Perfect Computer Solutions

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Staff Training Database – User Manual

PURPOSE: This software package was created to maintain Staff records and their individual training. Staff member's personal information and specific training criteria can easily viewed at a glance.

SUPPORT: Please direct any technical questions, problems, comments or suggestions to: techsupport@perfcompsolutions.com or visit our website at www.perfcompsolutions.com

SYSTEM REQUIREMENTS: Microsoft Windows NT/95/98, and Microsoft Office 97 with Access. This software package was designed to be run at 800 x 600 resolution desktop size or larger. If the resolution size is any smaller (ie. 640 x 480), certain screens will not all fit on one display. Note: To change desktop settings, right click on an empty portion of the desktop, click properties, then click the "Settings" tab. This is where the desktop area can be changed to 800x600 or larger.

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OVERVIEW:

This software package was created to maintain Staff records and their individual training. Staff member's personal information and specific training criteria can be easily viewed at a glance.

Data Migration:
Staff and Training Courses must be entered in to begin using the Staff Training Database. Microsoft Access can import data from other applications. Perfect Computer Solutions is not responsible for data that has been imported. We at Perfect Computer Solutions can offer the service of importing data, and it is recommended that if there is any data to be imported, Perfect Computer Solutions shall be the one to do this.

Networks:
Perfect Computer Solutions' Staff Training Database can be used over a network. Additional licenses can be purchase through Perfect Computer Solutions at a discounted rate. It is recommended that any network licenses be installed and setup by Perfect Computer Solutions. Perfect Computer Solutions is not responsible for other parties' network setup failure.

Customization:
Perfect Computer Solutions can modify this software package to fit any customized needs. Please contact Perfect Computer Solutions for any updates or changes desired.

SOFTWARE INSTALLATION:

NOTE: Please read the software License Agreement which is located on the CD envelope before installing this software.

Once the License Agreement is read and accepted:

1. Please check the System Requirements section on Page 1 of this User Manual to make sure you have all necessary requirements to run this software.

2. Open the envelope containing the Staff Training CD.
   Insert the Staff Training CD into the CD-ROM. This should AUTORUN.
   If it doesn't AUTORUN, double click on "My Computer" then double click the CD-ROM drive. Double click on the icon "Setup".

3. Follow Setup prompts to finish installing software.

4. If there are multiple user environments contact the system administrator. Each user must login and reinstall this software using the above procedures.

5. Reboot system.

If there are any problems regarding this installation, please contact Perfect Computer Solutions Tech Support at: (914)-255-8000

STAFF TRAINING - MAIN MENU:

Staff Training Database
Main Menu
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Staff Training   Staff   Training Courses   Reports Menu   Exit Database

Main Menu Options:

Staff Training - This section is where every Staff member has his or her own specific training record. Training for each individual Staff member can be added/deleted/modified/viewed.

Staff - This is where Staff is added/deleted/modified/searched.

Training Courses - This is where the training courses will be added/deleted/searched.

Reports Menu - All reports are generated from this section. (Staff List/Training Course List/Specific Training Lists/etc.)

Exit Database – This will exit the Staff Training Database to Windows.

STAFF TRAINING FORM:

Every Staff member has a training record. This is where all modifications of their training are made. A particular Staff member can be found by searching for them, or by using the record selectors, and his/her training record can be modified. There is a "View" mode and an "Edit" mode for displaying and modifying the training. Clicking this button will toggle to view or edit mode. NOTE: Modifications can be made to the Staff record in this form. Be careful not to overwrite any fields by accident. If this happens, hit the "Esc" key on the keyboard to undo any mistyped information. This will usually bring back the old information.

VIEW MODE: The view mode will only view the individual Staff record's training courses that were taken within the specified dates. ("StartDate" and "StopDate") To get to the "Edit" mode, Click the "View" button. NOTE: Training cannot be added in the "View" mode.

