

Student Information Program User Guide – Version 3

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:

The screenshot shows the 'USMC Cadet Records Manager - Student Info' window. It features a 'Display choice' dropdown set to 'Students' and a 'Sort By' dropdown set to 'Name'. A 'TreeView selection area' on the left lists students, with 'Abscher, Weslie J - #7779' highlighted. To the right, the 'Student ID & name area' displays the selected student's information and includes 'Add New Student' and 'Save' buttons. The 'Student Details area' contains a tabbed interface with various tabs and a form for entering student details, including fields for personal and academic information, and buttons for 'Browse for photo...', 'Save', 'Cancel Changes', and a help icon. An 'Exit' button is located at the bottom right.

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




- Students: record keeping for individual students
- Setup: to add or modify any of the database items that relate to students, such as grade levels, activities, competitions, etc.
- Reports: printed details of information in your database
- Utilities: other features and functions not directly related to individual students or database items

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.

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.*

Student Details Area

STUDENT ACTIVITIES

General Information

This screen allows you to enter the extra-curricular activities in which a particular student has participated. You must have already selected or added a student's record to use this screen. Click on the **Activities** tab button at the top of the **Student Details** area to display this screen.

The individual student activity records are presented on a grid. Each row represents one activity in which the student participated in a particular school year. Thus, if a student participates in the same activity for more than one school year, there should be a record with that Activity ID for each school year.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Add a new record using the blank row at the bottom of the grid.
- Make changes to any of the editable fields within the records.
- Click on the **Set up Activity** button to add a new activity into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Activities Grid View

	Activity	School Year	Status
▶	Adventure Training Team LE 1 ▼	2010-2011 ▼	
	Battalion Staff LE 1 ▼	2010-2011 ▼	
	Honor Guard LE 1 ▼	2011-2012 ▼	
*			+

Contents of the Student Activities Grid:

COLUMN	DESCRIPTION
ACTIVITY	Select an activity from the dropdown list to be associated with this student
SCHOOL YEAR	Select the school year in which this student participated in the selected activity

Student Activities Printed Report

STUDENT ACTIVITIES		
Student ID:	1314	
Name:	Aaronson, Robert	
ACTIVITIES		
Activity Description	LE Level	School Year
Adventure Training Team	1	2010-2011
Battalion Staff	1	2010-2011
Honor Guard	1	2011-2012

Contents of the Student Activity Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
ACTIVITY DESCRIPTION	Description of the activity
LE LEVEL	Leadership Education level
SCHOOL YEAR	School year in which the activity participation occurred

STUDENT AWARDS

General Information

This screen allows you to enter the awards which a particular student has earned. You must have already selected or added a student's record to use this screen. Click on the **Awards** tab button at the top of the Student Details area to display this screen.

The individual student award records are presented on a grid. Each row represents one award in which the student obtained on a particular date. Thus, if a student obtains the same award more than once, there should be a record with that Award ID for each date on which it was earned.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Activity** button to add a new award into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Awards Grid View

	Award	Award Date	Status
	American Legion Bronze Medal-Military Excellence ▼	10/19/2012	
▶	Arts and Academics Award N-1-9 ▼	01/20/2013	
*	▼		+

Contents of the Student Awards Grid:

COLUMN	DESCRIPTION
AWARD	Select an award from the dropdown list to be associated with this student
AWARD DATE	Enter the award date in which this student received an award

Student Awards Printed Report:

STUDENT AWARDS	
Student ID:	1314
Name:	Aaronson, Robert
AWARDS	
Award Description	Award Date
Arts and Academics Award N-1-9	9/1/2012
American Legion Bronze Medal-Scholastic Excellence	10/19/2012
Color Guard Award N-3-3	10/30/2012
Civil Service Award N-4-4	10/30/2013
Distinguished Conduct Award N-3-7	10/30/2013

Contents of the Student Awards Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
AWARD DESCRIPTION	Description of the award
AWARD DATE	Award date

STUDENT CONTACTS

General Information

This screen allows you to add contact information for the student and for adults related to the student. You must have already selected or added a student’s record to use this screen. Click on the **Contacts** tab button at the top of the Student Details area to display this screen.

The list of existing student contact records for this student are presented on the left side of the screen. When you select an existing contact, the details will be displayed in the main screen area, where you can make modifications.

Use the **Add New Contact** checkbox to create a new contact record for this student.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Cancel Changes** button to undo changes on the form before you have committed the change (before using the Save button).
- Click on the **Delete Contact** button to permanently delete this contact record for the student.
- Click on the **Save** button to commit all of the modifications you have made on the form.

Student Contacts Screen View:

Contacts for this student:

Father: Abscher, Ronald

Mother: Abscher, Lorraine

☐ Add New Contact

Contact Type

Father

First Name

Ronald

Initial

L

Last Name

Abscher

Address

1515 NE 15 St

City

Dallas

State

TX

Zip

72443-_____

Home Phone

(968) 985-4456

Cell Phone

(968) 645-7211

Work Phone

(968) 345-3378

Work Ext.

Email

r.abscher@dallascowboys.com

Save

Cancel Changes

Delete Contact

?

Contents of the Student Contacts Screen:

FIELD	CONTENTS
CONTACTS FOR THIS STUDENT	Displays contacts of student
ADD NEW CONTACT	Add a new contact of student
CONTACT TYPE	Select a contact type from the dropdown list associated with this student
FIRST NAME	First name
INITIAL	Initial
LAST NAME	Last name
ADDRESS	Address
CITY	City
STATE	State
ZIP	Zip
HOME PHONE	Home phone
CELL PHONE	Cell phone
WORK PHONE	Work phone

WORK EXT.
EMAIL

Work Extension
Email

STUDENT COMMUNITY SERVICES

General Information

This screen allows you to enter the community services in which a particular student has participated. You must have already selected or added a student's record to use this screen. Click on the **Comm Services** tab button at the top of the Student Details area to display this screen.

The individual student community service records are presented on a grid. Each row represents one community service activity in which the student participated.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up New Comm Service** button to add a new community service event into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Community Services Grid View:

	Community Service	Date	Location	SY	Hours	Status
▶	Fund raising for NY relief	09/28/2011	Walmart - Mai...	2011-2012	3	
	Toys for Tots Collections	10/20/2013	Walmart	2013-2014	4	
	Honor Guard	11/18/2013	City Hall	2013-2014	2	
*						+

Contents of the Student Community Services Grid:

COLUMN	DESCRIPTION
COMMUNITY SERVICE	Select a community service from the dropdown list to be associated with this student
DATE	The date of community service (set on the event in the Setup area)
LOCATION	The location of community service (set on the event in the Setup area)
SY	The school year of community service (set on the event in the Setup area)
HOURS	Enter number of hours of community service for this student

Student Community Services Printed Report:

STUDENT COMMUNITY SERVICES				
Student ID: 121314				
Name: Abbott, Andrew				
COMMUNITY SERVICE EVENTS				
DATE	DESCRIPTION	LOCATION	HOURS	SY
09/28/2011	Fund raising for NY relief	Walmart - Main Street	3	2011-2012
10/20/2013	Toys for Tots Collections	Walmart	4	2013-2014
11/18/2013	Honor Guard	City Hall	2	2013-2014
TOTAL HOURS			9	

Contents of the Student Community Services Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
DATE	Date of community services
DESCRIPTION	Description of community services
LOCATION	Location of community services
HOURS	Hours of community services
SY	School year pertaining to community service

STUDENT COMPETITIONS

General Information

This screen allows you to enter the student competitions in which a particular student has participated. You must have already selected or added a student's record to use this screen. Click on the **Competitions** tab button at the top of the Student Details area to display this screen.

The individual student competition records are presented on a grid. Each row represents one competition in which the student participated.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up New Competition** button to add a new activity into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Competitions Grid View:

	Competition	Competition Date	Score	Ranking	Status
▶	Drill Meet #1 10/15/2013 ▾	10/15/2013	95		
	Drill Meet #3 05/01/2014 ▾	05/01/2014	92		
*	▾				+

Contents of the Student Competitions Grid:

COLUMN	DESCRIPTION
COMPETITION	Select a competition from the dropdown list to be associated with this student
COMPETITION DATE	The date of the competition (set in the Competition Setup form)
SCORE	Enter student's score in the competition
RANKING	Enter student's ranking within competition (optional)

Student Competitions Printed Report:

STUDENT COMPETITIONS					
Student ID: 7779					
Name: Abscher, Weslie J					
COMPETITIONS					
DESCRIPTION	DATE	LOCATION	SCORE	RANKING	SY
Drill Meet #1	10/15/2013	Northside	95		2013-2014
Drill Meet #3	05/01/2014	Coopersville	92		2013-2014

Contents of the Student Competitions Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
DATE	Date of community services
DESCRIPTION	Description of community services
LOCATION	Location of community services
HOURS	Hours of community services
SY	School year pertaining to community service

STUDENT COURSES

General Information

This screen allows you to enter the courses in which a particular student has participated. You must have already selected or added a student's record to use this screen. Click on the **Courses** tab button at the top of the Student Details area to display this screen.

