USER MANUAL

Dialog
NIBELUNG
Digital Language Laboratory

Lain

LABORATORY

This document is a user manual for Dialog Nibelung StudDB product
Document edition: 3.1.0.1

CONTENTS

1. УСЛОВНЫЕ ОБОЗНАЧЕНИЯ

Условные обозначения, принятые в данном описании:

Критические замечания

Важная информация

Информация к сведению

Жирный   Жирным шрифтом выделены названия кнопок, меню, программ

Курсив   Курсивом обозначены названия файлов, путей, ссылок

2. INTRODUCTION

Dialog Nibelung StudDB is a student database management software with database format compatible with **Dialog Nibelung** (*http://lainlab.com/*). It can be used in conjunction with **Dialog Nibelung** or as a standalone student management software.

Principal features:

- database management:

    - create database;
    - set and edit school properties;
    - create and edit school structure;
    - student profiles management;
    - student archives management;
- student profiles can include a photo or any other image;
- full text search for students and school subdivisions;
- school, subdivision, or student data export into txt, csv, and html formats;
- simplified navigation and full keyboard control;
- internationalization and localization support;
- instant and deferred database editing;
- возможность автоматического сохранения базы данных;
- user authentification and database access authorizaton.

3. PROGRAM SETUP

3.1 Системные требования

- Операционная система:

  - Microsoft Windows XP;
  - Microsoft Windows Vista;
  - Microsoft Windows 7;
  - Microsoft Windows 8, Windows 8.1;
  - Microsoft Windows 10;
  - Microsoft Windows Server 2003;
  - Microsoft Windows Server 2008;
  - Microsoft Windows Server 2012.
- Microsoft .NET Framework 4.0 (включен в установку);
- Microsoft Windows Installer 3.1 (включен в установку).

Целевая операционная система может быть 32- или 64-битной разрядности.

3.2 Аппаратные требования

Минимальные требования к компьютеру:

- частота процессора 512 МГц;
- оперативная память 512 Мб (рекомендуется 1 Гб);
- 10 Мб свободного пространства на жестком диске для файлов установленной программы (непосредственно при установке требуется больше места);
- 5 Мб (зависит от наполненности базы данных и наличия в ней фотографий) свободного пространства на жестком диске для хранения базы данных. В режиме с резервированием для хранения базы требуется в два раза больше дискового пространства.

3.3 Dialog Nibelung StudDB installation notes

Launch **Dialog Nibelung StudDB** installer and follow onscreen instructions to install the software.

Attention: *You will need adminitrator privileges to install* ***Dialog Nibelung StudDB****. Day-to-day operations can and should be performed by other users.*

Important: ***Dialog Nibelung StudDB*** *has both runtime and install time dependencies:* ***Microsoft .NET Framework 4.0 Client Profile*** *and* ***Windows Installer 4.5****. These will be installed as necessary if your computer lacks them. An internet connection is required if these dependencies have to be downloaded.*

Important: ***Dialog Nibelung StudDB*** *online documentation is supplied in* ***PDF*** *format. You will need* ***Adobe Acrobat Reader*** *or other PDF reader to view the documentation.*

4. SOFTWARE SETUP

Before **Dialog Nibelung StudDB** is deployed, it should be set up by either a system administrator (*System administration* на стр.37) or a sufficiently experienced user (*System administration* на стр.37).

Recommended setup procedure:

- Log in as `Admin` (default password: `Admin`) (*System administration* на стр.37);
- Create a database (*Main menu* на стр.18);
- Specify file name and path;
- Specify school name, type, address, phone, url, contacts (*School profile* на стр.13);
- Define school subdivision structure if necessary (*Subdivision settings* на стр.13);
- Save database (if deferred mode is active, otherwise it will be autosaved) (see *Database update modes* на стр.36);
- Close database (*Main menu* на стр.18);
- Open application settings window (*Settings window* на стр.10) and set the following:

  - user interface language;
  - path to the earlier created database;
  - set deletion confirmations as necessary;
  - set **Deferred mode** and **Autosave** modes as necessary as set autosave interval;
  - Press **OK**;
- Open account management window and create user accounts (*Accounts management window* на стр.11).

Dialog Nibelung StudDB is set up and ready. End users can now log in with their credentials and work with the database.

5. SUGGESTED WORKFLOW

Dialog Nibelung StudDB should be ready for day-to-day operations after the initial setup which should have been performed by your school system administrator (*System administration* on page 37). The suggested workflow is:

- Launch the software and log in.
- Edit shool settings (*School profile* on page 13) if this has not been done previously.
- School structure is defined as a flat (non-hierarchical) list of school subdivisions. These subdivisions are the categories with which students are affiliated in your school, e.g. grades, year in school, expected graduation date, program enrolled, etc.
- Bulk of the work will probably be performed manipulating student profiles: creating, editing, moving from one subdivision into another, archiving, etc.
- Save your work (see *Database update modes* on page 36) or export the data.
- Log out and end session.

6. PROGRAM INTERFACE

6.1 StudDB main window

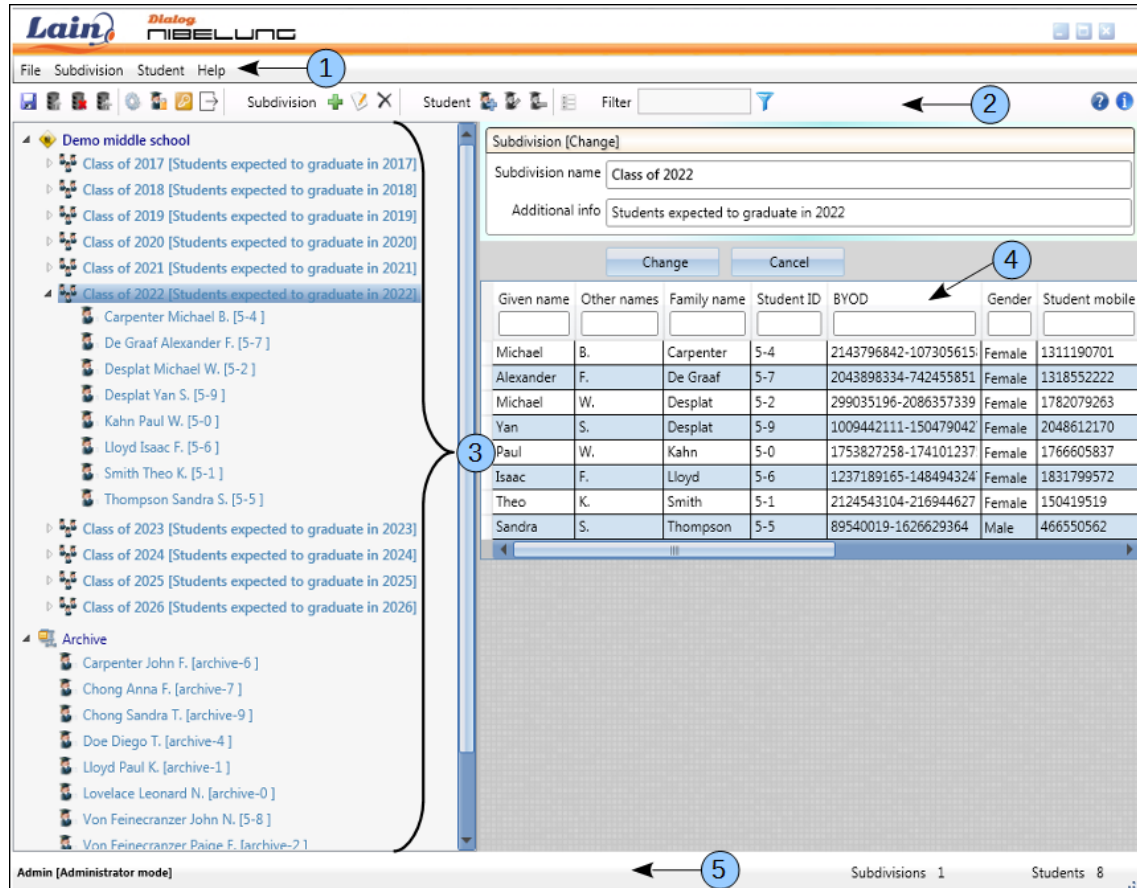

Figure 1: StudDB main window

This window includes:

1. Main menu (see *Main menu* on page 18), provides access to the principal **StudDB** functions.
2. Toolbar (see *Toolbar* on page 20) for quick access to most often used functions.
3. Tree view panel (see *Tree view* on page 21) provides an overview of the school structure.
4. General view panel. This is the panel that displays and allows editing of student profiles and school subdivisions.
5. Status bar (see *Status bar* on page 25).

