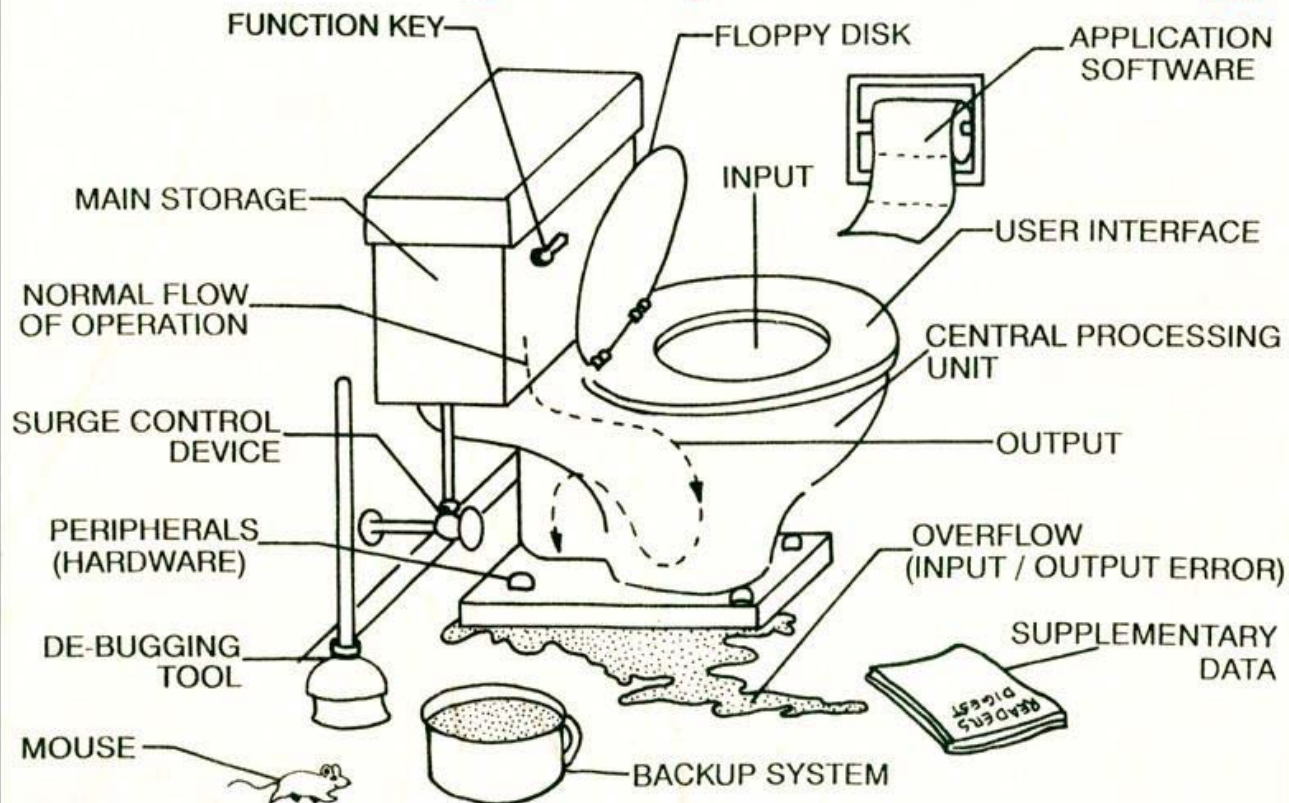


# Understanding Computer Technology



# Tips and Tricks

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# The Layman's Glossary of Computer Terms

APPLE.....Gravity fruit

BARCODE.....Rules at the local pub

BAUD.....Beach crowd obsession

BOOT UP.....Dress for snowy weather

# Overview

Canned Reports

Generic Selection

Matrices

Overlooked Features

Tricks

Tips

# Canned Reports

## Report Interface

### *Two Kinds*

- Tabs
- No Tabs

### *Two Sections*

- Generic/Print
- Custom

# Canned Reports

## Generic/Print

- Defines Parameters
- Defines Page Setup
- Send reports to Job Queue
- Print options
  - Cover Page
  - Draft Print
  - Preview
  - Print
- Access Custom

