
USER GUIDE

EZ-VIEW

V | 1.0



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Preface

Welcome to EZ-VIEW!

The *EZ-VIEW User Guide* tells you how the EZ-VIEW saves you time by providing a more intelligent way of synchronizing vital student information with photographic exposures from film and/or digital camera. This overview is intended to provide a high-level glance at the many features and benefits of this new and innovative application.

Structure of the Manual

This manual is organized by function. Operations are presented in order of probable use, but feel free to review the information in whatever manner you desire – even skip sections if the content is familiar.

Chapter 1 introduces the EZ-VIEW application. It provides an overview of the software modules that make one of the finest photographic student preview systems available.

Chapter 2 walks you through the EZ-VIEW installation process. It provides a step by step walk through for installing your EZ-VIEW software on a local area network.

Chapter 3 shows you how to use EZ-VIEW to maintain student information.

Chapter 4 provides a technical reference for troubleshooting and enhancing the EZ-VIEW application.

Style and Conventions

In order to make this document easier to read, we have adopted the following conventions:

Icons

Occasionally, an icon (small picture) will appear in the left margin. Each icon has a specific meaning. The paragraphs that follow identify the icons and their intended use.



Warning!

Warnings contain critical information. Typical warnings include cautions about products, processes, procedures, and methods that have proven to be unreliable, unstable, or non-supported. Failure to read a warning could result in severe negative consequences.



System Bomb!

System Bombs present information on known system problems, whether software or hardware based. These bombs tend to be version independent and represent either mechanical or architectural flaws or limitations.



Note!

Notes alert you to information of special interest or provide clarification on a particular system feature. Notes supplement standard content and are not required reading.



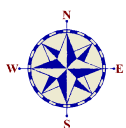
Hint!

As you may have guessed, the helpful hints suggest ways to make your life easier. The tips are based on suggestions from users and maintenance personnel.



Rebuild It!

The Rebuild It notes pertain to system re-engineering or “next-generation” design notes. These suggest better ways of doing things based on updated technology, methods, and procedures.



Where do I find more?!

The compass section provides links to other sections in this document and other known resources of information pertaining to the current subject.

Terminology and Type

- ◆ Fields and forms are referenced by their proper names.
- ◆ Literal entries (commands you type) appear in `monospaced type`.
- ◆ Important new terms appear in *italics*.
- ◆ Optional entries appear in italics in square brackets [*option*].
- ◆ Single keys appear capitalized in square brackets, such as [A] and [ENTER].

Questions and Comments

Copies of this manual and related documents can be obtained directly from Redmer Software Company via phone request, mail request, anonymous FTP to <ftp://ftp.redmer.com> or from our world-wide-web site at <http://www.redmer.com>. If you can't find answers in the manuals, check the list of Frequently Asked Questions (FAQ) on our web site.

To provide feedback on this manual or suggest improvements, please send email to RonRedmer1@aol.com.

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Introduction

The RSC EZ-VIEW Student Image Viewer is a very simple to use yet powerful program for maintaining student information and quickly accessing student photographs stored on your computer. Using EZ-VIEW you can quickly retrieve information such as homeroom, home address, guardian information, emergency contacts, medical conditions, awards, disciplinary actions, and schedule of classes. You can easily add, change, and remove information from the system and share the information across a network so that it is accessible by teachers, librarians, counselors, administrators etc. There are several features that are unique to EZ-VIEW that make it one of the most powerful and popular Student Image Viewer programs available today:

Why EZ-VIEW Is The Best

EZ-VIEW Supports More Image Types

EZ-VIEW is able to use photographs stored in more than 60 different file formats including all of the popular standard formats such Windows Bitmap (known as BMPs), Photoshop(r), Targa(r), Tiff(r), PhotoCD(r), and many others. This simply means that you are able to acquire images from virtually any source such as scanners and digital cameras and use those images directly with EZ-VIEW!

EZ-VIEW Can Run Anywhere

Unlike other student image viewers, EZ-VIEW allows you store your student images anywhere on your computer or on your network and access them from any number of computers simultaneously. This feature simply allows you to install EZ-VIEW virtually anywhere for anyone who needs access to the information.

EZ-VIEW Works With Many Well-Known Applications

EZ-VIEW uses industry-standard database technology that allows you to easily transfer information to and from other systems. Unlike other “proprietary” systems that lock your information in their hidden files, EZ-VIEW allow you to store your information anywhere on the network in the industry standard xBASE format. You can directly access these files in programs other than EZ-VIEW such as Microsoft Access(r), Microsoft FoxPro(r), Microsoft Word(r), Microsoft Excel(r), and Inprise dBASE(r) as well as any other program that supports the xBASE standard.

EZ-VIEW Includes A Powerful Report Writer

EZ-VIEW includes a powerful report writer with built-in templates for student listings, detail reports, id cards, and awards. You can easily print reports using the included templates or you can modify the templates to meet your specific needs. You can also create new reports from scratch using the powerful report layout tool. EZ-VIEW is the only program of its kind to make use of “Wizards” that guide you through creating new reports step by step.

EZ-VIEW Is The First With Internet Support & Full Source Code

EZ-VIEW is supported like no other student image viewer software, with technical notes, updates, and documentation freely available on the Internet at <http://www.freetools.net>. EZ-VIEW is the only application of its kind available absolutely free with complete source code on the Internet. This means that your local computer support team or network administrator has unlimited flexibility in installing the program and customizing it to meet your precise needs. Additionally, the application is ideal for teaching students programming and imaging techniques at the high school level.

Here Is What's Included!

The EZ-VIEW application is available from a variety of sources including the Internet, school photographers, photo labs, and various associations. The EZ-VIEW installation consists of the following components that are typically shipped on a single CD-ROM disk:

The EZ-VIEW application setup folder. This folder contains the familiar SETUP.EXE program along with other files that are needed to install EZ-VIEW on any computer running the Microsoft Windows(r) 95, 98, or NT Operating Systems. There are no passwords or serial numbers required to install EZ-VIEW.

The **Documentation** folder contains an electronic version of this document. The document is stored in a file format often referred to as PDF, which is short for Adobe Acrobat Portable Document Format. The PDF format is quickly becoming the industry standard for documentation because the program for viewing and printing the files is freely available for virtually any type of computer directly from Adobe. You can obtain the Adobe Acrobat Reader from the Adobe world-wide-web site on the Internet at <http://www.adobe.com> or through the RSC web-site at <http://www.freetools.net>. You are free to print and distribute as many copies of the documentation as you like so long as the copyright information remains in tact per the license agreement stated at the beginning of this document.

The **Source** folder contains the EZ-VIEW program source code. The source code is included to provide maximum flexibility to schools that wish to customize the program or use it for teaching computer programming classes. The EZ-VIEW is virtually the only program of its kind that is offered with complete source code.

The **Images** folder contains scanned student photographs. Typically the images are uniquely identified by the student's id number or by a unique number used by the school photographer who delivered the program. The images are usually in Microsoft Windows Bitmap(r) Format, commonly referred to as BMP format.

The **PCTFILEC** folder contains scanned student photographs as well. In fact it contains the exact same images as the Images folder, except they are stored in the Apple Macintosh Pict(r) format. These images are included solely for use with the SASI(r) School Administration System which is commonly used in the United States.

The **DATAMAC** folder contains a single file that is also included solely for use with the SASI(r) System. This file simply provides a cross-reference between the student id numbers used in the SASI program and the actual names of the images on disk.

The **Database** folder contains the actual student information that relates to the images on the disk. If the EZ-VIEW program was provided to you by your school photographer, the information contained in the database folder may already contain significant information such as student id, name, grade, homeroom, teacher, etc. The database consists of a set of files that are used to store information pertaining to students, awards, classes, etc. The files that contain data are named with the DBF extension. These files may be accessed directly in programs outside of EZ-VIEW including Microsoft Access(r), Word(r), and Excel(r). The database folder is typically copied from the installation CD to your computer's disk drive or network disk drive during installation.

The **Reports** folder contains the standard report templates. These templates are used by the EZ-VIEW built in "Print" functions to produce a variety of reports and labels. You can copy templates easily within EZ-VIEW to create your own custom-made reports. You can also create new reports in EZ-VIEW. The reports folder is typically copied from the installation CD to your computer's disk drive or network disk drive during installation.

Where Do I Find Fixes and Upgrades?

The EZ-VIEW application is freely available on The Free Tools Network web-site at <http://www.freetools.com>. New releases will be posted to the web site on a regular basis. You can submit your ideas, suggestions, complaints, and problem reports using the suggestion-feature on the web-site.

What Kind Of Computer Do I Need To Run EZ-VIEW?

The EZ-VIEW application is written specifically for Microsoft Windows(r)-based computers running on the Intel Pentium Processor. The versions of Windows supported are 95, 98, and NT 4.0 or higher. Your computer must have a monitor capable of displaying at least 256 colors at a resolution of 800x600, commonly referred to as Super-VGA mode. Your computer must also have at least 16mb RAM, and 20mb available hard disk space. Most computers built since 1994 should run EZ-VIEW without problems.

2

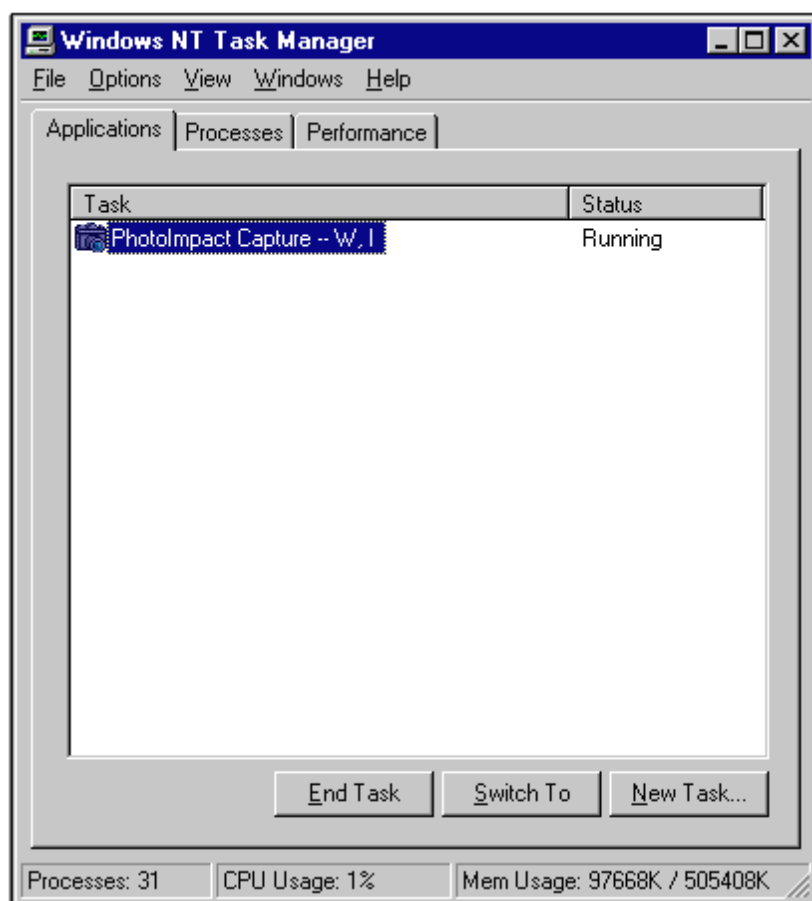
Installation

The RSC EZ-VIEW application ships with an installation program that guides you through the entire setup process. The name of the setup program is SETUP.EXE and is located in the Setup folder on the EZ-VIEW CD-ROM. Note: If you downloaded the EZ-VIEW application from The Free Tools Network World-Wide-Web site (<http://www.freetools.net>), you must decompress the packaged ZIP file prior to performing the following installation instructions.

To install EZ-VIEW on your computer, perform the following steps in sequence:

1. Exit all running programs

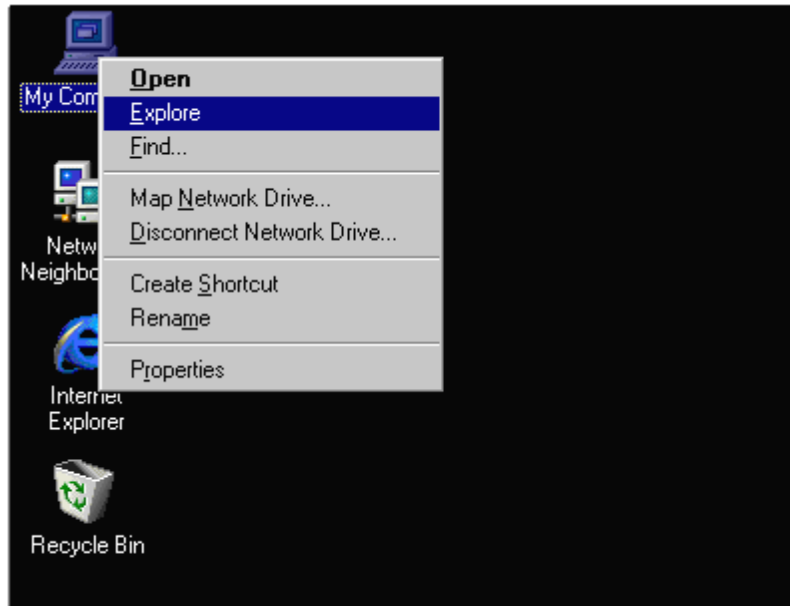
Exit all programs currently running. It is important to exit programs such as Microsoft Word(r), or any of the Microsoft Office(r) applications prior to installing EZ-VIEW. You can press [ALT]+[CTRL]+[DEL] to view a list of the programs currently running on the computer.



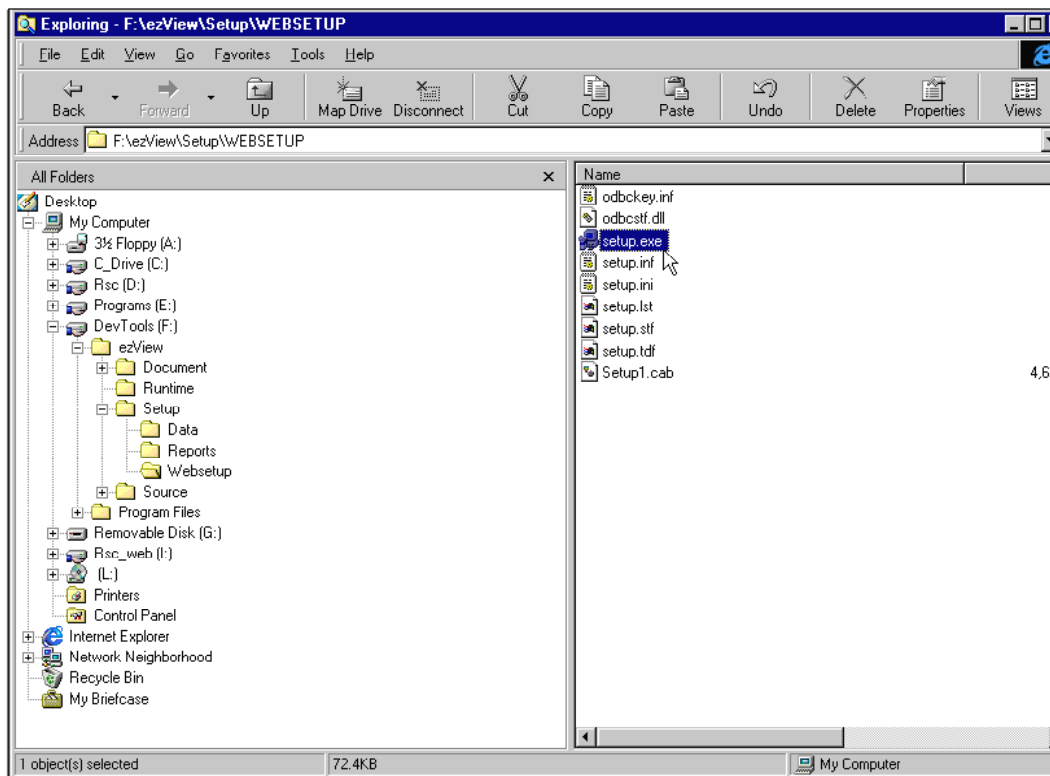
The windows task manager displays the programs currently running on your computer. NOTE: Some of the programs may be required to communicate with certain devices on your computer and should not be closed. The applications that must be closed to install EZ-VIEW are any Microsoft applications, such as Office, Word, Excel, Access, Powerpoint, Outlook, etc. In general, you should exit all applications that were started by clicking a program icon or from the Start menu.

2. Locate and run the setup.exe program

Using the Windows Explorer, locate the SETUP.EXE program in the Setup folder. NOTE: Your school photographer may have shipped two different setup folders on your CD-ROM, one called NETSETUP and the other called WEBSETUP. Locate the SETUP.EXE file in the NETSETUP folder. To start the Windows Explorer, right-click on the My Computer icon, then select the Explore Option. The Windows explorer provides an outline view of your computer's resources. For more information on Explorer, please refer to your Microsoft Windows Users Guide.

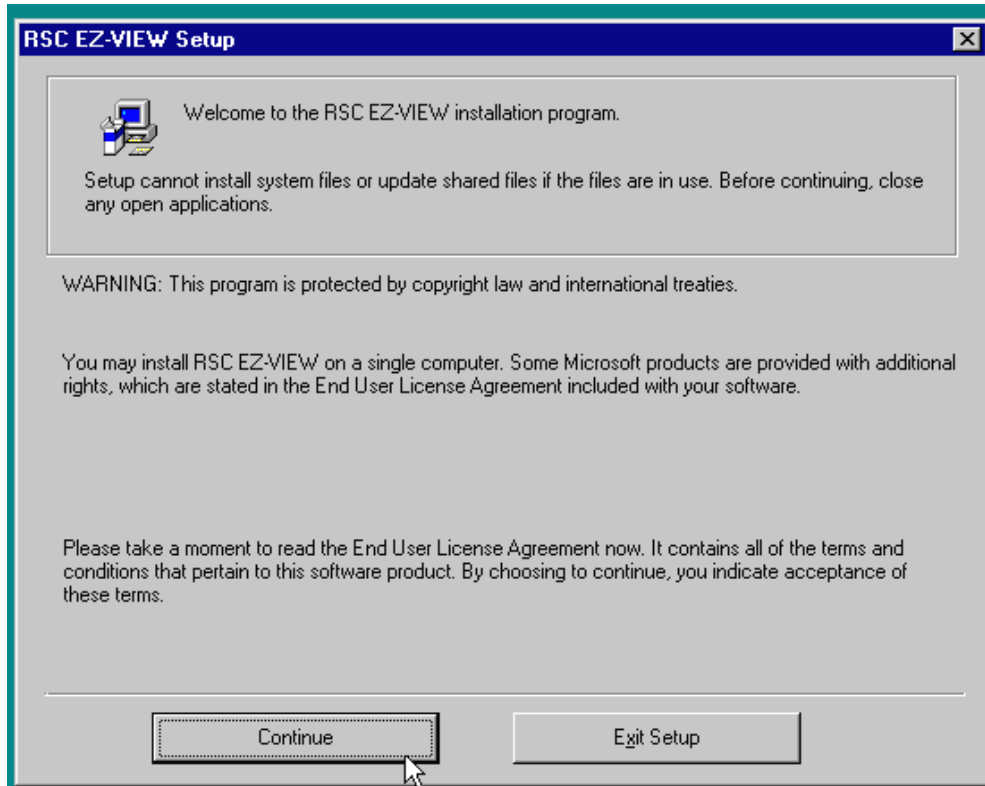


Right-click on My Computer to Explore Windows.

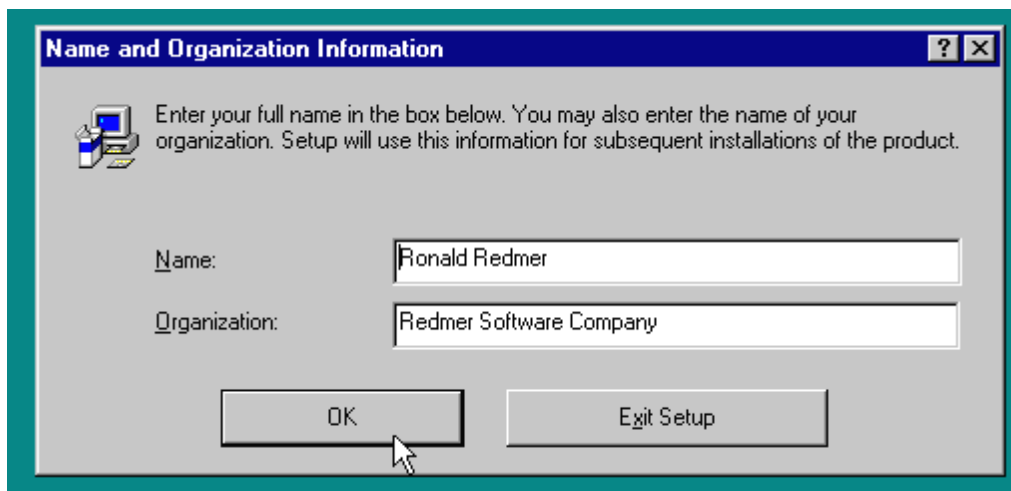


The Windows Explorer allows you to run programs simply by double-clicking on their icon.

3. Click the Continue button on the Setup Welcome Screen.

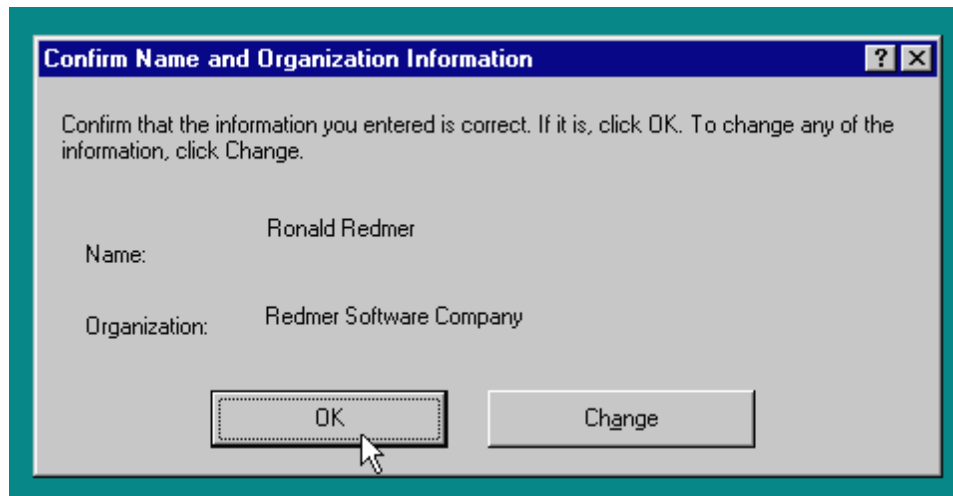


4. Enter your name and organization information, then click [OK].



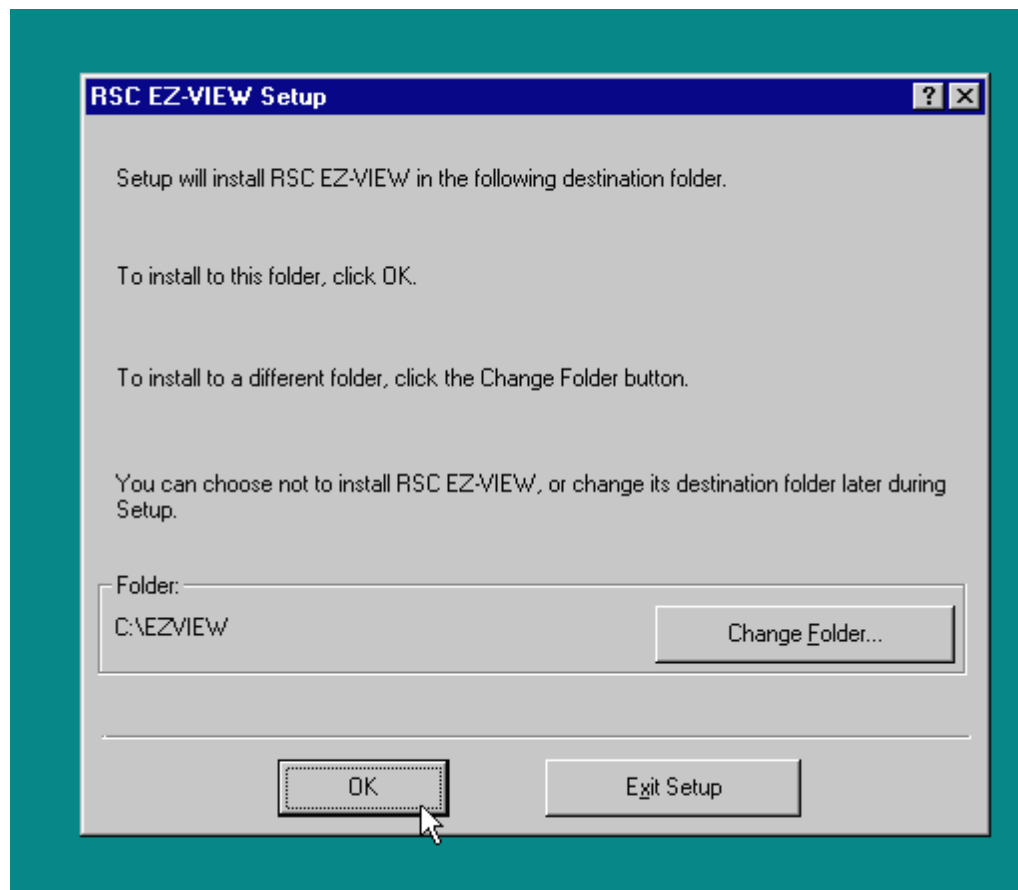
Note: The name and organization may already be filled in for you by Windows using the name and organization that the Microsoft Windows operating system was licensed to. If this is the case, you may choose to use the same name and organization or enter a new one.