6.2 Settings window

Select **File -> Settings** from the **Dialog Nibelung StudDB** main menu to open the **Settings** window.

The **Settings** window is only accessible if you are logged in as `Admin` (see *System administration* on page 37). It allows you to set:

- user interface language;
- check **Confirm deletions** option to ask for confirmirmation of any action that removes records from any database;
- path to user database;
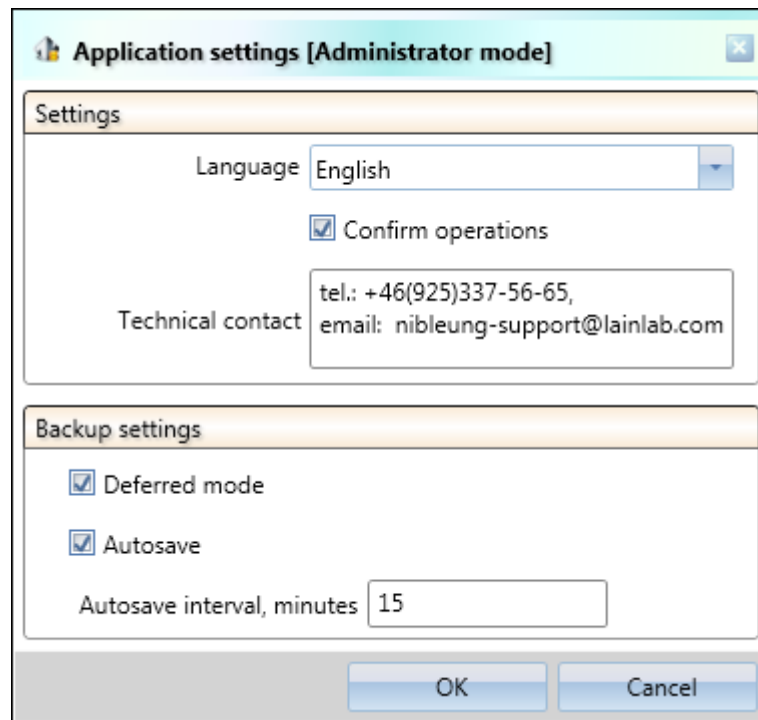
- deferred write mode and autosave mode.

Figure 2: **Settings** window

6.3 Accounts management window

Select **File -> Accounts** from the **StudDB** main menu to open the accounts management window. This command is only available when you are logged in as `Admin` (*System administration*). Here you can manage accounts of users that are authorised to access the database.

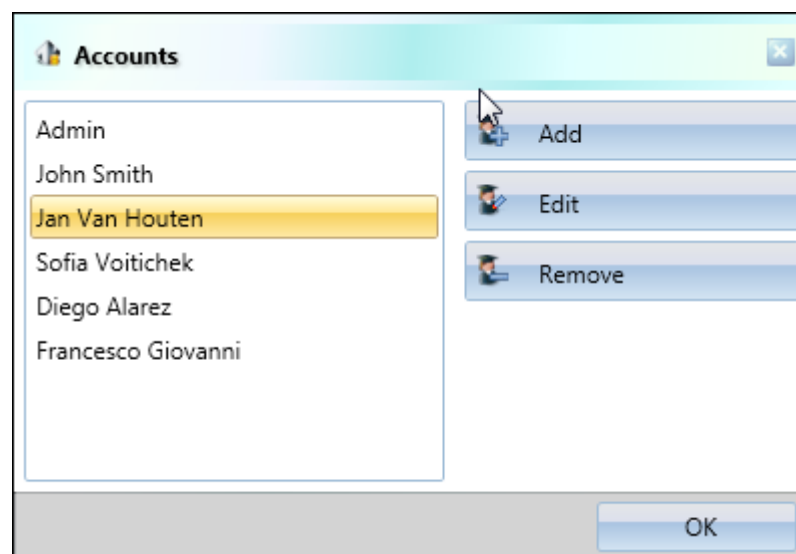*Attention: StudDB user accounts are the same as **Dialog Nibelung** teacher accounts.*

Figure 3: **Accounts management** window

Attention: `Admin` account can not be deleted as this will preclude many essential operations that can only be performed by the administrator.

> *Tip:* *You can create user accounts with empty passwords or change passwords of existing account(s) to an empty value if it is absolutely necessary to do so. However, we strongly discourage you from such practices for security reasons.*
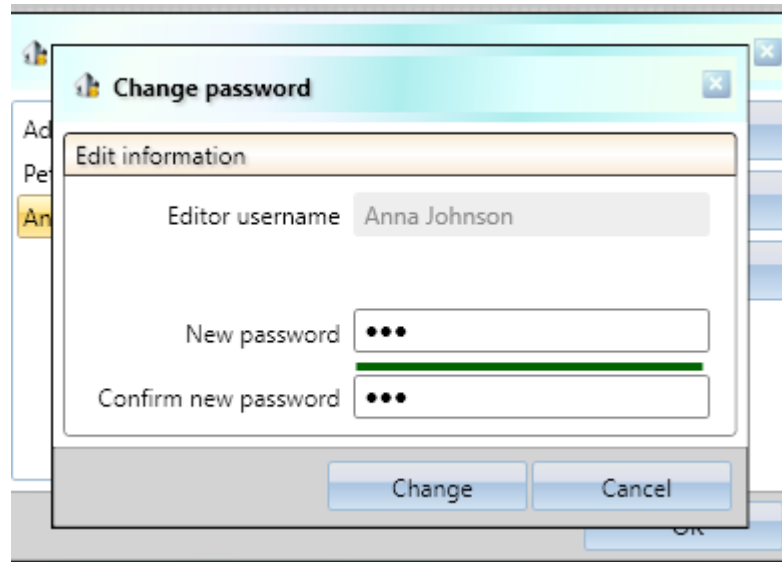
6.4 Change password window

Рис.4 **Change password** window

Change password window will open in two cases:

1. After clicking on **Change password** in **Login** window;
2. When adding or editing users in the **Accounts management** window (see *Accounts management window* на стр.11)

> *Важное замечание:* *All users must confirm their old password before changing it to a new one. Contact your system administrator if you forgot your password.*

> *Информация:* *An indicator will appear in the window whenever CapsLock key on your keyboard is active.*

The color confirmation bar between **New password** and **Confirm new password** fields is orange as long as the contents of the two fields do not match. It will become green as soon as the match is acheved.

6.5 School profile

Рис.5 **School profile** window

School profile window allows you to view and edit the following information for your school:

• Name;
• Type of the school;
• Address;
• Phone;
• Url;
• Contacts (academic, technical and other).

Right click on the school name in the tree view panel (*Tree view* на стр.21) and select **Edit school profile** from the context menu to open this window. You can also access it by selecting the school he tree view panel and pressing **F2** on your keyboard.

6.6 Subdivision settings

Figure 6: **Subdivision settings** window in addition mode

The **Subdivision settings** window allows you to add, edit and delete school subdivisions. The exact nature of these school subdivisions depends on your school structure and how individual students are associated

with them. Examples of subdivisons include: programs students are enrolled in, year in school, expected graduation year, etc. This window can appear in one of the tree modes:

1. addition;
2. editing;
3. removal.

The mode in which this window is displayed depends on how command used to open the window. **Add**, **Save** or **Delete** confirmation buttons will appear in the window depending on the mode. Different modes can also be recognized by the suffix in window title bar.