EDIT MODE: The edit mode will show all training that was taken for the individual Staff record. This mode will allow additions to the training courses taken. To get to the "View" mode, Click the "Edit" button. NOTE: Classes must be added in the "Training Courses" part of the database. Training cannot be added in the "View" mode.

TOTAL HOURS: In "View" mode the total hours will be from the specified dates ("StartDate" and "StopDate") . In edit mode, the total hours will be ALL hours of training. NOTE: If there are no training classes taken, there will be an #Error in "View" mode. This is normal.

Pre-service: B.A.T: YDS:
Airborne: BloodBorne: ART:
Redbook: FireX: Toxics:
FirstAid: CPR: CMPR:
SuicidePrevention: CMPR Refresher:
Searches:

TRAINING DATES: These training date fields cannot be edited. These are the latest (most recent) dates of training that were taken for each particular type of course. This quickly shows what training a Staff member may need to take, or when their last training dates were without having to scroll through them in "View" or "Edit" mode. These dates change when Training Courses are added or modified according to the Course grouping. (See Training Courses Form – Course Grouping)

VIEWING STAFF: To scroll through the records, the record selectors at the lower left hand side of the screen may be used by clicking on the buttons as follows:

Record Selectors:

Record: |◀ ◀ | 1 | ▶ ▶| ▶* | of 315

PREVIOUS RECORD: Click ◀ (If this button is light gray, this means the form is already at the first record.)

NEXT RECORD: Click ▶ (If this button is light gray, this means the form is already at the last record.)

FIRST RECORD: Click |◀

LAST RECORD: Click ▶|

HRC-ID	CourseTitle	Course	Date	Hours
60	Airborne	AA	2/12/2000	1.00
18	Adolescent Development	AA061E	2/12/1999	2.00

ADDING TRAINING COURSES: To add a Training Course, make sure the mode is in "Edit", then go to a blank record in the course box which looks like:

This is where the HRC-ID must be chosen first. To do this, click on the ▾ button. Once the HRC-ID is chosen, the Course Title and Course will automatically be added. If this is not the right one, the HRC-ID can be re-chosen. If the HRC-ID is not there, the course must be added in the "Training Courses" section first. The Date and Hours need to be filled in after the course has been chosen. To move from field to field the "Enter" key or the "Tab" key on the keyboard can be used.

EDITING TRAINING COURSES: To edit an existing training course, the Staff Training form must be in "Edit" mode. The training courses can be scrolled through, and can be modified by choosing a new Course ID or clicking on the date or hours and typing in the new changes.

ADDING STAFF: Staff can be added into the database from this form by clicking on the ▸∗ button on the lower left hand side of the screen located in the record selector box which looks like this:

When adding Staff, the ID field will auto number to a new ID number. There is no need to add one manually. NOTE: It is recommended to add Staff members in the Staff section, and not from this Staff Training form.

SEARCHING STAFF: To search for a Staff member, click the "Search Staff" icon that says "Find". A Find dialog box will appear that looks like this:

There are a few different ways to search:

   Find What: This is where the search text is entered
   Search: "All", "Up", and "Down" are the options. Searching will start on the current record. Example: If the form is on record number 100 out of 200 records, and "Up" is chosen, this will search through records 1-100. If "Down" is chosen, this will search through records 100-200. "All" will search all records from 1-200. This field is mainly used for speeding up searches and normally "All" is used unless there are thousands of records to search through.
   Match: "Any Part of Field", "Whole Field", "Start of Field" are the options.
      Any Part of Field: This will find records if any part of the field matches what was typed in "Find What".
      Whole Field: This will find records with exactly what was typed in "Find What".
      Start of Field: This will find records that the field starts with what was typed in "Find What".
         Examples: Using field "First Name:" and "Find What" as "john":

         Any Part of Field will find records containing "john" in the text; "Johnboy", "John", and "Johnny" would be found.
         Whole Field will find records only containing; "John" and nothing else. "Johnboy" would not be found because it does not match exactly.
         Start of Field will find records with the first letters starting with "john". "Johnboy", "John", and "Johnny" would all be found because they all start with "john".

