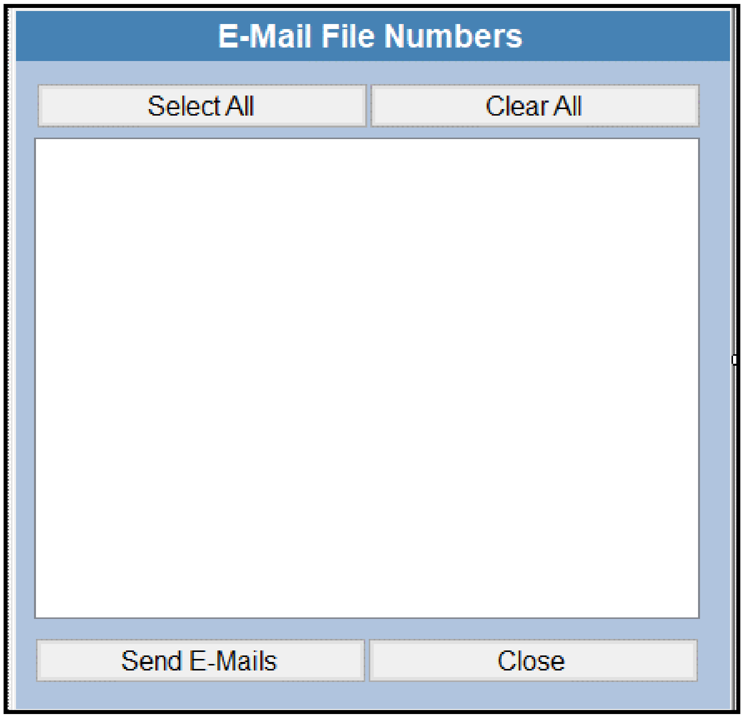

Figure 30 – E-Mail File Numbers

Initially, all applicants will be selected. Click on *Select All* to select all applicants. Click on *Clear All* to deselect all applicants. You can also use the *Ctrl* and *Shift* keys while clicking on addresses in the list to select or deselect individual applicants or groups of applicants.

Click on *Send E-Mails* to send an e-mail to each selected applicant. This e-mail will contain their file number and other information concerning their application.

Click on *Close* to close the window and return to the main program.

SESSION ID STRUCTURE

Each session is identified by a unique session ID. This ID is used to name the files associated with that session. The session ID is a 15-character alphanumeric string structured as follows:

Brttttttyymmddx

where:

B = VEC code (assigned by the FCC)
r = Regional Coordinator code (assigned by Laurel VEC)
tttttt = Team code assigned by the Regional Coordinator (Note: If the team code is less than 6 characters long, it will be padded out to 6 characters with trailing 0's)
yymmdd = Date of session encoded as follows:

yy = Last 2 digits of year
mm = 2-digit month (01-12)
dd = 2-digit day of the month (01-31)

x = Sequential letter (A = 1st session entered that day, B = 2nd session, etc.)

SESSIONMANAGER REGISTRY KEYS

SessionManager stores the following values in the Windows registry:

- **DataPath** – This value specifies the directory where the ***SessionManager*** data files are located. The default value is "C:\SessionManager\", but that can be changed when ***SessionManager*** is installed or from the *Program Settings* dialog.
- **DisplayStyle** – This value specifies the display style to be used when ***SessionManager*** starts.
- **DocumentationDate** – This value contains the date of the currently installed documentation.
- **FormsDate** – This value contains the date of the currently installed blank forms.
- **LastImportFileLocation** – This value contains the path of the last file used to import applications. When the import function is used the next time, this location will be the starting directory of the Open File dialog.
- **MainWindowPosition** – This value specifies the position on the screen of the main ***SessionManager*** window. Initially, it is set to the upper-left corner, but is automatically updated to the current window position when the program is closed.
- **SetupWindowPosition** – This value specifies the position on the screen of the *Program Settings* dialog. Initially, it is set to the upper-left corner, but is automatically updated to the current position when the dialog is closed.

The keys are located in the registry at:

HKEY_CURRENT_USER\SOFTWARE\Laurel VEC\SessionManager

SESSIONMANAGER FILE SYSTEM

This is a discussion of the files used by ***SessionManager*** and their locations.