• [Add]
• [Edit]
• [Delete]

> ***Attention:*** *When you delete a subdivision, all student profiles associated with it will be filed in the archive (see Student archive on page 27). You will have to manually restore them from archive to other subdivision if that is not what was intended. We therefore recommend to move the students first, and then remove the empty subdivision.*

6.7 Student profile

At a typical school you will probably spend the bulk of your **Dialog Nibelung StudDB** time using this interface, as setting a school profile and defining the subdivisions is more or less a one time job. Student profile can be displayed in one of the four modes, depending on how it was invoked:

• add student profile to a school subdivision;
• edit a student profile, including moving to another subdivision;
• delete student profile (the profile will be placed in the archive);

- restore profile from the archive (this mode is called up from the context menu for archived profiles).

Figure 7: Editing a **Student profile**

> **Important:** You don't have to select a subdivision before adding a student profile. The subdivision can be specified right in the profile (see *Moving students* on page 17)

Введите данные учащегося с клавиатуры или вставляйте их в нужные поля из буфера обмена. **Обязательно** указать следующие данные: **имя**, **фамилия**, **отчество** и **номер ученического билета**.

> **Tip:** *Если в Вашем учебном заведении отсутствует нумерация учащихся, Вы можете использовать любую другую информацию (например - ФИО + дата рождения: **ИвановПетрСеменович-10.12.2004**) вместо номера ученического билета. Важно понимать, что программа не позволяет добавить карточку учащегося с таким же номером, как у одного из уже имеющихся в базе данных*

> **Tip:** *You can assign an image to every student profile. This could be a photo or an avatar in JPG or PNG format. We recommend using square images that are multiples of 128 by 128 pixels (e.g. 512 by 512). If you are using a photo, use a clear, well lit, full face or three-quarters head shot. Click on the*

*image at the top of **Student profile** panel to set an image. If an image is cleared from the profile, it is only disassociated with the profile without affecting the image file on disk.*
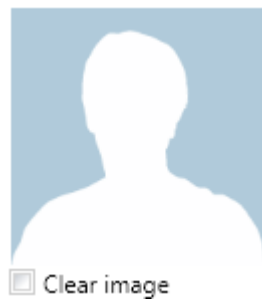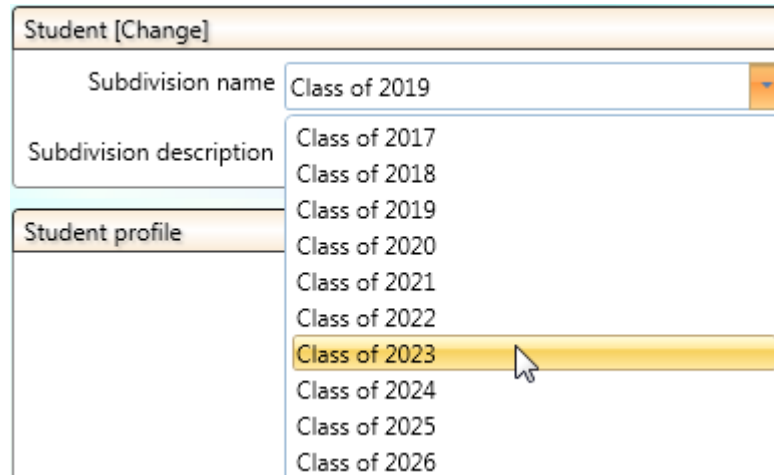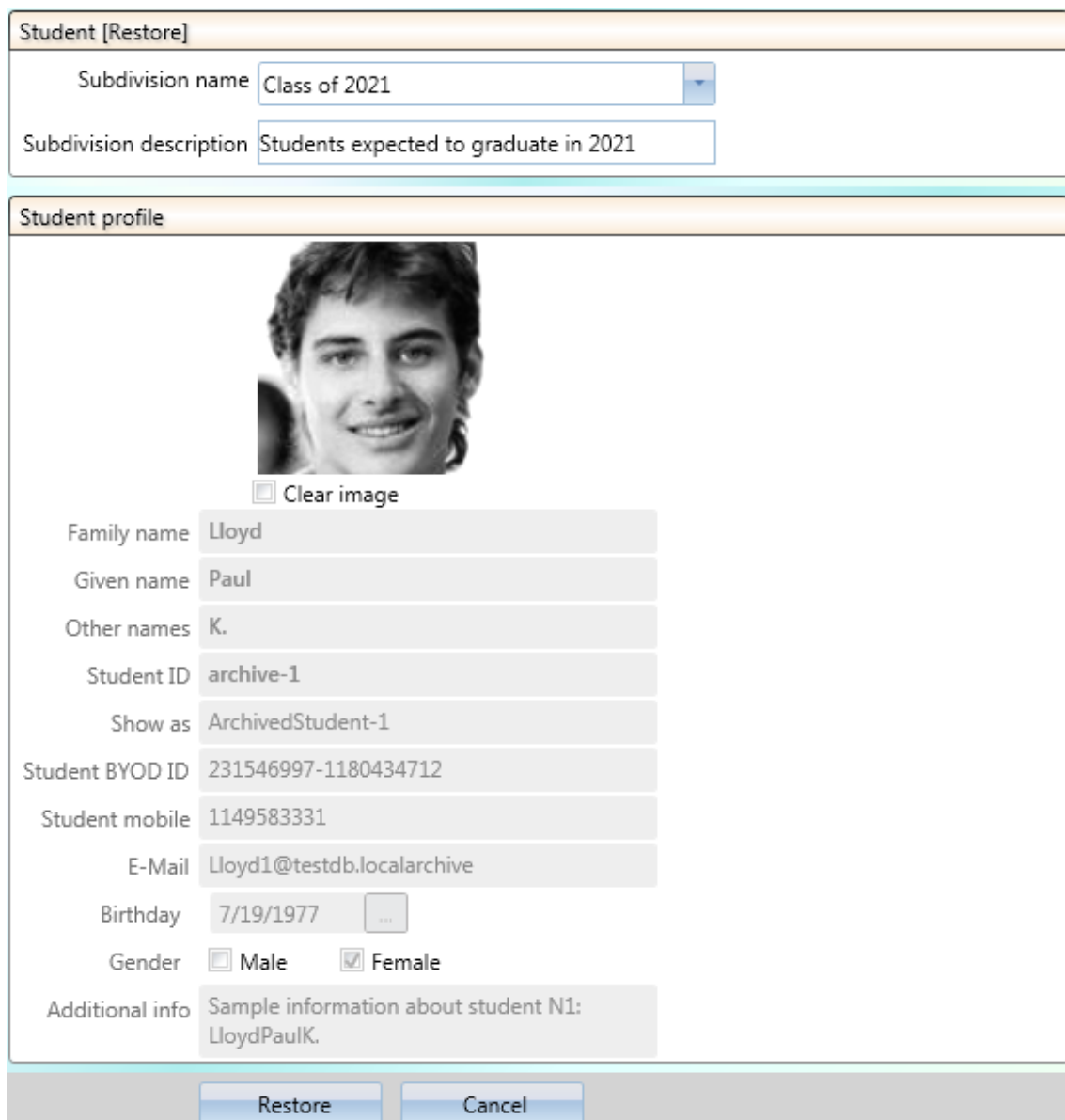

Figure 8: Empty image pictogram

6.8 Moving students

You can move a student from one school subdivision to another while editing their profile (see *Student profile* on page 14) or when restoring that student from the archive (see *Student archive* on page 27) by selecting a new subdivision from the drop down box.

Figure 9: Drop down list of school subdivisions

Figure 10: Restoring student from archive

Tip: *While editing a student profile, their associated subdivision is automatically selected from the drop down box.*

6.9 Quick add prompt

The quick add prompt appears when either:

- You select a school with no subdivisions;
- You select a school subdivision with no students associated with it.

Figure 11: Add subdivision prompt
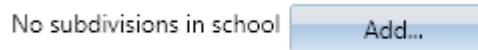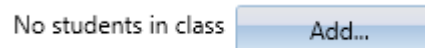
Figure 12: Add students prompt

These prompts serve both as a reminder and a shortcut for the user. Just press **Add...** and fill in the form to add students or school subdivisions.

6.10 Main menu

Dialog Nibelung StudDB main menu consists of:

- **File** menu;
- **Subdivision** menu;
- **Student** menu;
- **Help** menu.