The individual student course records are presented on a grid. Each row represents one course in which the student participated in a particular school year. Thus, if a student participates in the same course for more than one school year, there should be a record with that Course ID for each school year.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up New Course** button to add a new course into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Courses Grid View:

	Course	School Year	Passing Grade	Score	Status
▶	Armed Drill LE 2 ▼	2011-2012 ▼	Pass ▼	84	
*					+

Contents of the Student Courses Grid:

COLUMN	DESCRIPTION
COURSE	Select a course from the dropdown list to be associated with this student
SCHOOL YEAR	Enter school year of course
PASSING GRADE	Enter passing grade of course
SCORE	Enter score (optional)

Student Courses Printed Report:

STUDENT COURSES				
Student ID: 1656				
Name: Aaron, Lester E				
COURSES				
DESCRIPTION	LE	PASSING GRADE	SCORE	SY
Armed Drill	2	Pass	95	2011-2012

Contents of the Student Courses Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
DESCRIPTION	Description of course
LE	Leadership Education Level
PASSING GRADE	Passing grade of course
SCORE	Student's score in the course
SY	School year in which course was taken

STUDENT FITNESS

General Information

This screen allows you to enter the student Fitness scores for each fitness test in which a particular student has participated. You must have already selected or added a student's record to use this screen. Click on the **Fitness** tab button at the top of the Student Details area to display this screen.

The individual student fitness records are presented on a grid. Each row represents one fitness test in which the student participated.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up New Test** button to add a new fitness test into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Fitness Grid View:

	Test ID	Age At Test	Situps	Pushups	Pullups	Long Jump	Flexarm	Shuttle	Score
▶	Winter 2013 #3	17	50	45	25	5			121
*									

Contents of the Student Fitness Grid:

COLUMN	DESCRIPTION
TEST ID	Select a Test ID from the dropdown list to be associated with this student
AGE AT TEST	Enter age of student if not already shown (will be calculated automatically if there is a date of birth in the student record)
SITUPS	Enter count of sit-ups
PUSHUPS	Enter count of pushups
PULLUPS	Enter count of pull-ups
LONG JUMP	Enter count of long jumps
FLEXARM	Enter count of flex arms
SHUTTLE	Enter count of shuttles
SCORE	Total score (will be calculated automatically based on the point value for each repetition of each event at the specified age)

Student Fitness Printed Report:

STUDENT PHYSICAL FITNESS									
Student ID: 1656									
Name: Aaron, Lester E									
PHYSICAL FITNEESS									
DATE	TEST	AGE	SITUPS	PUSHUPS	PULLUPS	LONGJUMP	FLEXARM	SHUTTLE	SCORE
12/10/2013	2013-2014-#03	17	50	45	25	5			121

Contents of the Student Fitness Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
DATE	Date of fitness test (from the Fitness Test setup form)
TEST	Test identifier (from the Fitness Test setup form)
AGE	Age of student at time of test
SITUPS	Count of sit-ups
PUSHUPS	Count of pushups
PULLUPS	Count of pull-ups
LONGJUMP	Count of long jumps
FLEXARM	Count of flex arms
SHUTTLE	Count of shuttles
SCORE	Total score

STUDENT MARKSMAN

General Information

This screen allows you to enter the Marksman activities in which a particular student has participated. You must have already selected or added a student's record to use this screen. Click on the **Marksman** tab button at the top of the Student Details area to display this screen.

The individual student marksman records are presented on a grid. Each row represents one marksman activity in which the student participated.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Activity** button to add a new activity into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Marksman Grid View:

	Equipment	Qual Date	Prone	Standing	Kneeling	Score	Qual As	SY	Status
	.22 Caliber	02/01/2012	80	120	60	260	Marksman	2011-2012	
	Pellet Pistol	02/24/2012	50	75	75	200	Marksman	2011-2012	
	.22 Caliber	09/14/2014	75	50	25	150	Sharpshooter	2014-2015	
▶*									+

Contents of the Student Marksman Grid:

COLUMN	DESCRIPTION
EQUIPMENT	Select equipment from the dropdown list to be associated with this student
QUAL DATE	Enter qualifying date of marksman
PRONE	Enter prone score
STANDING	Enter standing score
KNEELING	Enter kneeling score
SCORE	Total score (will be calculated automatically)
QUAL AS	Select the qualification level from the dropdown list
SY	Select School year from the dropdown list associated with this student

Student Marksman Printed Report:

STUDENT MARKSMANSHIP						
Student ID: 7779						
Name: Abscher, Weslie J						
MARKSMANSHIP RESULTS						
EQUIPMENT	PRONE	KNEELING	STANDING	SCORE	QUAL AS	QUAL DATE
.22 Caliber	80	60	120	260	Marksman	02/01/2012
Pellet Pistol	50	75	75	200	Marksman	02/24/2012
.22 Caliber	75	25	50	150	Sharpshooter	09/14/2014

Contents of the Student Marksmanship Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
EQUIPMENT	Equipment used
PRONE	Prone score
KNEELING	Kneeling score
STANDING	Standing score
SCORE	Total score
QUAL AS	Qualification Level
QUAL DATE	Qualified date

STUDENT MERITS/DEMERITS

General Information

This screen allows you to enter merits or demerits for a particular student. You must have already selected or added a student's record to use this screen. Click on the **Merits** tab button at the top of the Student Details area to display this screen.

The individual student merits records are presented on a grid. Each row represents one date on which the student earned either merits or demerits. You cannot enter both merits and demerits on the same row.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Merits Grid View:

	Merits	Demerits	Action Date	Reason	Status
▶	1		01/03/2014	Resolved conflict	
•					+

Contents of the Student Merits Grid:

COLUMN	DESCRIPTION
MERITS	Enter amount of merits
DEMERITS	Enter amount of demerits
ACTION DATE	Enter action date
REASON	Enter reason for merits or demerits

Student Merits Printed Report:

STUDENT MERITS & DEMERITS			
Student ID: 7779			
Name: Abscher, Weslie J			
MERITS & DEMERITS			
Action Date	Merits	Demerits	Reason
05/30/2015	5	0	Extra duty
05/15/2012	10	0	Exemplary Comportment
TOTALS	15	0	

Contents of the Student Merits Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
ACTION DATE	Action date
MERITS	Amount of merits
DEMERITS	Amount of demerits
REASON	Reason of merits/demerits

STUDENT NOTES

General Information

This screen allows you to enter any notes related to a particular student. You must have already selected or added a student's record to use this screen. Click on the **Notes** tab button at the top of the Student Details area to display this screen.

The individual student notes records are presented on a grid. Each row represents one note for the individual student on a particular date.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Note Type** button to add a new type of note into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Notes Grid View:

	Note Type	Action Date	Subject	Notes	Status
▶	Appearance ▼	11/15/2014	Missing belt	Student wore uniform without the belt. Gave warning that next incident would result in demerits.	
	Behavior ▼	11/25/2014	Class behavior	Unruly and disruptive behavior in class. Gave warning that next incident would result in demerits.	
	Discipline ▼	05/04/2015	Language	Cadet used inappropriate language during field trip. Gave warning that next incident would result in both demerits and in exclusion from future field trips.	

Contents of the Student Notes Grid:

COLUMN	DESCRIPTION
NOTE TYPE	Select from drop down list of Note Types (set up in the Note Types Setup form)
ACTION DATE	Enter action date
SUBJECT	Enter subject
NOTES	Enter description of the issue you wish to record

Student Notes Printed Report:

STUDENT NOTES		
Student ID: 7779		
Name: Abscher, Weslie J		
NOTES		
Action Date	Note Type	Notes
11/15/2014	Appearance	Student wore uniform without the belt. Gave warning that next incident would result in demerits.
11/25/2014	Behavior	Unruly and disruptive behavior in class. Gave warning that next incident would result in demerits.
05/04/2015	Discipline	Cadet used inappropriate language during field trip. Gave warning that next incident would result in both demerits and in exclusion from future field trips.

Contents of the Student Notes Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
ACTION DATE	Action date
NOTE TYPE	Type of note
NOTES	Text of the recorded note

STUDENT PARTICIPATION

General Information

This screen allows you to enter the dates of the student's participation. You must have already selected or added a student's record to use this screen. Click on the **Participation** tab button at the top of the Student Details area to display this screen.

