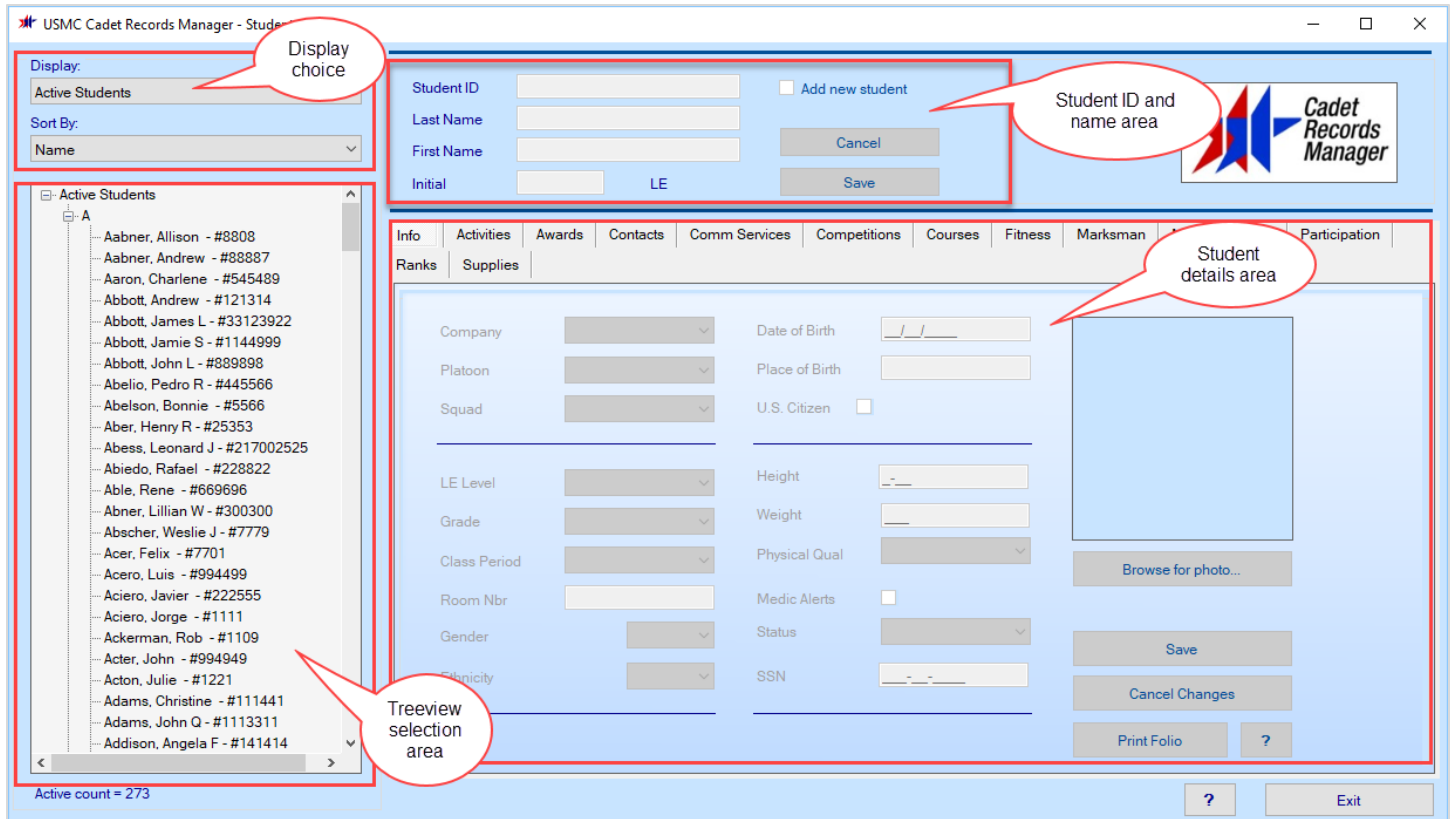


USMC Cadet Records Manager Version 3.0

Quick Start Info

The Student Information Program gives you the ability to create and maintain student information on an individual student basis. It also allows you to customize the items that appear in the dropdown selection lists. The major areas of this program are shown below:



Display Choice area: Use this dropdown list to select the type of information that you wish to work with:

- **Active Students:** record keeping for individual students currently in the program
- **Reports:** printed details of information in your database
- **Setup:** to add or modify any of the database items that relate to students, such as grade levels, activities, competitions, etc.
- **Utilities:** other features and functions not directly related to individual students or database items
- **Inactive Students:** records for individual students no longer in the program




Treeview Selection area: The contents of this area will depend on what you have selected in the Display Choice area. To work with an item, click on it to select it.

Student ID & Name area: When you have selected a student in the Treeview Selection area, the student's ID and name will appear here. You can use this area to add a new student to the database also, by turning on the Add new student checkbox.

Student Details area: When you have selected a student in the Treeview Selection area, the student's individual detail information will appear on each of the tabbed views. Click on a tab button to see the information for that tab. Many of the student details views show the information in a series of rows on a grid. The last column of each row will indicate

the status of the row by displaying an icon – whether it has been modified, marked for deletion, has errors, or no pending action at all.

Status Icons: At the end of each grid row, the status of the row will be indicated via icons. Here are the icons:

-  Check mark: row has been modified
-  Plus sign: this is a new row that you have created (or the new blank row at the bottom)
-  Minus sign: this row has been marked for deletion
- No icon: this row has no pending actions at this time

NOTE: All actions that you perform within a row are pending actions. You **MUST** click the **SAVE CHANGES** button in order to commit your actions and save the changes into the database.

What's New? What's Different?

We have made some important changes to improve your productivity. And we have added some great new features to version 3.0! Please read and explore the following as you use version 3.0:

CRM Program Options:

- Program options can be set using the **Setup** choice in the **Display** drop down, then selecting **CRM Program Options** (last choice)
- **Fitness scores:** You can set an option to have CRM automatically calculate the total points for a student's performance in a fitness test, or you can choose to manually enter total scores.
- **Supply Items:** You can choose to maintain supply items by individual NSNs as was done in the past, or you can choose to manage supply items only by the category (type) of item. If you choose to manage by category, you will be able to use the new Issue Supply Package feature (see below for more details).
- **Database Backup Frequency and Backup Location:** set the frequency and the location of backups of your database. We strongly encourage you to back up after every use, to a location on a different disk, to help guarantee that you will not lose data in the event of a computer failure.
- **Database File location:** You can see and select the folder where your database is located. We strongly encourage you to keep your database on a reliable external hard drive (not a USB thumb drive).

Student Records:

- **Sorting the student list:** You can sort the student list by name (default), ID, grade, class period, or company by using the **Sort By** dropdown menu.

All Student Detail Grid Screens and All Database Item Setup Screens:

- **Edit multiple rows:** You can now edit several rows at a time on a grid screen. The Status column icon will show you the state of each row that you modify. You can add new rows (plus sign icon), modify an existing row (check mark icon), or mark a row to be deleted (minus sign icon). No actual changes are made until you click the **Save Changes** button.
- **Deleting rows:** To indicate that you wish to delete a row, select it and then click the **Mark for Deletion** button. The actual deletion will not occur until you click the Save Changes button.
- **Canceling changes:** You can undo the changes you have made in a grid screen (if you have not used the **Save Changes** button) by clicking on the **Cancel Changes** button. This will restore the records to their contents at the last time the data was saved.
- **Printing reports:** You can create a printable report directly from the grid screen by using the **Print** button.
- **Sorting the display:** You can change the sort order in a grid by clicking on the column header cell.