5. Verify your name and organization information, then click [OK].

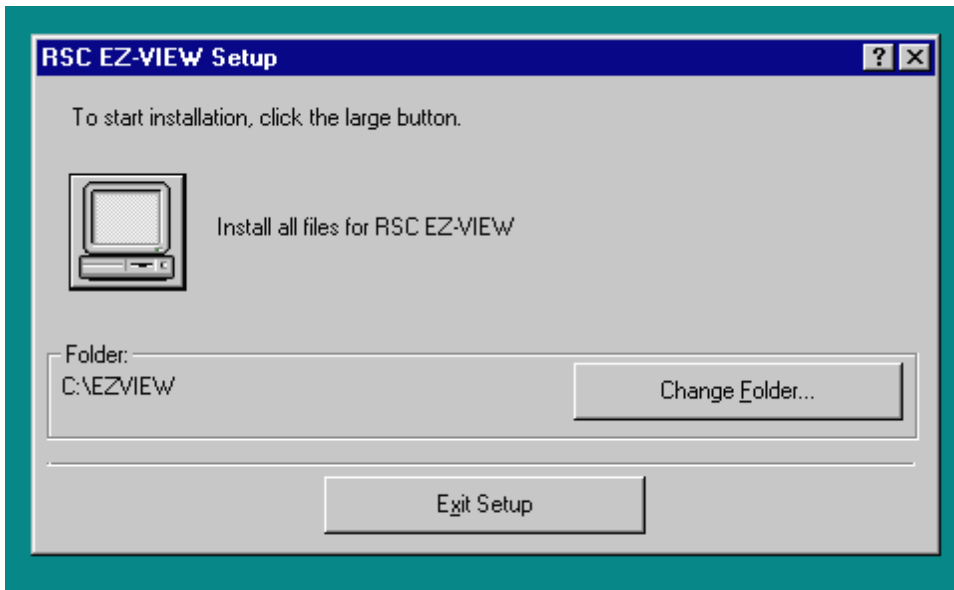


6. Select the destination folder, then click [OK].

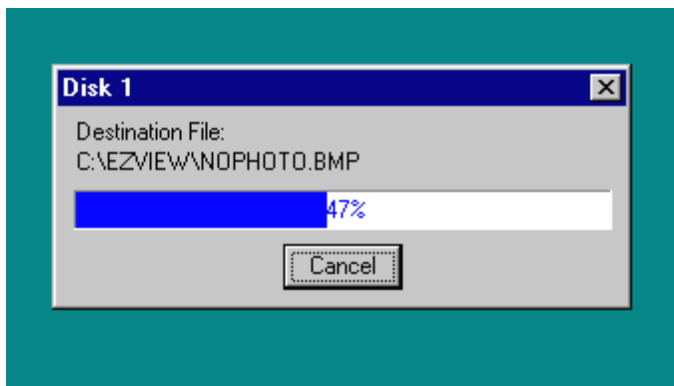
The destination folder is where the EZ-VIEW Setup program will store the program and related data files. In most cases the default folder shown, C:\EZVIEW will not need to be changed. If you wish to install the program to a different folder, simply click on the [Change Folder] button and select a different folder from the menu.



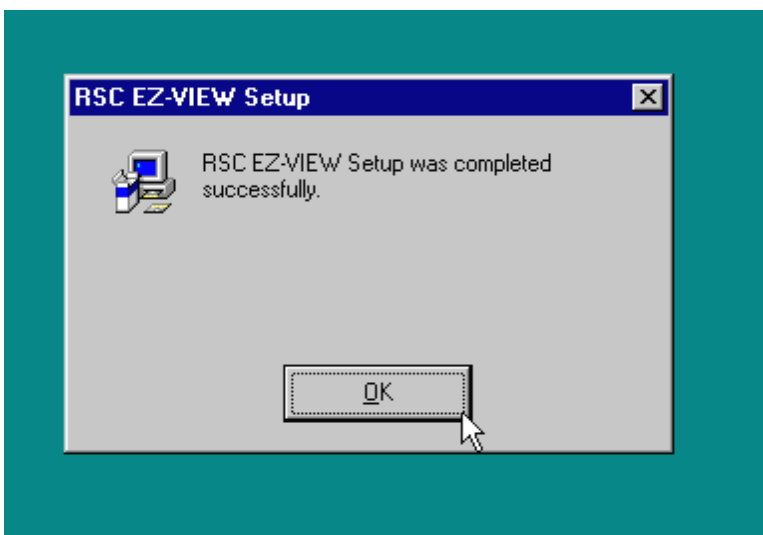
7. Click the computer icon to begin installation.



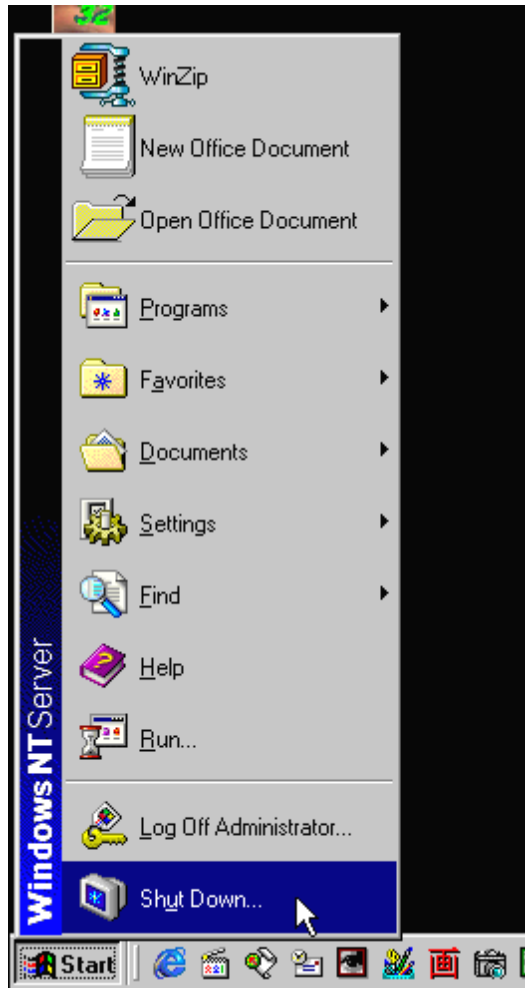
8. Messages will display indicating the installation progress.



9. The Setup Complete message will display when finished, simply click [OK].



10. Restart your computer using the Shutdown option on the Start menu.



Note: If you receive error messages during the file copy procedure such as "File is in use" or "Unable to copy file", click on the [Cancel] or [Exit] button on the error message window. Restart your computer, then verify that the only running program is "Explorer" using the Windows task manager and retry the setup. If you are still having problems with the setup, please report the problem using the Free Tools Network web site at <http://www.freetools.net>, or contact your software supplier directly.

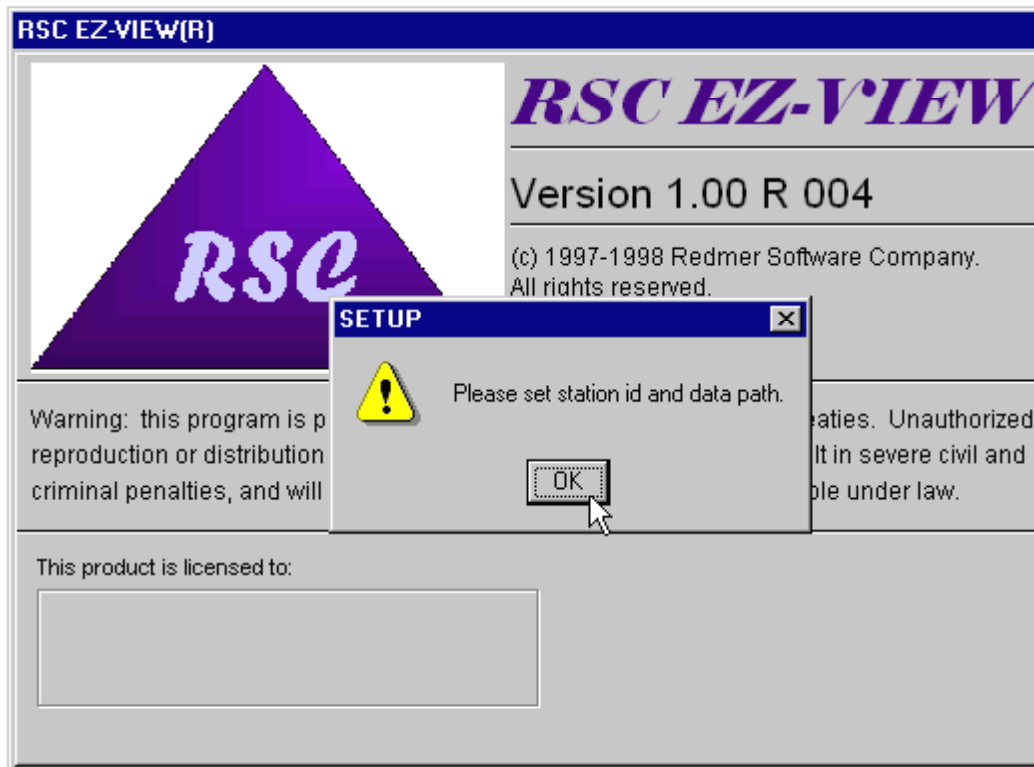
3

Starting EZ-VIEW

Starting EZ-VIEW is simple: click Start, then highlight Programs, then EZ-VIEW, then click the EZ-VIEW icon. The EZ-VIEW Splash screen will display indicating the program version, release date, and copyright information.

Starting EZ-VIEW For The First Time

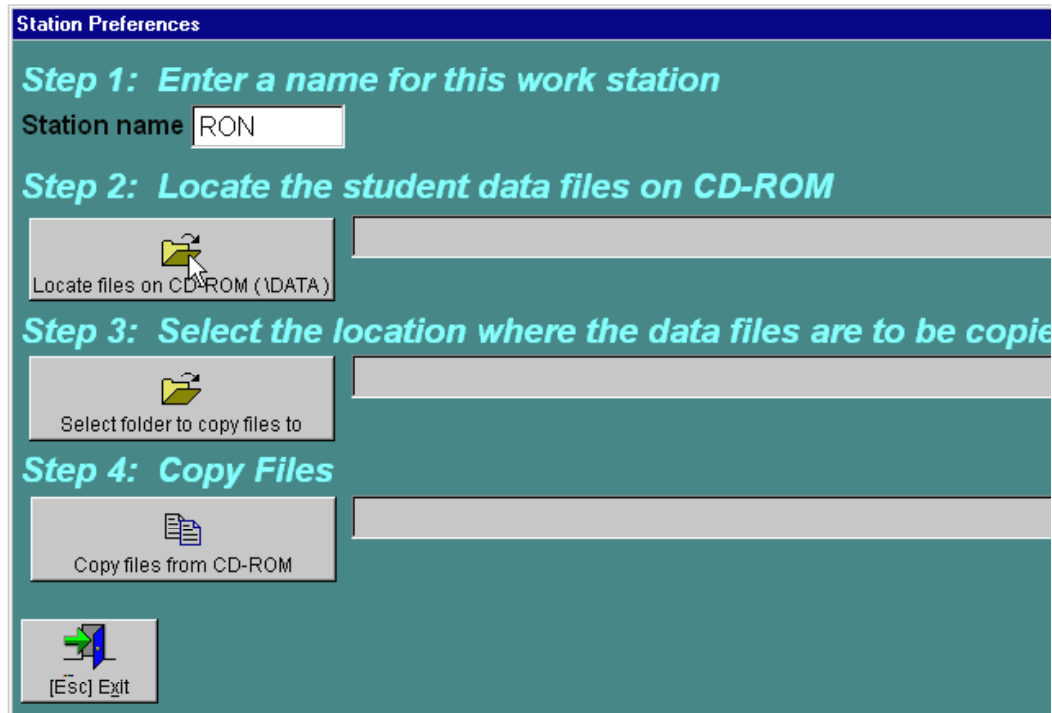
When EZ-VIEW starts for the first time, it will display a window indicating that the station id and data path must be set. Simply click [OK] to proceed to the Station Preferences screen.



Note: The station preference window will only appear when the EZ-VIEW program is started for the first time, or when devices have been added to the computer such as new disk drives that require changes to the EZ-VIEW setup. Once the station preferences have been set, the program will proceed directly to the EZ-VIEW Login screen at startup.

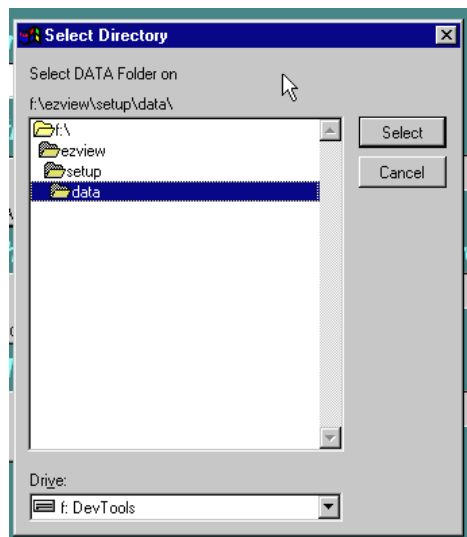
Setting The Station Preferences

The station preferences screen provides a place to enter a name for the PC or work station that the program is running on. This is most often the name or network user id of the primary user of the computer. In the screen shown below, the station name is set to Ron.



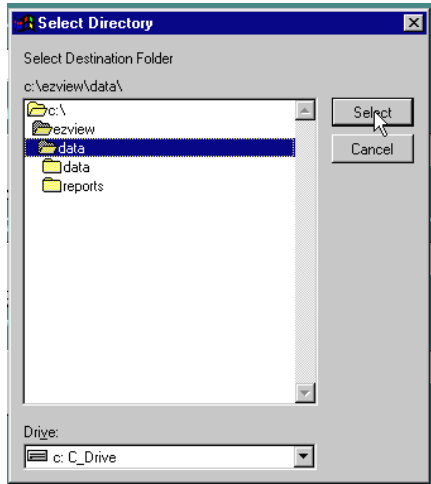
Locating the Source Data Files on CD-ROM

After you enter the station name, click the [Locate files on CD-ROM (\DATA)] button. This allows you to locate where the data files are located. In most cases, this folder will be called Database or Data on the CD-ROM from which the program was installed. Select the folder where the source data files are located, then click the [Select] button.



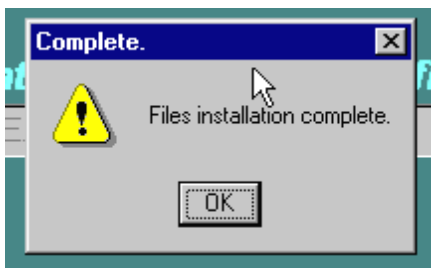
Select The Destination Folder

Next, click the [Select folder to copy files to] button. This will allow you to select a location where the data files are to be installed. If you are installing on a single computer, this folder will be the data folder located in the EZVIEW folder on the C drive. If you are installing in a multi-user networked environment, you may select a shared resource to install the files to.



Click the Copy Files Button

The final step of setting the station preferences is to copy the data files from the source folder to the destination folder. Simply click on the [Copy files from CD-ROM] button to complete the task. NOTE: Two black DOS windows may appear briefly after the files are copied. These windows display while the program is changing the permissions on the data files from read-only to read-write so that you can change them using EZ-VIEW.



Click the [OK] button when the File installation complete message displays, then click [Exit] on the station preferences window to complete the installation process. The station preferences window will not display the next time you start EZ-VIEW. However, if you need to copy the data files to a new location or change the station name at a later time, the station preference option is available under the EDIT menu.

The Login Screen

Once you have setup the station preferences, the EZ-VIEW Login screen will display. This screen allows you to enter your user id and password to access the student information. The EZ-VIEW program provides four built-in user id's, each with varying degrees of access to information. You can changes these id's as well as add your own easily through the User Preferences option on the Edit menu. The built in id's are:

1. User 1111, password 1111: Low-level access to information - demographics only.
2. User 2222, password 2222: Medium-level access - emergency contacts.
3. User 3333, password 3333: High-level access - disciplinary actions.
4. User 4444, password 4444: System administrator access - full access to secured areas.

To Login, simply enter a user id and password, then click on the [Login] button.



Warning! Pressing the [Esc] key or clicking on the Exit button will exit the EZ-VIEW program. Additionally, the program will exit automatically after three invalid passwords have been entered. This feature prevents password-cracking programs from gaining access to the system.

4

Using EZ-VIEW

The EZ-VIEW main screen is quite simple to navigate. The left-side of the screen contains a list of the students in the school and the right-side of the screen contains the detail for the currently selected student in the list. You can use the mouse to scroll up and down through the list of students or you can simply press the first few letters of a student's last name to jump right to that student.

The EZ-VIEW Main Screen

The main EZ-VIEW screen contains the following elements:

- ◆ The Main Menu: File, Edit, and Help
- ◆ The Student List, sorted alphabetically by last name with command buttons for adding new students, erasing student information, and printing student detail reports. The student list also features a simple-to-use selection criteria for narrowing the list to show only students that meet specified conditions.
- ◆ The current student detail area provides the id, name, and other important information for the currently selected student in the list. The detail area also provides a tabbed folder feature for quickly finding detail information such as emergency contacts, medical conditions etc. You can simply click on the tab of a folder to bring that folder to the front of the stack. Note: Some folders are only available when you are logged in with a security level of 3 or 4 as detailed in the technical reference section of this document.
- ◆ The status area displays the current processing status of the computer, current user, station name, key status for Num-Lock, Insert, & Caps-Lock, along with the current date and time. When EZ-VIEW is processing information, such as loading images or preparing reports, the status message will change to indicate progress. The "Idle." message indicates that EZ-VIEW is not processing enough information to impact or degrade the performance of the computer.

The Shortcut Keys

The EZ-VIEW program, like all Windows-style programs, allows you to use both the mouse and the keyboard for most tasks. This document assumes that you are familiar with the basic Microsoft Windows features including navigating windows, menus, scroll-bars, selection lists, check boxes, etc. If you are not familiar with using Microsoft Windows-based programs at least at a novice level please consult a Windows manual or training guide prior to proceeding with EZ-VIEW. The keyboard shortcut keys available in EZ-VIEW are:

☐ Show All Records

last_name
Equals
Redmer

Redmer | Ronald

1 Students

Add Erase Print

Student ID: 123456
First Name: Ronald
Last Name: Redmer
Grade:
Teacher:
Home Room:
Counselor:
Base Location:
Date of Birth: 10/12/98

Contacts Medical Guardian Notes Incidents Awards

First Contact Name:
First Contact Phone:
Second Contact Name:
Second Contact Phone:

Idle. User: 4444 Station: RON NUM INS CAPS 11/16/98

[ALT] + [F], to invoke the File Menu
 [ALT] + [E], to invoke the Edit Menu
 [ALT] + [H], to invoke the Help Menu
 [ALT] + [A], to add a student
 [ALT] + [P], to print the student detail report
 [CTRL] + [L] to logout and Login
 [CTRL] + [F10] to exit the program.



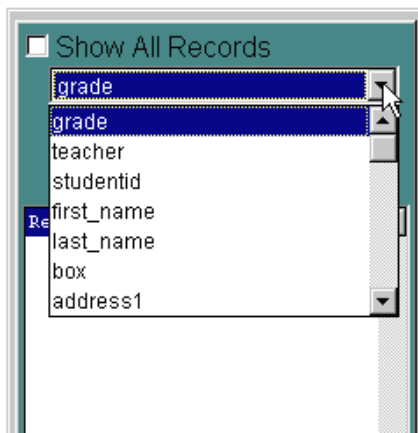
Note: The EZ-VIEW program runs in a window that fills your entire screen. Therefore, windows that were open in other applications prior to starting EZ-VIEW may be hidden behind the EZ-VIEW main window. You can switch back-and-forth between EZ-VIEW and other applications easily by pressing the [ALT]+[TAB] key combination. You can also access your other applications on the Windows task bar and through the Windows Start button using your mouse. The Windows Start button is also available using [CTRL]+[ESC].

Selection Criteria: Managing the Student List

The selection criteria is used to narrow the list of students to show only those who match the criteria specified. At startup, the selection criteria fields are locked and the “Show All Records” check box is selected. This means that all students in the school are listed in the Student List box sorted alphabetically by last name. When you un-check the “Show All Records” check box, the selection criteria fields are unlocked.

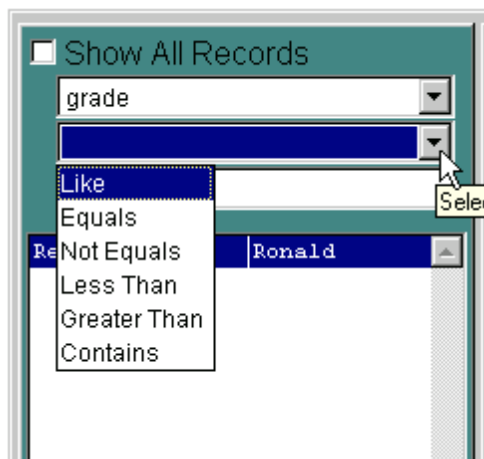
Selecting a Criteria Field

The first step in setting up selection criteria is to choose a field to select by. The top field in the criteria area allows you to choose a field in the student file from a drop down pick list. You can view the list and make a selection by clicking on the upside-down triangle on the right-hand side of the field as shown in the screen below. You can use the scroll bars to display more fields. Simply click on the field you wish to select by.



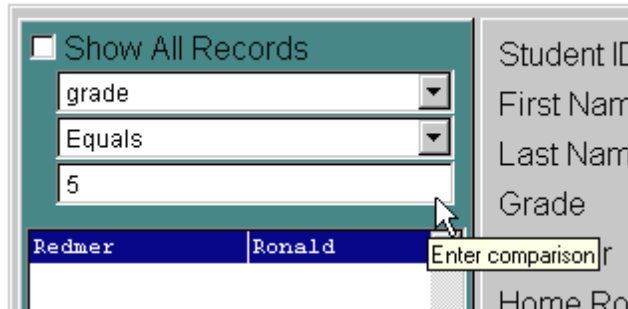
Selecting a Comparison Operator

The next step is to select a comparison operator which will be used to select records based on the field selected in the Criteria Field. The comparison operators are shown below.



Entering Criteria

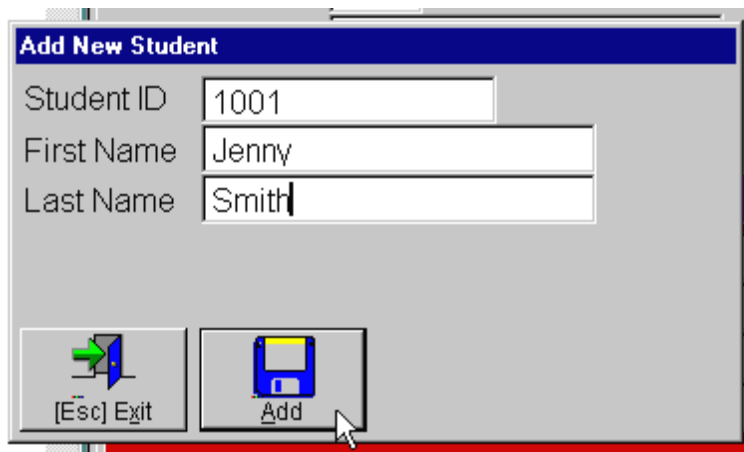
The final step is to enter the actual criteria you wish to use to select students by. For example, to select all of the students in Grade 5, simply type the number 5 in the final criteria field and press [Enter] as shown below.



