



ADMINISTRATOR'S PLUSTM



Guide to using Administrator's Plus Sync Manager & Administrator's Plus for the PALM

Rediker Software Inc.
2 Wilbraham Road
Hampden, MA 01036

Sales: 1-800-213-9860

Support: 1-800-882-2994

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Introduction

Administrator's Plus Sync Manager will allow for student information to be sent to a handheld device. Easy to use setup menus present the opportunity to choose which information can be sent from Administrator's Plus to your handheld device.

It is important to understand the main difference between the two types of devices that are supported and able to sync data using Administrator's Plus Sync Manager. The two types of handhelds are PALM devices and Pocket PC devices running a Windows® based operating system. PALM devices run on an operating system designed specifically for PALM Powered™ handhelds. Even though both devices have the ability to run Administrator's Plus, there are two separate versions to support the different systems. AP PDA Sync Manager is available for the Pocket PC devices and AP PALM Sync Manager is available for the PALM devices.

Features available on the Pocket PC version may not be currently available on the PALM version.

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PALM® INSTALLATION

The following steps must be taken in the following order:

Installing PALM Desktop & Hot Sync®

1. Connect the cradle to your PC and charge your device for at least two hours.
2. Follow the instructions on the device to setup and configure your PALM Powered™ device.
3. Install the PALM Desktop & Hot Sync® software found on the PALM Tungsten™ CD.
4. Follow the PALM® instructions to synchronize your device.

Installing AP PALM Sync Manager

1. Install AP PALM Sync Manager by running the install utility found on the PALM Service Pack CD sent to you by Rediker Software.
2. Browse to the drive that holds the Administrator's Plus data. Click continue.

The PALM software can be accessed through the TOOLS menu within Administrator's Plus. You must have already upgraded to V4.2.24 to be able to use this feature. You also will need a new license to allow access. If you need either the upgrade or license, please call technical support at 1-800-882-2994.

Installing Administrator's Plus on the PALM Device

After setting your specifications in Administrator's Plus Sync Manager, and clicking the SYNC button, the program will scan the device to see if the program has been installed or if there is a new version available that has not yet been installed on your PALM.

You will receive a message – A NEW VERSION IS AVAILABLE. When you click done, you will be prompted to make one of two choices.

NOTE: If you do not know which OS your PALM device is running please stop and check before selecting the incorrect option.

1. AP_PALM-Install.prc is to be used on devices running a PALM OS® less than 5.0
2. AP_PALM-Install.OS5.prc is to be used on devices running a PALM OS® version 5.0 or higher.

Using Sync Manager for the PDA & PALM®

1. Login into AP PALM Sync Manager by going to the TOOLS menu within Administrator's Plus and select AP PALM SYNC MANAGER.
2. Select which school folder, school years and grades are to be sent to the PDA device.

To select individual students, change #3 to Selected Students. You can then select students from a lookup list. When selecting students from the list, you will need to do CTRL-click or SHIFT-click while selecting students to include more than 1 student in the sync process.

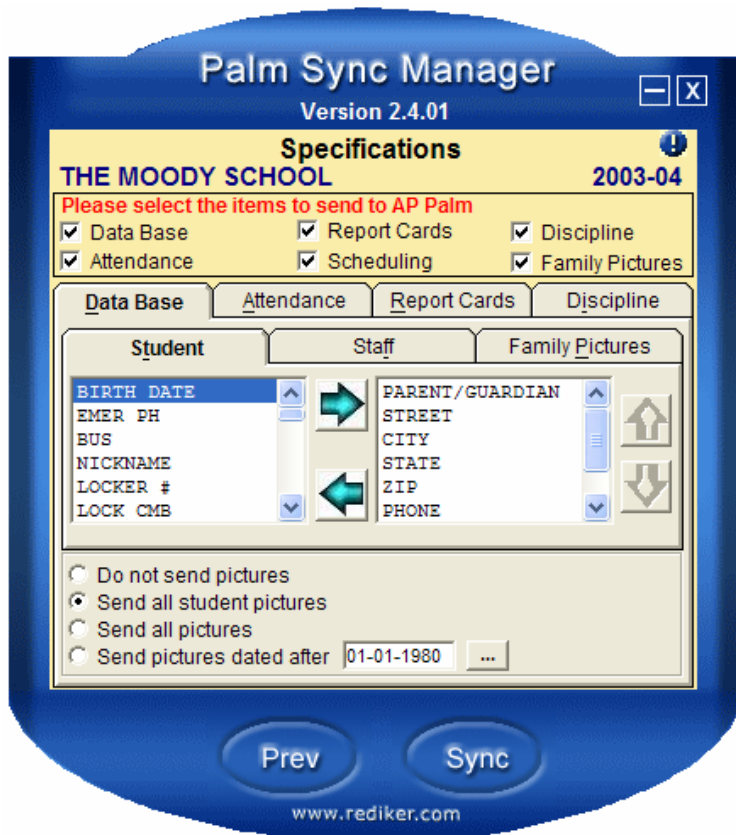
There are three buttons located at the bottom of the specification screen.