The individual student participation records are presented on a grid. Each row represents one activation period for the individual student. Thus, if a student does not participate continuously, each row will represent one activation period. The most recent activation period will appear on the top.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Participation Grid View:

	Enter Date	Drop Date	Drop Reason	School Name	School Address	School Telephone
▶	08/03/2003	05/30/2004	Other ▼	USMC JROTC HQ	123 Any Street, Miami, FL 33333	(305) 555-1212

Contents of the Student Participation Grid:

COLUMN	DESCRIPTION
ENTER DATE	Enter the enter date
DROP DATE	Enter the drop date (only when the student is no longer participating)
DROP REASON	Select the reason that the student is discontinuing participation
SCHOOL NAME	School name (from the Organizational Information setup form)
SCHOOL ADDRESS	School address (from the Organizational Information setup form)
SCHOOL TELEPHONE	School phone (from the Organizational Information setup form)

Student Participation Printed Report:

STUDENT PARTICIPATION HISTORY					
Student ID:		1314			
Name:		Aaronson, Robert			
PARTICIPATION HISTORY					
STARTED	LEFT	DROP REASON	SCHOOL	ADDRESS	PHONE
09/02/2002			Palm Bay High School	123 Any Street, Miami, FL 33333	(305) 555-1212
08/30/2000	06/30/2001	Left Voluntarily	Portage High School	6400 U.S. Highway 6, Portage, Indiana 46368-5199	(219) 763-8072

Contents of the Student Participation Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
STARTED	Participation start date
LEFT	Participation end date
DROP REASON	Reason for discontinuing
SCHOOL	School
ADDRESS	Address
PHONE	Phone

STUDENT RANKS

General Information

This screen allows you to enter the promotions and demotions which a particular student has earned. You must have already selected or added a student's record to use this screen. Click on the **Ranks** tab button at the top of the Student Details area to display this screen.

The individual student rank records are presented on a grid. Each row represents one promotion or demotion for the student.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up New Rank** button to add a new rank into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Student Ranks Grid View:

	Rank	Assignment	RankDate	Status
▶	Private ▼	Squad Member ▼	07/04/2015	

Contents of the Student Ranks Grid:

COLUMN	DESCRIPTION
RANK	Select the rank from the dropdown list
ASSIGNMENT	Select the assignment of this student from the dropdown
RANKDATE	Enter the date on which the rank was given

Student Ranks Printed Report:

STUDENT PROMOTIONS		
Student ID: 88887		
Name: Aabner, Andrew		
RANKS		
Date	Rank	Assignment
07/04/2015	Private	Squad Member

Contents of the Student Ranks Printed Report:

FIELD	CONTENTS
STUDENT ID	Student ID number
NAME	Student Name
DATE	Date of the promotion or demotion
RANK	Rank
ASSIGNMENT	Assignment

STUDENT SUPPLIES

General Information

This screen allows you to enter the student supplies which have been issued to a particular student. You must have already selected or added a student's record to use this screen. Click on the **Supplies** tab button at the top of the Student Details area to display this screen.

The individual student supplies records are presented on a grid. Each row represents one item issued to the student on a particular date.

Supplies can be managed in two ways: using individual NSN values (to capture the exact size of each item issued to a student), or no NSNs (to capture only the type of the item issued to a student). The Student Supplies screen will be different, depending on which of these options you have selected. To select supplies with or without NSN, use the Setup feature and select **CRM Program Options** at the bottom of the setup list.

If you select the option to use supply items without NSNs, you can set up packages containing multiple individual supply items. You can then issue a complete package to assign all items in the package to a student. While this provides a great deal of time-saving in issuing items, it does not allow you to track inventory by NSN, only by the category of the item. For more information, see the sections on setting up **Supply Packages** and setting up **Supply Package Items**.

If you make changes in a record, the icon in the **Status** column at the end of the row will indicate that it has been modified.

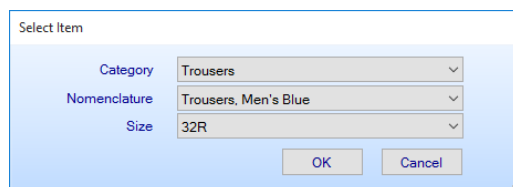
Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **New Supply Item** button to add a new item into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Option 1: Using NSNs:

Student Supplies (With NSN) Grid View:

Use the **Select** button in each row to select the category, nomenclature, and size from the Select Item form to populate columns in the grid:



	Select	Category	Nomenclature	Size	NSN	Unit Price	Recoverable	Qty	Date Issued	Date Ret'd.
▶		Trousers	Trousers, Men's Blue	32R	8405012800124	46.31	<input type="checkbox"/>	1	08/01/2015	
		Shoes	Shoes, Men's, Shiny	11E	8430014344816	44.95	<input type="checkbox"/>	1	08/01/2015	

Contents of the Student Supplies (With NSN) Grid:

COLUMN	DESCRIPTION
SELECT	Click on the button to select the category, nomenclature, and size
CATEGORY	Filled with the category selected in the Select Item form
NOMENCLATURE	Filled with the nomenclature selected in the Select Item form
SIZE	Filled with the size selected in the Select Item form
UNIT PRICE	Filled with the unit price for the specific item selected (set in the Supplies With NSN setup form)
RECOVERABLE	Filled with the recoverable status (set in the Supplies with NSN setup form)
QTY	Enter the quantity of this item issued to the student
DATE ISSUED	Enter the date the item was issued
DATE RET'D	Enter the date the item was returned

Student Supplies (with NSN) Printed Report:

STUDENT SUPPLIES					
Student ID:		7779			
Name:		Abscher, Weslie			
SUPPLY ITEMS					
NSN	Nomenclature	Unit Price	Qty	Issued	Returned
8405012800124	Trousers, Men's Blue	\$46.31	1	08/01/2015	
8430014344816	Shoes, Men's, Shiny	\$44.95	1	08/01/2015	

Contents of the Student Supplies (with NSN) Printed Report:

FIELD	CONTENTS
NSN	NSN of supply item
NOMENCLATURE	Nomenclature of item issued ((from the Supply Items with NSN setup form)
UNIT PRICE	Unit price of item issued (from the Supply Items with NSN setup form)
QTY	Quantity issued to student
ISSUED	Date the item was issued
RETURNED	Date the item was returned

Option 2: Without NSNs:

Student Supplies (without NSN) Grid View:

	Supply Item ID	Nomenclature	Units of Issue	Unit Price	Recoverable	Qty	Date Issued	Date Ret'd.
▶	Gloves-M-Wh	Gloves, Men's White	PR	16.57	<input type="checkbox"/>	1	08/13/2015	
	Belt-White	Belt, Waist, Man's, White Cotton	EA	5.99	<input type="checkbox"/>	1	08/13/2015	
*					<input type="checkbox"/>			

Contents of the Student Supplies (without NSN) Grid:

COLUMN	DESCRIPTION
SUPPLY ITEM ID	Select the Supply Item ID from the dropdown list
NOMENCLATURE	Filled with the nomenclature (from the Supply Items without NSN setup form)
UNITS OF ISSUE	Filled with the Units of issue (from the Supply Items without NSN setup form)
UNIT PRICE	Filled with the unit price for the selected item (from the Supply Items without NSN setup form)
RECOVERABLE	Filled with the recoverable status (from the Supply Items without NSN setup form)
QTY	Enter the quantity of this item issued to the student
DATE ISSUED	Enter the date the item was issued
DATE RET'D	Enter the date the item was returned

Student Supplies (without NSN) Printed Report:

STUDENT SUPPLIES					
Student ID:		7779			
Name:		Abscher, Weslie J			
SUPPLY ITEMS					
Supply Item ID	Nomenclature	Unit Price	Qty	Issued	Returned
Gloves-M-Wh	Gloves, Men's White	\$16.57	1	08/13/2015	
Belt-White	Belt, Waist, Man's, White Cotton	\$5.99	1	08/13/2015	

Contents of the Student Supplies (without NSN) Printed Report:

FIELD	CONTENTS
SUPPLY ITEM ID	Identifier of the supply item
NOMENCLATURE	Nomenclature of item issued (from the Supply Items without NSN setup form)
UNIT PRICE	Unit price of item issued (from the Supply Items without NSN setup form)
QTY	Quantity issued to student
ISSUED	Date the item was issued
RETURNED	Date the item was returned

SET UP SECTION

General Information

The Set Up section of the Function Tree contains choices that are used to add fixed information to the Active Database. This information is then used in the drop-down lists in other parts of Cadet Records Manager®. Click on the “+” symbol in front of the **Set Up** section entry in the Function Tree to display the Set Up choices. Then click on the desired Set Up choice.