Note: When you press [Enter] in the selection criteria comparison field, the students who match the criteria will display in the Student List. If no students match the criteria, a message will display indicating “No records found.”, and the Student List will display as empty. You can display all students at any time simply by checking the “Show All Records” box.

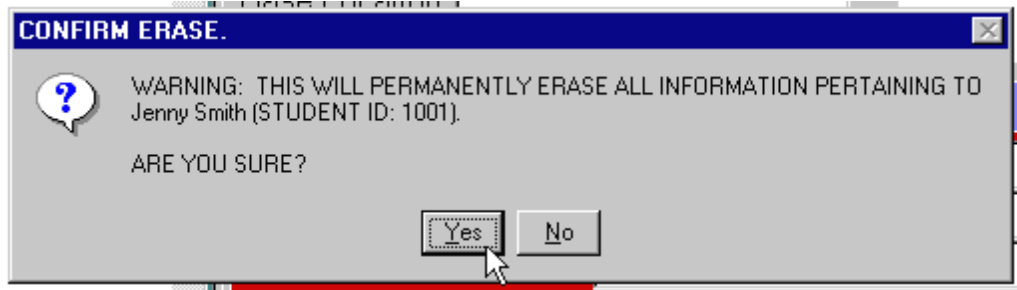
Adding A New Student

To add a new student to the file, click on the [Add] button directly below the Student List. The Add Student window will display. Type the student id, first name, and last name and then click the [Add] button. If you clicked on the add student button by accident, you can click on the [Exit] button to cancel and return to the main screen. Note: All three fields must be completed to add the student. The EZ-VIEW program will automatically search for an image name by the student id in the images folder.



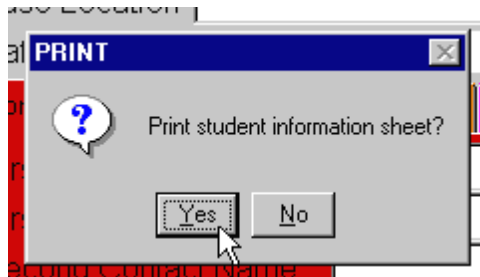
Erasing A Student

To permanently remove, or erase a student from the file select the student in Student List, then click on the [Erase] button located beneath the Student List. EZ-VIEW will ask you to confirm erasing. Click on the [Yes] button to erase the student, or [No] button to cancel.

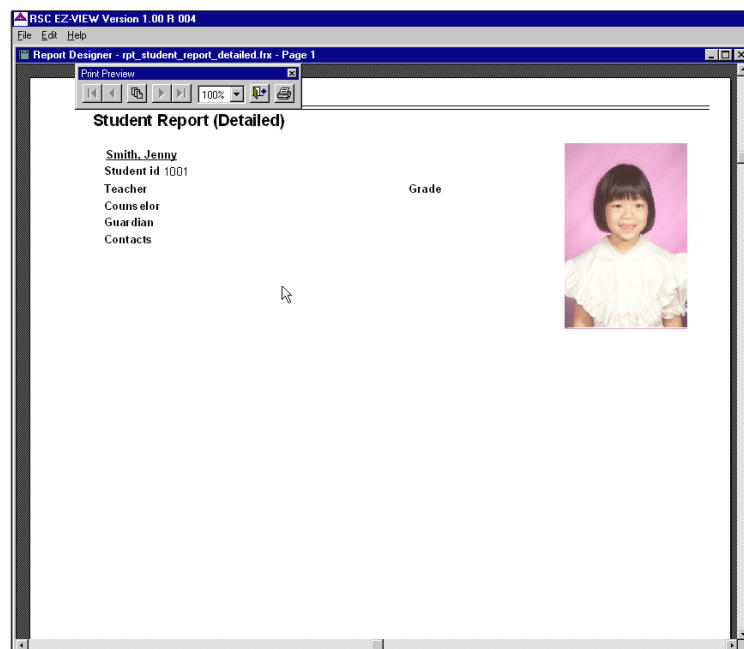


Printing A Student Information Sheet

The Student Information Sheet is a good way to quickly view all student detail information in a single place ready for printing. To display and/or print the Student Information Sheet, click on the [Print] button located beneath the Student List, then click [YES] to preview the report.



The Student Information Sheet will preview in a window similar to the one shown below:



To print the report on your printer, click on the printer button on the report preview toolbar. You can also use the toolbar to zoom in closer or zoom out farther away by clicking on the [100%] pick list. To close the print preview window, click on the door icon.



Add Emergency Contact Information

EZ-VIEW provides the ability to store emergency contact information for every student in school simply by typing in the emergency contact file tab which displays with a bright red background as shown below. The information is automatically saved when you select another student from the Student List.

A screenshot of a software window with a red background. At the top, there is a row of seven colored tabs: 'Contacts' (red), 'Medical' (blue), 'Guardian' (green), 'Notes' (orange), 'Incidents' (pink), 'Awards' (yellow), 'Schedule' (purple), and 'User' (cyan). A mouse cursor is pointing at the 'Medical' tab. Below the tabs, there are four text input fields. The first two are labeled 'First Contact Name' and 'First Contact Phone'. The next two are labeled 'Second Contact Name' and 'Second Contact Phone'.

The emergency contact tab provides for entry of two names and two phone numbers of persons to be notified in case of any emergency. There are no format restrictions on the fields, so you can enter phone numbers with extensions and add small comments if necessary.

Add Medical Information

The Medical Information tab is used to maintain information pertaining to medical conditions, allergies, and insurance required for emergency purposes and for the health/medical personnel in the organization. To access the medical information, simply click on the blue Medical folder tab. The Medical folder is shown on the following page.

Contacts	Medical	Guardian	Notes	Incidents	Awards	Schedule	User
Physician Name							
Physician Phone							
Hospital							
Medical Conditions							
Allergies							
Insurance							
Policy Owner							
Policy Number							

Adding Guardian Information

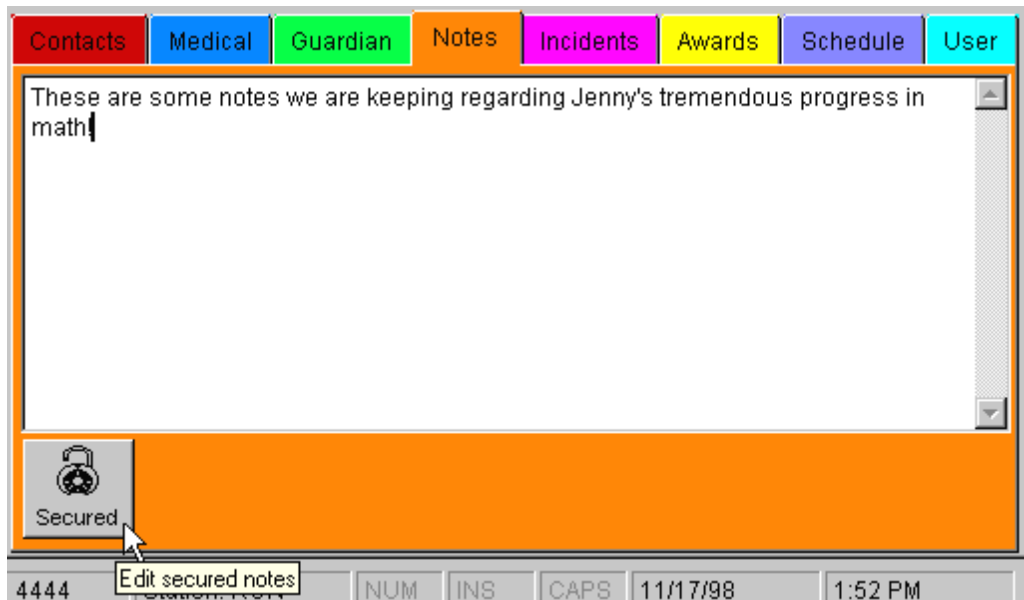
The Guardian tab provides the ability to maintain information pertaining to the primary guardians of the student, which may or may not be the same as the emergency contacts.

Contacts	Medical	Guardian	Notes	Incidents	Awards	Schedule	User
Guardian							
Address							
Address							
City							
Region							
Postal Code							
Phone							
Phone (2)							
E-mail/Other							

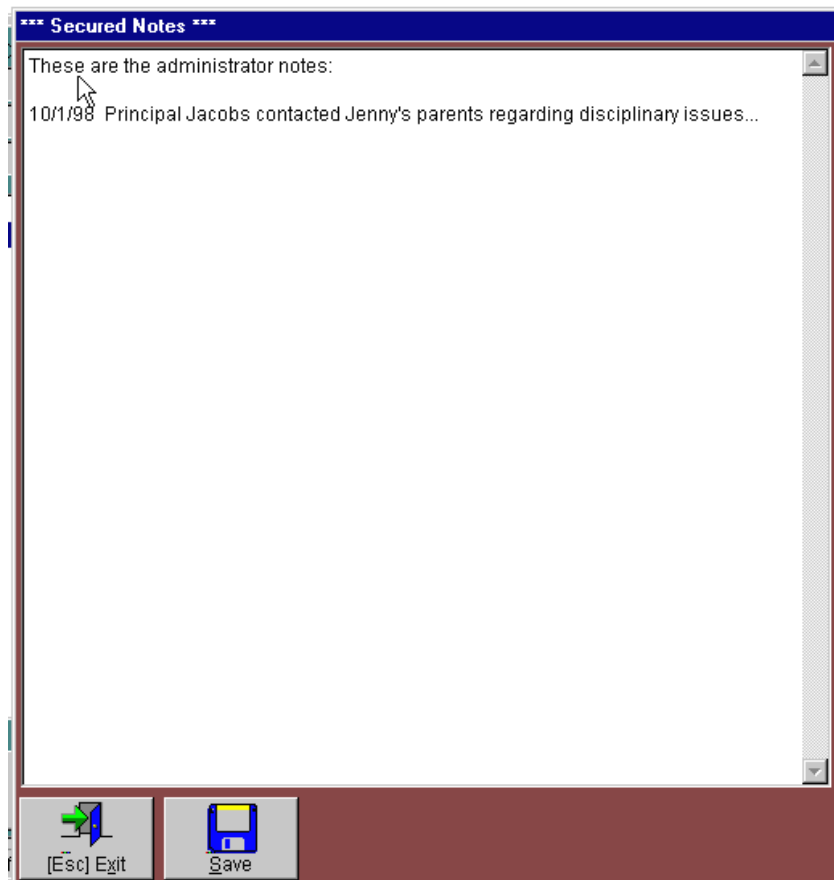
Adding Notes

The Notes tab allows you to enter text-style notes pertaining to the student. There are two types of notes available, general and secured. The general notes are available to all users and the secured notes are available only to those with administrator access. Simply click on the Notes tab to maintain notes. Notes can be any length, there are virtually no limits to the amount of informa-

tion that can be added. To access the secured notes, click on the lock icon. If you do not have the appropriate security access level to view the secured notes, a warning message will display.



The secured notes are only available to administrators. Simply click in the notes field and type your notes, then click on the [Save] button to save your changes or click on [Exit] to discard your changes.



Adding Incident Information

EZ-VIEW provides a way to track a wide variety of events with the Incidents tab. Incidents are a great way of maintaining notes that are categorized and time-based such as disciplinary actions, medical events, and any other events that need to be reported on. You can keep an unlimited number of incident records per student. The incident tab is shown below.

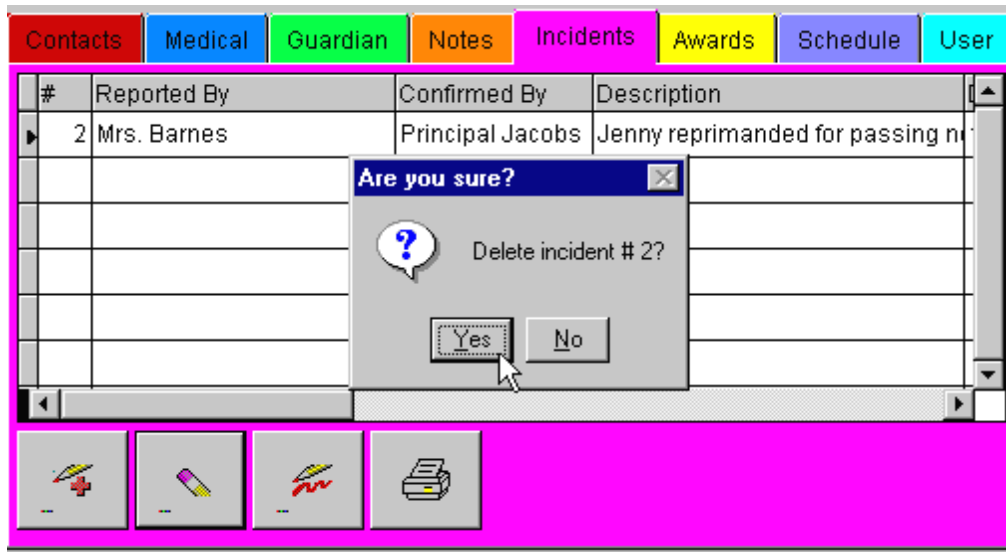
The screenshot shows the 'Incidents' tab selected in a software interface. The tab bar at the top includes 'Contacts', 'Medical', 'Guardian', 'Notes', 'Incidents' (highlighted in pink), 'Awards', 'Schedule', and 'User'. Below the tab bar is a table with the following columns: '#', 'Reported By', 'Confirmed By', and 'Description'. The table has several rows, with the first row containing the number '1' in the '#' column. Below the table is a toolbar with four icons: a pencil with a plus sign (add), a pencil (edit), a pencil with a red squiggle (delete), and a printer icon.

The command buttons on the incident tab allow you add new incidents, erase incidents, change incidents already in the system, and quickly produce an incident report. To add an incident for the currently selected student click on the add button, which is the graphic of the pencil tip with the plus-sign next to it. The Incident window will display as shown below.

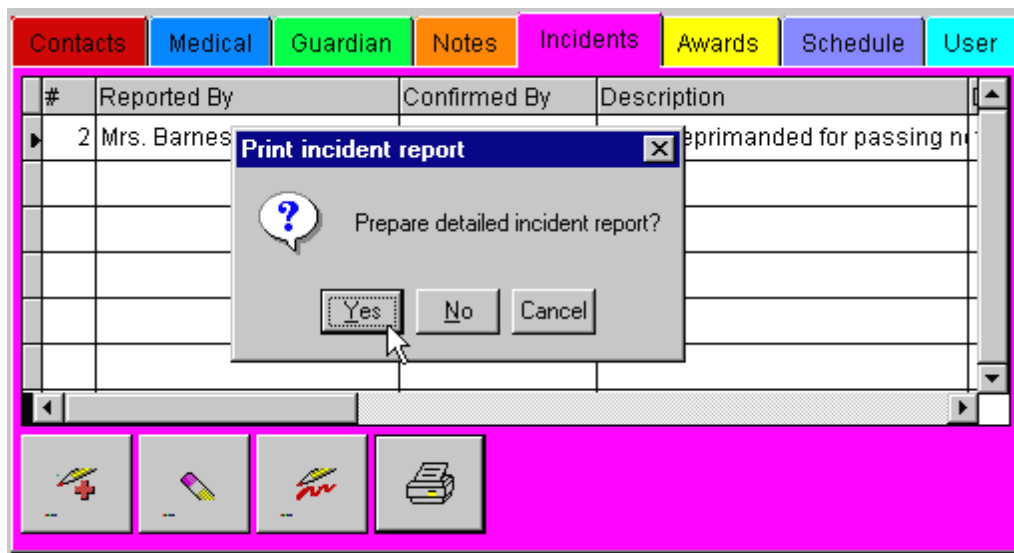
The screenshot shows the 'Incidents' window. It has a pink background and contains the following fields and sections:

- Student ID:** 1001
- Student Name:** Smith, Jenny
- Incident#:** 2
- Reported By:** Mrs. Barnes
- Confirmed By:** Principal Jacobs
- Description:** Jenny reprimanded for passing notes in class.
- Time:** 2:02:00 PM
- Date:** 11/17/1998
- Notes:** These are more detailed notes pertaining to the reprimand.
- Resolution:** These are more detailed notes pertaining to the resolution of the incident including phone calls made etc.
- Exit button:** A button with a green arrow pointing right and the text 'Exit'.

To erase an incident from the currently selected student, select it in the list by clicking anywhere on the row containing the incident to be erased, then click on the erase button. A message will display asking you to confirm the erase, click on [YES] to permanently erase the incident record, or [No] to cancel.



To print a report of incidents for the currently selected student, click on the printer icon. A message will display asking if you wish to produce a detailed report. If you choose [YES], all information for each incident will be included. If you choose [No], only the incident summary information will be included.



The incident report previews are shown on the following page.

RSC EZ-VIEW Version 1.00 R 004

File Edit Help

Rep Print Preview Page 1

100%

Incident Report (Detailed)

Student id 1001	Smith, Jenny	Grade
	Teacher	
	Counselor	
	Guardian	
	Contacts	

2 11/17/98 14:02
Jenny reprimanded for passing notes in class.

Reported Mrs. Barnes	Confirmed Principal Jacobs
Notes These are more detailed notes pertaining to the reprimand.	Resolution These are more detailed notes pertaining to the resolution of the incident including phone calls made etc.

Count for 1001 : 1

The detailed incident report, shown above contains complete information on every incident for the student. The plain incident report, shown below contains a single line on every incident for the student. Each report preview works the same, you can print the reports by clicking on the printer icon in the Print Preview toolbar.

RSC EZ-VIEW Version 1.00 R 004

File Edit Help

Rep Print Preview Page 1

100%

Incident Report (Plain)

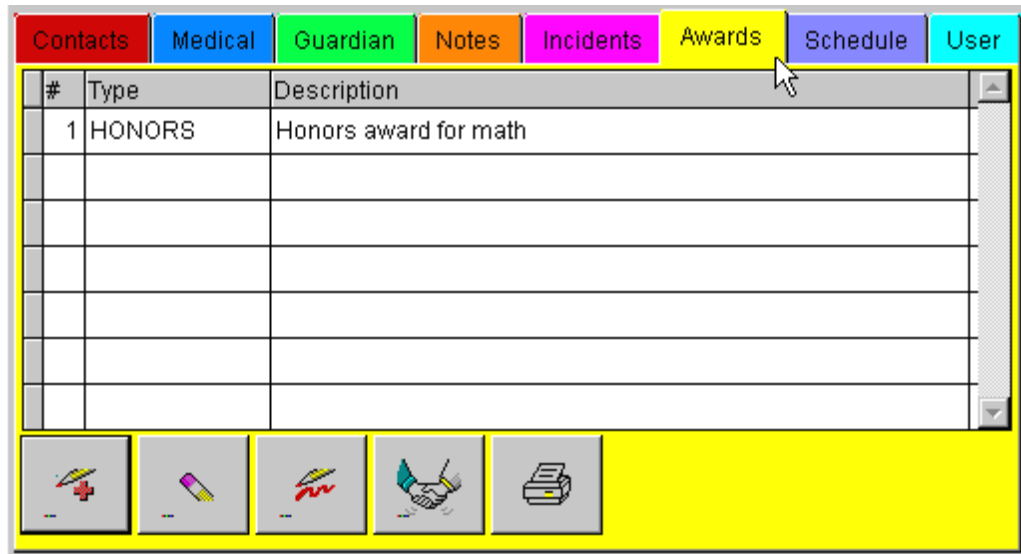
Student id 1001	Smith, Jenny	Grade
	Teacher	
	Counselor	
	Guardian	
	Contacts	

2 11/17/98 14:02 Jenny reprimanded for passing notes in class.

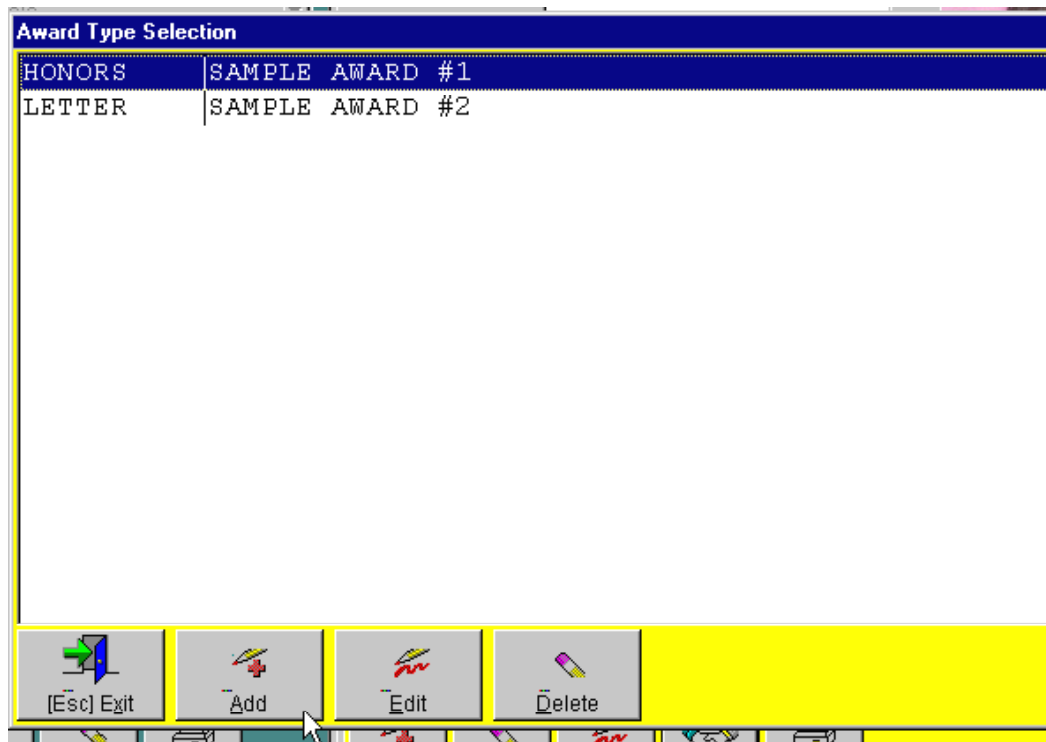
Count for 1001 : 1

Adding Awards

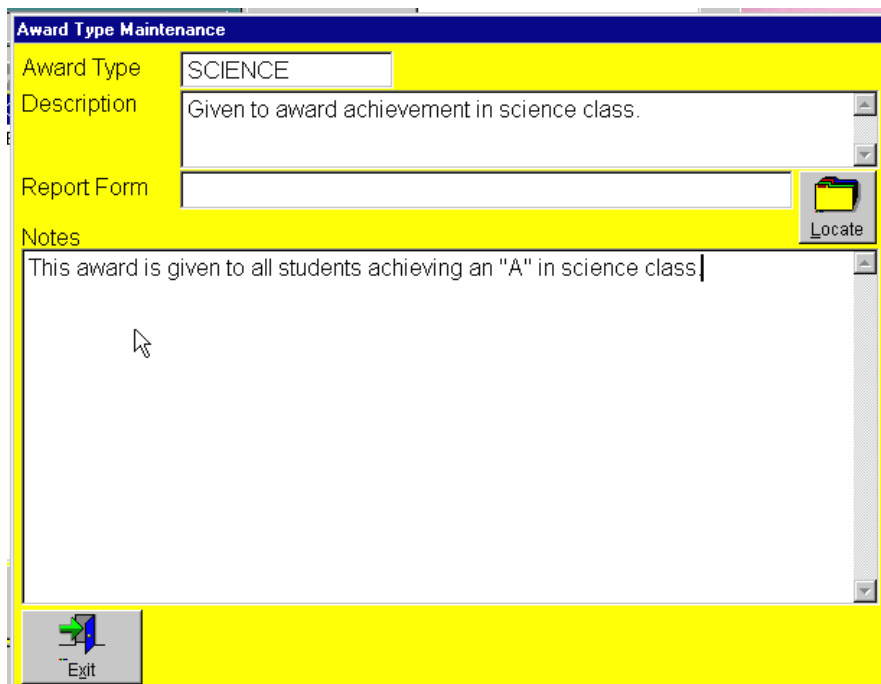
EZ-VIEW provides the ability to maintain any number of award records for each student in the file. Awards types can be created using the “Define Awards” button which is the logo of a handshake on the awards tab.



To define award types, click on the handshake icon. The Award Type selection list will display. There are two types of awards included with EZ-VIEW, as shown below. You can add your own award types by clicking on the [Add] button.