Figure 13: Main menu

File menu
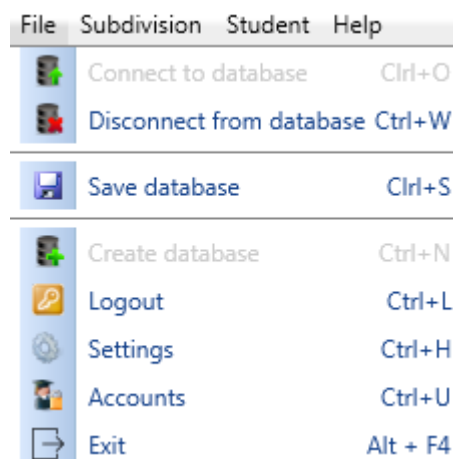
Figure 14: **File** menu

#	Item	Icon	Keyboard shortcut
1	Connect to database *		**Ctrl + O**
2	Disconnect from database *		**Ctrl + W**
3	Save database **		**Ctrl + S**
4	Create database *		**Ctrl + N**
5	Logout		**Ctrl + L**
6	Settings *		**Ctrl + H**
7	Accounts management *		**Ctrl + U**
8	Exit		**Alt + F4**

* - menu item is only available in administrator mode; ** - menu item is only available in deferred write mode (see *Database update modes* on page 36).

Subdivision menu
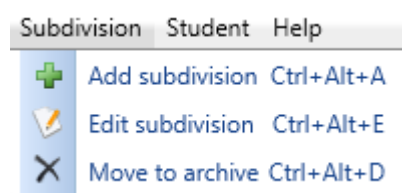
Figure 15: **Subdivision** menu

#	Item	Icon	Keyboard shortcut
1	Add subdivision		**Ctrl + Alt + A**
2	Edit subdivision data		**Ctrl + Alt + E**
3	Move subdivision to archive		**Ctrl + Alt + D**

Student menu
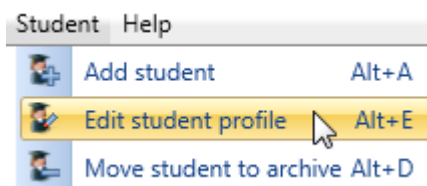
Figure 16: **Student** menu

#	Item	Icon	Keyboard shortcut
1	Add student		**Alt + A**
2	Edit student profile		**Alt + E**
3	Move student to archive		**Alt + D**

Help menu
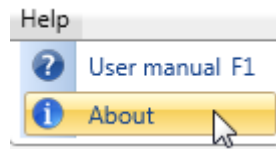
Figure 17: **Help** menu

#	Item	Icon	Keyboard shortcut
1	User manual	❓	**F1**
2	About	ℹ	-

Each command of the main menu can be invoked either by keyboard shortcut or selecting the item with a mouse. You can also access the main menu from the keyboard by pressing the **Alt** key.

Tip: *If the menu item is greyed out or does not respond to the shortcut, this means that the command is not available in current context. For example, you can not edit a student profile if no student is selected.*

6.11 Toolbar

The toolbar can be used for quick access to the main fuctionality of **StudDB** without invoking the main menu.

Figure 18: Toolbar
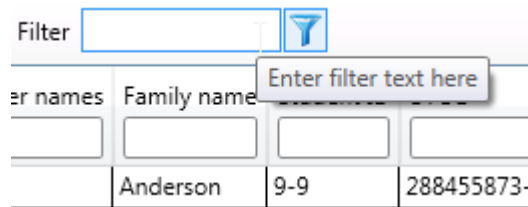
Figure 19: Toolbar filter

Apart from providing visual shortcuts to the menu commands, the toolbar also gives access to:

- **Show all students** button (immediately to the left of the filter string field);
- **Filter** button, used to toggle the global filter (see *Search* on page 27);
- filter string entry field.

Figure 20: **Show all students** button

6.12 Tree view

The tree view panel occupies the left portion of **Dialog Nibelung StudDB** main window (*Figure 1:* on page 10). It displays the visual representation of the structure of the student body and each of its subdivisions. Most of the student management tasks can be performed from either the tree view or the table view panels.
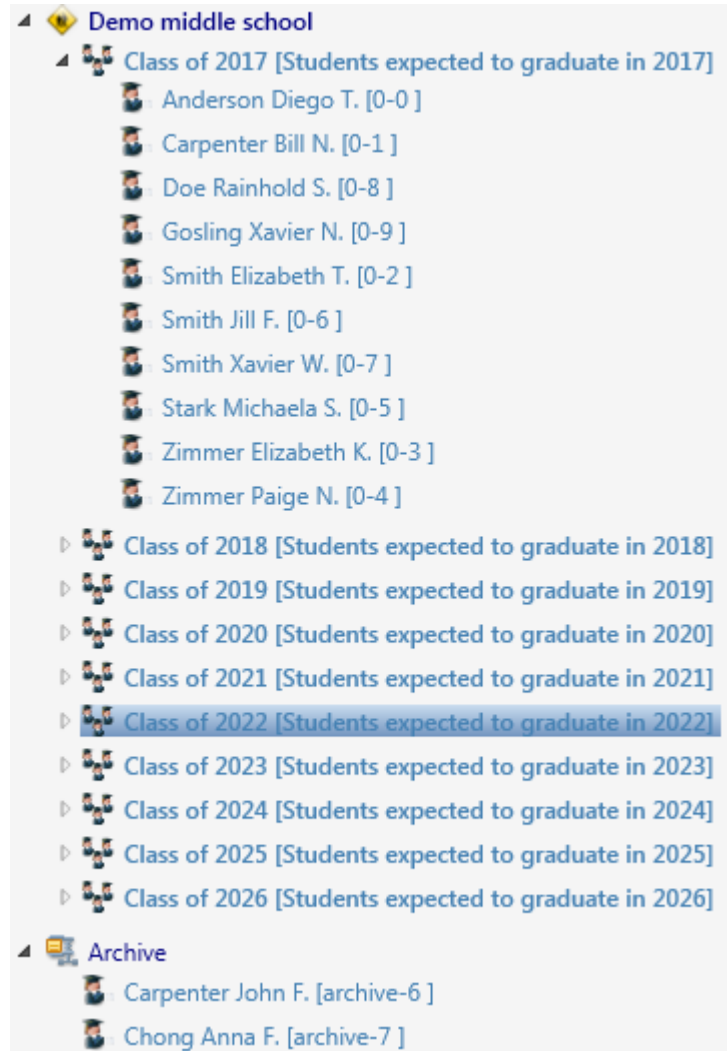
Figure 21: Tree view panel

Working with the tree view:

• Click on any branch in the tree to open its properties window. This acn also be accomplished by pressing `Enter` or `F2` on the keyboard when the branch is selected.

• Press `Delete` on your keyboard to delete the branch. You will be prompted for confirmation.

• Hover the mouse pointer on any branch (apart from the archive) to display a popup box with its proncipal properties.

• Right click on any branch to open its context menu (see *Context menus* on page 23). This can also be accomplished by pressing the context menu key on your keyboard.

• You can drag'n'drop (see *Glossary* on page 43) student between the subdivisions to quickly move them.

• A triangle mark to the left of a branch means that this branch has a nested subtree (e.g. the school has subdivisions or a subdivision has students associated with them). Click on the triangle to expand the branch, click again to collapse it. You can also expand and collapse branches using `Left` and `Right` keys on your keyboard once the branch is selected.

- Press **Esc** on your keyboard or **Cancel** button in any dialog to cancel it and return focus back to the tree view. This allows to quickly view and edit student profiles and check which profile or subdivision was the last to be worked with.
- Use the **Up**, **Down**, **Home**, **End**, **PageUp** and **PageDown** on your keyboard to quickly navigate around the tree view. Use `Left` and `Right` keys to expand and collapse nested branches.

6.13 Table view

Dialog Nibelung StudDB presents two different views of the data: tree view (see *Tree view* on page 21) in the left panel and table view in the right one. Table view allows simultaneous display of a large number of database records, search them, sort, and filter. Keyboard hotkeys (*Keyboard shortcuts* on page 25) and context menus (*Context menus* on page 23) are both available in the table view for quick access to the individual student profiles.

Figure 22: Table view

The table view can display

- subdivision structure: when the school is selected in tree view;
- full list of students: when the school is selected in tree view and **Show all students** button is active in the toolbar (see *Toolbar* on page 20);
- list of students in a given subdivision: when a subdivision is selected in the tree view;
- list of archived students: then the archive is selected in the tree view.