# Canned Reports

## **Custom**

- Sort fields
- Query

# Glossary

**Parameters** – allows you to specify a range of records to be included in a report

- Down Arrow – brings up a list of values to choose from
- Blank Box – you must type in a value
- some reports do not include parameters

# Glossary

**Sort fields** – defines the basic organization of a report

- Mandatory sort values
- Default sort values
- Open sort values

Allows for a multi-level sort

- levels can be selected in all different sort fields
- sort fields work in conjunction with parameter fields
- produce range of data specified in the order specified

# Glossary

**Query** – allows view of only selected information

- the “IF” is implied
- you must know the field name and type of data entered in the field
- use abbreviations when possible

# Canned Reports

**Sorting** - by adding sort values to mandatory and default values allows you to modify the report

- **Mandatory sort values** – appear in **Bold** type - these can not be deleted, but can be moved to change the sort order
- **Default sort values** — can be moved, replaced, or deleted

# Canned Reports

- **Open sort values** – Fields with down arrows that brings up a list of values to choose from for a sort (this list will differ depending on the atom the report is being created in)

**Ascending/Descending order**

**Page break** -- can be added after the Mandatory field only

# Canned Reports

## Running Reports

**Generic** – leave report setup as is – allows you to define parameters (again, some reports do not include parameters)

**Custom** – allows you to modify sort order and include a query

# Canned Reports

## **Saving Reports** (both Generic and Custom)

- Set parameters/sort order/query
- From Generic Report select Custom
- Enter a Custom Report Subtitle → SAVE
- Atom Info window will appear
  - Enter a Name, Short Name, Description
  - Select a set of hot keys for the atom
  - Lock atom

# Canned Reports

## Three ways to access a saved report

- Atom on the desktop
- Using hot key combination
- From report interface Generic Report drop down menu

**\*\*Remember you can add this to your tool bar and keep originals in folders**

# Drag and Drop on Saved Reports

## Generic Selection

- Search file field (pick appropriate atom) → double-click desired names in left matrix to move them to the right matrix
- Highlight right matrix header (Selections) → Click and hold the first name in the list and drag to desktop
- Click Done to close the Generic Selection window

# Glossary of Computer Terms

BUG.....An old volkswagon

BYTE.....What the dog did to the mail carrier

CACHE.....No checks accepted

CHIP.....A type of chocolate used in cookies

# Matrices

## “Wildcard”

- \* (asterisk)  
in field will create a list of all records in that file
- \* (asterisk)  
following letters or numbers in a field will create a list of all records beginning with those letters or numbers
- \* (asterisk)  
in additional fields will add these fields to the matrix

# Matrices

## Partial information proceeded by

- > (greater than symbol)  
will give a list of all records that come after that number or letter
- < (less than symbol)  
will give a list of all records that come before that number or letter
- <> (greater than and less than symbols)  
will give a list of records not equal to that number or letter
- : (colon)  
will give a list of records that contain that criteria

# Matrices

Partial information proceeded by (continued)

- ; (semi colon)  
will give a list of all records that do not contain that criteria
- |- (pipe and dash)  
will give a list of all records that begin with a given criteria
- -| (dash and pipe)  
will give a list of records that end with a given criteria
- >= (greater than and equal)  
will give a list of records that are greater than or equal to the given criteria
- <= (less than and equal)  
will give a list of records that are less than or equal to the given criteria

# Matrices

## Using two or more fields

- enter partial information in more than one field to narrow the search criteria
  - the less information entered the greater the data returned
  - the more information entered the less the data returned

## Using popup list

- a value from a popup list may be used as search criteria

# Matrices

## Alphabetizing Columns

- ascending order

  - double click on column heading

- descending order

  - double click on column heading with right mouse

  - button or hold down option key on a Mac/Alt key in Windows and double click mouse button

# Matrices

## Alphabetizing more than one column

- click on the column header of second choice to alphabetize, holding down the shift key, double click on the column header of first choice to alphabetize, etc.