In this section, the root directory where the ***SessionManager*** data files are located is referred to as "<DataDir>". By default, the root directory is "C:\SessionManager\". You can change the location of the data files by selecting a different location during installation or from the *Program Settings* dialog.

SETUP DATA FILE

The program setup data is stored in the "<DataDir>\Settings" directory in a file named "Settings.xml". Deleting this file will restore the program to its original, default settings.

PROGRAM DOCUMENTATION FILES

The program documentation files are stored in the "<DataDir>\Documentation" directory.
The following files will be found in this directory:

- **SessionManagerProgramReference.pdf** -- A detailed reference to all features of the software (this document).
- **FCCPart97.pdf** – The current *FCC Amateur Radio Service Rules (Part 97)*.
- **LaurelVECPolicies.pdf** -- The current *Laurel VEC Policies & Procedures Manual*.

This directory will also contain a sub-directory named “Supplemental”. This sub-directory contains a file named *SupplementalDocuments.def* and several .pdf files. See the section titled “Managing the Supplemental Documentation List” for further information.

FCC LICENSE DATA FILES

The FCC license data files are stored in the "<DataDir>\LicenseData" directory.

The following file will be found in the "<DataDir>\LicenseData" directory:

- **LicenseData.db** -- This is the SQLite database file containing the FCC license data in the form used by the program.

The following files may also be found in the "<DataDir>\LicenseData" directory:

- **NewLicenseData.db** -- This is the database file that is downloaded from Laurel VEC. It is not needed after the import process is complete.
- **NewLicenseData.txt** -- This is a small text file containing the date of the latest data available from the Laurel VEC. It is downloaded when ***SessionManager*** checks for new license data and not needed after the check is complete.

ACCREDITED VE LIST FILE

The list of VEs accredited by the Laurel VEC is stored in the following file: <DataDir>\AccreditedVEs.txt.

This is a text file containing a list of the VEs currently accredited by the Laurel VEC and their class of license. It is downloaded from the Laurel VEC website each time that ***SessionManager*** is started on a computer that has internet access.

ZIPCODES DATA FILE

The ZIPcode data is stored in the following file: <DataDir>\ZIPcodes.csv.

This file contains a list of all current ZIPcodes in the USA and its territories with the associated city & state. It is downloaded from the Laurel VEC website each time that ***SessionManager*** is started on a computer that has internet access.

MAIN SESSION DATA FILES

The main session data files are stored in the "<DataDir>\Sessions" directory. The data for each session is stored in a separate file.

The name of a session's data file is the session ID with a file extension of ".ses". For example, the data file for a session with a session ID of "BITEAMXX160602A" would be named "BITEAMXX160602A.ses".

The main session data files are text files that have been encrypted using Triple-DES encryption and cannot be viewed or edited with Notepad or any other text editor.

DO NOT attempt to edit these files manually! – DO NOT rename these files!

ADDITIONAL SESSION DATA FILES

The following files may also be associated with a session:

- **<session_id>#.enc** -- These files are located in the "<DataDir>\UploadFiles" directory and hold the encrypted application data for upload to the FCC. They are text files that have been encrypted using Triple-DES encryption and cannot be viewed or edited with Notepad or any other text editor. These are the files that are e-mailed to the Regional Coordinator for decrypting and uploading to the FCC. **DO NOT attempt to edit these files manually! – DO NOT rename these files!**
- **<session_id>##.dat** -- These files are located in the "<DataDir>\UploadFiles" directory and hold the unencrypted application data for upload to the FCC. They are text files that can be viewed with Notepad or any other text editor. **DO NOT rename these files!**

- **<session_id>##.rsp** -- These files are located in the "<DataDir>\ResponseFiles" directory and are the response files received from the FCC. These files can be imported into a session data file and will then give information about the results of the applications.

BLANK FORMS FILES

Forms.def – This is a text file that contains a list of blank forms that can be printed. It is located in the "<DataDir>\Forms" directory.

<form>.pdf – These are .pdf files for the blank forms to be printed and are located in the "<DataDir>\Forms" directory.

See the section on “Managing the Blank Forms List” for more details.

APPENDIX 1 – ERROR-CHECKING FEATURES

SessionManager implements several error-checking functions to help in avoiding data entry errors and other common types of mistakes.