Figure 23: Table view header

The table view allows you to:

- sort the tables on any column by simply clicking on that column header (*Figure 24:* on page 23);
- subsequent clicks on column header reverse the sort order (ascending to descending and vice versa);
- double click on any row to edit it;
- context menus (*Context menus* on page 23) are available for every row of the table;
- full text search on all fields using filter tool in the toolbar (see *Toolbar* on page 20);

- filter on any column by entering search string in the fields immediately below the column header; multiple simultaneous filters are also available.
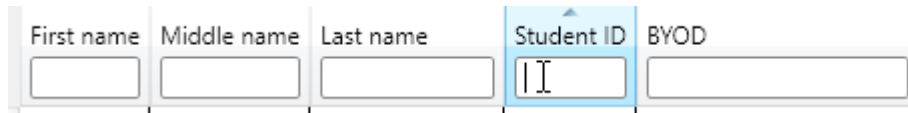
Figure 24: Column selected for sorting

6.14 Context menus

Dialog Nibelung StudDB provides context menus for every record in the database in both tree view and table view (*StudDB main window* on page 10).

Context menus are available for:

- school;
- school subdivisions;
- archive;
- active students;
- archived students.

The context menu for an element can be called up by right clicking on this element or selecting it and pressing the context menu key on your keyboard. The context menu key can usually be found between the right `Alt` and `Ctrl` or right `Win` and `Ctrl` keys. Commands available from the context menu are completely identical to the corresponding commands of the main menu and toolbar.

Available context menus:
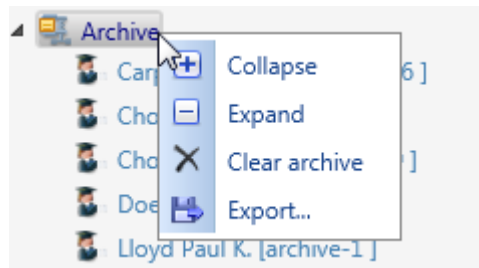
Figure 25: Archive context menu

- **Collapse all**: collapse all branches in the archive;
- **Clear archive**: clear all records from the archive;
- **Export**: export contents of the archive.

> *Important: Clearing the archive permanently deletes all records. This is a destructive operation that can not be undone, nor the records be recovered.*
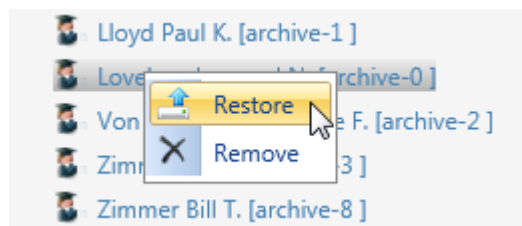
Figure 26: Archived student profile context menu

- **Restore**: restore the student profile from the archive to the specified subdivision;

- **Remove**: remove profile from the archive and delete all profile data.
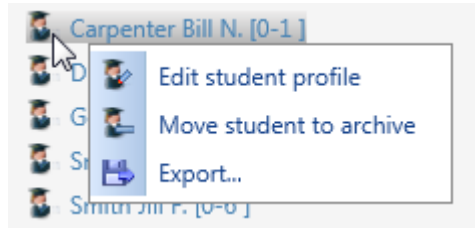
Figure 27: Student context menu

- **Edit student profile**open student profile in edit mode;
- **Move student to archive**prompts for confirmation to move the profile onto the archive;
- **Export...**: export student profile from the database.
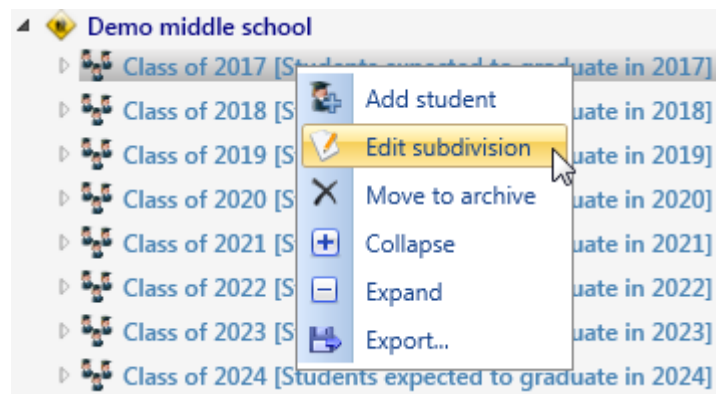
Figure 28: Subdivision context menu

- **Add student**: open student profile in addition mode (see *Adding students* on page 31);
- **Edit subdivision**: open **Subdivision settings** in editing mode (see *Edit subdivision* on page 29);
- **Move to archive**: removes subdivision with confirmation prompt and moves all students associated with it to the archive;
- **Collapse**: collapse subdivision branch in tree view;
- **Expand**: expand subdivision branch in tree view;
- **Export**: export subdivision data together with all associated students (see *Export* on page 34).
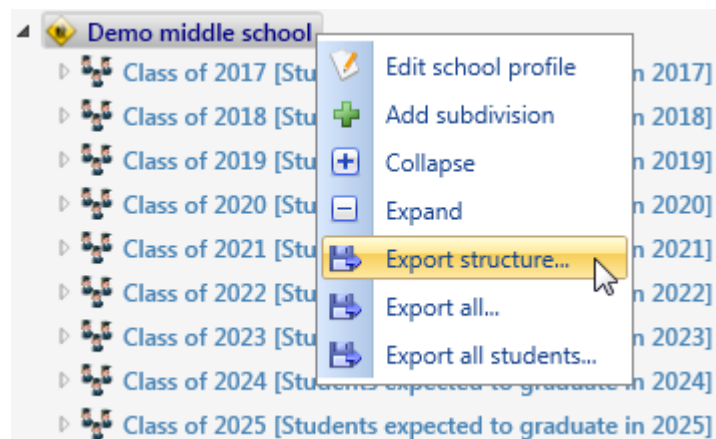
Figure 29: School context menu

- **Edit school profile**;
- **Add subdivision**: add a subdivision to the school structure;
- **Collapse**: collapse tree view;
- **Expand**: expand tree branches;

- **Export structure**: export school data and subdivision structure (see *Export* on page 34);
- **Export all**: export all school data with subdivisions and all active students (see *Export* on page 34);
- **Export all students**: export all active students (excluding archive) (see *Export* on page 34).
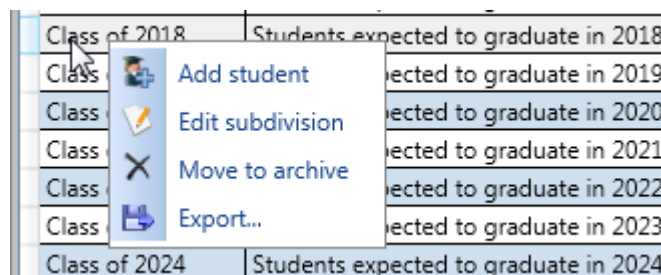
Figure 30: Subdivision context menu in table view

- **Add student**: open student profile in addition mode (see *Adding students* on page 31);
- **Edit subdivision** : open **Subdivision settings** in editing mode (see *Edit subdivision* on page 29);
- **Move to archive**: removes subdivision with confirmation prompt and moves all students associated with it to the archive;
- **Export**: export subdivision data together with all associated students (see *Export* on page 34).
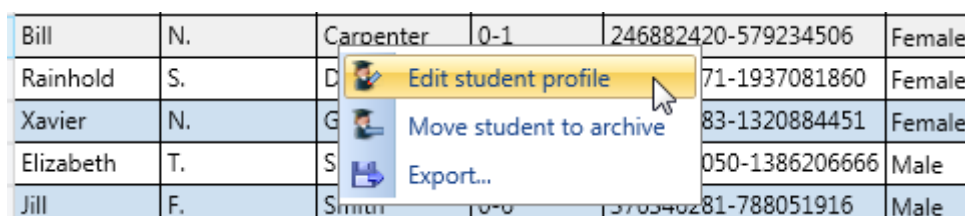
Figure 31: Student context menu in table view

Student context menu in table view is completely identical to the one in tree view.