## Graph a matrix

- Select appropriate two columns in currently displayed matrix, select Data menu, select Graph

# Matrices

Select more than one row or column

- hold down shift key when making a selection

Deselect a row or column

- click on first column heading (dark blue column)

Open single form from matrix

- double click on dark blue cell of specific row

# Glossary of Computer Terms

- COMPUTER TERMINAL.....Call a mortician
- CRASH.....To attend a party uninvited
- DISKETTE.....Brief disco revival
- FAX.....What every criminal investigator wants

# Often Overlooked Features

Conference

Lockers

Fees

Attendance Attachments

Teacher Select / Classxp

# Conference

Student linked

Hold multiple entries

Can not be queried

Standardized entry is a training issue

# Lockers

Student linked

Data entry required (ALKR)

Can automate assignments (ALKA)

Can override most settings

# Fees

Student linked

Standardized entry is a training issue

# Attendance Attachments

Student linked

Easily queried

Standardized entry is a training issue

# Teacher Select / Classxp

Support teacher

Troubleshoot accounts

Classxp filtering function makes matrices and canned reports especially useful for teachers

# Glossary of Computer Terms

GARBAGE IN/GARBAGE OUT.....Day at the land fill

HACKER.....Cough drops are the remedy

HARD COPY.....Tabloid T.V. show

I.B.M.....In between marriages

# Tricks

Use the enter and tab keys instead of the mouse

Use asterisk on numeric key pad instead of using shift – 8

Use a new tool bar for each project and delete when project ends

Delete atom from tool bar holding down Option key for Mac and Alt key for PC

Drop ID# or student name on atom to open file with that student's information

Send Atom

# Tricks

Hold down the Alt key, PC, click the X in the upper right hand corner of any open window to close all windows – Shift-Option keys for the Mac

ZZlink, student has been filtered out or deleted

Alt Key will descend the order on any matrix

Alt “Print Screen” will copy the SASI desk tip to be pasted into Word

Preferred find field – User – Fine field – Student ID

# Glossary of Computer Terms

MAC.....Everyone's favorite fast food

MEGAHERTZ.....Take a tylenol

MODEM.....Why lawns look good

MOUSEPAD.....Disneyland

# Tips

Grayed out attendance may be caused by incorrect time and/or date of operating system (bad battery)

Trouble running lengthy reports... try breaking down the request into smaller groups

Trouble printing lengthy reports...try saving to the desktop and printing from there

SASI appears to be frozen...wait a few minutes, it will usually free itself up

# Tips

Trouble continues.. exit SASI and log back in

Trouble continues...exit SASI and reboot computer

Trouble becoming more than you can bear... try another workstation

Trouble sending you over the edge... have another user try doing the same thing (it could be your security rights)

Continued problems are usually a sign that you need to reorg

# Glossary of Computer Terms

NOVELL.....International peace prize

ON-LINE.....Sobriety test

OPTIC FIBER.....Food that improves vision

P.C.....Politically correct

# Print Alignment for Laser Scan Forms and Laser Printing

- After the alignment form prints you will get a screen that gives choices:  
Reprint, Continue, Cancel
- To adjust alignment: Ctrl and click on Reprint on PC: Apple and click on Reprint for the Mac
- A new window appears: Select vertical: 12 to move down 1 line; -12 to move up 1 line
- Select Horizontal: 12 to move left one character; -12 to move right one character
- Vary your numbers based upon how far you need to move

# Glossary of Computer Terms

PROGRAMMER.....English teacher's attitude

REMOTE.....Change watch around castle

ROM.....Capital of Italy

# Exclusive Use

## → Mass Scheduling – Mass Assign

Will not let you mass assign unless you have exclusive use of the scheduling atoms.

## → Update Grades

Will not let you run update grades unless everyone is out of scheduling and grading.

## → Reorganization

Will run, but will get errors, exclusive use is highly recommended. AUSR and ASYR will always produce an error.

## → Update Classes from Mass to Basic Scheduling

Will not run if someone is in scheduling.

## → Backup/Restore

Will not run successfully if someone is in files.

# Glossary of Computer Terms

SERIAL PORT.....Breakfast wine

SILICON VALLEY.....Where breast implants are made

SUPERCONDUCTOR.....Railroad employee of the month