The Award Type Maintenance window will display. You can name your new award type any name you wish and provide a lengthy description and notes. The Report Form option allows you to specify a report form to use when producing the actual printed reports for the students. This option is explained in more detail in the Reports chapter of this manual.

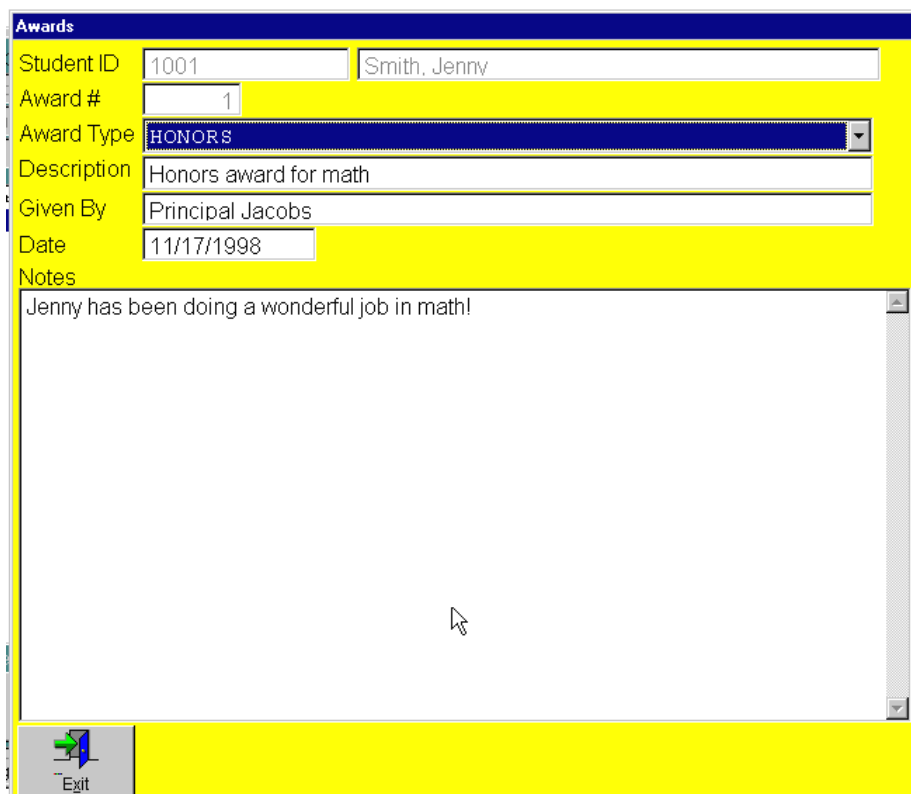


The Award Type Maintenance window is shown with a yellow background. It contains the following fields:

- Award Type:** SCIENCE
- Description:** Given to award achievement in science class.
- Report Form:** (Empty field with a file icon and a 'Locate' button)
- Notes:** This award is given to all students achieving an "A" in science class

An 'Exit' button is located at the bottom left.

Once you have defined the types of awards available in EZ-VIEW, you can start to associate those with students in the Student List. You can do this by clicking on the [Add] button on the award tab, the Award Maintenance window will display.



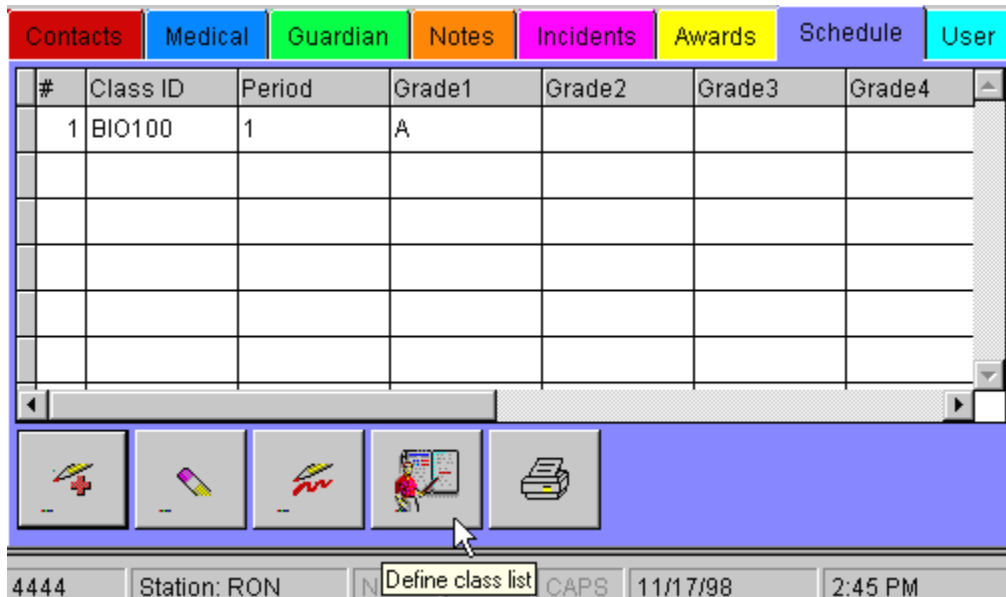
The Awards window is shown with a yellow background. It contains the following fields:

- Student ID:** 1001 (with a text field containing 'Smith, Jenny')
- Award #:** 1
- Award Type:** HONORS (selected from a dropdown menu)
- Description:** Honors award for math
- Given By:** Principal Jacobs
- Date:** 11/17/1998
- Notes:** Jenny has been doing a wonderful job in math!

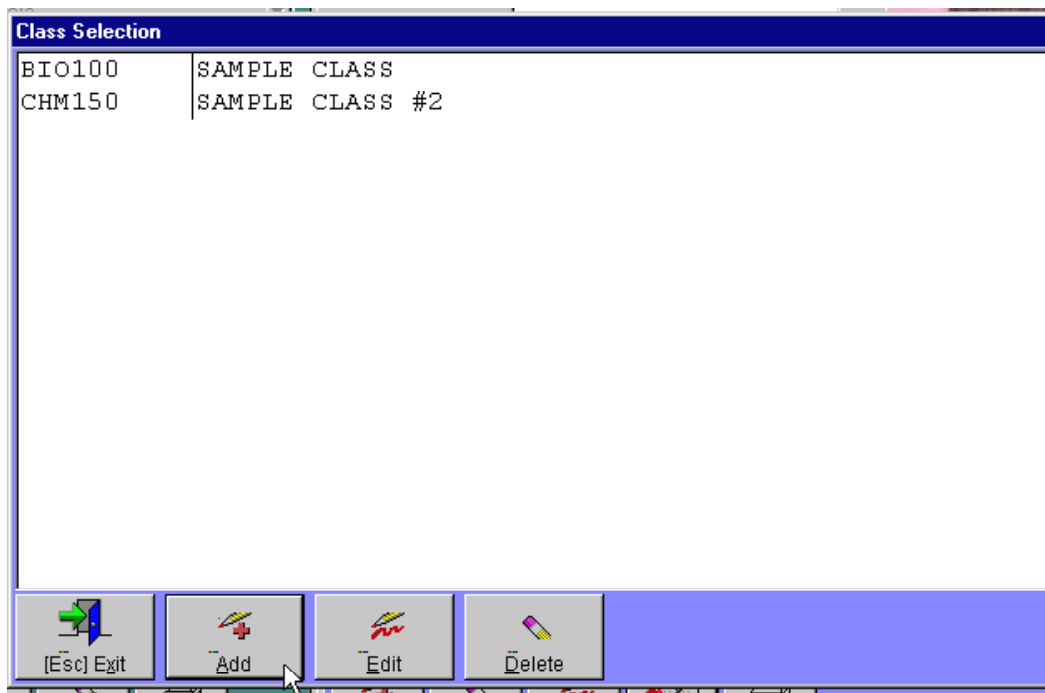
An 'Exit' button is located at the bottom left.

Adding Classes To The Schedule

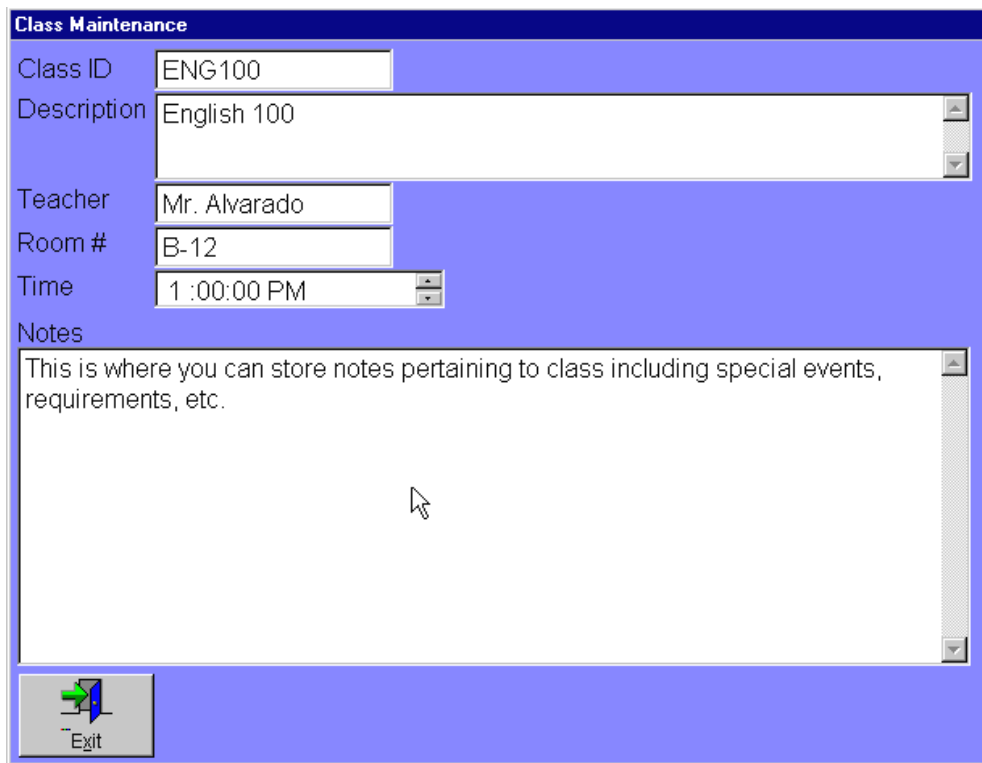
EZ-VIEW provides the ability to maintain a complete schedule and grading system for every student on file. To view the schedule for the currently selected student, click on the Schedule tab. The Schedule tab has command buttons that allow you to add, change, and erase classes from the student schedule. It also has buttons to define the classes offered for the schedule. The schedule tab is shown below.



To define the class list, click on the [Define Class List] button which is denoted by the icon of the instructor. The Class List Selection window will display. This window allows you to add, change, and delete classes offered by the school. To add a class, click on the [Add] button.

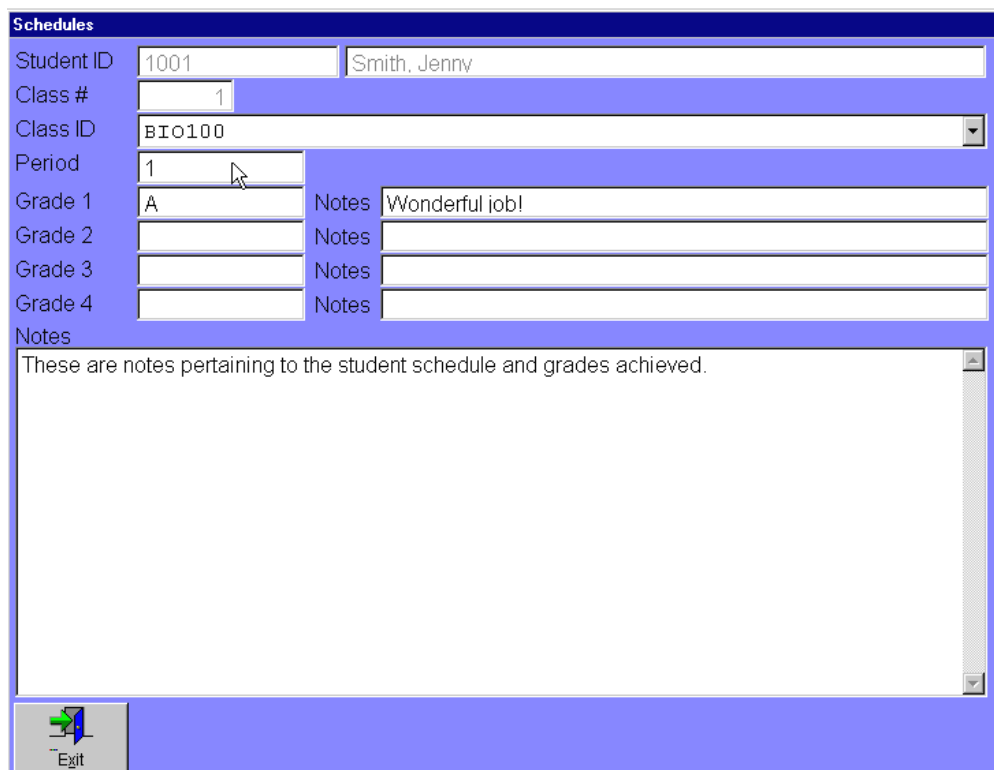


The Class Maintenance window will display. Type an id for the class, a description, teacher, room number, time, and notes, then click on the [Exit] button.



The Class Maintenance window is a software interface for managing class information. It features a title bar labeled "Class Maintenance". Below the title bar, there are several input fields: "Class ID" with the value "ENG100", "Description" with "English 100", "Teacher" with "Mr. Alvarado", "Room #" with "B-12", and "Time" with "1 :00:00 PM". A large text area for "Notes" contains the text "This is where you can store notes pertaining to class including special events, requirements, etc.". At the bottom left, there is an "Exit" button with a green arrow icon.

Once you have defined all of the classes offered by the school, you can begin to assign those classes to the student schedules. You can add classes to the schedule by clicking on the [Add] button on the schedule tab. The schedule assignment window will display.



The Schedules window is a software interface for assigning classes to student schedules. It has a title bar labeled "Schedules". The form includes fields for "Student ID" (1001) and a text field for the student's name (Smith, Jennv). Below these are fields for "Class #" (1), "Class ID" (BIO100), and "Period" (1). There are also fields for "Grade 1" (A) and "Notes" (Wonderful job!). Below these are rows for "Grade 2", "Grade 3", and "Grade 4", each with a "Notes" field. A large text area for "Notes" at the bottom contains the text "These are notes pertaining to the student schedule and grades achieved.". An "Exit" button with a green arrow icon is located at the bottom left.

You can assign a class to the student schedule by selecting it from the pick list. Type the period number, and then click the [Exit] button. As the semester progresses you can enter the student grades and notes directly into the schedule.

Adding User-Defined Fields

EZ-VIEW provides the ability to store your own information in fields that not predefined by the program. These fields are referred to as User-fields and are located on the User tab. The use of these fields is solely up to you - the program does not utilize these fields in any predefined ways. The user tab is shown below.

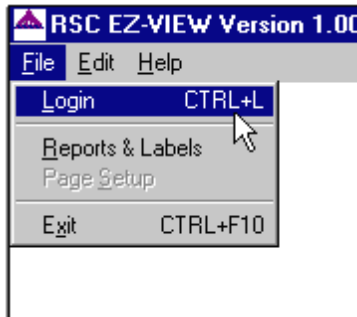
Selecting A Birth-date

EZ-VIEW makes it easy to choose dates. You can simply type a date in the date field or click on the pick-list symbol to view a calendar. The calendar allows you to quickly scroll through months and years and is already ready to handle dates for the coming millennium!

The EZ-VIEW Menu System

EZ-VIEW provides a simple to use pull-down menu system that works like menus in other popular windows programs. The three menus are named File, Edit, and Help. The menus in EZ-VIEW are quite small and relatively very simple to navigate. To access a menu option, click on the menu name with the mouse. For example, to access the File menu point at the word File and click the mouse button, the File menu will display.

The File Menu



The File menu contains four options Login, Reports & Labels, Page Setup, and Exit.

- ◆ The Login option simply logs out the current user and displays the EZ-VIEW Login Window.
- ◆ The Reports & Labels option displays the report interface which is covered in detail in the Reporting chapter.
- ◆ The Page Setup option provides the ability to choose a printer and set printer option for reports. The Page Setup option is only available when reports are edited or previewed and is covered in the detail in the Reporting chapter.
- ◆ The Exit option terminates the EZ-VIEW program and returns you to windows.

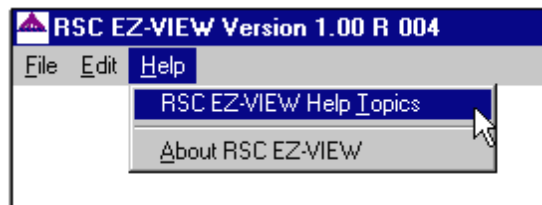
The Edit Menu



The edit menu contains a single option called Preferences, which is a sub-menu that allows you to edit any of three program preferences. These options are secured for access by administrators only.

- ◆ The Image Preferences allow you specify the location of your student images. This option is explained in detail in the Administration chapter.
- ◆ The Station Preferences allow you to specify the location of the student data files. This option is invoked automatically the first time the program is started. If the files are moved or the configuration changes on the machine, such as a new disk drive having been installed, these preferences may need to be changed. This option is explained in detail in the Installation chapter.
- ◆ The User Preferences allow you to add, change, and delete users of the EZ-VIEW program including their user id and password. This option is explained in detail in the Administration chapter.

The Help Menu



The help menu contains two options, one which displays the contents of this manual in Adobe Acrobat reader and the other which displays the program version and copyright information.

About RSC EZ-View

The About RSC EZ-VIEW window displays the program version and copyright information. if you have a problem with EZ-VIEW, please communicate the version and release date information shown on this window.

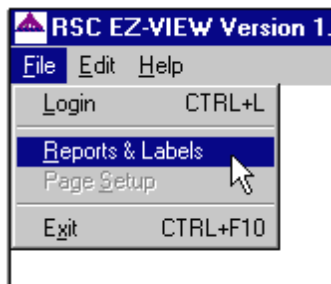


5

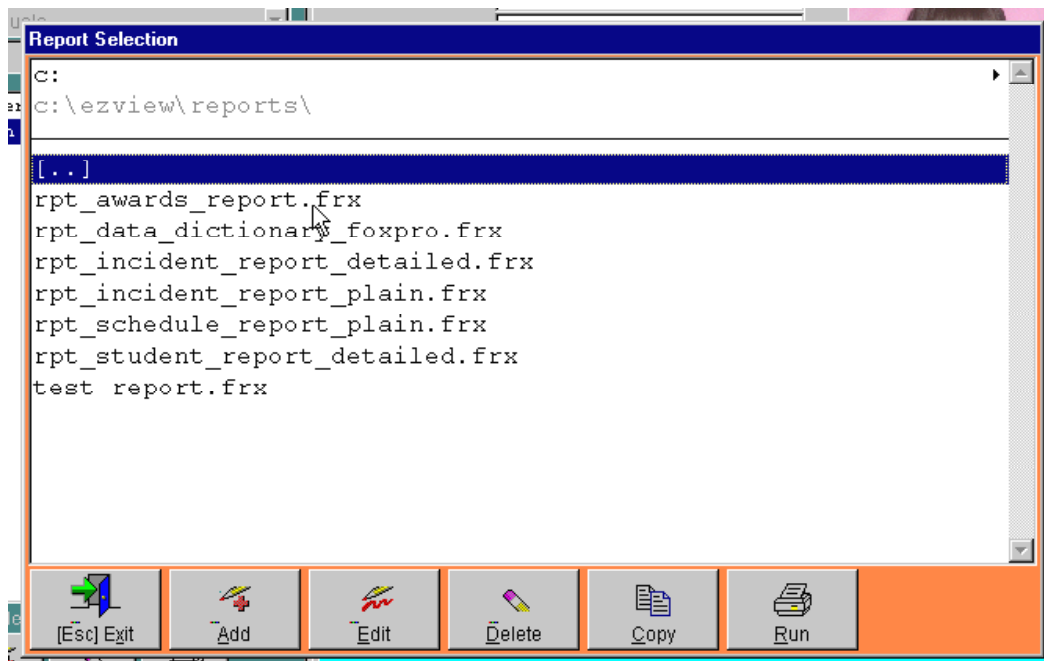
Reporting

The EZ-VIEW Report Writer is a powerful full-featured report writer that enables you to create everything from simple listings and mailing labels to complex computational reports and graphical awards. This chapter introduces the report writer and presents an overview of using it in conjunction with the provided templates to create your own useful listings, reports, and awards.

To access the EZ-VIEW Report Writer, select the Reports & Labels option from the File Menu as shown below.

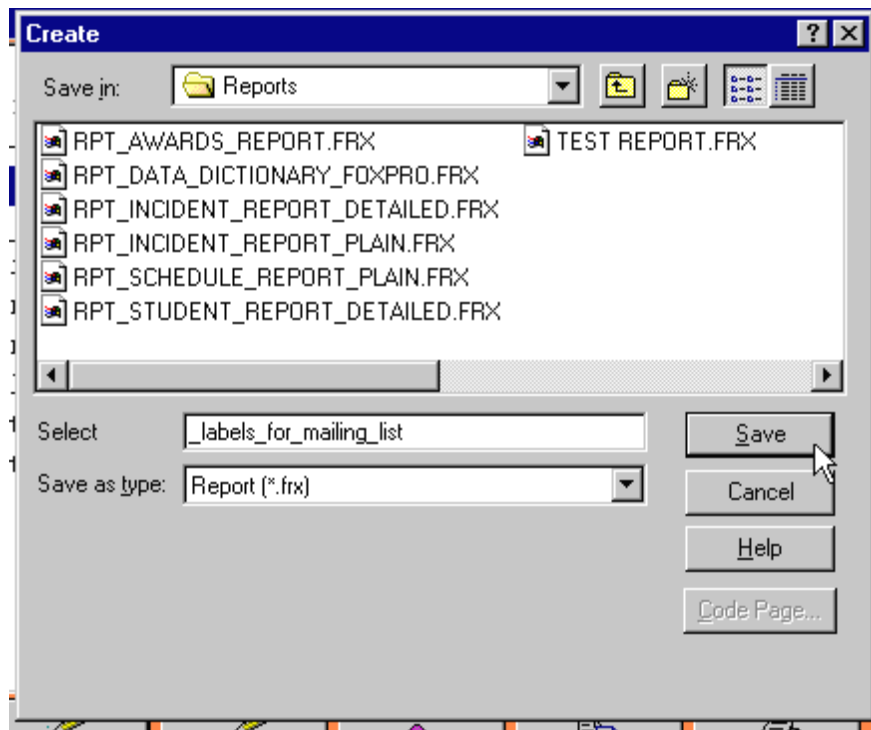


The Report Selection window will display. This window allows you to add, change, erase, copy, and run reports. The Report Selection window is shown below. To add a new report, click on the [Add] button.



Adding A New Report

To add a new report, click on the [Add] button from the Report Selection List window. The add report window will display. This window allows you to provide a name for your new report. It is a good practice to use naming conventions when naming your reports. For example, each of the included template reports begin with the prefix “rpt_”. If you plan to add many new reports, you may wish to use names that categorize reports by type so that finding reports in a length list will become less tedious. You may decide to prefix all award files with the “_awards” prefix, in this way all of the awards will be grouped together in the Report Selection List.



Type the name of the new report, then click on the [Save] button.



NOTE: EZ-VIEW will look in the Reports folder located under the EZVIEW installation folder each time you select the Reports & Labels option on the File Menu. If you choose to create reports in other folders, you will need to manually navigate to those folders using the Report Selection List window to access them. You can change the current disk drive and folder directly from the Report Selection List window by clicking on the drive letter or folder name in the list. You can place reports in any folder on any drive in the Create Report window shown above by selecting the location from the “Save in” pick list. You can create a new folder by clicking on the new folder icon.