Attention: *All types of data export are performed via the context menu of the selected element.*

6.15 Status bar

The status bar at the bottom of the **Dialog Nibelung StudDB** main window displays

- user name on the left;
- total number of subdivisions in the school, and
- total number of students in selected branch, on the right.

Figure 32: Status bar

6.16 Keyboard shortcuts

Dialog Nibelung StudDB provides keyboard shortcuts for all major functionality of the database management.

Shortcuts available for all users:

#	Function	Shortcut
1	Save database *	**Ctrl + S**

#	Function	Shortcut
2	Logout	**Ctrl + L**
3	Quit	**Alt + F4**
4	Add subdivision	**Ctrl + Alt + A**
5	Edit subdivision	**Ctrl + Alt + E**
6	Remove subdivision	**Ctrl + Alt + D**
7	Add student	**Alt + A**
8	Edit student profile	**Alt + E**
9	Archive student	**Alt + D**
10	Display this manual	**F1**

* - command only available in deferred save mode.

Shortcuts available to the administrator:

#	Function	Shortcut
1	Create database	**Ctrl + N**
2	Open database	**Ctrl + O**
3	Close database	**Ctrl + W**
4	StudDB settings (see (*Settings window* on page 10))	**Ctrl + H**
5	User accounts management (see *Accounts management window* on page 11)	**Ctrl + U**

The following functions are only available via the context menus (see *Context menus* on page 23):

- Clear archive;
- Collapse tree view branch;
- Expand all;
- Edit school profile;
- Restore student from the archive;
- Remove student from the archive;
- Export:

  - all school data;
  - all students in the school;
  - school profile and structure;
  - all students;
  - subdivisions;
  - individual student profile;
  - archive.

> ***Tip:*** *Menu item, toolbar entry, or keyboard shortcut corresponding to a function will have no effect if this function is currently unavailable for any reason.*

6.17 Search

Dialog Nibelung StudDB provides two facilities for searching and filtering database records: on any field and on specific fields.

Figure 33: Filter for search on any field

Figure 34: Filter for search on specific fields

By applying a filter on any field (*Figure 33:* on page 27) you can search for the records containing specified string anywhere in the records. For example, by entering John as a filter you can search for all students that have 'John' as a given or middle name as well as those that have 'John' as a part of their family name (or even email address, for that matter), e.g. 'Johnson'.

By applying filters on specific field you can perform a more selective search, e.g. selecting only those students who specifically have 'John' as their given name or 'Johnson' as their family name.

Attention: *You can not apply both any field filter and specific fields filter at the same time. You can, however, apply more than one specific field filter.*

6.18 Student archive

For every school **Dialog Nibelung StudDB** provides an archive for storage of inactive student profiles.
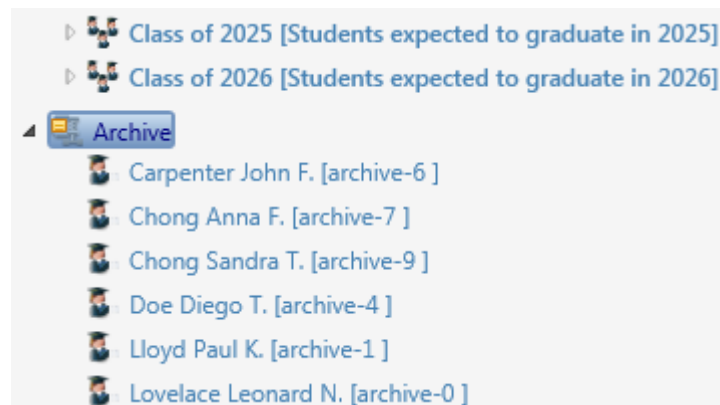
Figure 35: School archive

Any student can be placed in the archive at any time. Students can be restored from the archive to any active school subdivision. You can also remove student profiles from the archive, which leads to student data being

permanently and unrecoverably deleted. You can also remove all student data from the archive at once by selecting **Clear archive** from the context menu.
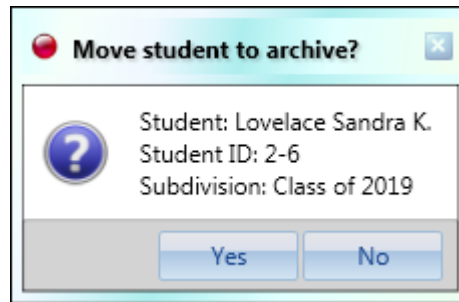
Figure 36: Prompt for removal from archive confirmation

Important: *When a subdivision is removed, all student profiles associated with this subdivision are placed in the archive.*
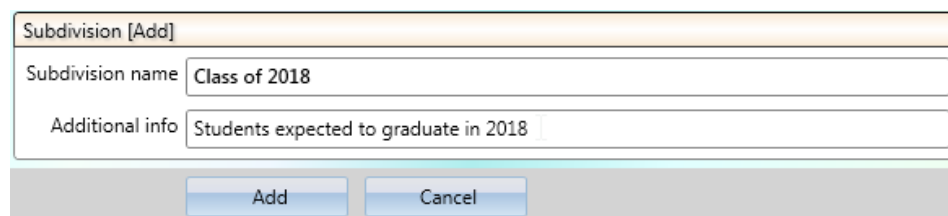
7. WORKING WITH SUBDIVISIONS

7.1 Adding subdivisions

A student body subdivision can be added to the school structure by either one of the following methods:

• Select **Subdivision** > **Add** from the main menu;
• Press **Add subdivision** button on the toolbar;
• Select **Add subdivision** item from the context menu for the school;
• Press the **Add** button (see *Quick add prompt* on page 18) in the properties panel for a newly created school database;
• Use the **Ctrl + Alt + A** keyboard shortcut.

A subdivision window will appear to the right of the tree view panel, where you can specify subdivision name and an optional description.

Figure 37: Subdivision settings window

Press the **Add** button or **Enter** to perform the action. press **Cancel** or **Esc** to cancel it.

> **Important:** *The software will not let you add a subdivision if one with the same name already exists. If that is the case, you options will be:*
>
> • *pick a different name for the new subdivision;*
> • *rename the already existing subdivision;*
> • *remove the already existing subdivision (note: all students associated with it will be filed in the archive).*

7.2 Edit subdivision

Parameters of an existing school subdivision can be changed using either one of the following methods:

• Select **Subdivision** > **Edit** from the main menu.
• Press the **Edit subdivision** button on the toolbar.
• Select **Edit subdivision** item from the subdivision context menu.
• Use the **Ctrl + Alt + E** keyboard shortcut.
• Select a subdivision in tree view and press **Enter** or **F2** on your keyboard.

A subdivision window (see *Figure 37:* on page 29) will appear to the right of the tree view panel, where you can change subdivision name and description. Press the **Save** button or **Enter** key for the changes to take effect. Press **Cancel** or **Esc** to cancel the changes.

> **Important:** *The software will not allow you to change a subdivision name to the one that already exists, as they should be unique. In this case your options are pretty much the sane as listed in the Adding subdivisions on page 29 section.*

7.3 Remove subdivision

A subdivision can be removed from the school structure by using either one of the following methods:

- Select **Subdivision** > **Delete** from the main menu.
- Press the **Delete subdivision** button on the toolbar.
- Select appropriate item from the subdivision context menu in either tree or panel view.
- Use the **Ctrl + Alt + D** keyboard shortcut.

A subdivision window in delete mode (see *Figure 37:* on page 29) or a confirmation prompt will appear to the right of the tree view panel, depending on the invocation method. Confirm or cancel the operation.

Important: *Once deleted, the subdivisions are lost forever. Associated students, however, will be filed in the archive. You can restore students from the archive to another subdivision, or clean the archive manually.*

Tip: *When **Dialog Nibelung StudDB** is running in the deferred write mode (see Database update modes on page 36) the operations are actually performed only when **Save database** function is invoked, or the **autosave** option is activated in database settings (see Settings window on page 10).*

8. WORKING WITH STUDENTS

8.1 Adding students

A student profile can be added to a student body subdivision by any of the following methods:

- Select **Student** > **Add**.
- Press **Add student** button on the toolbar.
- Select **Add student** item from either school or subdivision context menu.
- Press the **Add** button in the properties panel of a newly created subdivision (*Quick add prompt* on page 18).
- Use the **Alt + A** keyboard shortcut.