VIEW LOG gives users the opportunity to view two different logs. The first log available is the sync log, which will give information pertaining to the last sync. The second log is very useful to track discipline information. This log will let users know what discipline incidents were imported from the PALM device into Administrator's Plus.

The RETREIVE FROM PALM button will import any pending incidents stored on the device into Administrator's Plus.

The PROFILES button will be discussed later in the manual.

Click NEXT to continue.








Each module is listed across the top with boxes to the left. For every module that information is coming from, place a ✓ in the box by clicking the appropriate box with the mouse. Each module has a specification page to choose which information is being included.

Database

The Database specification page is divided into 2 additional specification pages. The Student and Staff pages allow for any of the 160 data base fields to be selected. There are two large boxes on each page, one displaying available fields and the other displaying the fields that have been selected. Both pages offer 4 choices on whether or not to send pictures. They are to not send pictures, send student pictures, send all pictures (including staff), or only send pictures after a selected date. The date can be set by using the browse button and selecting a date from the calendar. If you wish to include staff pictures, check the box to include staff pictures.

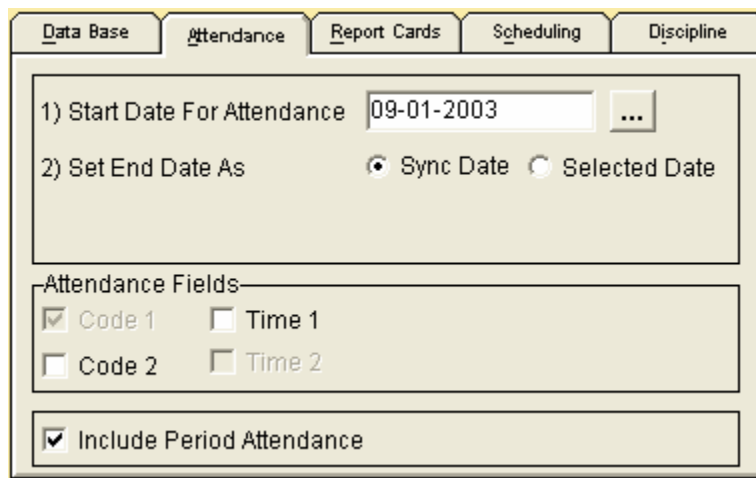
By default pictures are stored on the storage card. If a storage card is not present, the pictures will be stored in main memory. After syncing all photos, you should change the specification from *Send All Pictures* to *Send Pictures Dated After*, with date being today's date. Changing this specification will save time during the sync process. Remember, that data is overwritten with each sync but pictures will remain until manually deleted, so they only need to be synced once.

There are a few ways to select fields.

1. Highlight an available field and click the  icon to move the field to the selected field box. To remove selected fields, highlight the field and click the  icon to move the field back to the left. To reposition a field within the selected fields list highlight the field, use the  and  icons to move the field up or down on the list.
2. Double clicking on fields will also bring them from left to right as well as from right to left.
3. Highlighting fields while holding down the CTRL key will allow you to select more then one field at once. Once the fields are selected click the  icon.

Important and helpful fields may include: emergency phone #s, bus #, homeroom #, and any information related to a possible allergy, medical condition or prescription.

Attendance



The screenshot shows a software interface with five tabs: Data Base, Attendance, Report Cards, Scheduling, and Discipline. The 'Attendance' tab is selected. The main content area contains the following fields and options:

- 1) Start Date For Attendance: 09-01-2003 (with a browse button ...)
- 2) Set End Date As: Sync Date Selected Date
- Attendance Fields:
 - Code 1 Time 1
 - Code 2 Time 2
- Include Period Attendance

The Attendance specification page allows for attendance information to be sent. The start date can be set by using the browse button and selecting a date from the calendar. The end date can be either the sync date (today's date) or a selected date, again set by using the calendar.

Code 1 is automatically transferred. You can decide whether or not to include Time 1, Code 2 and Time 2. Time 1 may be important because it will show what time a student was tardy.