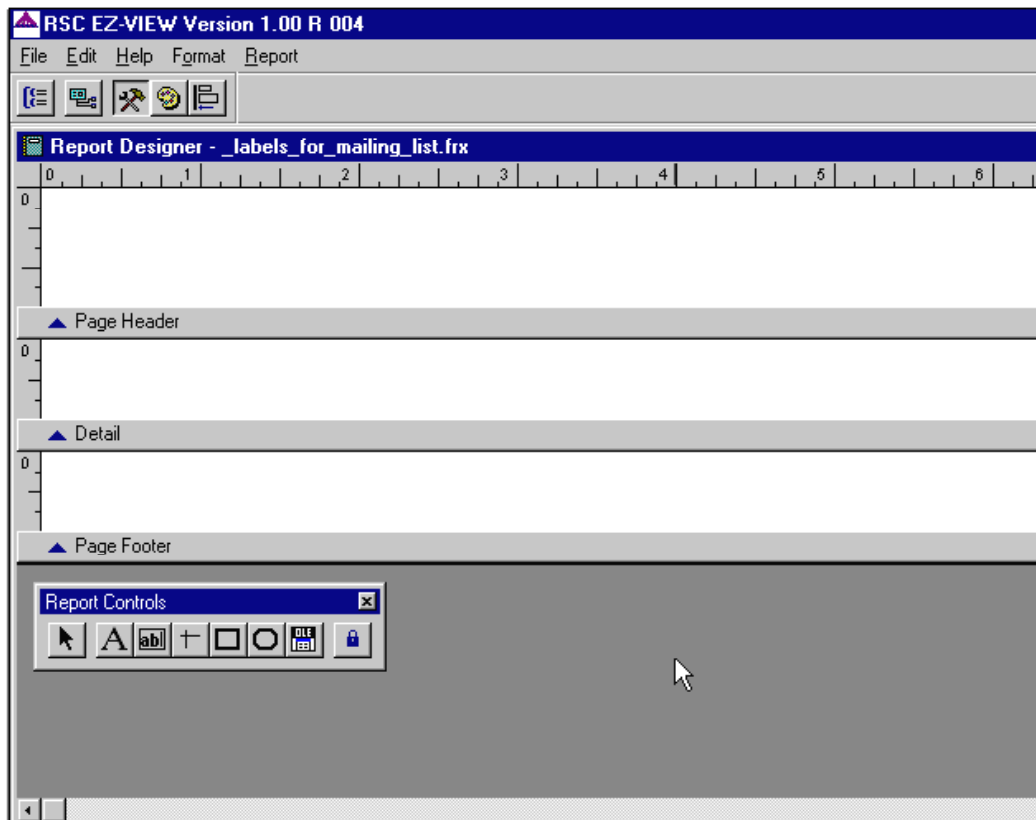
Warning! DO NOT add a file extension to the name of your report file. EZ-VIEW will automatically add the “.FRX” extension for you. Do not include quotations or half quotes in the file-name, only valid windows file names are acceptable.

The Report Designer Window

When you click on Save, the Report Designer window, toolbars, and menus will display. When you create a new report, the Report Designer window is essentially a “blank slate” with nothing on it. There are two ways to add items to the report, the simple way is to use one of the Quick Report templates and the more complex way is to add each item manually using the report tools. Both methods will be explained in the sections that follow.

What's In The Window?

The Report Designer Window shown below, contains both horizontal and vertical rulers to help you align items on the page. Items will print exactly as they appear on the screen, a feature often called “What-You-See-Is-What-You-Get” or WYSIWYG, pronounced “whisywhig” - a term coined by Microsoft. The standard report layout has three sections, the page header, detail, and page footer. The header and footer print at the top and bottom of every page in the report, respectively. Information placed in the detail section will repeat for every record selected in the report criteria for output. For example, when printing the Student Information Report on the main screen, the detail section contains one record for the currently selected student. Additional sections can be added to the report page using the grouping feature explained later in this chapter. The sizes of these sections can be adjusted by clicking on the section title bar and dragging up and down with the mouse.



The Report Designer Toolbars

The report toolbars provide shortcut ways to add text, fields, lines, boxes, circles, and graphic objects to the report. The toolbars can be “docked” at the top, bottom, or sides of the screen by dragging them around from their title bar. The toolbars can also be hidden by clicking on their close box. There are several toolbars available in the Report Designer, each is described here.

The Designer Toolbar

The Report Designer Bar shown below is usually docked at the top of the screen just below the menus. This is the top-level report designer toolbar and can be used to display each of the other report toolbars described in this section.



The left-most button which is denoted by brackets is used to set sorting and grouping options for the report. This option is explained in detail in the section titled “Sorting & Grouping”.

The next button is called the “Data Environment” button and it is for use by advanced users who wish to link the EZ-VIEW files to their own custom systems and produce reports which contain information from both systems. Using the Data Environment button is very complex and is beyond the scope of this manual. For more information on this option, please consult the Microsoft Visual FoxPro(r) User Guide.

The tools button is used to display the Report Controls toolbar which contains buttons that allow you to quickly add text, fields, and graphics to your report. The Report Controls toolbar is usually displayed automatically when you first enter the report designer.

The palette button is used to display the Color Palette toolbar which is used to choose and define color combinations. You can set the foreground and background color of any item on the report to more than 16 million combinations of colors.

The right-most button is used to display the Layout toolbar which is used to align items on the report. The Layout toolbar is very useful when creating new reports to make sure your columns and rows line up precisely.

The Report Control Toolbar

The Report Control toolbar shown below is used to add text, fields, and graphics to your report. This is perhaps the most useful toolbar because without it you would not be able to add new items to your report layout!



The left-most button on the Report Controls toolbar is the darkened arrow which is used to select items on the report for moving and re-sizing.

The text-button, denoted by the letter “A” is used to add your own text labels to the report. For example, to add a report title to your report click on this button, then click on the report designer where you want the text to appear and type the text.

The field button is used to add information from the data files, such as the student first name, teacher, or grade. You can click on this button, then select the place on the report where the field is to appear. The report designed will then display the “Add Expression” window where you can choose a field value or enter a computation to display.

The line button is used to draw a vertical or horizontal line on the report.

The box button is used to draw a rectangle on the report.

The oval button is used to draw an oval or circle on the report.

The OLE button is used to add an embedded object on the report. The EZ-VIEW report writer provides the ability to add any object supported by Microsoft’s Object Linking & Embedding (OLE) standard. OLE objects can be graphics such as pictures, drawings, line-art, clip art, Word documents, spreadsheets, calendars, etc. This is perhaps one of the most powerful features of the Report Writer.

The Lock button is used to lock the position of the items on the report so that you don’t move them accidentally. The items can be locked and unlocked at any time.

The Palette Toolbar

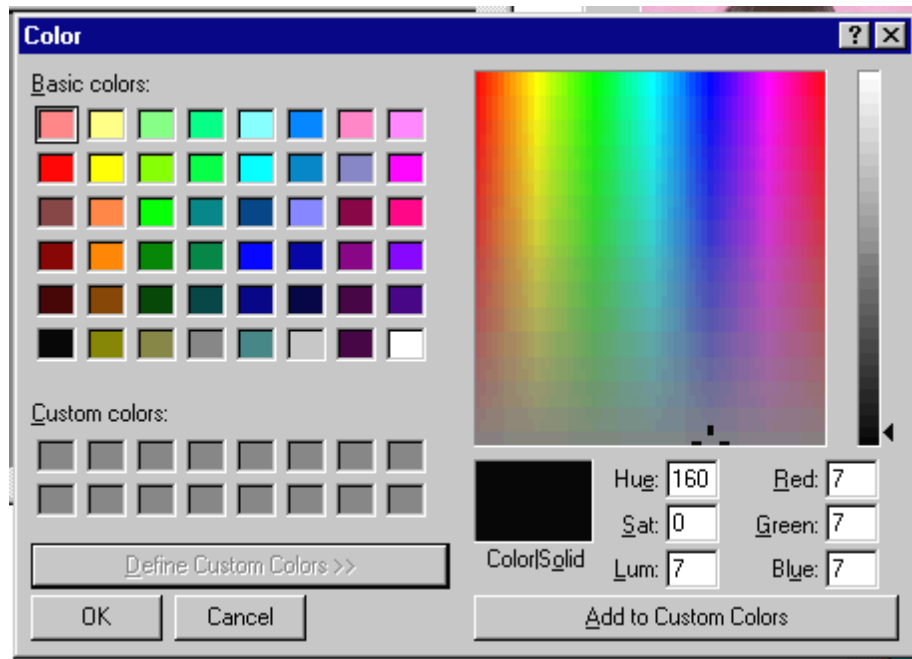
The Color Palette toolbar shown below allows you to choose and define colors for your report.



The Text-Color button is denoted by the letter “T” and is used to set the foreground color of the currently selected text item.

The background button, denoted by a paint can is used to set the background, or fill- color of the currently selected item.

The bottom button is used to define your own colors. The Color Definition tool is displayed which allows you to pick from a palette of colors or specify your own in either Red, Green, Blue or Hue, Saturation, & Brightness.



The Layout Toolbar

The Layout toolbar is used to align objects to top, bottom, left, right, or horizontal and vertical centers. It also has buttons to re-size items and move them from front-to-back so that items can be “layered” graphically on your report.

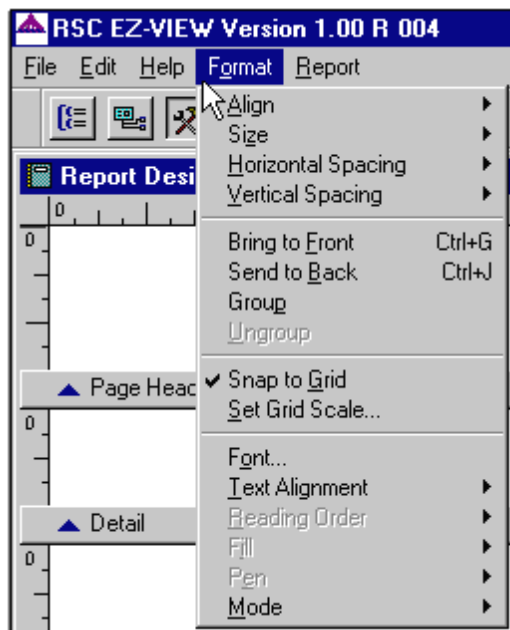


The Report Menus

The EZ-VIEW Report Writer adds two menus to the standard three EZ-VIEW menus, the Format and Report menus. It also activates the Page Setup menu option on the File Menu. The Report menu allows you specify options for placing items on the report and the Report menu allows you to specify options that affect the entire report.

The Format Menu

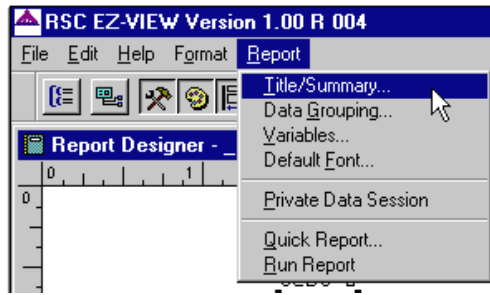
The format menu, shown below, provides many options that affect individual or groups of items on the report such as alignment, sizing, spacing, layering front-to-back, grouping, snapping to grid, type style and alignment etc. Most of the Format options are simply menu versions of the options already explained on the Report Toolbars.



Note: Some of the format menu options are only applicable to certain types of items such as text and graphics. For example, the Fill and Pen options are only applicable to boxes and rectangles so they are “grayed out” and made unavailable when items of other types are selected. It is possible to select more than one item at a time and change alignment and spacing for each of the items selected using the menus.

The Report Menu

The report menu allows you to specify options that affect the entire report output. Some of the report menu options are for advanced users and are beyond the scope of this manual. For more information on those options, please consult the Microsoft Visual FoxPro(r) User Guide.



The Title/Summary option allows you to add a title page and summary page to your report. This option is explained in more detail in the Title/Summary section.

The Data Grouping option allows you to specify multiple levels of groupings and sort options. This option is explained in more detail in the Sorting & Grouping section.

The Variables option allows you to specify report variables used in computations. This option is beyond the scope of this manual.

The Default Font option allows you to specify the default type style for new items added to the report. This is useful if you are going to be adding many items to the report and you want them all to be of the same type style.

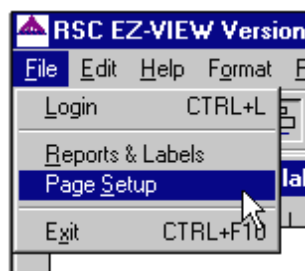
The Private Data Session is beyond the scope of this manual and is not used in EZ-VIEW. You want to be sure this option is ALWAYS unchecked.

The Quick Report option is a very powerful tool for generating simple reports without the tedious aspects of specifying individual items. The Quick Report option is explained in detail later in this chapter.

The Run Report option simply executes the report so that you can view and print the results.

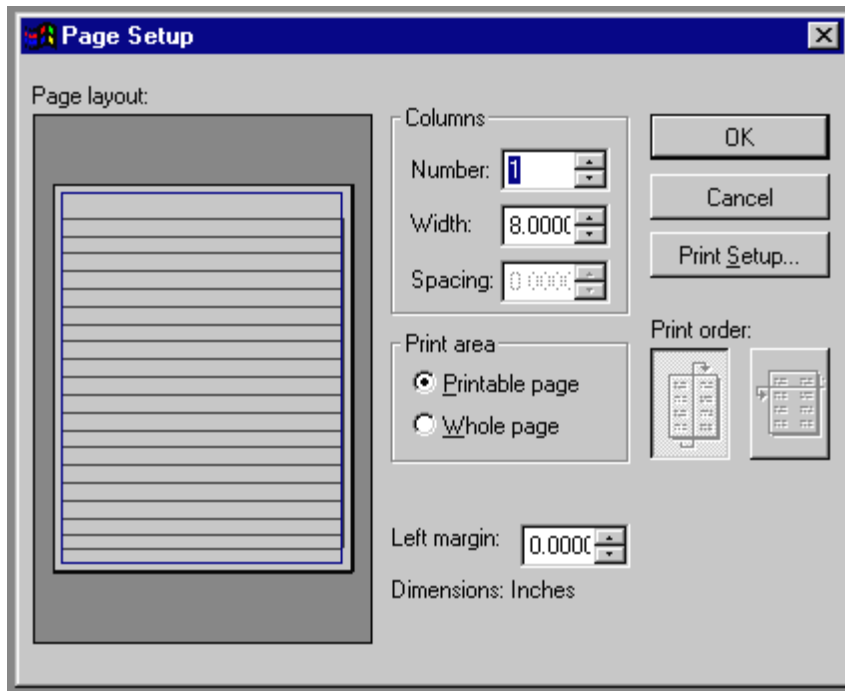
The Page Setup Menu

The page setup menu provides the ability to specify the page size, layout, and printer options for the report. EZ-VIEW provides a tremendous amount of flexibility in creating reports by allowing you to choose a different page layout and printer specification for ever report in the system. Thus you can define reports that take advantage of specific capabilities of your printers. The Page Setup menu is shown below.



The Page Setup Window

The Page Setup Window provides the ability to specify the number of columns on the page, the width of the page, and the spacing between columns. You can also dynamically size the page layout to the printable area of the page, which will vary by printer or by the whole page. You can also set the print order for multiple-column reports to print either down the page first across the columns, then down. From the Page Setup window, you can access the Print Setup window which allows you to choose a default printer for the report and set specific printer options.



The Print Setup Window

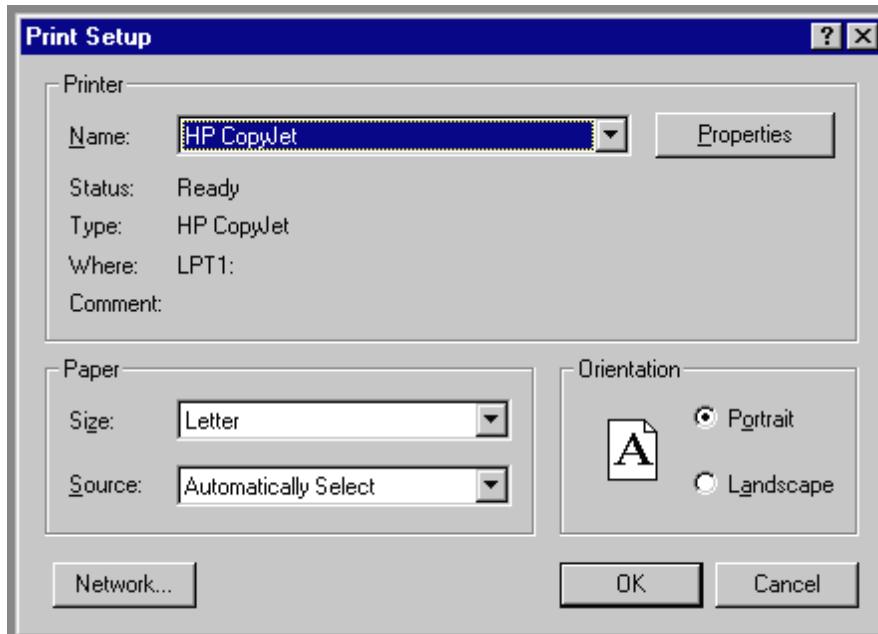
The print setup window provides the ability to choose the default printer for the report and specify printer options such as page orientation, size, and tray source. The tray and page size options will vary depending upon the printer currently selected, different printers support a variety of different paper sizes and sources.



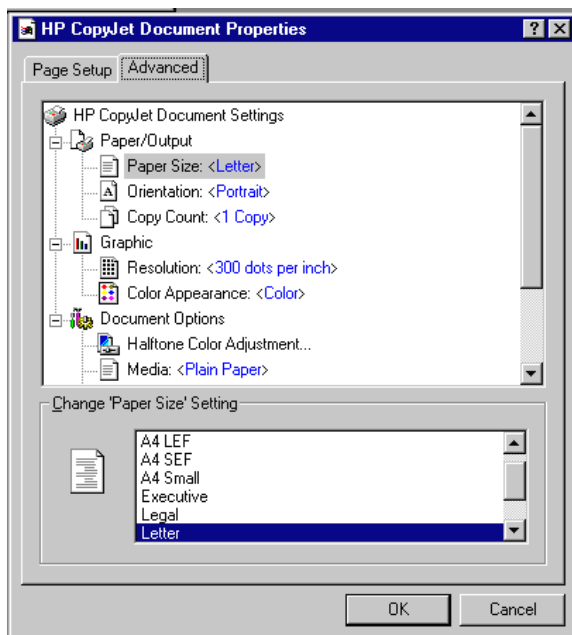
Warning! Be sure to set the page size, orientation, and printer options prior to creating your report design. You may not be able to change these options once items are placed onto your report.



Note: The Printer Properties will vary greatly depending upon your printer model. The typical options allow you to specify the output quality, color options, and device specific capabilities.

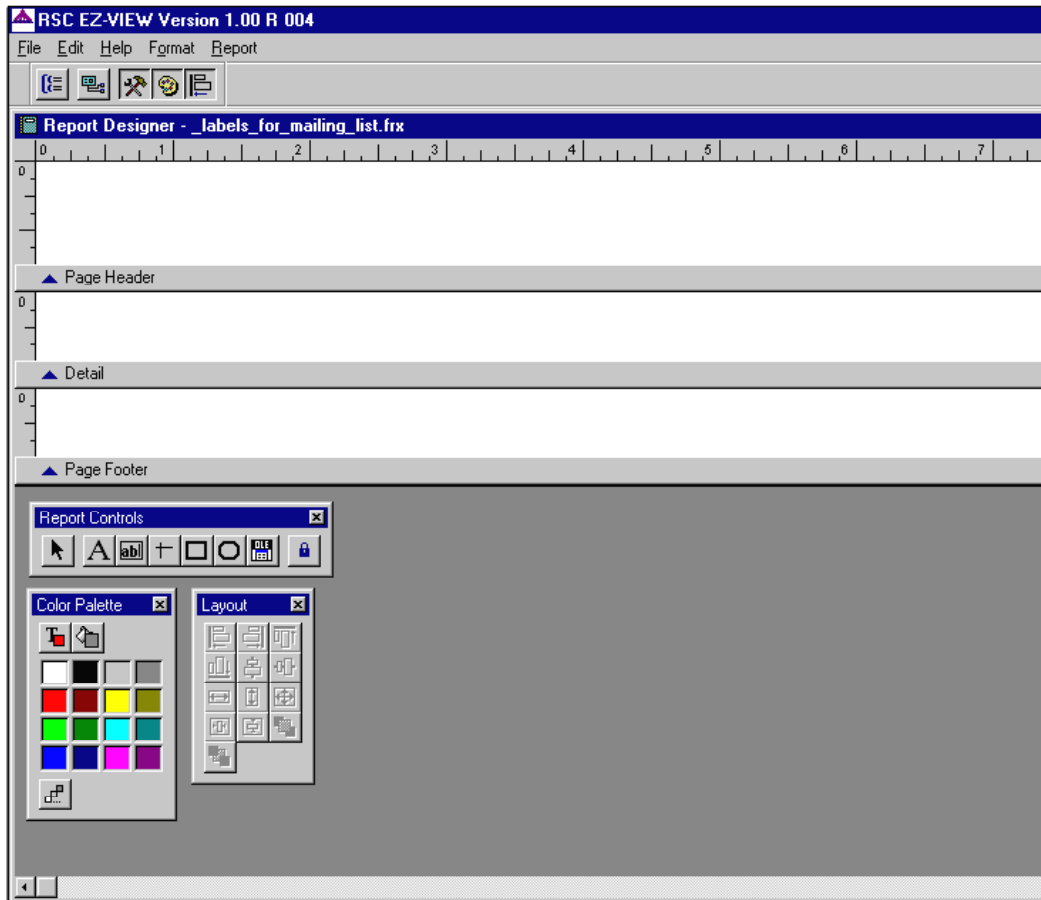


The Printer Properties window provides the ability to set options that are specific to the printer selected on the Print Setup Window. An example of the Printer Properties window is shown below. Note: This window will vary depending on model printer and upon the version of the driver for the printer currently installed. Newer versions of your printer driver may be available from your printer manufacturer's web site.

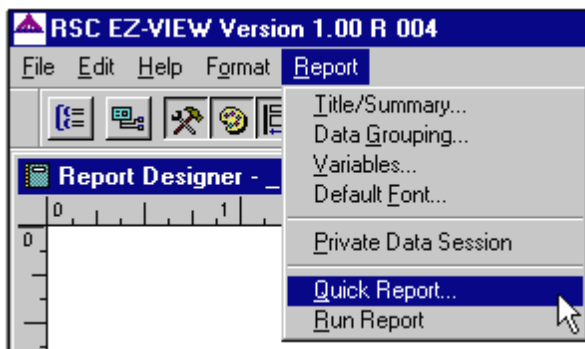


Creating A Quick Report

It is easy to create a simple report using the EZ-VIEW Quick Report option. To create a Quick Report, select the Reports & Labels option from the File menu, then click the [ADD] button. Enter a name for the new report in the Create window. See the Add Report section of this chapter for more information on adding new reports. The Report Designer window will display. Click on the Report Designer Toolbar to activate the Palette and Layout Toolbars. Your screen should now look like the picture below.

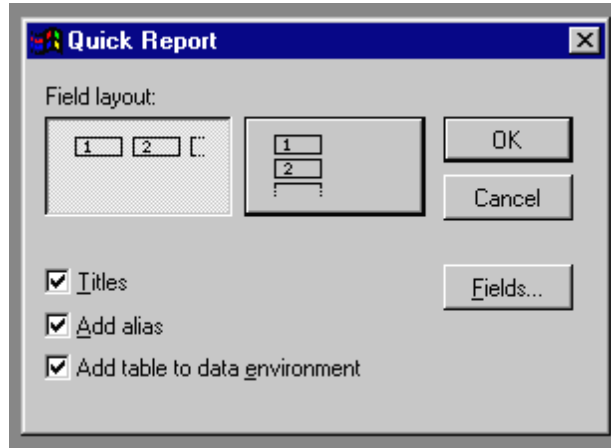


Next, select the Quick Report option from the Report Menu.



The Quick Report Window

The Quick Report window will display. This window provides the ability to select either a horizontal or vertical field layout, field titles, field list, and data environment settings. The default layout for fields is horizontal so that each field in the selected table will display as a column on the report.



If you would like the report writer to automatically add field titles to the report, check the Titles box as shown above.

The Add alias option enables you to use multiple files in your report and should always be checked.

The Add table to data environment option specifies how the Quick Report uses information stored in the files and should be checked.

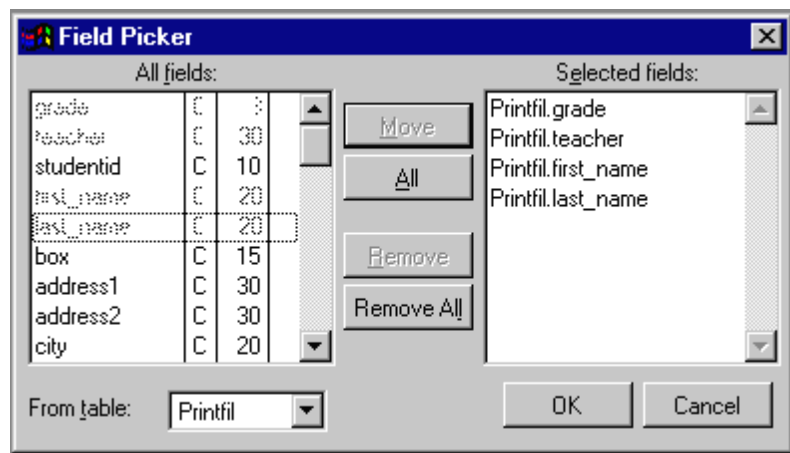
To specify which fields, or items of information are to be included in your report click on the [Fields] button. The Field Picker window will display.