Search Only Current Field: Whatever field the cursor is on at the time will be searched if this item is checked. It will disregard all other fields. If the cursor is on the "First Name" field, it will only search through the first names on all records.

Match Case: The text entered will match each letter by whether it is upper or lower case when searching. If "Johnny" is the search text, it will not find "johnny" because the lower case "j" does not match the upper case "J". Again, this check box is only used to speed up searching.

Find Next: This is used to keep searching through the records if it has not completed searching all records and the specific record was not found. The search may find multiple records with the specified search criteria. Example: There are many people with the name John.

TRAINING COURSES FORM:

Staff Training Database
Training Courses

Course ID: [1]

Course Title: Pre_Service

Couse Number: AM001A   Course Grouping: [3 ▼]

"+" Add Course

Delete Course

Find — Search Courses

Exit

Record: ◄◄ ◄ [1] ► ►► ►* of 64

COURSE GROUPING: Course Grouping is very important. Each Training Course must be grouped by the appropriate Course Grouping number. Reason: There may be 10 different Courses that are considered "First Aid", the only way of telling what dates the last "First Aid" Course was taken would be by the Course Grouping. It is important to categorize them appropriately.

ADDING COURSES: To add a Course, either click on "Add Course" which is represented by the "+" icon, or click the ►* button on the lower left hand side of the screen located in the record selector box which looks like this:

Record: ◄◄ ◄ [1] ► ►► ►* of 315

When adding Courses, the ID field will auto number to a new ID number. There is no need to add one manually.

VIEWING COURSES: To scroll through the records the record selectors may be used by clicking on the buttons as follows:

Record Selectors:

Record: ◄◄ ◄ [1] ► ►► ►* of 315

PREVIOUS RECORD: Click ◄ (If this button is light gray, this means the form is already at the first record.)

NEXT RECORD: Click ► (If this button is light gray, this means the form is already at the last record.)

FIRST RECORD: Click ◄◄

LAST RECORD: Click ►►

DELETING COURSES: To delete a Course, click the "Delete Course" icon that is represented by the picture of a "garbage can". WARNING: Once a Course is deleted, there is no way of retrieving the information back again. There will be extra prompt to make sure this is what was wanted. Click "OK" to delete, or "Cancel" to exit deleting process. NOTE: It is a good procedure to backup important files daily or more often if necessary. It is better to be safe than sorry!

EDITING EXISTING COURSES: To edit a Course record, first find the Course (See "Searching Staff ") that needs to be changed, then make any necessary changes to the fields.

SEARCHING COURSES: To search for a Course, click the "Search Courses" icon that says "Find". A Find dialog box will appear that looks like this:

There are a few different ways to search:

      Find What: This is where the search text is entered

      Search: "All", "Up", and "Down" are the options. Searching will start on the current record. Example: If the form is on record number 100 out of 200 records, and "Up" is chosen, this will search through records 1-100. If "Down" is chosen, this will search through records 100-200. "All" will search all records from 1-200. This field is mainly used for speeding up searches and normally "All" is used unless there are thousands of records to search through.

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            Whole Field: This will find records with exactly what was typed in "Find What".

            Start of Field: This will find records that the field starts with what was typed in "Find What".

          Examples: Using field "Course Title:" and "Find What" as "pre":

            Any Part of Field will find records containing "pre" in the text; "Pre-service", "pressure", and "preservice" would be found.

            Whole Field will find records only containing; "pre". Nothing else. "Pre-service" would not be found because it does not match exactly.

            Start of Field will find records with the first letters starting with "pre". "Pre-service" would probably be the only one found because this may be the only field that starts with "pre".

Search Only Current Field: Whatever field the cursor is on at the time will be searched if this item is checked. It will disregard all other fields. If the cursor is on the "Course Title" field, it will only search through the first names on all records.