SESSION TAB ERROR-CHECKING

The following error-checking functions are implemented on the "Session" tab:

Participating VEs – The following error checks will be applied to the list of participating VEs:

- Make certain that at least three VEs have been entered.
- Check each VE against a list of VEs currently accredited by the Laurel VEC. If not in the list, A message box is displayed which gives the option of using the VE if they have applied for accreditation.
- Check the license class of each VE and display a message indicating which examination elements can be administered by that team of VEs.

> **NOTE:** The list of accredited VEs is automatically downloaded each time that *SessionManager* is started when the computer has internet access.

APPLICATIONS TAB ERROR-CHECKING

The following error-checking functions are implemented on the *Applications* tab:

Applicant's Name – The following error checks are applied to the applicant's name:

- Make certain that, as a minimum, a first name and a last name are entered.
- If the applicant is already licensed, make certain that the name matches the FCC record EXACTLY unless the *Change Name* box is checked.

Applicant's Address – The following error checks are applied to the applicant's address:

- Make certain that a complete address has been entered.
- If the applicant is already licensed, make certain that the address matches the FCC record EXACTLY unless the *Change Address* box is checked.

SSN or FRN – The following error checks are applied to the applicant's SSN or FRN:

- Make certain that either an SSN or an FRN is entered, but not both. If both are entered, the FRN will be retained and the SSN will be deleted.
- Make certain that an SSN contains 9 digits.
- Make certain that an FRN contains 10 digits.
- Make certain that an FRN passes the Luhn check digit test. (The last digit of an FRN is calculated from the first 9 digits using the Luhn algorithm.)
- Make certain that an FRN is not a restricted-use FRN. (The first 3 digits cannot be "213".)
- Make certain that the same FRN or SSN is not entered for more than one application.

Felony Question Answer – The following checks are applied to the answer to the felony question:

- Make certain that the felony question is answered if the applicant is requesting a new license, an upgrade to their existing license, or a new systematically-assigned call sign.
- Make certain that the felony question is not answered if the applicant is only renewing their license or only requesting a change of name or address.

License Expiration Date – If the applicant is already licensed, make certain that the license has not expired, or the *Renew License* box is checked if it is within the 2-year grace period for renewal.

Certifying VEs – The following error checks are applied to the certifying VEs:

- Make certain that the license class of each certifying VE is adequate for the exam(s) being administered or the upgrade requested.
- Make certain that the same VE is not selected more than once on the same application.

APPENDIX 2 – SESSIONSTATISTICS UTILITY

The SessionStatistics utility allows the harvesting of statistical data from active or archived session files.

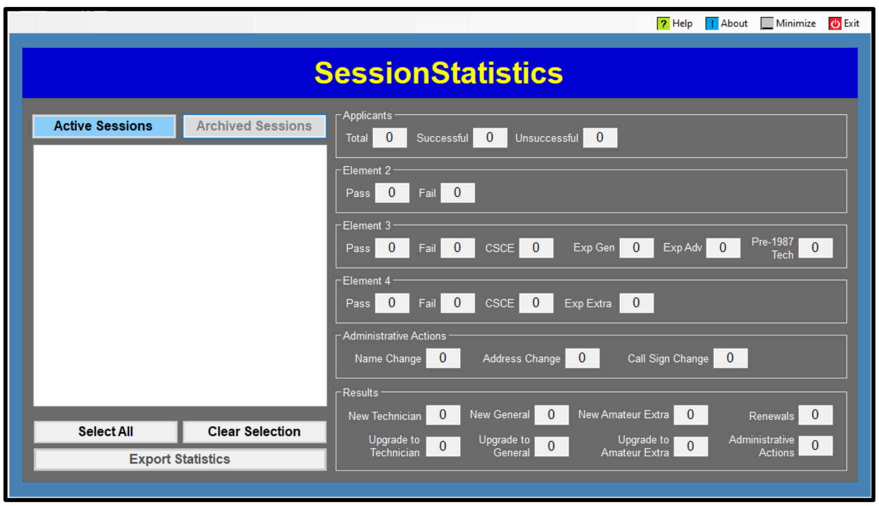

Figure 31 – SessionStatistics Utility

You can select any combination of sessions from either your active sessions or sessions that you have archived. The program will then display statistics on the number of successful/unsuccessful applicants, the number of element passed/failed, etc. This data can then be exported to a .csv file for analysis using a spreadsheet program.

You can download SessionStatistics with the following link: http://sm.laurelvec.com/SS_Setup.exe