The Field Picker Window

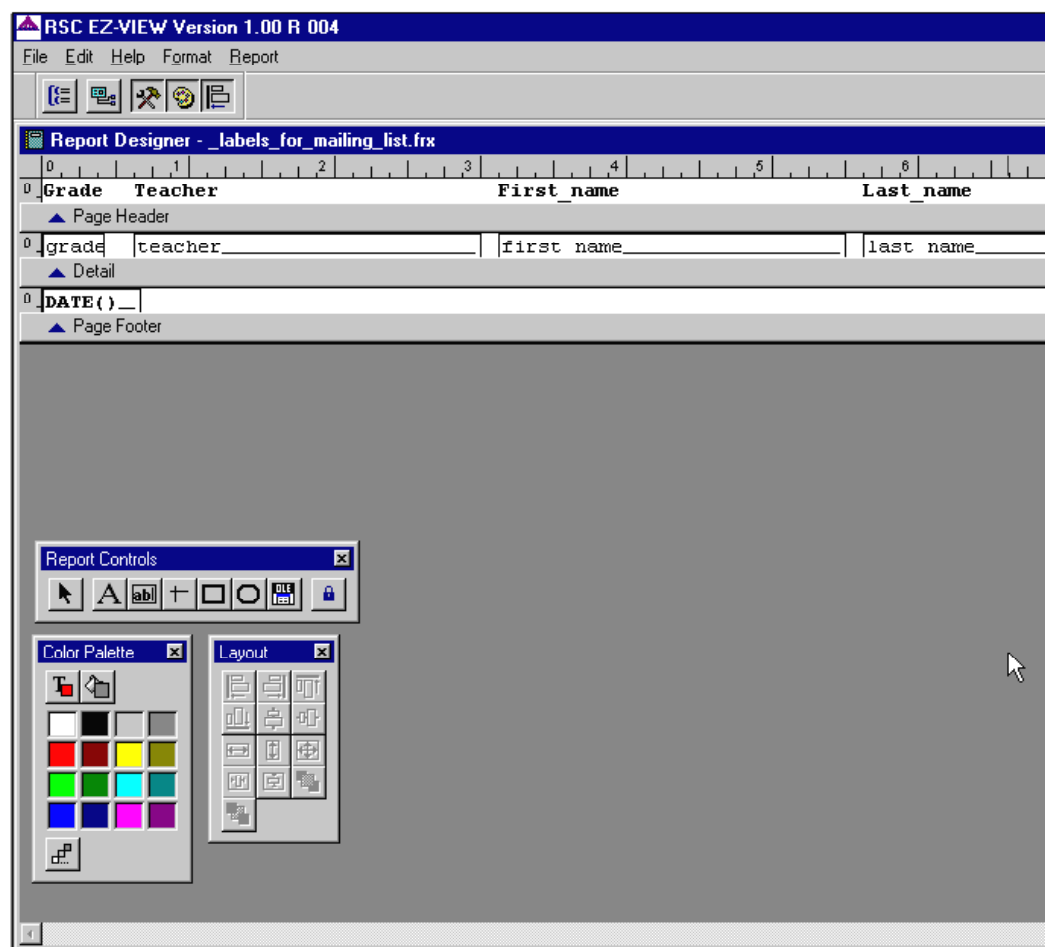
The Field Picker window provides the ability to select any item of information from any file used in the EZ-VIEW application. Simply select the file containing the piece of information to include from the Table pick list and the move the fields from that table from the left-column to the right column to include them in the report.

Note: If you plan to use student images in your report, you MUST select fields from the Printfil table instead of the Students table. The Printfil table is a special file used by EZ-VIEW to combine the information in the Students table WITH the images of each student prior to printing. You may notice the Printfil being built when printing reports with images as it may take a few seconds per image to load both the picture and the student information into the Printfil file. All of the fields in the Student file are available in the Printfil file as well as an additional field called Photo which stores the image.

The Field Picker window is shown below, for a complete list of fields and tables available for your report, refer to the Technical Reference portion of this manual.



When you are through adding fields, click [OK] to exit the Field Picker window, then click [OK] to exit the Quick Report window. EZ-VIEW adds the fields and field titles to the report automatically. The report should now appear similar to the one shown below. Each of the fields chosen in the Field Picker are listed horizontally across the page as specified by the Field Layout option in the Quick Report window. You can now modify the report by changing type styles and sizes, adding lines, graphics, or virtually any combination of embedded objects.



To exit the report designed and return to the main screen, click on the close window box in the upper right-hand corner of the report window. EZ-VIEW will ask if you want to save changes, click [YES] to save the report, or [CANCEL] if you wish to continue making changes in the report designer.



If you click [NO], all of your changes will be lost.

When you exit the report designer, simply click in the Report Selection List and your new report will show up in the list

Running Your New Report

To preview your report, select it in the Report Selection List then click on the [RUN] button. The Run Report window will display which provides the ability to select the records that will appear on the report. When you first display the Run Report window, the Query Criteria is set to All Stu-

Grade	Teacher	Studentid	First_name	Last_name
		1001	Jenny	Smith
		123456	Ronald	Redmer

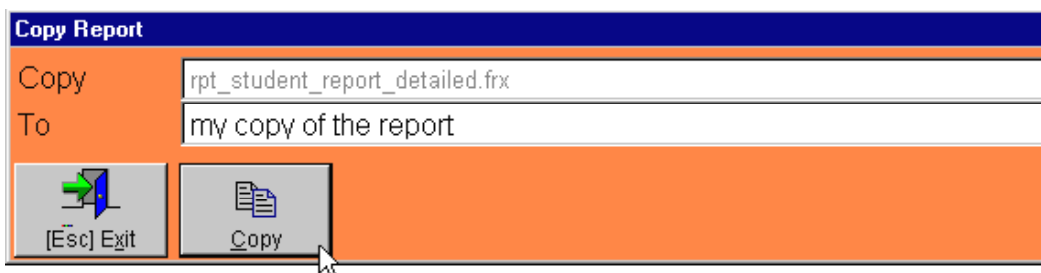
dents. This criteria works the same as the selection criteria for the Student List on the main screen, except that it provides the ability to use up to three different criteria for selection. This means that you can refine your print results to only include the precise records needed for the report. Each criteria can be joined together by logical AND or OR conditions. For example, you may choose to include students in grade 5 and grade 7, or you may choose to select those with a homeroom of 102 or 107. Simply click on the [SELECT STUDENTS] button to retrieve the students to be included on the report.

The Query Results window displays the records that will be used in the report. You can remove individual records from the Query Results simply by selecting them with the mouse and then pressing the [DEL] key. NOTE: The records are only removed from the Query Result set used to produce the report, and NOT the Students file! If you accidentally delete a wrong record, simply click on the [SELECT STUDENTS] button to retrieve the records from the Students file again.

To run the report, click on the [RUN] button on the Run Report window. The report will display in a preview window. You can then print the report by clicking on the printer icon.

Copying Reports

To copy EZ-VIEW reports, highlight the report you wish to copy in the Report Selection List then click the [COPY] button. The Copy Report window will display which allows you to enter a name for the report copy. Do not copy reports using the Windows file copy or DOS file copy procedures. There is more than one file for each report that must be copied, manual file copies will not work. The Copy Report window is shown below.



To copy the report, enter the Copy To name and then click on the [COPY] button as shown above. To cancel the copy, click on the [EXIT] button.

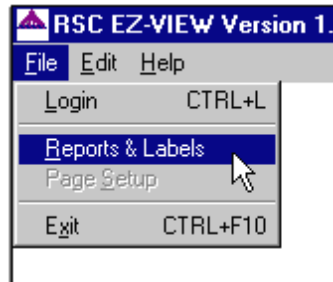


Note: One of the easiest ways to create a new report is to simply copy an existing report and modify it to meet your needs. In this way, you can create many reports from one standard report without modifying the original. If you accidentally modify one of the included template reports, you can easily restore the original report files from the EZ-VIEW Installation disk simply by copying the Reports folder from the installation disk to the folder where you installed EZ-VIEW.

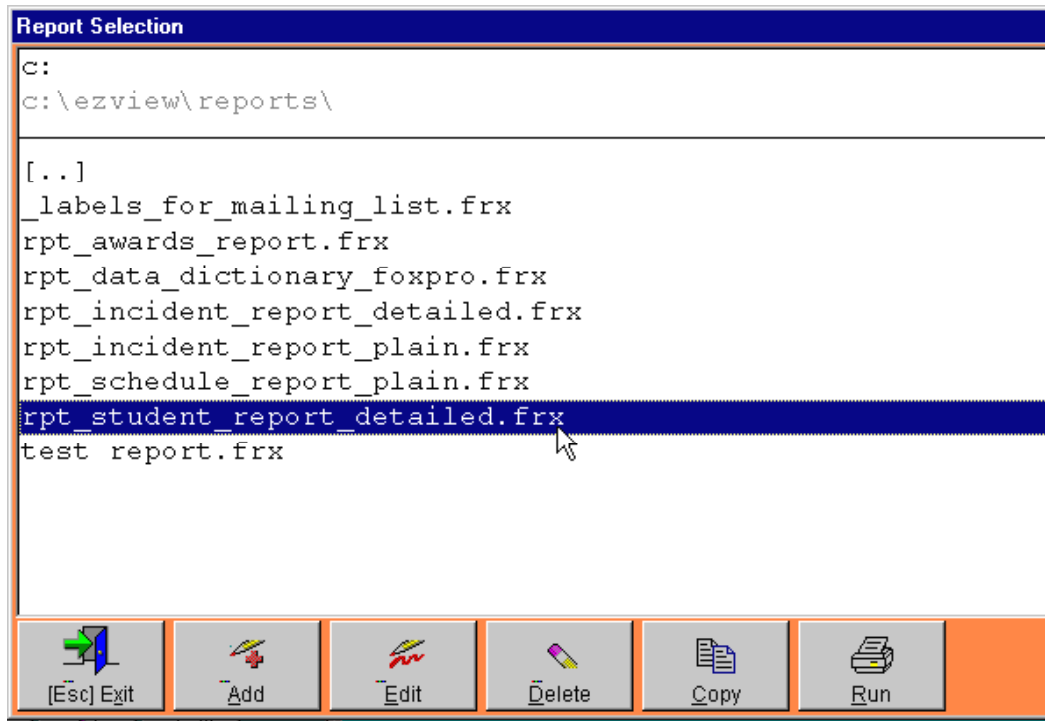
Creating Custom Reports - A Tutorial

This tutorial will walk you through the process of copying one of the included template reports and modifying it to produce an id card report. It demonstrates all of the major features of the Report Designer.

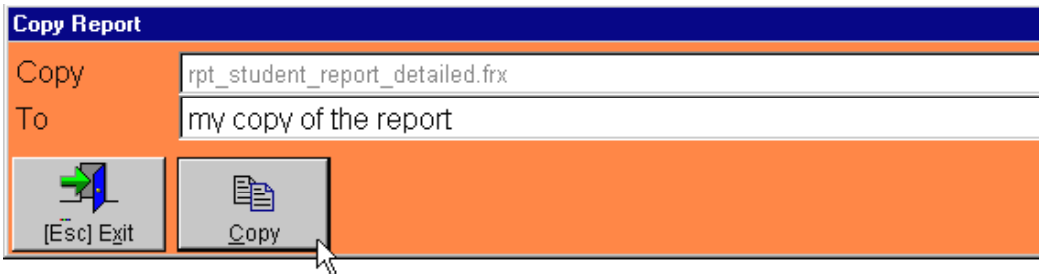
Step 1. Select the Reports & Labels option from the File Menu



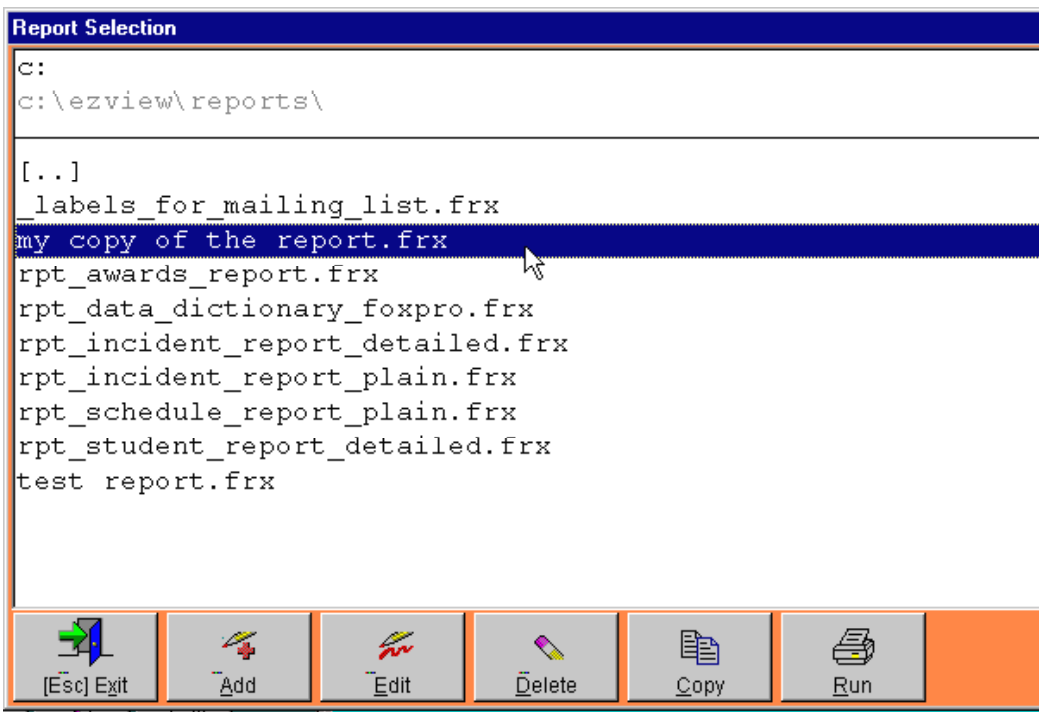
Step 2. Select the detailed student report on the Report Selection List



Step 3. Click the copy button to make a copy of the report



Step 4. Enter a new name for the copy of the template report, then click [Copy]



Step 5. Select the new report, then click [EDIT]

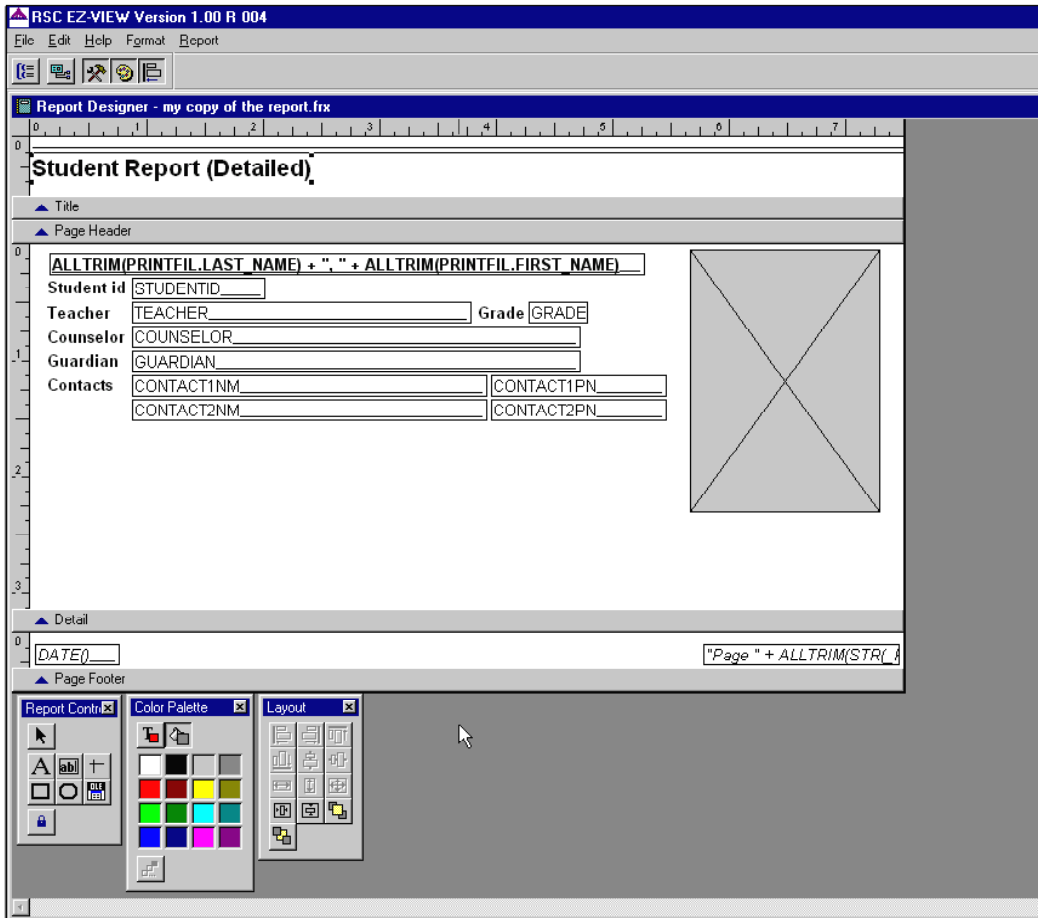
The Report designer will display allowing you to modify the newly created report.



Idea! The report name used in this example is to demonstrate how NOT to name a report file! If you use nondescript names such as the one used in this example, it will become increasingly difficult to manage your report list as the number of reports increases. Instead, use names that describe the content of the report and try to adhere to naming conventions such as those used to name the template reports. In this manner you can utilize the sort order of the Report Selection List to group similar reports together and thus make the list more manageable.

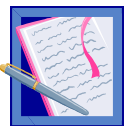
Step 6. Turn on the Toolbars

Click on the Report Designer Toolbar to show the color palette and layout toolbars. Your screen should now appear similar to the picture below.

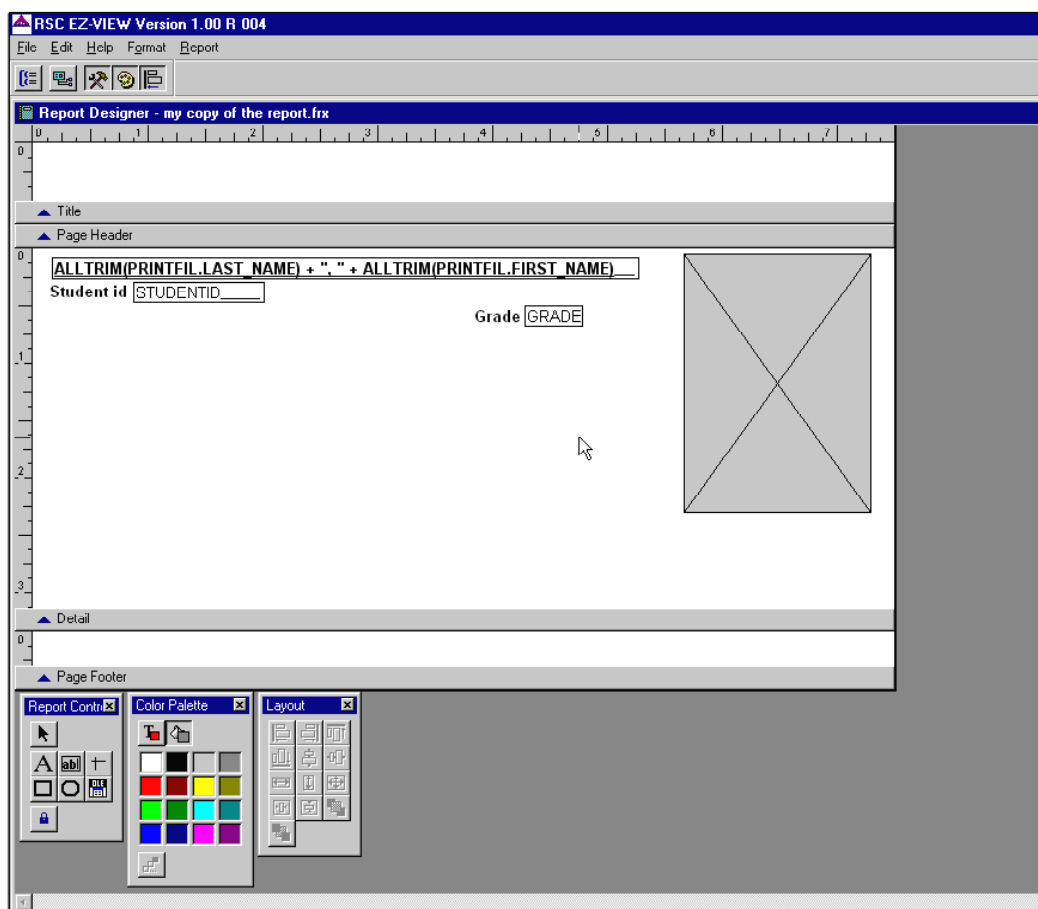


Step 7. Delete the Report Title and unnecessary fields

For our example, we will delete the report title, the lines in the page header, the fields in page footer, and the teacher, counselor, guardian, and contacts from the detail section. To delete items, simply click on them with the mouse and press the [DEL] key. Your report should now look similar to the following screen.



Note: You can select multiple items using two techniques. You can hold down the [SHIFT] key while clicking on items with the mouse, or you can use the mouse to select a rectangular area that includes all of the fields you want to select.

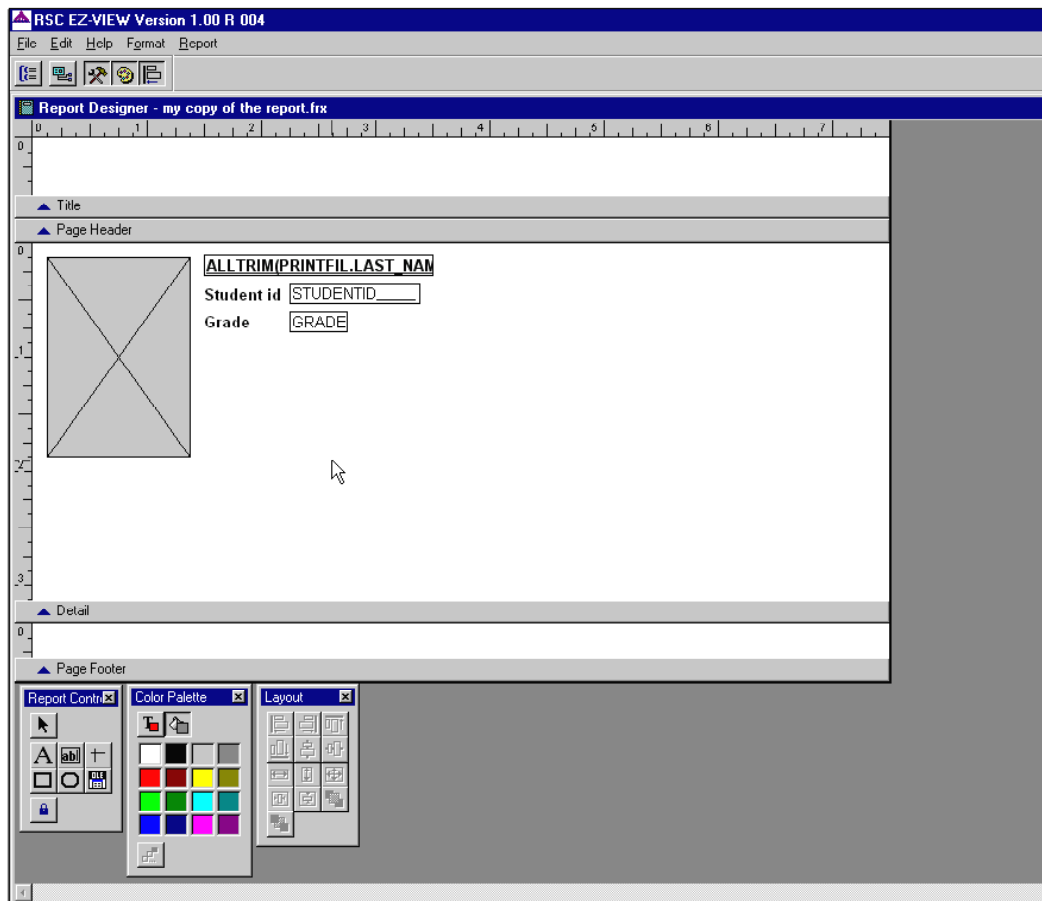


Step 8. Reposition items to fit in ID Card

You can use the mouse to reposition items on the report. Simply click on an item and drag it with the mouse to the location where you want it to appear on the report. For an ID Card report, make sure that all of the items are to the left of the 3 1/2" mark on the ruler. You will have to shrink the name field to make it fit by selecting it with the mouse, then clicking down and holding down on the handles that appear on the right-hand side of the field. You can then drag the mouse to the left and the field will shrink. You will also have to shrink the image about 30% to make room for other fields. You do this simply by clicking on the image and dragging one of the corner handles towards the center of the image.