Match Case: The text entered will match each letter by whether it is upper or lower case when searching. If "Johnny" is the search text, it will not find "johnny" because the lower case "j" does not match the uppercase "J". Again, this check box is only used to speed up searching.

Find Next: This is used to keep searching through the records if it has not completed searching all records and the specific record was not found. The search may find multiple records with the specified search criteria. Example: There are many courses with the letters "pre" in them.

EXIT: This will Exit to the Main Menu.

STAFF FORM:

ADDING STAFF: To add a Staff member, either click "Add Staff" which is represented by the "+" icon, or click the ▶* button on the lower left hand side of the screen located in the record selector box which looks like this:

Record: ⏮ ◀   1 ▶ ⏭ ▶* of 315

When adding Staff, the ID field will auto number to a new ID number. There is no need to add one manually.

VIEWING STAFF: To scroll through the records the record selectors may be used by clicking on the buttons as follows:

Record Selectors:

Record: ⏮ ◀   1 ▶ ⏭ ▶* of 315

PREVIOUS RECORD: Click ◀ (If this button is light gray, this means the form is already at the first record.)

NEXT RECORD: Click ▶ (If this button is light gray, this means the form is already at the last record.)

FIRST RECORD: Click ⏮

LAST RECORD: Click ⏭

DELETING STAFF: To delete a Staff member, click the "Delete Staff" icon that is represented by the picture of a "garbage can". WARNING: Once a Staff member is deleted, there is no way of retrieving the information back again. So be certain about this. There will be extra prompt to make sure this is what was wanted. Click "OK" to delete, or "Cancel" to exit deleting process. NOTE: It is a good procedure to backup important files daily or more often if necessary. It is better to be safe than sorry!

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        Any Part of Field will find records containing john in the text; "Johnboy", "John", and "Johnny" would be found.

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Search Only Current Field: Whatever field the cursor is on at the time will be searched if this item is checked. It will disregard all other fields. If the cursor is on the "First Name" field, it will only search through the first names on all records.

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Find Next: This is used to keep searching through the records if it has not completed searching all records and the specific record was not found. The search may find multiple records with the specified search criteria.
Example: There are many people with the name "John".

EXIT: This will Exit to the Main Menu.

REPORTS MENU:

NOTE: All reports will show a preview before printing.

All Training Report: The "All Training" report will show all training of the current Staff member chosen on this form. To choose a new Staff member, Click on the ▾ of the "Staff ID" field and choose out of the list of Staff.

Training Dates Report: The "Training Dates" report will show all training of the current Staff member chosen on this form between the dates specified in "StartDate" and "StopDate". To choose a new Staff member, Click on the ▾ of the "Staff ID" field and choose out of the list of Staff.

Airborne Report: The "Airborne Report" report will list all Staff members and when their lastest (most recent) Airborne Course was taken.

Bloodborne Report: The "Bloodborne Report" " report will list all Staff members and when their latest (most recent) Bloodborne Course was taken.

FirstAid Report: The "FirstAid Report" report will list all Staff members and when their latest (most recent) FirstAid Course was taken.

CPR Report: The "CPR Report" " report will list all Staff members and when their latest (most recent) CPR Course was taken.

REDBook Report: The "Training Dates" " report will list all Staff members and when their latest (most recent) REDBook Course was taken.

Suicide Prevention Report: The "Training Dates" " report will list all Staff members and when their latest (most recent) Suicide Prevention Course was taken.

CMPR Report: The "Training Dates" " report will list all Staff members and when their latest (most recent) CMPR Course was taken.

YDS Report: The "Training Dates" " report will list all Staff members and when their latest (most recent) YDS Course was taken.

ART Report: The "Training Dates" report will list all Staff members and when their latest (most recent) ART Course was taken.

Toxics Report: The "Training Dates" report will list all Staff members and when their latest (most recent) Toxics Course was taken.

Staff Report: The "Staff Report" will list all Staff members in the database.

EXIT: This will Exit to the Main Menu.

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Should you have any questions concerning this Agreement, please contact in writing:

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