Set Up areas include:

- Activities
- Assignments
- Awards
- Categories
- Class Instructors
- Class Periods
- Community Service
- Community Service Types
- Companies
- Competencies
- Contact Types
- Courses
- Ethnicity
- Fitness Points
- Fitness Tests
- Grade Levels
- Instructors
- Marksmanship Equipment
- Note Types
- Organization Information
- Physical Qualification
- Platoons
- Ranks
- Security
- Squads
- Supply Items with NSN
- Supply Items Without NSN
- Supply Packages
- Supply Package Items
- CRM Program Options

You cannot change the ID field on any of these areas. Use a new row for a new entry. For an incorrect entry, delete the entry, and then create a new entry. You cannot change descriptions in some cases, if that item has already been used on a student detail record. You cannot delete any item that has already been used on a student detail record.

The major areas of the Set Up screen are shown below in Figure 2:

USMC Cadet Records Manager - Student Info

Display: Set Up

Sort By:

☐ Set Up Options


- Activities
- Assignments
- Awards
- Categories
- Class Instructors
- Class Periods
- Community Service
- Community Service Types
- Companies
- Competitions
- Contact Types
- Courses
- Ethnicity
- Fitness Points
- Fitness Tests
- Grade Levels
- Instructors
- Marksmanship Equipment
- Note Types
- Organization Information
- Physical Qualification
- Platoons
- Ranks
- Security
- Squads
- Supply Items With NSN
- Supply Items Without NSN
- Supply Packages
- Supply Package Items
- CRM Program Options

Student ID ☐ Add new student

Last Name

First Name

Initial **Saved**



Info | Activities | Awards | Contacts | Comm Services | Competitions | Courses | Fitness | Marksman | Merits

Notes | Participation | Ranks | Supplies

Company Date of Birth

Platoon Place of Birth

Squad U.S. Citizen ☐

LE Level Height

Grade Weight

Class Period Physical Qual

Room Nbr Medic Alerts ☐

Gender Status

Ethnicity SSN

Set up Database Items Area

You can customize most of the items that appear in the dropdown lists in the Student Details area by using the Setup features in Cadet Records Manager. Select Set Up from the Display area dropdown list to see the list of customizable items.

ACTIVITIES - SET UP

General Information

This screen allows you to add or modify the extra-curricular activities in which students may participate. Activities added here will appear in the drop down lists for Activity in the **Student Activities** grid screen. This screen is displayed when you select the **Activities** choice under the **Set Up** section entry in the Function Tree.

Cadet Records Manager® comes pre-loaded with the standard activities in which a cadet may participate. Use this screen to add additional local activities required by your program.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Activity** button to add a new activity into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Activities Grid View:

	Activity ID	Description	LE Level	Status
▶	AdvTrg1	Adventure Training Team	1	▼
	AdvTrg2	Adventure Training Team	2	▼
	AdvTrg3	Adventure Training Team	3	▼
	AdvTrg4	Adventure Training Team	4	▼

Contents of the Set Up Activities Grid:

COLUMN	DESCRIPTION
ACTIVITY ID	Enter activity ID
DESCRIPTION	Enter description
LE LEVEL	Leadership Education level

Set Up Activities Printed Report:

Database Items: ACTIVITIES

ACTIVITY ID	DESCRIPTION	LE LEVEL
AdvTrg1	Adventure Training Team	1
AdvTrg2	Adventure Training Team	2
AdvTrg3	Adventure Training Team	3
AdvTrg4	Adventure Training Team	4

Contents of the Set Up Activities Printed Report:

FIELD	CONTENTS
ACTIVITY ID	ID of activity item
DESCRIPTION	Description of activity
LE LEVEL	Leadership Education level

ASSIGNMENTS - SET UP

General Information

This screen allows you to add or modify the assignments in which students may participate. Assignments added here will appear in the drop down lists for Assign ID of the **Student Assignments** grid screen and the **Mass Updates Assign Student Assignments** screen. This screen is displayed when you select the **Assignments** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Assignments** button to add a new assignment into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Assignments Grid View:

	Assign ID	Description	Status
▶	(none)	(none)	
	Adj	Adjutant	
	ArmO	Armory Officer	
	Armr	Armorer	
	AstSqdLdr	Assistant Squad Leader	

Contents of the Set Up Assignments Grid:

COLUMN	DESCRIPTION
ASSIGN ID	Enter assignment ID
DESCRIPTION	Enter description

Set Up Assignments Printed Report:

Database Items: ASSIGNMENTS	
ASSIGNMENT ID	DESCRIPTION
(none)	(none)
Adj	Adjutant
ArmO	Armory Officer
Armr	Armorer
AstSqdLdr	Assistant Squad Leader

Contents of the Set Up Assignments Printed Report:

FIELD	CONTENTS
ASSIGNMENT ID	ID of activity item
DESCRIPTION	Description of activity

AWARDS - SET UP

General Information

This screen allows you to add or modify the awards that students may receive. Awards added here will appear in the drop down lists for Award ID of the **Student Awards** tab screen and the **Mass Updates Post Student Awards** screen. This screen is displayed when you select the **Awards** choice under the **Set Up** section entry in the Function Tree.

Cadet Records Manager© comes pre-loaded with the standard awards which a cadet may receive. Use this screen to add any additional awards required by your program.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Awards** button to add a new award into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Awards Grid View:

	Award ID	Description	Status
▶	AAA	Arts and Academics Award N-1-9	
	AmLegM	American Legion Bronze Medal-Military Excellence	
	AmLegS	American Legion Bronze Medal-Scholastic Excellence	
	AMVT	American Veteran's Award	
	APA	Athletic Participation Award N-1-8	

Contents of the Set Up Awards Grid:

COLUMN	DESCRIPTION
AWARD ID	Enter award ID
DESCRIPTION	Enter description

Set Up Awards Printed Report:

	Award ID	Description	Status
▶	AAA	Arts and Academics Award N-1-9	
	AmLegM	American Legion Bronze Medal-Military Excellence	
	AmLegS	American Legion Bronze Medal-Scholastic Excellence	
	AMVT	American Veteran's Award	
	APA	Athletic Participation Award N-1-8	

Contents of the Set Up Awards Printed Report:

FIELD	CONTENTS
AWARD ID	ID of award item
DESCRIPTION	Description of activity

CATEGORIES - SET UP

General Information

This screen allows you to add or modify the categories that students may receive. Categories added here will appear in the drop down lists for Category ID of the **Student Categories** tab screen and the **Mass Updates Post Student Categories** screen. This screen is displayed when you select the **Categories** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Categories** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Categories Grid View:

	Category ID	Description	Status
▶	Belts	Belts	
	Blouse	Blouse	
	Boots	Boots	
	Buckls	Buckles	
	Caps	Caps	

Contents of the Set Up Categories Grid:

COLUMN	DESCRIPTION
CATEGORY ID	Enter category ID
DESCRIPTION	Enter description

Set Up Categories Printed Report:

Database Items: CATEGORIES	
CATEGORY ID	DESCRIPTION
Belts	Belts
Blouse	Blouse
Boots	Boots
Buckls	Buckles
Caps	Caps

Contents of the Set Up Categories Printed Report:

FIELD	CONTENTS
CATEGORY ID	ID of award item
DESCRIPTION	Description of activity

CLASS INSTRUCTORS - SET UP

General Information

This screen allows you to add or modify the class instructors that students may receive. Class instructors added here will appear in the drop down lists for Class Period of the **Student Class Instructors** tab screen and the **Mass Updates Post Student Categories** screen. This screen is displayed when you select the **Class Instructors** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Class Instructors** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Class Instructors Grid View:

	Class Period	Instructor ID	Status
▶	Period 1 ▼	McDermott ▼	
	Period 2 ▼	Burke ▼	
*			+

Contents of the Set Up Class Instructors Grid:

COLUMN	DESCRIPTION
CLASS PERIOD	Enter class period
INSTRUCTOR ID	Enter instructor ID

Set Up Class Instructors Printed Report:

Database Items: CLASS INSTRUCTORS	
CLASS PERIOD	INSTRUCTOR
01	MgySgt James McDermott
02	LtCol John Burke

Contents of the Set Up Class Instructors Printed Report:

FIELD	CONTENTS
CLASS PERIOD	Class period
INSTRUCTOR	Instructor

CLASS PERIODS - SET UP

General Information

This screen allows you to add or modify the class periods that students may receive. Class periods added here will appear in the drop down lists for Class Period ID of the **Student Class Periods** tab screen and the **Mass Updates Post Student Categories** screen. This screen is displayed when you select the **Class Periods** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Class Periods** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Class Periods Grid View:

	Class Period ID	Description	Status
▶	<not set>	<not set>	
	01	Period 1	
	02	Period 2	
	03	Period 3	
	04	Period 4	

Contents of the Set Up Class Periods Grid:

COLUMN	DESCRIPTION
CLASS PERIOD ID	Enter class period ID
DESCRIPTION	Enter description

Set Up Class Periods Printed Report:

Database Items: CLASS PERIODS	
CLASS PERIOD ID	DESCRIPTION
<not set>	<not set>
01	Period 1
02	Period 2
03	Period 3
04	Period 4

Contents of the Set Up Class Periods Printed Report:

FIELD	CONTENTS
CLASS PERIOD ID	Class period ID
DESCRIPTION	Description

COMMUNITY SERVICE - SET UP

General Information

This screen allows you to add or modify the Community Service Events in which students may participate. Community Service Events added here will appear in the drop down lists for CS ID field of the **Community Service** detail grid screen and the **Mass Updates Post Student Community Service** screen. This screen is displayed when you select the **Community Service** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Community Service** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Community Service Grid View:

CS ID	CS Type ID	Description	Date	Location	Comments	SY	Status
Charity	Fund Raising	▼ Toys for Tots Collections	10/20/2013	various	Annual event	2013-2014	▼
cs4	Community Service	▼ Honor Guard	11/18/2013	City Hall	Mayoral ceremony	2013-2014	▼
NYRelief	Community Service	▼ Fund raising for NY relief	09/28/2011	Walmart - Main Street	Car wash	2010-2011	▼
Special	Fund Raising	▼ Election service	06/30/2013	Miami	Assist citizens at polls	2013-2014	▼
USA	Fund Raising	▼ Honor Guard	05/30/2014	Miami	Memorial Day service	2013-2014	▼

Contents of the Set Up Community Service Grid:

COLUMN	DESCRIPTION
CS ID	Enter Community Service ID
CS TYPE ID	Select a Community Service Type ID from the dropdown list
DESCRIPTION	Enter description of community service
DATE	Enter date of community service
LOCATION	Enter location of community service
COMMENTS	Enter comments
SY	Select a school year from the dropdown list

Set Up Community Service Printed Report:

**** Still need to attach picture**

Contents of the Set Up Community Service Printed Report:

FIELD	CONTENTS
CS ID	Community Service ID
CS TYPE ID	Community Service Type ID
DESCRIPTION	Description of community service
DATE	Date of community service
LOCATION	Location of community service
COMMENTS	Comments
SY	School year

COMMUNITY SERVICE TYPES - SET UP

General Information

This screen allows you to add or modify the Community Service Types in which students may participate. Community Service Types added here will appear in the drop down lists for CS Type ID field of the **Community Service Types** detail grid screen and the **Mass Updates Post Student Community Service Types** screen. This screen is displayed when you select the **Community Service Types** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Community Service Types** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Community Service Types Grid View:

	CS Type ID	Description	Status
▶	CS	Community Service	
	FR	Fund Raising	
*			+

Contents of the Set Up Community Service Types Grid:

COLUMN	DESCRIPTION
CS TYPE ID	Enter Community Service Type ID
DESCRIPTION	Enter description of community service type

Set Up Community Service Type Printed Report:

**** Still need to attach picture**

Contents of the Set Up Community Service Printed Report:

FIELD	CONTENTS
CS TYPE ID	Community Service Type ID
DESCRIPTION	Description of community service type

COMPANIES - SET UP

General Information

This screen allows you to add or modify the Companies in which students may participate. Companies added here will appear in the drop down lists for Company ID field of the **Companies** detail grid screen and the **Mass Updates Post Student Companies** screen. This screen is displayed when you select the **Companies** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Companies** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Companies Grid View:

	Company ID	Description	Status
▶	<not set>	<not set>	
	A	Company A	
	B	Company B	
*			+

Contents of the Set Up Companies Grid:

COLUMN	DESCRIPTION
COMPANY ID	Enter Company ID
DESCRIPTION	Enter description of company ID

Set Up Companies Printed Report:

**** Still need to attach picture**

Contents of the Set Up Companies Printed Report:

FIELD	CONTENTS
COMPANY ID	Company ID
DESCRIPTION	Description of company ID

COMPETITIONS - SET UP

General Information

This screen allows you to add or modify the competitions in which students have competed. Competitions added here will appear in the drop-down lists for Comp ID on the **Student Competition** tab screen and the **Mass Updates Post Student Competitions** screen. This screen is displayed when you select the **Competitions** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Competitions** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Competitions Grid View:

	Comp ID	Description	Date	Location	SY	Status
▶	DrMt1	Drill Meet #1	10/15/2013	Northside	2013-2014 ▼	
	DrMt2	Drill Meet #2	01/15/2014	West Haven	2013-2014 ▼	
	DrMt3	Drill Meet #3	05/01/2014	Coopersville	2013-2014 ▼	

Contents of the Set Up Competitions Grid:

COLUMN	DESCRIPTION
COMP ID	Enter Competitions ID
DESCRIPTION	Enter description of competitions ID
DATE	Enter date of competition
LOCATION	Enter location of competition
SY	Select the school year of competition from the dropdown list

Set Up Competitions Printed Report:

**** Still need to attach picture**

Contents of the Set Up Competitions Printed Report:

FIELD	CONTENTS
COMP ID	Competitions ID
DESCRIPTION	Description of competitions ID
DATE	Date of competition
LOCATION	Location of competition
SY	School year of competition

CONTACT TYPES - SET UP

General Information

This screen allows you to add or modify the contact types in which students have competed. Contact types added here will appear in the drop-down lists for Contact Type ID on the **Student Contacts** tab screen and the **Mass Updates Post Student Contact Types** screen. This screen is displayed when you select the **Contact Types** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Contact Types** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Contact Types Grid View:

	Contact Type ID	Status
▶	[No Info]	
	Aunt	
	Father	
	Godparent	
	Grandfather	

Contents of the Set Up Contact Types Grid:

COLUMN	DESCRIPTION
CONTACT TYPE ID	Enter Contact Type ID

Set Up Contact Types Printed Report:

**** Still need to attach picture**

Contents of the Set Up Contact Types Printed Report:

FIELD	CONTENTS
CONTACT TYPE ID	Contact Type ID

COURSES - SET UP

General Information

This screen allows you to add or modify the courses in which students may participate. Courses added here will appear in the drop down lists for Course ID on the **Student Courses** tab screen, the **Mass Updates Assign Student Courses**, and the **Mass Updates Post Student Course Grades**. This screen is displayed when you select the **Courses** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Courses Types** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Courses Grid View:

	Course ID	Description	LE Level	Track Scores	Status
▶	ArmedDrl	Armed Drill	2 ▼	<input type="checkbox"/>	
	BasMilMth	Basic Military Math Skills	4 ▼	<input type="checkbox"/>	
	BasMilWrt	Basic Military Writing Skills	2 ▼	<input type="checkbox"/>	
	BatlOrg	Battalion Organization	2 ▼	<input type="checkbox"/>	

Contents of the Set Up Courses Grid:

COLUMN	DESCRIPTION
COURSE ID	Enter Course ID
DESCRIPTION	Enter description of course
LE LEVEL	Enter Leadership Education level of course
TRACK SCORES	Indicates if Track Scores are Selected/Deselected

Set Up Courses Printed Report:

**** Still need to attach picture**

Contents of the Set Up Courses Printed Report:

FIELD	CONTENTS
COURSE ID	Course ID
DESCRIPTION	Description of course
LE LEVEL	Leadership Education level of course
TRACK SCORES	Track scores of course

ETHNICITY - SET UP

General Information

This screen allows you to add or modify the ethnicity in which students may participate. Ethnicity added here will appear in the drop down lists for Ethnicity ID on the **Student Info** tab screen, the **Mass Updates Assign Student Ethnicity**, and the **Mass Updates Post Student Ethnicity**. This screen is displayed when you select the **Ethnicity** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Ethnicity** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Ethnicity Grid View:

	Ethnicity ID	Description	Status
▶	-	<not set>	
	A	Asian	
	AI	American Indian	
	AL	Native Alaskan	
	B	Afro-American	

Contents of the Set Up Ethnicity Grid:

COLUMN	DESCRIPTION
ETHNICITY ID	Enter Ethnicity ID
DESCRIPTION	Enter description of ethnicity

Set Up Ethnicity Printed Report:

**** Still need to attach picture**

Contents of the Set Up Ethnicity Printed Report:

FIELD	CONTENTS
ETHNICITY ID	Ethnicity ID
DESCRIPTION	Description of ethnicity

FITNESS POINTS - SET UP

General Information

This screen allows you to add or modify the fitness points in which students have competed. Fitness points added here will appear in the drop-down lists for Event ID on the **Student Fitness** tab screen and the **Mass Updates Post Student Fitness** screen. This screen is displayed when you select the **Fitness Points** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Fitness Points** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Fitness Points Grid View:

	Event ID	Age	Count	Points	Unit	Status
▶	Flexarm	13	1	1	Seconds	
	Flexarm	13	2	2	Seconds	
	Flexarm	13	3	3	Seconds	
	Flexarm	13	4	4	Seconds	
	Flexarm	13	5	5	Seconds	

Contents of the Set Up Fitness Points Grid:

COLUMN	DESCRIPTION
EVENT ID	Enter Event ID
AGE	Enter age of student
COUNT	Amount of counts
POINTS	Amount of points
UNIT	Time recorded

Set Up Fitness Points Printed Report:

**** Still need to attach picture**

Contents of the Set Up Fitness Points Printed Report:

FIELD	CONTENTS
EVENT ID	Event ID
AGE	Age of student
COUNT	Amount of counts
POINTS	Amount of points
UNIT	Time recorded

FITNESS TESTS - SET UP

General Information

This screen allows you to add or modify the fitness tests in which students have competed. Fitness tests added here will appear in the drop-down lists for Test ID on the **Student Fitness** tab screen and the **Mass Updates Post Student Fitness** screen. This screen is displayed when you select the **Fitness Tests** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Fitness Tests** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Fitness Tests Grid View:

	Test ID	Description	Test Date	SY	Status
▶	2012-2013	Winter	01/12/2013	2012-2013 ▼	
	2012-2013-#01	Fall	09/15/2012	2012-2013 ▼	
	2013-2014-#01	Fall 2003	11/05/2013	2013-2014 ▼	
	2013-2014-#02	Fall #2	11/20/2013	2013-2014 ▼	
	2013-2014-#03	Winter 2013 #3	12/10/2013	2013-2014 ▼	
	2015-Winter	Winter 2015	12/01/2015	2014-2015 ▼	
*					+

Contents of the Set Up Fitness Tests Grid:

COLUMN	DESCRIPTION
TEST ID	Enter Test ID
DESCRIPTION	Enter description of test
TEST DATE	Enter test date
SY	Select the school year of test from the dropdown list

Set Up Fitness Tests Printed Report:

**** Still need to attach picture**

Contents of the Set Up Fitness Tests Printed Report:

FIELD	CONTENTS
TEST ID	Test ID
DESCRIPTION	Description of test
TEST DATE	Test date
SY	School year of test

GRADE LEVELS - SET UP

General Information

This screen allows you to add or modify the grade levels in which students have competed. Grade levels added here will appear in the drop-down lists for Grade Level ID on the **Student Grade Level** tab screen and the **Mass Updates Post Student Grade Levels** screen. This screen is displayed when you select the **Grade Levels** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Grade Levels** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Grade Levels Grid View:

	Grade Level ID	Description	Status
▶	<not set>	<not set>	
	09	Grade 09	
	10	Grade 10	
	11	Grade 11	
	12	Grade 12	
*			+

Contents of the Set Up Grade Levels Grid:

COLUMN	DESCRIPTION
GRADE LEVEL ID	Enter grade level ID
DESCRIPTION	Enter description of grade level

Set Up Grade Levels Printed Report:

**** Still need to attach picture**

Contents of the Set Up Grade Levels Printed Report:

FIELD	CONTENTS
GRADE LEVEL ID	Grade level ID
DESCRIPTION	Description of grade level

INSTRUCTORS - SET UP

General Information

This screen allows you to add or modify the instructors of students. Instructors added here will appear in the drop-down lists for Instructor ID on the **Student Instructors** tab screen and the **Mass Updates Post Student Instructors** screen. This screen is displayed when you select the **Instructors** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Instructors** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Instructors Grid View:

	Instructor ID	Last Name	First Name	Rank	Status
▶	<not set>	<not set>	<not set>	<not set>	
	Burke	Burke	John	LtCol	
	Jones	Jones	Robert	1stSgt	
	McD	McDermott	James	MgySgt	
*					+

Contents of the Set Up Instructors Grid:

COLUMN	DESCRIPTION
INSTRUCTOR ID	Enter instructor ID
LAST NAME	Enter last name
FIRST NAME	Enter first name
RANK	Enter Rank

Set Up Instructors Printed Report:

**** Still need to attach picture**

Contents of the Set Up Instructors Printed Report:

FIELD	CONTENTS
INSTRUCTOR ID	Instructor ID
LAST NAME	Last name
FIRST NAME	First name
RANK	Rank

MARKSMANSHIP EQUIPMENT - SET UP

General Information

This screen allows you to add or modify the marksmanship equipment of students. Marksmanship Equipment added here will appear in the drop-down lists for Equipment ID on the **Student Marksman** tab screen and the **Mass Updates Post Student Marksman** screen. This screen is displayed when you select the **Marksmanship Equipment** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Marksmanship Equipment** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Marksmanship Equipment Grid View:

	Equipment ID	Description	Status
▶	22Cal	.22 Caliber	
	PelPist	Pellet Pistol	
	PelRif	Pellet Rifle	
*			+

Contents of the Set Up Marksmanship Equipment Grid:

COLUMN	DESCRIPTION
EQUIPMENT ID	Enter marksmanship equipment ID
DESCRIPTION	Enter description of marksmanship equipment

Set Up Marksmanship Equipment Printed Report:

**** Still need to attach picture**

Contents of the Set Up Marksmanship Equipment Printed Report:

FIELD	CONTENTS
EQUIPMENT ID	Marksmanship equipment ID
DESCRIPTION	Description of marksmanship equipment

NOTE TYPES - SET UP

General Information

This screen allows you to add or modify the note types of students. Note types added here will appear in the drop-down lists for Note Type ID on the **Student Notes** tab screen and the **Mass Updates Post Student Notes** screen. This screen is displayed when you select the **Note Types** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Note Types** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Note Types Grid View:

	Note Type ID	Description	Status
▶	App	Appearance	
	Beh	Behavior	
	Disc	Discipline	
*			+

Contents of the Set Up Note Types Grid:

COLUMN	DESCRIPTION
NOTE TYPE ID	Enter note type ID
DESCRIPTION	Enter description of note type

Set Up Note Types Printed Report:

**** Still need to attach picture**

Contents of the Set Up Note Types Printed Report:

FIELD	CONTENTS
NOTE TYPE ID	Note type ID
DESCRIPTION	Description of note type

ORGANIZATION INFORMATION - SET UP

General Information

This screen allows you to add or modify the organization information of students. This screen is displayed when you select the **Organization Information** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Organization Information** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Setup Organization Information Screen View:

Organization Information					
Org Name	USMC Junior ROTC	Superintendent Name	R. Trinkwalder	Principal Name	J. Bolson
School Name	Dev Test School	Superintendent Title	Superintendent	Principal Title	Principal
School Address	123 Any Street	Superintendent	123 HQ Drive Your City, FL 33333	Principal	345 HQ Dr Your City, FL 33333
City	Your City				
State	FL	Superintendent Phone	(305) 666-1616	Principal Phone	(305) 555-8888
Zip	33333-____				
Phone	(305) 555-1212	Academic Credits	45	SAI Supervisor Name	
Fax	(305) 555-1313	Elective Credits	0	SAI Supervisor Title	
Email	yrschrotc@rotc.mill	Credits per Semester	0	Last Inspection Date	_/_/____
Web Site	www.yrschrotc.com	Credits for Graduation	0	Last Inspection Score	0
Date Estab	07/04/2000				

Contents of the Set Up Organization Information Screen:

FIELD	CONTENTS
ORG NAME	Enter name of organization
SCHOOL NAME	Enter school name
SCHOOL ADDRESS	Enter school address
CITY	Enter city
STATE	Enter state
ZIP	Enter zip code
PHONE	Enter phone number
FAX	Enter fax number
EMAIL	Enter email
WEB SITE	Enter website
DATE ESTAB	Enter date of establishment
SUPERINTENDENT NAME	Enter superintendent name
SUPERINTENDENT TITLE	Enter superintendent title
SUPERINTENDENT ADDRESS	Enter superintendent address
SUPERINTENDANT PHONE	Enter superintendent phone
ACADEMIC CREDITS	Enter academic credits
ELECTIVE CREDITS	Enter elective credits
CREDITS PER SEMESTER	Enter credits per semester
CREDITS FOR GRADUATION	Enter credits for graduation
PRINCIPAL NAME	Enter principal name
PRINCIPAL TITLE	Enter principal title
PRINCIPAL ADDRESS	Enter principal address
PRINCIPAL PHONE	Enter principal name
SAI SUPERVISOR NAME	Enter SAI supervisor name
SAI SUPERVISOR TITLE	Enter SAI supervisor title
LAST INSPECTION DATE	Enter last inspection date
LAST INSPECTION SCORE	Enter last inspection score

Set Up Organization Information Printed Report:

**** Still need to attach picture**

Might not need this, not sure. Will keep below in case.