Step 9. Align the text items

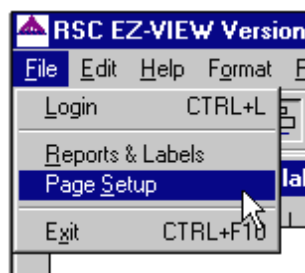
Select the name field, the student id field, and the grade field with the mouse, then click on the Left Side alignment icon on the Layout toolbar. Your report should now appear like the screen shown on the next page.

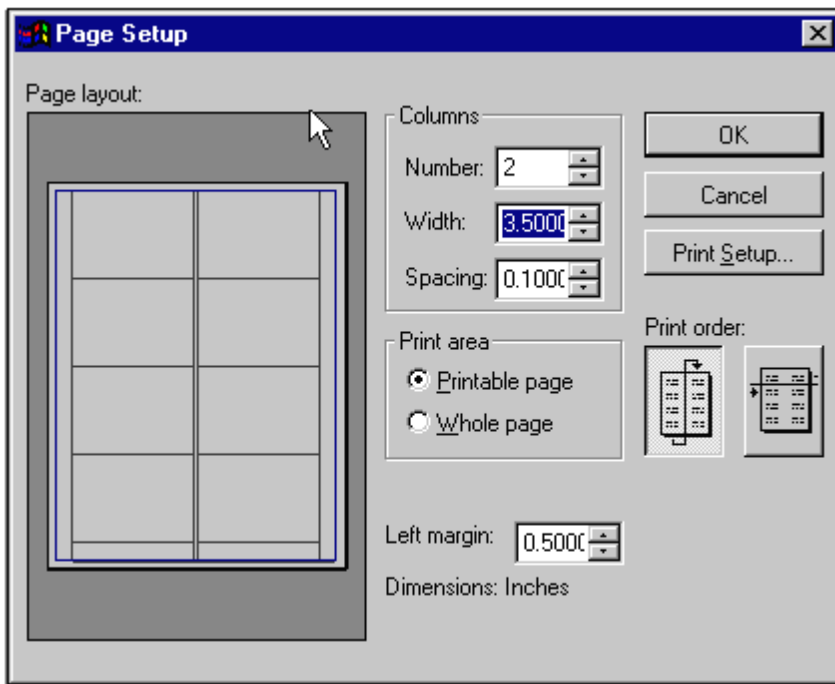


Step 10. Re-size the Report Page

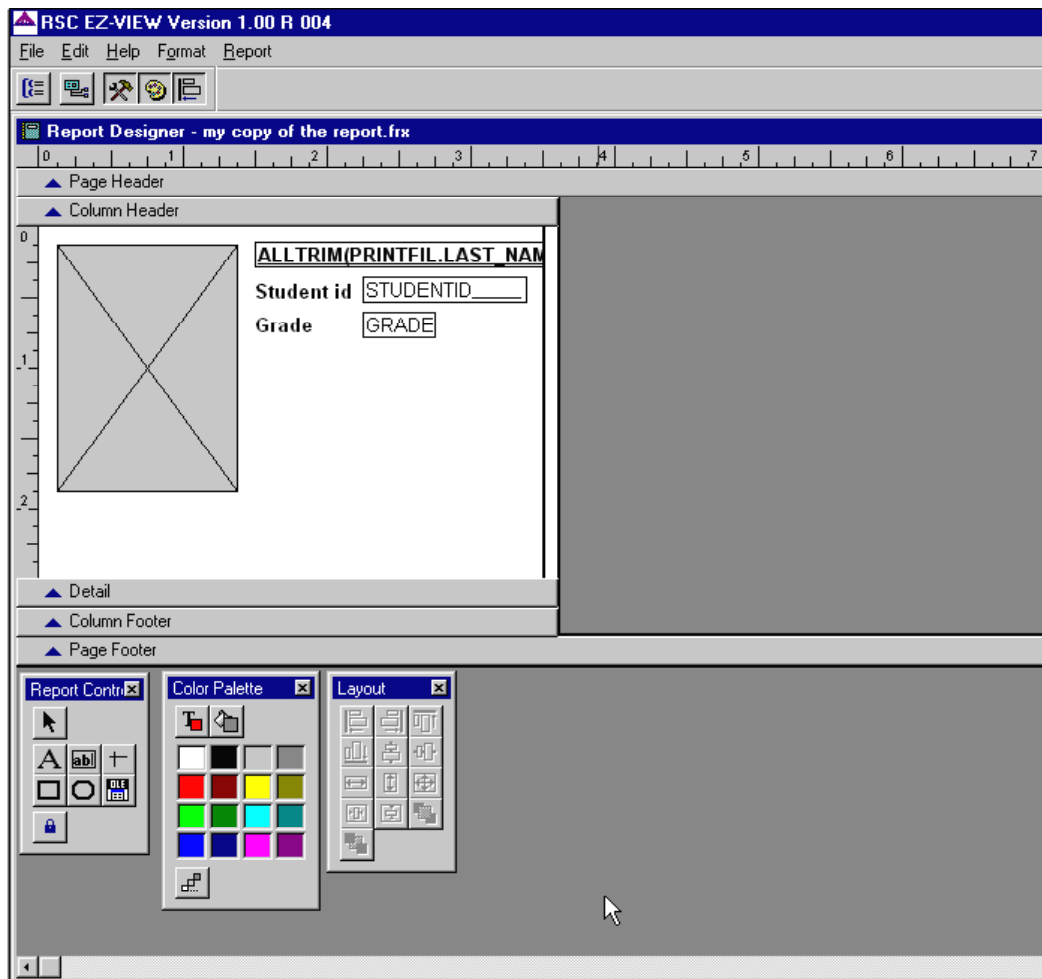
This step will Re-size the page to the proper size required to produce an ID card. For the purposes of this example, we will be printing the ID cards on an Avery(r) card stock that is 2-across and 4-down. The first step in re-sizing the page is to remove the title band and Re-size the page header and footer to eliminate the space used by them.

To remove the Title band, which is used to print a title block for the entire report, select the Title/Summary option from the Report menu. Un-check the Title check-box, then click [OK]. To remove the space used by the Page Header and Footer, drag the bands towards the top of the report using the mouse. Drag the Detail band to the 2" mark on the vertical ruler. To change the page size, select the Page Setup option from the File menu. The Page Setup window will display.





Set the number of columns to 2, the width of each column to 3.500 and the spacing to 0.100 as shown in the screen above. Click [OK] to exit the Page Setup window. Your report should now appear similar to the screen shown below.

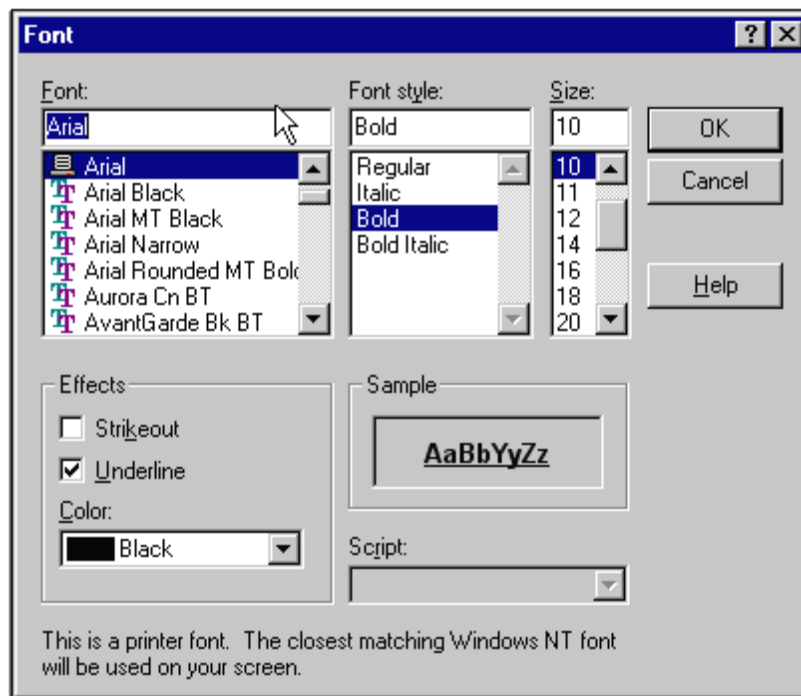


Step 11. Add a rectangle to the report to provide background color

Select the rectangle tool from the Report Controls toolbar and draw a rectangle from the upper-left corner to the lower-right corner of the detail section. Next, click on the paint-can button on the palette toolbar to select a background color for the rectangle then click on the color you wish to use for the card background color. Notice the background color hides all of the items currently on the report. To place the rectangle behind the other items on the report, select the Send To back option on the Format menu. You could also select the Send To Back button on the Layout toolbar. The other card items should now appear on top of the colored background rectangle.

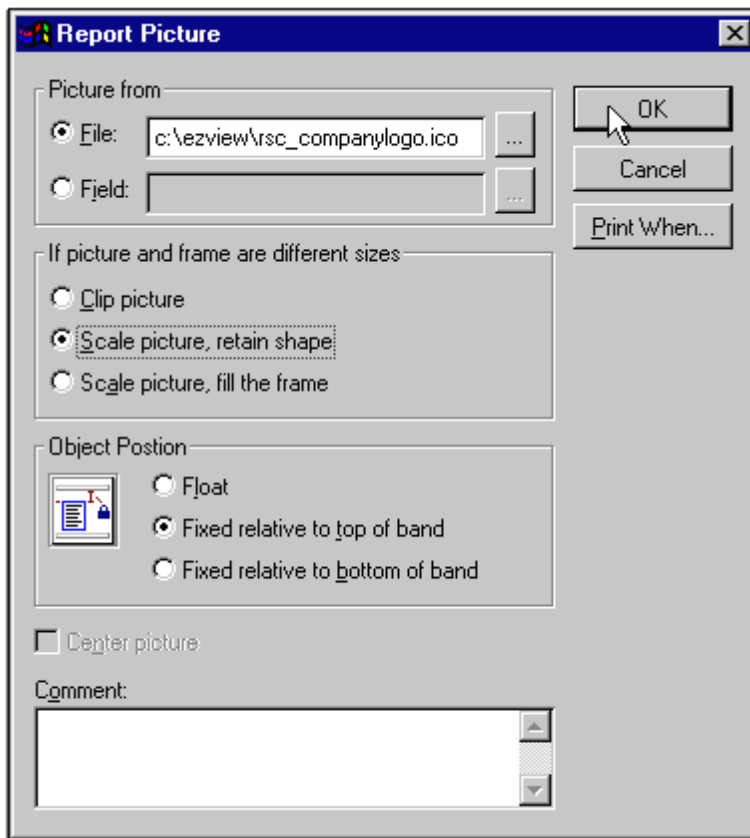
Step 12. Change the type style and size of the student name

Select the student name field by clicking on it, then select Font Style from the Format menu. The Font window will display allowing you to specify the Font type, style, size, and effects including color. Choose a style for the name field, then click [OK] to exit the Font window.



Step 12. Add your school logo to the report

To add your school logo to the report, you will need to have a scanned graphic of the logo in Windows Bitmap format, commonly referred to as BMP format. To add the logo, click on the OLE icon on the Report Controls toolbar and draw a rectangle with the pointer on the report where you want the logo to appear. When you let up on the mouse button, the OLE picture format window will display allowing you to specify a logo file.



To select your scanned image file, click on the ellipse button located to the right of the File option. Next, locate the scanned image and click [OK]. You should always select the option “Scale picture, retain shape” as shown in the screen above to make sure your image displays properly.

Step 13. Add text labels for the school name and year.

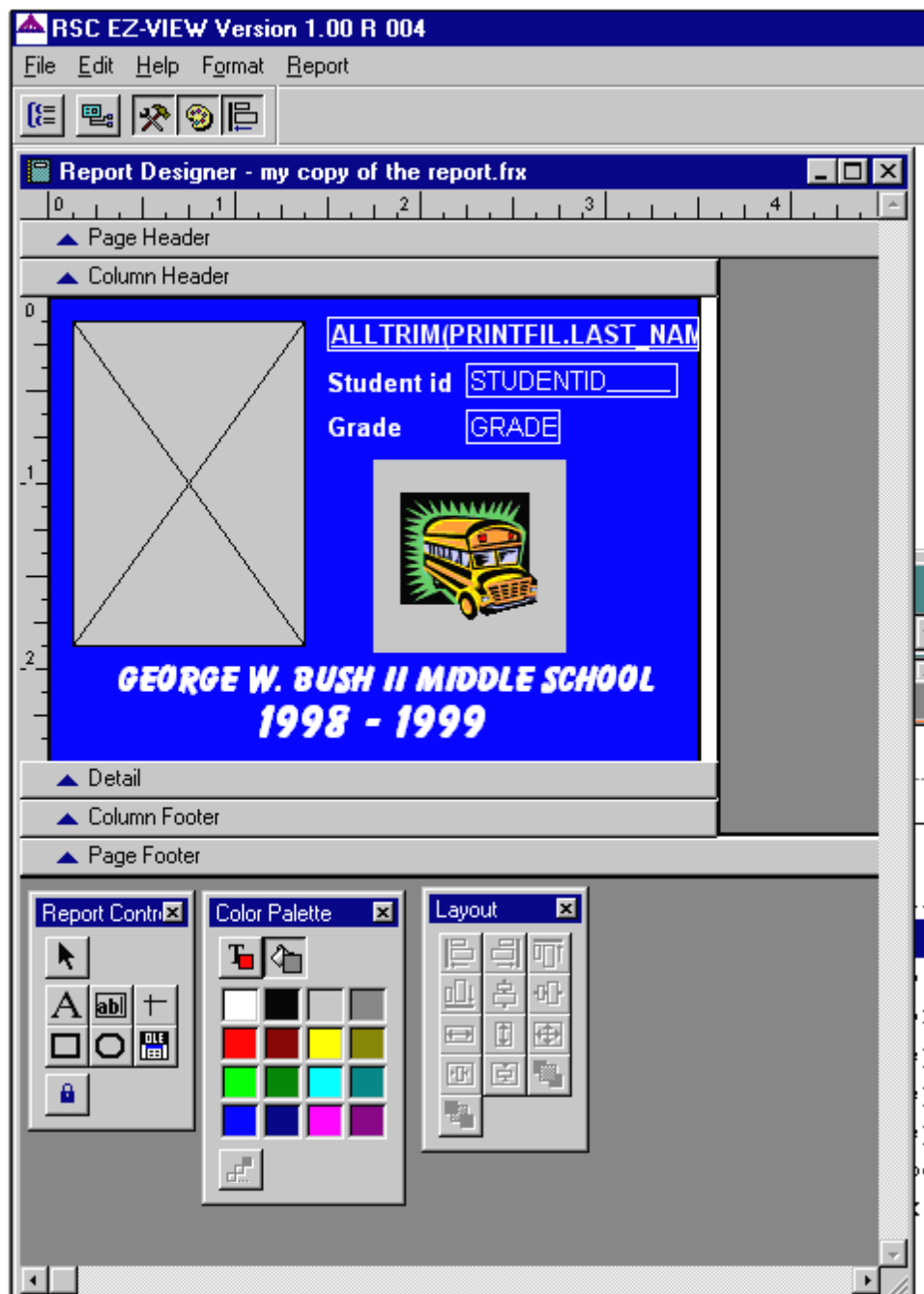
To add text labels, click on the text button on the Report Controls toolbar and then click on the location on the report where you want the text to appear. Next, type the text for the school name. You can use the Font option on the Format menu to select the font style, size and color for labels in the same manner that you used it for fields in step 10. Your report should now look like the screen on the following page.



Note: You can add barcode fields and labels to your report using specially designed barcode fonts for Windows. There are a number of manufacturers of such fonts and several are available on the Free Tools Network web site at <http://www.freetools.net>.



Warning! Layering items on the report can be a tedious process. In some cases, it may be difficult to select items that are layered behind other items. It is good practice to use the “Bring To Front” and “Send To Back” options on the Format menu to manipulate layered items.



Step 14. Save & Preview your report!

Save your report by clicking on the close window box, marked by [X] in the upper right-hand corner of the report designer window. Select your new report from the Report Selection List, then click [Run]. Enter your selection criteria, then click [Run] on the Report window to view a preview of your report.



Note: You can also press the shortcut key combination [CTRL]+[W] to save your report.

6

Technical Reference

This chapter is intended for system administrators, advanced users, and technical support specialists. The information in this chapter assumes that you are very familiar with the Microsoft Windows 95, 98, & NT Operating Systems, relational database concepts, networking and to some extent programming. The purpose of this chapter is to provide detailed internal program information that will aid in support, maintenance, and efforts to enhance the system to meet specific requirements.

The EZ-VIEW Foundation

Development Environment

The EZ-VIEW program was built using the Microsoft Visual FoxPro(r) Enterprise Edition Development Environment Version 6.0. The development environment was chosen based primarily on specific distribution rights for the report designer tools. This version is the third major rewrite of the system in three years and represents RSC's commitment to change the application to meet changing customer needs and demands. For example, this is the first version to include advanced report writing capabilities.

Source Code Availability

The complete source code for EZ-VIEW is available on the Free Tools Network web site at <http://www.freetools.net>. You can download the code, make modifications, re-compile, and distribute the application throughout your organization for free. To work with the source code files, you will need a fully licenced purchased copy of the Microsoft Visual FoxPro(r) Development Environment, available through your software re-seller. RSC does not sell or licence the Microsoft tools.

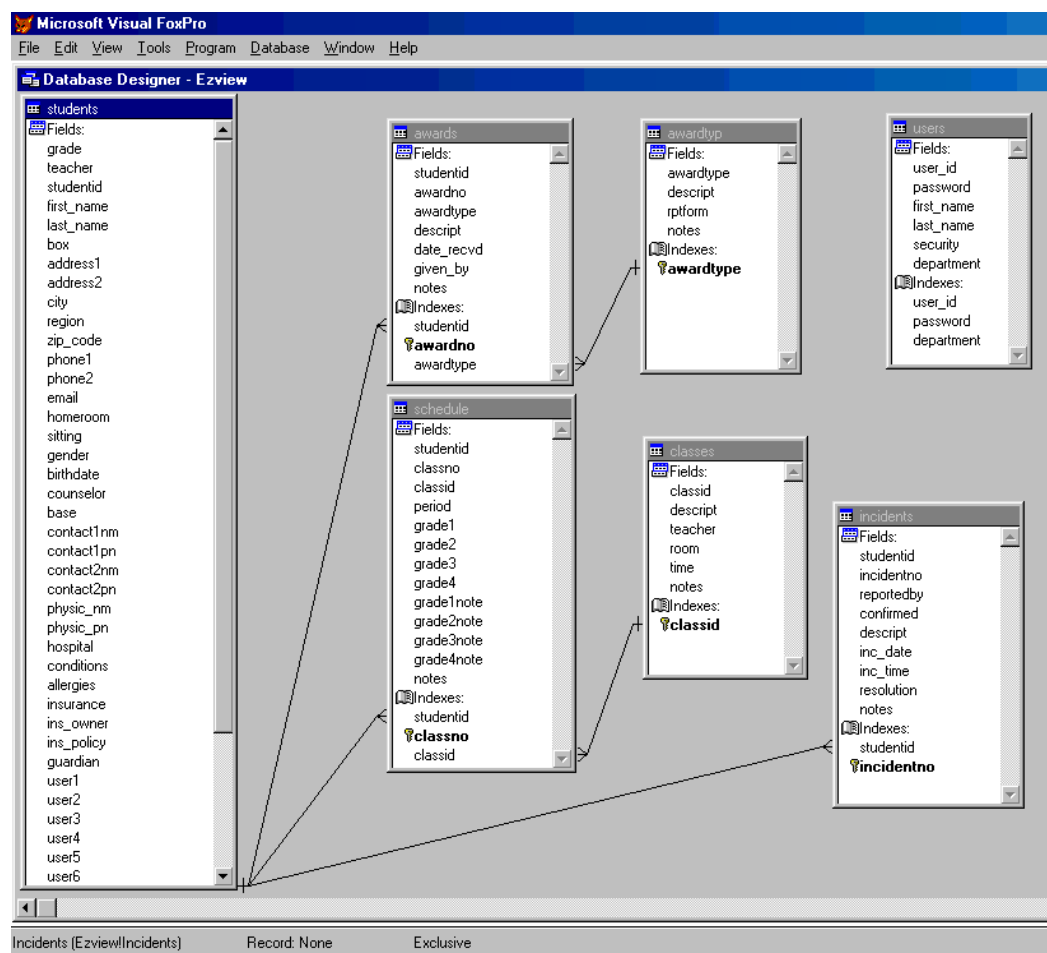
The Data File Format

The EZ-VIEW program uses Microsoft Visual FoxPro's database files to store information. These files are based on the industry standard xBASE initiative. All of the data files have the ".DBF" file extension and are usable in any application that supports xBASE, FoxPro, or the Open Data Base Connectivity (ODBC) standard. Microsoft Corporation provides ODBC drivers for FoxPro in the Microsoft Universal Data Access Components (MDAC) package which is available on the Microsoft web site.

The EZ-VIEW Data Model

The EZ-VIEW data model is a very simple relational database structure implemented in Microsoft Visual FoxPro. There are no complex elements to the database such as stored procedures, rules or constraints so the physical database implementation can be easily migrated or scaled up to larger database platforms such as Microsoft SQL Server(r), Oracle(r), etc. The field names were kept small to maximize the portability across database platforms and the index structures were kept simple. Thus, data integrity and referential integrity are maintained programmatically in the EZ-VIEW application code and not in the database container. The database schema is shown below.

The EZ-VIEW Database Schema



Note: The relational database schema is an industry standard way to represent data objects and their relationships. It is intended to show data only, processes are not included in the model. For more information on the relational database schema, please refer to the Microsoft Visual FoxPro(r) Data Environment Designer documentation.

The Students Table

The Students Table is the primary table in EZ-VIEW and is used to store student demographics, contacts, etc. From a hierarchical view, it is the highest level table in the system. Each student in the school has one record in the Students table.

Table Name: STUDENTS.DBF
Index Name: STUDENTS.CDX

FIELD	TYPE	SIZE	DESCRIPTION
STUDENTID	C	15	The school's student identification number
GRADE	C	3	The student grade
TEACHER	C	30	The student's homeroom teacher
FIRST_NAME	C	20	The student's first name (may also include middle initial)
LAST_NAME	C	20	The student's last name
BOX	C	15	The student's home address box number
ADDRESS1	C	30	The student's home address line 1
ADDRESS2	C	30	The student's home address line 2
CITY	C	20	The student's home address city
REGION	C	40	The student's home address region/state
ZIP_CODE	C	11	The student's home address postal/zip code
PHONE1	C	15	The student's home phone
PHONE2	C	15	The student's home phone (alternate)
EMAIL	C	40	The student's/guardians Email address
HOMEROOM	C	10	The student's homeroom
SITTING	C	10	The student's photo sitting number
GENDER	C	10	The student's gender
BIRTHDATE	D	8	The student's date of birth
COUNSELOR	C	40	The student's counselor name
BASE	C	40	The student's base location
CONTACT1PN	C	15	The primary contact phone
CONTACT1NM	C	40	The primary contact name
CONTACT2PN	C	15	The secondary contact phone
CONTACT2NM	C	40	The secondary contact name
PHYSIC_NM	C	40	The physician name
PHYSIC_PN	C	10	The physician phone
HOSPITAL	C	40	The hospital name/information
CONDITIONS	C	40	The student's medical conditions
ALLERGIES	C	40	The student's allergies
INS_OWNER	C	40	The insurance policy holder
INS_POLICY	C	40	The insurance policy number
GURADIAN	C	40	The guardian name/information
NOTES	M	VAR	Notes.

SEC_NOTES	M	VAR	Secured notes.
USER1	C	40	User definable field
USER2	C	40	User definable field
USER3	C	40	User definable field
USER4	C	40	User definable field
USER5	C	40	User definable field
USER6	C	40	User definable field
USER7	C	40	User definable field
USER8	C	40	User definable field

Indexes

TAG NAME	EXPRESSION	TYPE
STUDENTID	STUDENTID	Primary Key
LAST_NAME	LAST_NAME	Regular
GRADE	GRADE	Regular
TEACHER	TEACHER	Regular

Record Length 1198 characters.