A student profile window (*Student profile* on page 14) will appear to the right of the tree view panel (see *Tree view* on page 21).

Press the **Add** button or **Enter** to perform the action. Press **Cancel** or **Esc** to cancel it.

> ***Important:*** *Active student IDs must be unique and the software will not let you add a profile with duplicate student ID. If you are absolutely sure you need to assign an already existing student ID to a new student, your only options are:*
>
> - *change student ID for the already existing student profile;*
> - *deactivate existing student profile by moving it to the archive.*

8.2 Editing student profiles

Student profile can be edited by any of the following methods:

- Select **Student** > **Edit** from the main menu.
- Press the **Edit student profile** button on the toolbar.
- Select **Edit** item from the student context menu in either tree or table view.
- Use the **Alt + E** keyboard shortcut.
- Select a student in the tree view panel and press either **Enter** or **F2** .

A student profile editing window (*Student profile* on page 14) will appear to the right of the tree view panel.

Press the **Add** button or **Enter** to perform the action. Press **Cancel** or **Esc** to cancel it.

8.3 Moving students

You can move student profile to another subdivision by either of the two methods:

- Edit student profile (see *Student profile* on page 14) and select a different subdivision from the drop-down list.
- Drug and drop (*Glossary* on page 43) a student to a different subdivision branch in the tree view panel.

8.4 Archiving students

Student profiles can be filed to the school archive by any of the following methods:

- Select a student profile, then select **Student** > **Delete** from the main menu.
- Press **Delete student** button on the toolbar.
- Select corresponding item from the student context menu in either tree or table view.
- Use the **Alt + D** keyboard shortcut;
- Select a student in the tree view panel and press **Delete** key (you will be prompted for confirmation).

A student profile editing window (*Student profile* on page 14) will appear to the right of the tree view panel. Press **Delete** button or the **Enter** key to confirm moving to archive. Press **Cancel** or **Esc** to cancel the operation.

8.5 Restoring students from the archive

You can restore student profile from the archive by any of the following methods:

- Select **Restore** from the context menu of an archived student and assign a subdivision in the window that will appear. This can be performed from either tree or table view.
- In the tree view panel, drag and drop (*Glossary* on page 43) a student profile from the archive to a subdivision.

9. FREQUENTLY ASKED QUESTIONS (FAQ)

9.1 Software prerequisites

What operating systems Dialog Nibelung StudDB is compatible with?

Any version of Windows that supports installation of .NET Framework 4.0:

- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7
- Microsoft Windows 8
- Microsoft Windows 8.1
- Microsoft Windows 10
- Microsoft Windows Server 2003
- Microsoft Windows Server 2008
- Microsoft Windows Server 2012

9.2 Installation and setup

Any difficulties that can be expected during installation and setup of Dialog Nibelung StudDB?

We strongly recommend to read section *Dialog Nibelung StudDB installation notes* on page 7 before starting **Dialog Nibelung StudDB** installation.

What if the default user name and password?

Default user name: `Admin`, password: `Admin`.

How can I change global Dialog Nibelung StudDB settings?

Log into **Dialog Nibelung StudDB** as administrator. Select **File** > **Settings** from the main menu or use **Ctrl**+**H** keyboard shortcut to access the settings window.

What is administrator's user name?

The system administrator user name is `Admin`

10. EXPORT

Dialog Nibelung StudDB allows you to export:

- individual student profiles;
- subdivision with all associated students;
- school (brief report);
- school (detailed report);
- archive contents;
- all active school students.

Supported export formats are CSV (comma separated values), TXT (plain text), and HTML (see *Glossary* on page 43).

Tip: *Profile images are exported along with other profile data when exporting student profiles into HTML. The images will be stored in a folder located in the same directory as the export file and having the same name with addition of _files suffix.*

All **Export** operation are performed from the corresponding context menus (see *Context menus* on page 23). A **save as** window will appear, where you can specify:

- export format;
- path;
- filename.
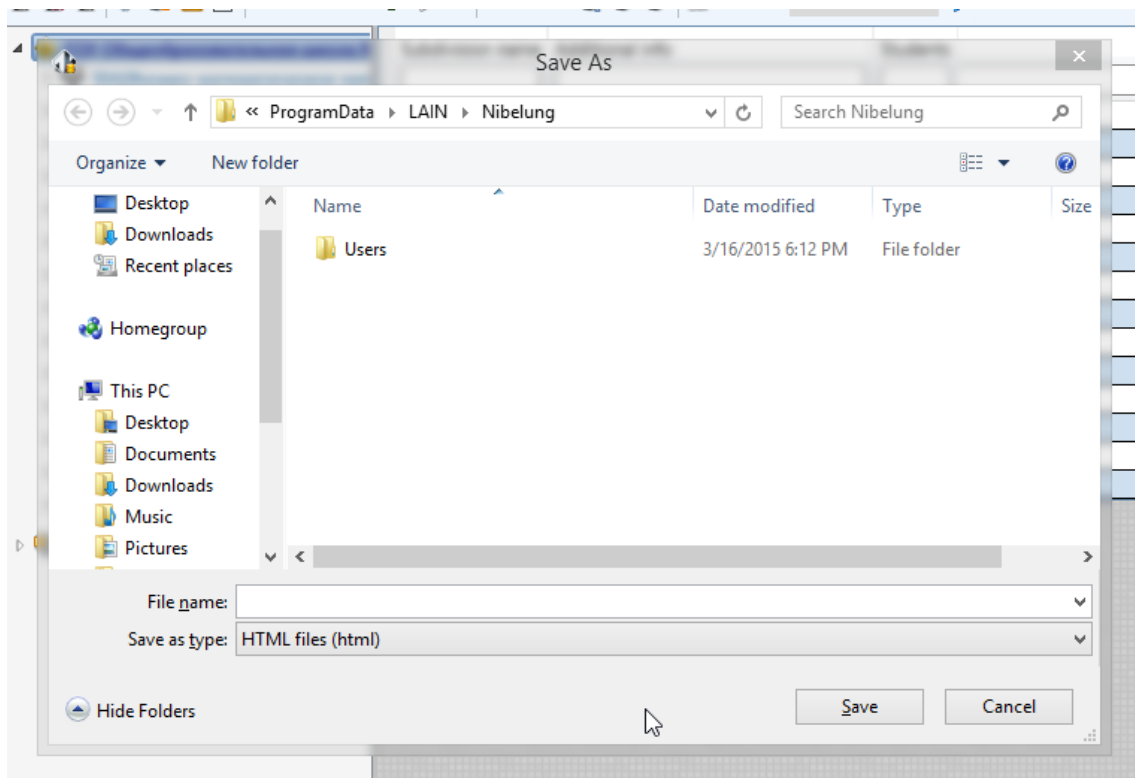
Figure 38: Export parameters

Tip: *If the filename is missing extension, it will be added automatically depending on the export format.*

11. TIPS AND TRICKS

- Start with defining student body structure, then create subdivisions, then add students to them.
- You can view and edit items selected in the tree view panel by pressing **F2** key.
- Navigate user interface with the help of your keyboard as well as mouse: use **Tab**, **Ctrl + Tab** and arrow keys on your keyboard. These shortcuts work in both tree and table view panels and all other windows.
- Hover the mouse pointer over an item in the tree view and a popup box will display a summary of this element.
- Drag the separator between tree view and table view panels to change their proportion in the main window.
- Every item in both the tree view and table view panels has a context menu which can be accesses by right clicking on the item or pressing the context menu key on your keyboard (see *Context menus* on page 23 for more details).
- **File** > **Save database** menu item along with the corresponding button on the toolbar becomes available whenever **StudDB** is running in deferred save mode (see *Database update modes* on page 36). In this case any database updates will only be saved to disk after this menu item is selected or toolbar button is pressed. The software will prompt to save any pending updates during logout. The database will be saved automatically in specified intervals if the **Autosave** option is checked in the settings (see *Settings window* on page 10).
- Use keyboard arrow keys to quickly fill the **Date of birth** field in the student profile.
- Drag and drop columns in the table view panel to change their display order.
- Drag and drop students in the tree view panel to quickly move them between subdivisions and to/from the archive. Target branch will become highlighted and moved element will be appended to the end of its list.
- Use **Show all students** toolbar button to search for a student for whom you are not sure about associated subdivision, but know some other data (e.g. name or date of birth).
- Export student list for a subdivision or even the whole school to HTML format (see *Glossary* on page 43) for at a glance overview. This might also be helpful if you need to find students by their images.