Contents of the Set Up Organization Information Printed Report:

FIELD	CONTENTS
ORG NAME	Name of organization
SCHOOL NAME	School name
SCHOOL ADDRESS	School address
CITY	City
STATE	State
ZIP	Zip code
PHONE	Phone number
FAX	Fax number
EMAIL	Email
WEB SITE	Website
DATE ESTAB	Date of establishment
SUPERINTENDENT NAME	Superintendent name
SUPERINTENDENT TITLE	Superintendent title
SUPERINTENDENT ADDRESS	Superintendent address
SUPERINTENDANT PHONE	Superintendent phone
ACADEMIC CREDITS	Academic credits
ELECTIVE CREDITS	Elective credits
CREDITS PER SEMESTER	Credits per semester
CREDITS FOR GRADUATION	Credits for graduation
PRINCIPAL NAME	Principal name
PRINCIPAL TITLE	Principal title
PRINCIPAL ADDRESS	Principal address
PRINCIPAL PHONE	Principal name
SAI SUPERVISOR NAME	SAI supervisor name
SAI SUPERVISOR TITLE	SAI supervisor title
LAST INSPECTION DATE	Last inspection date
LAST INSPECTION SCORE	Last inspection score

PHYSICAL QUALIFICATION - SET UP

General Information

This screen allows you to add or modify the physical qualification of students. Physical Qualification added here will appear in the drop-down lists for Physical Qualification ID on the **Student Physical Qualification** tab screen and the **Mass Updates Post Student Physical Qualification** screen. This screen is displayed when you select the **Physical Qualification** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Physical Qualification** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Physical Qualification View:

	Physical Qualification ID	Description	Status
▶	-	<not set>	
	FQ	Fully Qualified	
	LD	Limited Duty	
	NQ	Not Phys Qualified	
	O	Other	
*			+

Contents of the Set Up Physical Qualification Grid:

COLUMN	DESCRIPTION
PHYSICAL QUALIFICATION ID	Enter physical qualification ID
DESCRIPTION	Enter description of physical qualification

Set Up Physical Qualification Printed Report:

**** Still need to attach picture**

Contents of the Set Up Physical Qualification Printed Report:

FIELD	CONTENTS
PHYSICAL QUALIFICATION ID	Physical qualification ID
DESCRIPTION	Description of physical qualification

PLATOONS - SET UP

General Information

This screen allows you to add or modify the platoons of students. Platoons added here will appear in the drop-down lists for Platoon ID on the **Student Platoons** tab screen and the **Mass Updates Post Student Platoons** screen. This screen is displayed when you select the **Platoons** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Platoons** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Platoons View:

	Platoon ID	Description	Status
▶	<not set>	<not set>	
	A	Platoon A	
	B	Platoon B	
	C	Platoon C	
	D	Platoon D	
*			+

Contents of the Set Up Platoons Grid:

COLUMN	DESCRIPTION
PLATOON ID	Enter platoon ID
DESCRIPTION	Enter description of platoon

Set Up Platoons Printed Report:

**** Still need to attach picture**

Contents of the Set Up Platoons Printed Report:

FIELD	CONTENTS
PLATOON ID	Platoon ID
DESCRIPTION	Description of platoon

RANKS - SET UP

General Information

This screen allows you to add or modify the ranks to which students may be promoted or demoted. Ranks added here will appear in the drop down lists for Rank ID on the **Student Ranks** tab screen, the **Mass Updates Post Student Ranks** screen, and the **Mass Updates Post Student Ranks** screen. This screen is displayed when you select the **Ranks** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Ranks** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Ranks View:

	Rank ID	Description	Type	SortOrder	Status
▶	PVT	Private	ENL ▼	1	
	PFC	Cadet Private First Class	ENL ▼	2	
	LCPL	Cadet Lance Corporal	ENL ▼	3	
	CPL	Cadet Corporal	NCO ▼	4	
	SGT	Cadet Sergeant	NCO ▼	5	

Contents of the Set Up Ranks Grid:

COLUMN	DESCRIPTION
RANK ID	Enter rank ID
DESCRIPTION	Enter description of rank
TYPE	Enter type of rank from the dropdown list
SORTORDER	Enter sort order

Set Up Ranks Printed Report:

**** Still need to attach picture**

Contents of the Set Up Ranks Printed Report:

FIELD	CONTENTS
RANK ID	Rank ID
DESCRIPTION	Description of rank
TYPE	Type of rank
SORTORDER	Sort order of rank

SECURITY - SET UP

General Information

The Security Set-Up screen is used to set up security access levels for users of the Cadet Records Manager®. Users can be assigned authorization to use various functions within Cadet Records Manager®. We recommend that you specifically set up the security authorizations for each user, to protect your database from unauthorized modifications.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Security** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Security View:

	User ID	Password	Student Info	Activites	Awards	Community Services	Competitions	Contacts	Courses	Fitness
▶	test	test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Add picture of all columns

Contents of the Set Up Security Grid:

COLUMN	DESCRIPTION
USER ID	Enter user ID
PASSWORD	Enter password
STUDENT INFO	Student info selected/deselected
ACTIVITIES	Activities selected/deselected
AWARDS	Awards selected/deselected
COMMUNITY SERVICES	Community services selected/deselected
COMPETITIONS	Competitions selected/deselected
CONTACTS	Contacts selected/deselected
COURSES	Courses selected/deselected
FITNESS	Fitness selected/deselected
INVENTORY	Inventory selected/deselected
MERITS	Merits selected/deselected
PARTICIPATION	Participation selected/deselected
RANKS	Ranks selected/deselected
SUPPLIES	Supplies selected/deselected
MARKSMANSHIP	Marksmanship selected/deselected
ARCHIVE	Archive selected/deselected
BACKUPS	Backups selected/deselected
MASS UPDATES	Mass updates selected/deselected
REPORTS	Reports selected/deselected
SECURITY	Security selected/deselected

SETUP	Setup selected/deselected
UTILITIES	Utilities selected/deselected

Set Up Security Printed Report:

**** Still need to attach picture**

Contents of the Set Up Security Printed Report:

FIELD	CONTENTS
USER ID	User ID
PASSWORD	Password
STUDENT INFO	Student info selected/deselected
ACTIVITIES	Activities selected/deselected
AWARDS	Awards selected/deselected
COMMUNITY SERVICES	Community services selected/deselected
COMPETITIONS	Competitions selected/deselected
CONTACTS	Contacts selected/deselected
COURSES	Courses selected/deselected
FITNESS	Fitness selected/deselected
INVENTORY	Inventory selected/deselected
MERITS	Merits selected/deselected
PARTICIPATION	Participation selected/deselected
RANKS	Ranks selected/deselected
SUPPLIES	Supplies selected/deselected
MARKSMANSHIP	Marksmanship selected/deselected
ARCHIVE	Archive selected/deselected
BACKUPS	Backups selected/deselected
MASS UPDATES	Mass updates selected/deselected
REPORTS	Reports selected/deselected
SECURITY	Security selected/deselected
SETUP	Setup selected/deselected
UTILITIES	Utilities selected/deselected

SQUADS - SET UP

General Information

This screen allows you to add or modify the squads of students. Squads added here will appear in the drop-down lists for Squad ID on the **Student Info** tab screen and the **Mass Updates Post Student Info** screen. This screen is displayed when you select the **Squads** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Squads** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Squads View:

	Squad ID	Description	Status
▶	<not set>	<not set>	
	A	Squad A	
	B	Squad B	
	C	Squad C	
*			+

Contents of the Set Up Squads Grid:

COLUMN	DESCRIPTION
SQUAD ID	Enter squad ID
DESCRIPTION	Enter description of squad

Set Up Squads Printed Report:

**** Still need to attach picture**

Contents of the Set Up Squads Printed Report:

FIELD	CONTENTS
SQUAD ID	Squad ID
DESCRIPTION	Description of squad

SUPPLY ITEMS WITH NSN - SET UP

General Information

This screen allows you to add or modify the Supply Items with NSN that may be issued to students. Supply Items with NSN added here will appear in the drop down lists for NSN ID in the **Student Supplies** tab screen. This screen is displayed when you select the **Supply Items with NSN** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Supply Items with NSN** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Supply Items With NSN View:

****Add picture of all columns and check if description matches picture**

Contents of the Set Up Supply Items With NSN Grid:

COLUMN	DESCRIPTION
NSN	Enter NSN
CATEGORY	Select category from the dropdown list
GENDER	Select gender from the dropdown list
NOMENCLATURE	Enter nomenclature
UNITS OF ISSUE	Enter units of issue
SIZE	Enter size
UNIT PRICE	Enter unit price
RECOVERABLE	Recoverable selected/deselected
ON HAND	Enter on hand
ON ORDER	Enter on order
INVENTORY	Enter inventory
MERITS	Enter merits
PARTICIPATION	Enter participation
RANKS	Enter ranks
SUPPLIES	Enter supplies
MARKSMANSHIP	Enter marksmanship
ARCHIVE	Enter archive
BACKUPS	Enter backups
MASS UPDATES	Enter mass updates
REPORTS	Enter reports
SECURITY	Enter security
SETUP	Enter setup
UTILITIES	Enter utilities

Set Up Supply Items With NSN Printed Report:

**** Still need to attach picture**

Contents of the Supply Items With NSN Printed Report:

FIELD	CONTENTS
NSN	NSN
CATEGORY	Category
GENDER	Gender
NOMENCLATURE	Nomenclature
UNITS OF ISSUE	Units of issue
SIZE	Size
UNIT PRICE	Unit price
RECOVERABLE	Recoverable selected/deselected
ON HAND	On hand
ON ORDER	On order
INVENTORY	Inventory
MERITS	Merits
PARTICIPATION	Participation
RANKS	Ranks
SUPPLIES	Supplies
MARKSMANSHIP	Marksmanship
ARCHIVE	Archive
BACKUPS	Backups
MASS UPDATES	Mass updates
REPORTS	Reports
SECURITY	Security
SETUP	Setup
UTILITIES	Utilities

SUPPLY ITEMS WITHOUT NSN - SET UP

General Information

This screen allows you to add or modify the Supply Items without NSN that may be issued to students. Supply Items without NSN added here will appear in the drop down lists for Supply Item ID in the **Student Supplies** tab screen. This screen is displayed when you select the **Supply Items Without NSN** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Supply Items Without NSN** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Supply Items Without NSN View:

	Supply Item ID	Category	Gender	Nomenclature	Units of Issue	Unit Price	Recoverable	On Hand	On Order	Sta
▶	Bag-Duffel	Organizational ▼	B ▼	Bag, Duffel	EA	23.56	<input type="checkbox"/>	0	0	
	Belt-Mil	Belts ▼	B ▼	Belt, Military Police	EA	16.80	<input type="checkbox"/>	0	0	
	Belt-Trous	Belts ▼	M ▼	Belt , Trousers Khaki	EA	2.93	<input type="checkbox"/>	0	0	
	Belt-White	Belts ▼	M ▼	Belt, Waist, Man's, White Cotton	EA	5.99	<input type="checkbox"/>	0	0	
	Blouse-Wdld	Blouse ▼	F ▼	Blouse, Woodland, MAR	EA	38.90	<input type="checkbox"/>	0	0	
	Boots-HotW	Boots ▼	B ▼	Boots, Hot Weather	PR	76.86	<input type="checkbox"/>	0	0	
	Buckle-Kh	Buckles ▼	B ▼	Buckle Khaki	EA	2.94	<input type="checkbox"/>	0	0	
	Buckle-MP	Buckles ▼	B ▼	Buckle, MP	EA	6.04	<input type="checkbox"/>	0	0	
	Buckle-Nolnsig	Buckles ▼	B ▼	Buckle, W/O Insignia	EA	9.48	<input type="checkbox"/>	0	0	
	Caps-Gar	Caps ▼	B ▼	Cap Garrison	EA	11.66	<input type="checkbox"/>	0	0	
	Cap-Watch-Cold	Caps ▼	B ▼	Cap Watch Extreme Cold Weather	EA	5.46	<input type="checkbox"/>	0	0	
	Cap-Watch-Hard	Caps ▼	B ▼	Cap Watch Hardface Micro Fleece	EA	6.07	<input type="checkbox"/>	0	0	
	Coat-F-Blue	Coats ▼	F ▼	Coat, Women's Blue	EA	131.89	<input type="checkbox"/>	0	0	
	Coat-M-Blue	Coats ▼	M ▼	Coat, Man's Blue	EA	181.86	<input type="checkbox"/>	0	0	
	Cover-Gar	Cover ▼	B ▼	Cover, Garrison, MARP	EA	8.81	<input type="checkbox"/>	0	0	
	Crown-Svc-Wh	Crowns ▼	M ▼	Crown, Service Cap White	EA	6.34	<input type="checkbox"/>	0	0	
	Dig-Gortex-Wdld	Coats ▼	B ▼	Digital Gortex Woodland	EA	152.00	<input type="checkbox"/>	0	0	
	Frame-Svc	Frames ▼	M ▼	Frame, Service Cap	EA	16.57	<input type="checkbox"/>	0	0	

Contents of the Set Up Supply Items Without NSN Grid:

COLUMN	DESCRIPTION
SUPPLY ITEM ID	Enter supply item id without NSN
CATEGORY	Select category from the dropdown list
GENDER	Select gender from the dropdown list
NOMENCLATURE	Enter nomenclature
UNITS OF ISSUE	Enter units of issue
UNIT PRICE	Enter unit price
RECOVERABLE	Recoverable selected/deselected
ON HAND	Enter on hand
ON ORDER	Enter on order

Set Up Supply Items Without NSN Printed Report:

**** Still need to attach picture**

Contents of the Supply Items Without NSN Printed Report:

FIELD	CONTENTS
SUPPLY ITEM ID	Supply item id without NSN
CATEGORY	Category
GENDER	Gender
NOMENCLATURE	Nomenclature
UNITS OF ISSUE	Units of issue
UNIT PRICE	Unit price
RECOVERABLE	Recoverable
ON HAND	On hand
ON ORDER	On order

SUPPLY PACKAGES - SET UP

General Information

This screen allows you to add or modify the Supply Packages that may be issued to students. Supply Packages added here will appear in the drop down lists for Package ID in the **Student Supplies** tab screen. This screen is displayed when you select the **Supply Packages** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Supply Packages** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Supply Packages View:

	Package ID	Description	Status
▶	UniFemale	Standard Female Uniform Packag	
	UniMale	Standard Male Uniform Package	
*			+

Contents of the Set Up Supply Packages Grid:

COLUMN	DESCRIPTION
PACKAGE ID	Enter package ID
DESCRIPTION	Enter description of package

Set Up Supply Packages Printed Report:

**** Still need to attach picture**

Contents of the Set Up Supply Packages Printed Report:

FIELD	CONTENTS
PACKAGE ID	Enter package ID
DESCRIPTION	Enter description of package

SUPPLY PACKAGE ITEMS - SET UP

General Information

This screen allows you to add or modify the Supply Package Items that may be issued to students. Supply Package Items added here will appear in the drop down lists for Supply Item ID in the **Student Supplies** tab screen. This screen is displayed when you select the **Supply Package Items** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up Supply Package Items** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up Supply Package Items View:

**Need to insert picture

Contents of the Set Up Supply Package Items Grid:

COLUMN	DESCRIPTION

Set Up Supply Package Items Printed Report:

**** Still need to attach picture**

Contents of the Set Up Supply Package Items Printed Report:

FIELD	CONTENTS

CRM PROGRAM OPTIONS - SET UP

General Information

This screen allows you to add or modify the CRM Program Options that may be issued to students. CRM Program Options added here will appear in the drop down lists for CRM Program Options ID in the **Student CRM Program Options** tab screen. This screen is displayed when you select the **CRM Program Options** choice under the **Set Up** section entry in the Function Tree.

Actions you can do:

- Make changes to any of the editable fields within the records.
- Click on the **Set up CRM Program Options** button to add a new category into the database (for use with all students).
- Click on the **Print** button to view the information in printed form.
- Click on the **Cancel Changes** button to undo changes in a row before you have committed the change (before using the Save button).
- Click on the **Mark for Deletion** button to indicate that you wish to delete this record. Note that the record will not be deleted until you use the **Save** button.
- Click on the **Save Changes** button to commit all of the modifications you have made (new records, modified records, or records marked for deletion).

Set Up CRM Program Options Screen View:

**Need to insert picture

Contents of the Set Up CRM Program Options Screen:

FIELD	CONTENTS

Set Up Supply Package Items Printed Report:

**** Still need to attach picture and maybe not because above is a screen view**

Contents of the Set Up Supply Package Items Printed Report:

FIELD	CONTENTS