The Awards Table

The Awards table is used to store awards given to each student. This table is maintained on the gold awards tab of the main screen and is related to the Students table by the STUDENTID field. Each student may have none, one, or many awards given.

Table Name: AWARDS.DBF
Index Name: AWARDS.CDX

FIELD	TYPE	SIZE	DESCRIPTION
STUDENTID	C	15	The school's student identification number
AWARDNO	N	10	The sequential number of the award for the student
AWARDTYP	C	10	The award type (foreign key to AWARDTYP table)
DESCRIPT	C	60	The description of the award specific for the student
DATE_RECVD	C	8	The date the award was received
GIVEN_BY	C	60	The person who gave the award
NOTES	M	VAR	Notes.

Indexes

TAG NAME	EXPRESSION	TYPE
STUDENTID	STUDENTID	Foreign Key
AWARDNO	STUDENTID+STR(AWARDNO,4,0)	Primary Key

Record Length 163 characters

The Award Type Table

The Award type table is used to store the award types for categorizing awards. Each type of award can have none, one, or many awards given to students in the AWARDS table.

Table Name: AWARDTYP.DBF
Index Name: AWARDTYP.CDX

FIELD	TYPE	SIZE	DESCRIPTION
AWARDTYPE	C	10	The name of the type of award
DESCRIPT	C	60	The description of the award
RPTFORM	C	120	The report form associated with the award
NOTES	M	VAR	Notes

Indexes

TAG NAME	EXPRESSION	TYPE
AWARDTYPE	AWARDTYPE	Primary Key

Record Length 195 characters

The Schedule Table

The Schedule table contains the class schedule for each student in the Students table. Each student can have none, one, or many records in the Schedule table.

Table Name: SCHEDULE.DBF
Index Name: SCHEDULE.CDX

FIELD	TYPE	SIZE	DESCRIPTION
STUDENTID	C	15	The school's student identification number
CLASSNO	N	4	The sequential class number for the student
CLASSID	C	10	The class identification code
PERIOD	C	10	The period number
GRADE1	C	4	The grade
GRADE2	C	4	The grade
GRADE3	C	4	The grade
GRADE4	C	4	The grade
GRADE1NOTE	C	40	Grade notes
GRADE1NOTE	C	40	Grade notes
GRADE1NOTE	C	40	Grade notes
GRADE1NOTE	C	40	Grade notes
NOTES	M	VAR	Notes

Indexes

TAG NAME	EXPRESSION	TYPE
CLASSNO	STUDENTID+STR(CLASSNO,4,0)	Primary Key
STUDENTID	STUDENTID	Foreign Key

Record Length 215 characters

The Classes Table

The classes table contains information for each class offered by the school. Each class can have none, one, or many records in the Schedule table.

Table Name: CLASSES.DBF
Index Name: CLASSES.CDX

FIELD	TYPE	SIZE	DESCRIPTION
CLASSID	C	10	The class id
DESCRIPT	C	60	The description of the class
TEACHER	C	40	The name of the teacher
ROOM	C	10	The room number the class is held in
TIME	C	10	The time the class is held
NOTES	M	VAR	Notes

Indexes

TAG NAME	EXPRESSION	TYPE
CLASSID	CLASSID	Primary Key

Record Length 135 characters

The Incidents Table

The Incidents table contains the incident information for each student in the Students table. Each student can have none, one, or many records in the Incidents table.

Table Name: INCIDENTS.DBF
Index Name: INCIDENTS.CDX

FIELD	TYPE	SIZE	DESCRIPTION
STUDENTID	C	15	The school's student identification number
INCIDENTNO	N	4	The sequential class number for the student
REPORTEDBY	C	30	The person who reported the incident
CONFIRMED	C	30	The person who confirmed the incident
DESCRIPT	C	50	The description of the incident
INC_DATE	D	8	The date the incident occurred

INC_TIME	C	10	The time the incident was reported
RESOLUTION	M	VAR	Resolution
NOTES	M	VAR	Notes

Indexes

TAG NAME	EXPRESSION	TYPE
STUDENTID	STUDENTID	Foreign Key
INCIDENTNO	STUDENTID+STR(INCIDENTNO,4,0)	Primary Key

Record Length 156 characters

The Secure Table

The Secure table is used internally by EZ-VIEW to store security levels and their descriptions. Each security level can have none, one, or many Users.

Table Name: SECURE.DBF
Index Name: SECURE.CDX

FIELD	TYPE	SIZE	DESCRIPTION
SECURITY	N	1	The security level number
DESCRIPT	C	40	The description of security level

Indexes

TAG NAME	EXPRESSION	TYPE
SECURITY	SECURITY	Primary Key

Record Length 42 characters

The Users Table

The Users table is used internally by EZ-VIEW to store user and password information.

Table Name: USERS.DBF
Index Name: USERS.CDX

FIELD	TYPE	SIZE	DESCRIPTION
USER_ID	C	8	The user id code
SECURITY	N	1	The security level number
PASSWORD	C	8	The user's password
FIRST_NAME	C	12	The user's first name
LAST_NAME	C	15	The user's last name
DEPARTMENT	C	10	The user's department code

Indexes

TAG NAME	EXPRESSION	TYPE
USER_ID	USER_ID	Primary Key
PASSWORD	PASSWORD	Alternate Key
DEPARTMENT	DEPARTMENT	Foreign Key

Record Length 55 characters

The Registry Table

The Registry table is used internally by EZ-VIEW to store internal program configuration information.

Table Name: REGISTRY.DBF
Index Name: REGISTRY.CDX

FIELD	TYPE	SIZE	DESCRIPTION
STATION_ID	C	10	The name of the station using the registry
APP_ID	C	10	The name of the application
SUBSYSTEM	C	10	The name of the subsystem (i.e. PRINTING)
KEY	C	40	The name of the registry key, configuration item
TYPE	C	1	The data type of the registry value
VALUE	C	120	The value currently assigned to the key
DESCRIPT	C	80	The description of the registry entry

Indexes

TAG NAME	EXPRESSION	TYPE
KEY	STATION_ID+KEY	Primary Key

Record Length 272 characters

The EZ-VIEW Development Environment

This section provides an overview of the EZ-VIEW Development Environment including the configuration, files, and management techniques. The EZ-VIEW application is based on the Microsoft Visual FoxPro(r) 6.0 Enterprise Edition development tool. Additionally, the LEADTools LEAD 16/32 OCX Imaging control is used for graphic presentation.

Tools Required To Use The Source Code

- ◆ Windows 95, 98, or NT with at least 32MB RAM available
- ◆ Microsoft Visual FoxPro(r) 6.0 Enterprise Edition
- ◆ LeadTools Lead OCX 16/32 (see <http://www.leadtools.com> for more information)

The Development Environment Folders

The **Documentation** folder contains this document in electronic form stored in Adobe Acrobat Portable Document Format, or PDF. The source of the PDF file is Adobe PageMaker 6.5 and requires more than 300mb of disk space. The screen captures are embedded from external graphic files stored in Microsoft Windows MetaFile, or WMF format. The original source document is available on CD-ROM directly from Redmer Software Company (<http://www.redmer.com>) for \$500 US funds through 1999.

The **Setup** folder contains the distribution files as created by the Microsoft Visual FoxPro Setup Wizard. The Setup script file used to create the setup distribution is stored with the production run-time code in the Run-time folder described below.

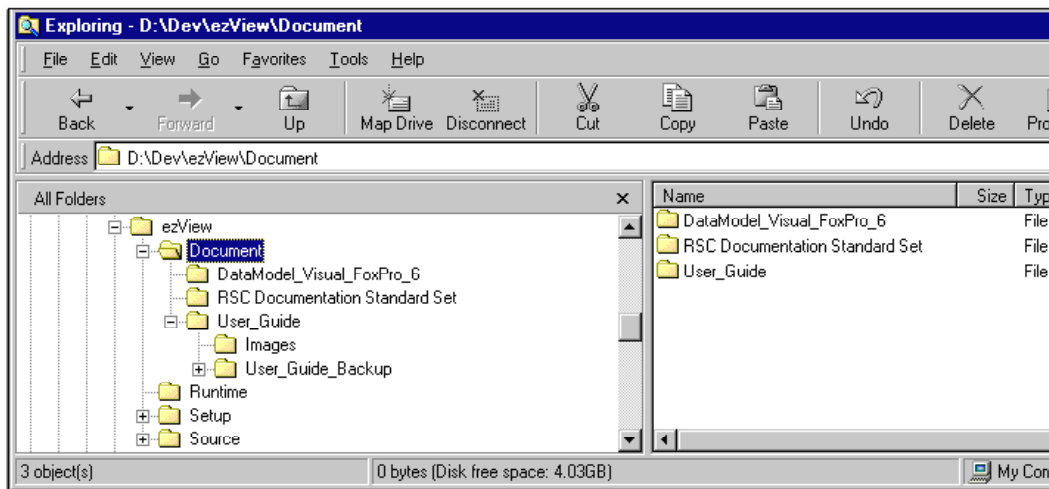
The **Source** folder contains the Project File, Programs, and Class Libraries used to build EZ-VIEW. All EZ-VIEW windows are implemented in reusable Visual FoxPro class libraries located in the Library folder. Note: The setup folder also contains the reports and data files that are distributed in non-compressed format to ease in using the CD for manual network installations.

The **Run-time** folder contains all of the files included for building the distribution files using the setup wizard.

Files in The Documentation Folder

The full documentation folder, shown on the following page contains three folders that are home to all of the EZ-VIEW User Guide Files. The folder contains several folders described below.

The DataModel_Visual_FoxPro_6 folder contains the master data dictionary files used to produce the database schema. These files are usable only in Microsoft Visual FoxPro 6.

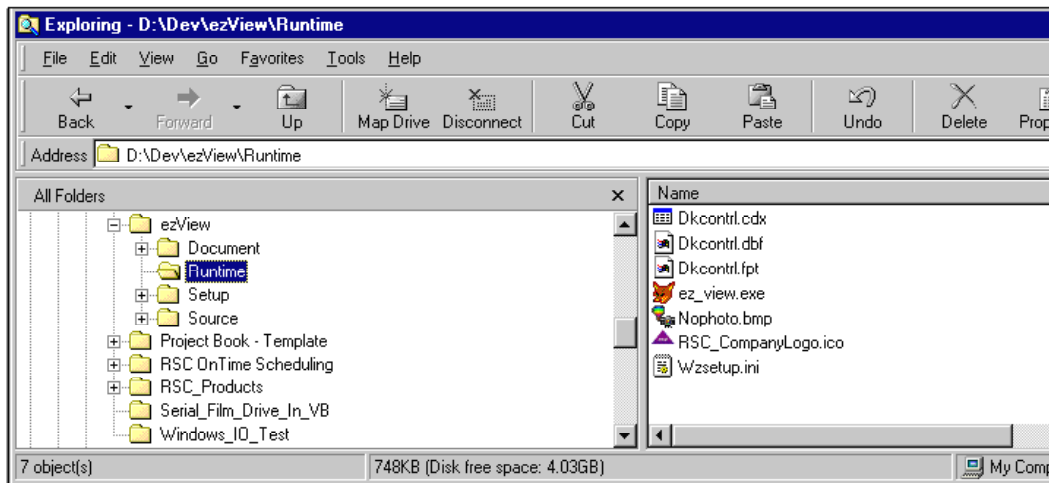


The RSC Documentation Standard Set folder contains the standard graphics included in this document such as the RSC logo, the Note and Warning symbols etc.

The User Guide folder contains this document in PageMaker 6.5 format. The User Document is physically contained in three separate files, the title page, the contents & disclaimers pages, and the main body of the manual. Located in the User Guide folder is a folder that contains all of the document specific images such as screen captures and a backup folder.

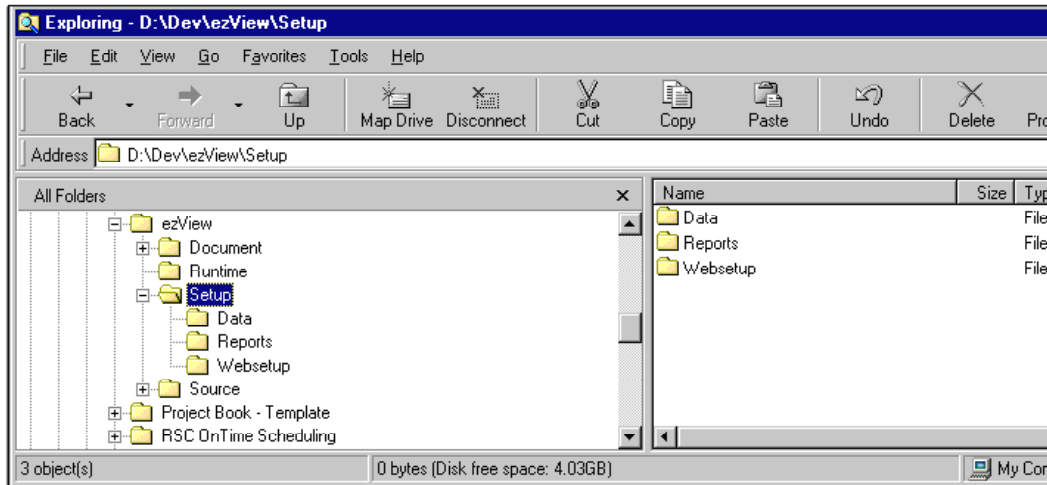
Files in the Run-time Folder

The Run-time folder contains the files required to build the distribution disk set using the setup wizard. The DKCONTROL and wzsetup.ini files are created and maintained by the setup wizard. The EZORDER.EXE file is the production executable application. The NOPHOTO.BMP file is the image used for students who were not photographed. The RSC_COMPANY_LOGO.ICO file is the application icon used in the Windows Explorer program groups.



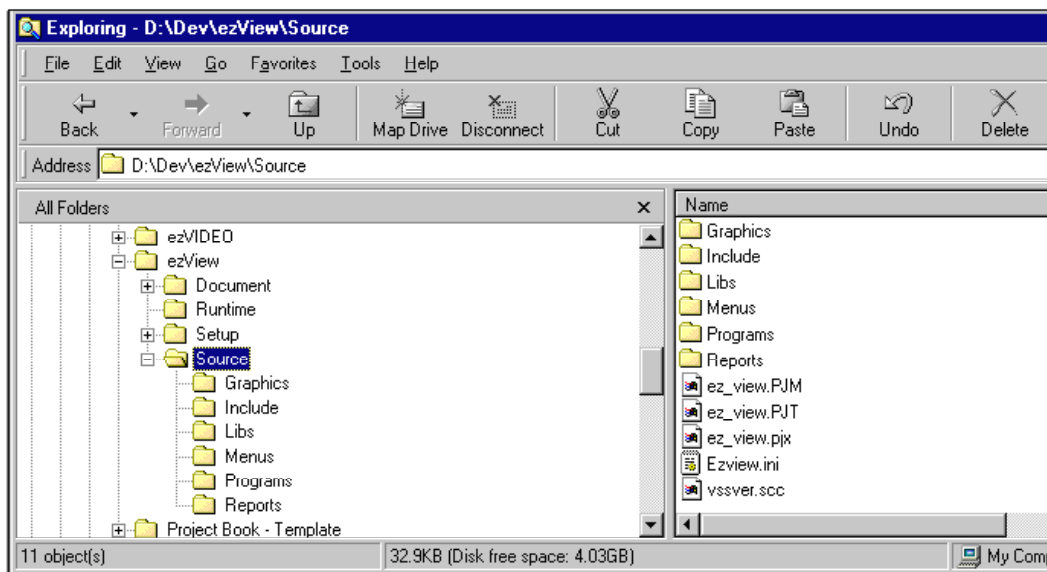
Files in the Setup Folder

The Setup folder contains the files produced by the setup wizard, the reports, and the database files used in the distribution process. The Setup folder may contain two setup folders, one compressed for web use called WEBSETUP and the other un-compressed for network/stand-alone use called NETSETUP.



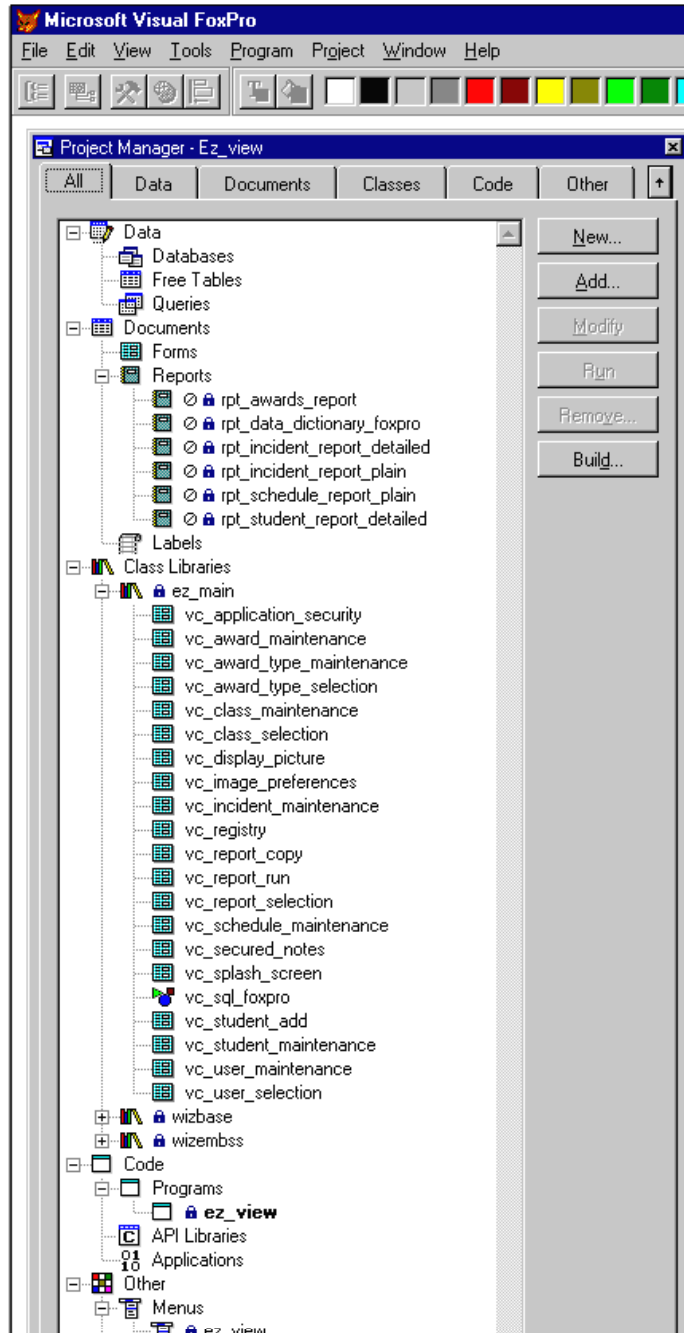
Files in The Source Folder

The source folder contains the EZ_VIEW project files used in Microsoft Visual FoxPro(r) and several folders containing the actual program source code. The Graphics folder contains bitmaps and icons used within the program for buttons. The Include folder contains files with "common definitions" that are included in other programs. The Libs folder contains the class libraries that comprise 95% of the EZ-VIEW code. The Menus folder contains the menu system. The Programs folder contains the EZ-VIEW main program source file. The Reports folder contains the original report source files used to produce the templates that are included with EZ-VIEW.



The EZ-VIEW Microsoft Visual FoxPro(r) Project

The following picture shows the EZ-VIEW project file open in Microsoft Visual FoxPro 6.0 to demonstrate how the application is composed at the component level. The EZVIEW.PRG program file is the startup module, and is a good place to start learning the program from a development perspective. This module instantiates all of the class libraries and processes all events.



The EZ-VIEW Run-time Environment

This section covers the Run-time environment created during the installation process of the EZ-VIEW program. The EZ-VIEW program **MUST** be installed on the user's computer using the distribution files created by the setup wizard in Microsoft Visual FoxPro(r).

Steps Performed By Setup

The setup process performs the following steps:

1. The Microsoft Visual FoxPro(r) Run-time files and supporting DLL files are copied to the user's Windows, and Windows\System folders. The DLLs and OCXs are registered in the user's registry under the Microsoft Visual Studio Key.
2. The program folder is created and the Run-time files are copied to it. This is typically the C:\EZVIEW folder. The three distributable files from the Run-time folder are copied in.
3. The windows program group is created for EZ-VIEW and placed on the user's Start menu.

Steps Performed By EZ-VIEW Station Preferences

The EZ-VIEW program, on initial startup, completes the setup process by copying the data and report folders from the installation disk to the location specified by the user.

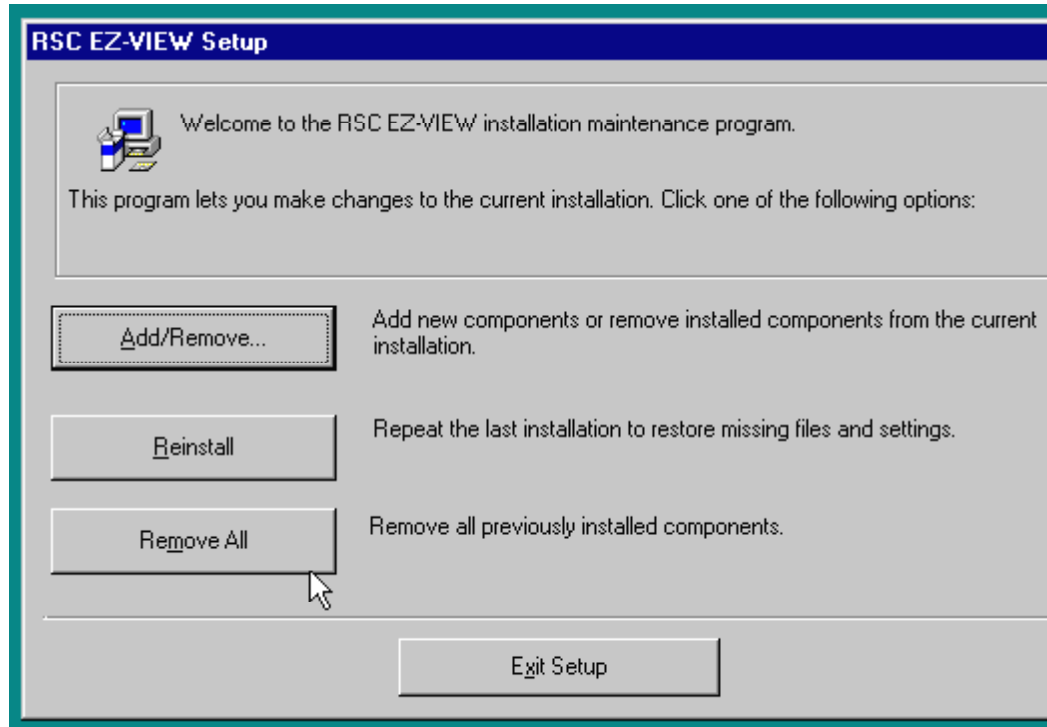
The EZ-VIEW program also executes the Windows-DOS command processor to change the access privileges on the files from READ-ONLY (which are set automatically when burned on CD-ROM) to READ-WRITE. The command executed by EZ-VIEW is "ATTRIB -R *.*", if the program hangs with a black DOS window, the possible cause is a missing ATTRIB.EXE program. The ATTRIB.EXE program is located under the Windows\Command folder.

The EZ-VIEW program creates the EZ-VIEW.INI file which specifies the station name and the location of the data files. The INI file is in standard windows format and has a single section as shown below.

```
[Defaults]
Station_id=PRINCIPAL
DataPath=C:\EZVIEW\DATA\
```

Un-installing EZ-VIEW

To remove EZ-VIEW from the user's computer, use the Add/Remove Programs control panel. Select REMOVE ALL as shown in the screen below to un-install the program. NOTE: You will have to manually delete the EZ-VIEW folder after restarting the computer following the un-install.



RSC SUGGESTION FORM & PROBLEM REPORT

EZ-VIEW Version: _____
Windows Version: _____
Computer Make, Model, Options: _____

Your Name: _____
Organization: _____
Phone #: _____
Fax #: _____
Email: _____

Suggestion or Problem: _____

If Problem, what steps are needed to reproduce the problem?

Other Comments:

**PLEASE FAX THIS FORM TO RSC AT +1 - 248-852-2731.
A CONFIRMATION WILL BE SENT ONLY IF YOU INCLUDE YOUR FAX
NUMBER.**