12. DATABASE UPDATE MODES

Dialog Nibelung StudDB has two modes for updating the database:

- immediate mode;
- deferred update mode.
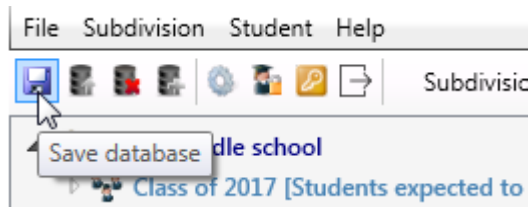
Figure 39: Toolbar **Save** button in deferred update mode

These modes are controlled by **Deferred mode** checkbox in the **Settings** window (see *Settings window* on page 10) and are accessible only to the system administrator. In immediate mode an updates to the database are performed immediately. In deferred mode updates are actually performed with a temporary copy of the database. This means that any changes made by a user are saved in this temporary copy and are only transferred to the actual database when **Save database** function is invoked. This command must be invoked manually from either the main menu or the toolbar button

. At the end of the session the user will be prompted to save the changes if there are any pending. The **Autosave** option (see *Settings window* on page 10) allows you to save the changes automatically at preset intervals.
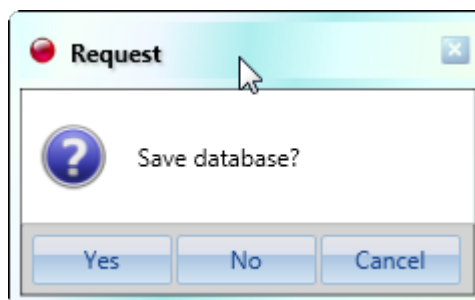
Figure 40: **Save database** prompt

 Tip: *Autosave interval is specified in minutes.*

13. SYSTEM ADMINISTRATION

This section is intended for the school system administrator.

Dialog Nibelung StudDB grants different privileges to different users. Upon successful installation one privileged user account will be created automatically: `Admin` with default password `Admin`. Immediately log into this account and change the password.

The following action are reserved for the user with administration privileges:

- User accounts management (*Accounts management window* on page 11):
    - adding users;
    - changing passwords of other users;
    - removing users.
- Creating new databases.
- Opening new databases.
- Changing StudDB settings (*Settings window* on page 10):
    - default user interface language;
    - database for use by unprivileged users;
    - system administrator contact information;
    - confirmation prompt when deleting any information;
    - deferral update mode;
    - autosave mode.

> *Tip: It is always a good idea to fill in your contact info so that the users know where they can obtain help is case of any problems, e.g. forgotten password.*

> *Important: Unprivileged user accounts can have empty passwords. We strongly discourage you, however, from such practices for security reasons.*

> *Important: Change the default administrator password immediately after the installation is complete.*

> *Tip: Dialog Nibelung StudDB keeps a **log file** of important actions. This file is located in %TEMP% \Nibelung\StudDB.log for the current operating system user.*

When **Dialog Nibelung StudDB** is running in deferred write mode (see *Database update modes* on page 36) it actually creates a temporary copy of the database in %TEMP% directory. The file name follows the "yyyy-MM-DD-mm-ss-studdb-tmp.db" pattern, for example **2016-09-01-18-55-studdb-tmp.db**. This temporary database is a copy of the opened database with any changes performed since the last **Save database** action. If for any reason you need to try to recover these unsaved changes:

- log in as system administrator;
- open the temporary database file;
- make sure that the temporary database is the right one and contains the changes you are trying to recover;
- create a backup of the current master database (you can look up its path and filename in *Settings window* on page 10);
- manually move temporary database file to the target directory and optionally rename it onto something meaningful to you;
- select this moved / renamed file as the new database location in the **Settings** window.

14. TROUBLESHOOTING

Can not open the database

- Login as system administrator and check if the database file is present at the location specified in system settings. If the database file is missing:

  - create a new database and set it as default database;
  - move the database file to the location specified in settings;
  - change the settings to point an existing database file.
- check if database file access is blocked by any third party software, e.g. an antivirus;
- check the memory for any spurious StudDB.exe processes and terminate them if necessary;
- check that System.Data.SQLite.dll file is present in the **Dialog Nibelung StudDB** installation directory. reinstall the software if it is, in fact, missing.

Application does not launch

- make sure that user directories are accessible for reading and writing to the users;
- reinstall the software.

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You shall assume all risk arising from the use of the program or from working with it.

7. Limitation of liability

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9. Miscellaneous

This Agreement is assumed to have been made up according to the law of the Russian Federation, and any dispute or a claim will be dealt with according to the Russian legislation. The courts of the Russian Federation will have exclusive jurisdiction in relation to this Agreement and any such disputes and claims.

If any provision of this Agreement is held to be illegal for some reason or otherwise unenforceable, then, to the extent so held, it shall be removed from this Agreement, the rest of the provisions remaining in full force and effect.

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- Neither you, nor **LAIN Ltd.** has concluded this Agreement due to some guarantees or promises given to you or to **LAIN Ltd.**, or any other statements of any kind concerning this Agreement, but those unambiguously worded in the text of this Agreement.

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16. CONTACT US

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Email	*sales@lainlab.com*
Phone	+372 5622 6873

17. GLOSSARY

Authorization
The process of granting access according to a preset policy. This includes identification that establishes user identity, and authentication that ensures that the user is who they claim to be.

Database
Database is a collection of data usually organized as interconnected tables.

Browser
Web browser is a software application for retrieving, presenting, and traversing information resources on the World Wide Web. Examples include Firefox, Chrome, Safari, Internet Explorer, etc.

School
In **Dialog Nibelung StudDB** context: is the root element of the database.

Subdivision
In **Dialog Nibelung StudDB** context: is a structural subdivision of the student body of the school.

Student
In **Dialog Nibelung StudDB** context: is often interchangeable with student profile, i.e. a set of data about that student.

Archive
In **Dialog Nibelung StudDB** context: storage for student profiles deleted from school; also a set of such student profiles.

Autosave
Software feature that automatically saves open document, file, or database.

Drag'n'drop
Graphic user interface feature that allows user to select an object with the pointing device (mouse), drag it on the screen and drop it to the target area. This can create many kinds of actions between the source and target area, but usually just moves the object from one to the other.

Log file
A file that lists the actions that have occurred, usually together with their time stamps and other associated information.

Administration mode
Software mode in which the logged in user is authorized to have administration privileges.

Dialog box
A window that appears on a computer screen, presenting information or requesting input.

Tree view
In **Dialog Nibelung StudDB** context: left panel of the main window, presenting school structure as a tree.

Table view
In **Dialog Nibelung StudDB** context: right panel of the main window that presents elements of the school as a table.

TXT (Plain text)
Simple text format suitable for viewing and editing by many tools, e.g. **Microsoft Windows Notepad**.

CSV (Comma Separated Values)
Simple format for table representation of data. Can be imported and exported to/from most spreadsheet and database software, e.g. **Microsoft Excel** or its free equivalent **Open Office (Libre Office) Calc.**

HTML (Hypertext Markup Language)
A data representation format commonplace on the Word Wide Web. Can be viewed by any web browser.

PDF (Portable Document Format)
Electronic format suitable for presenting documents in a manner independent from application software. hardware, and operating system.

BYOD (Bring Your Own Device)
The practice of using personally owned mobile devices as student workstations. In **Dialog Nibelung StudDB** context: software feature that allows students to log in from the registered devices without supplying any further credentials.

18. СВИДЕТЕЛЬСТВО О ГОСУДАРСТВЕННОЙ РЕГИСТРАЦИИ ПРОГРАММ ДЛЯ ЭВМ

Figure 41: Свидетельство о государственной регистрации

19. ПРИМЕЧАНИЕ

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