All Student Detail Grid Screens:

- If you need a new item that does not appear in the selection list, you can launch the appropriate database item setup screen directly from the student detail grid screen, using the **Set Up New <item>** button. This will open the Setup screen for that type of database item. Add your new item, save the changes and close the setup screen. When you return to the student detail screen, the new item will be in the dropdown selection list.

	Community Service	Date	Location	SY	Hours	Status
▶	VFW Honor Guard	09/15/2010	VFW Hall	2010-2011	2	
	Fund raising for NY relief	09/28/2011	Walmart - Mai...	2011-2012	4	
	Election service	06/30/2013	Miami	2013-2014	2	
	Toys for Tots Collections	10/20/2013	Walmart	2013-2014	3	
	Honor Guard	11/18/2013	City Hall	2013-2014	1	
	Auction assistance	05/15/2014	Village	2013-2014	4	
*						+

Student Community Services screen

Reports:

- Student Folio report is launched directly from the Student Info tab.
- All individual student-specific detail reports are now launched directly from the student's detail grid screen.
- All roster reports are available when you select Reports from the Display Dropdown.
- The ability to generate Folio reports for all active students in one operation will launch a separate print program that runs asynchronously

Setting Up Database Items:

- Preloaded values:** As before, your database comes preloaded with the standard items for Activities, Awards, Courses, Supply Items, Marksmanship Equipment, and many more. You can modify these items, add new items, or delete items by using the **Setup** choice in the **Display** dropdown list. Note that you cannot delete an item if it has been assigned to a student.

Issuing Supply Items:

- With NSNs:** If you have set the CRM Program option to use NSNs to identify your supply items, you can select the item to be issued to a student by clicking on the button in the first column. Once you make your selections for category, nomenclature and size, the grid row will be automatically filled with the rest of the details (from the Supply Items in the database). Enter the quantity and the issue date in the grid row.
- Without NSNs:** If you have set the CRM Program option to use only categories to identify your supply items, you can select the item to be issued to a student by selecting the Supply Item ID in the dropdown list in the first column. The grid row will be automatically filled with the rest of the details). Enter the quantity and the issue date in the grid row.
- Using Supply Packages:** CRM comes preloaded with several **Supply Packages** containing the standard items that are issued to cadets. You can create your own packages by using the **Supply Packages** choice in the Setup menu. You must first create a package, then use the **Supply Package Items** setup screen to add/modify the items

within the package. Once your package is set up, you can then select the package to be issued on the **Student Supplies** detail grid, which will load each individual item into the student’s grid list. You will find this to be a great time-saver!

Add or Remove Items in a Supply Package						
Select Package to Edit:	StdLE1Male Package Contents					
	Supply Item ID	Gender	Nomenclature	Units of Issue	Quantity	Status
BluesFemale	▶ Trous-Wdld	B	Trousers, Woodland MARPAT	42.18	1	
BluesMale	Belt-Trous	B	Belt , Trousers Khaki	EA	1	
StdLE1Female	Buckle-Kh	B	Buckle Khaki	EA	1	
StdLE1Male	Socks-CushSole	B	Socks, Cushion Sole Black	PR	1	
StdLE2upFemale	Blouse-Wdld	B	Blouse, Woodland, MAR	EA	1	
StdLE2upMale	Boots-HotW	B	Boots, Hot Weather	PR	1	
	UnderSht-Grn	M	Under Shirt, Man's Green	EA	3	
	Sweats-Pants	B	Sweat Pants	PR	1	
	Sweats-Shirt	B	Sweat Shirt	EA	1	
	Trunks	B	Trunks, General Purp	PR	1	
	*					

Example of a supply package for LE 1 Male Cadet

Inactive Student Records:

- When a student is no longer active in the program, change the student’s status to Inactive on the Student Info tab screen. After you save the record, this student’s name will no longer appear in the active list, but will be moved to the Inactive Student list. You can retrieve the records for inactive students by selecting Inactive Students from the Display dropdown list. Inactive students will NOT appear on rosters.