To include Period Attendance, place a ✓ check in the box to “Include Period Attendance.”

Report Cards

With the report cards specification page you can choose which report card columns should be included by placing a ✓ next to each report card column.

Scheduling

If the scheduling module is checked, all sections will be sent to the device. Course and section number, course name, course length, meeting time, teacher, room, credits, optimum size and course size will be included in the transfer.

Discipline

Similar to the attendance specifications, discipline information can be sent to the PDA based on dates. The information that will be transferred will appear the same as discipline incidents appear in Administrator’s Plus.

Family Pictures

With the release of Administrator's Plus Version 4, Rediker Software introduced the new Family Pictures feature. This feature allows users to link additional pictures to student database fields. If this feature has been setup within Administrator's Plus, you will also transfer the family pictures to your handheld device.

If the family pictures option is checked on the specification screen, a Family Pictures tab will appear on the database specification page. Simply select the fields that have been set as picture fields within Administrator's Plus.

Once all the specifications have been set, click the SYNC button to begin the transfer of information to the device. The sync process will first create files in a user folder within the RS4\PALM directory that was set up during installation. If pictures are being transferred, the program will convert them from bitmap files to jpeg files and store them in the RS4\PIX folder. During this conversion process, the picture files will be renamed with the student's unique ID rather than using the Administrator's Plus ID.

During the transfer of data you will be prompted twice to hit the Hot Sync® button on the cradle to complete the synchronization process.

The transfer process is complete upon receiving a Congratulations message. It is safe to remove the device from the cradle after closing the Sync Manager program.

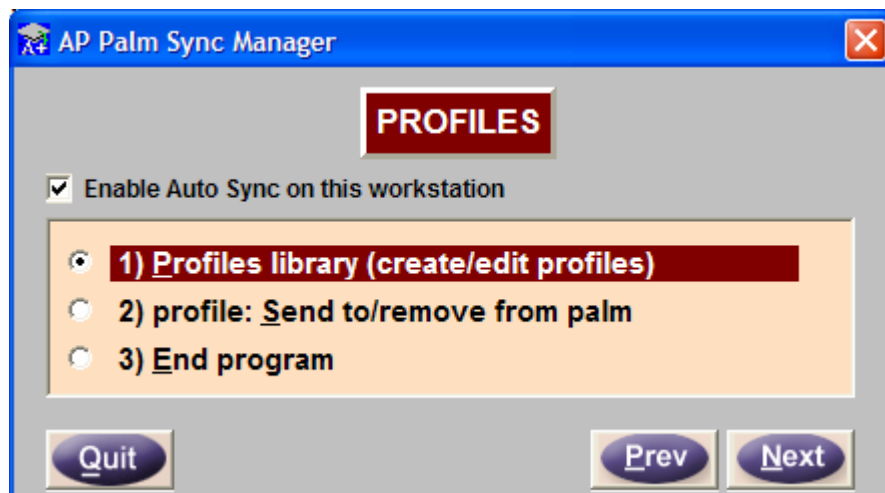
Profiles

In Version 2 of Administrator's Plus Pocket PC, users will be able to set up “profiles” that will enhance the performance of sending data to the Pocket PC device. A profile is set up for each user who is using the device. When the user returns the device to the cradle, Administrator's Plus Sync Manager will automatically start upon the next Hot Sync and begin the transfer of data.

Profiles are set up by the Administrator's Plus Supervisor. Each profile will have specifications set to determine what data the user will receive and be able to view.

NOTE: Profile users are NOT Administrator's Plus users. Therefore when setting up Profiles the user will receive ALL rights to whatever modules are set up for them.

To set up a profile, select the PROFILES button on the specification screen. The following menu will appear:



Choose #1 PROFILES LIBRARY to create and edit your user profiles.

It is recommended to NOT require a password to sync so that users can return their cradles to their devices and not have to wait for the password prompt.

Option #2, SEND TO/REMOVE FROM PALM allows you to send the any one of the set up profiles to the connected device.

In the upper right, there is a box to ENABLE AUTO SYNC. If this is checked the profiles option is considered to be ON. Next time the device is returned to the cradle, the device will be synchronized with the specifications set up for the profile user.

User Rights

User rights are set up by the supervisor in Administrator's Plus. When a user with limited rights logs into Sync Manager only modules that they have all rights or read only rights to will be available for them to select data. Any user can log into Admin Plus on the PDA device. Modules that the user has no rights to will be grayed out.

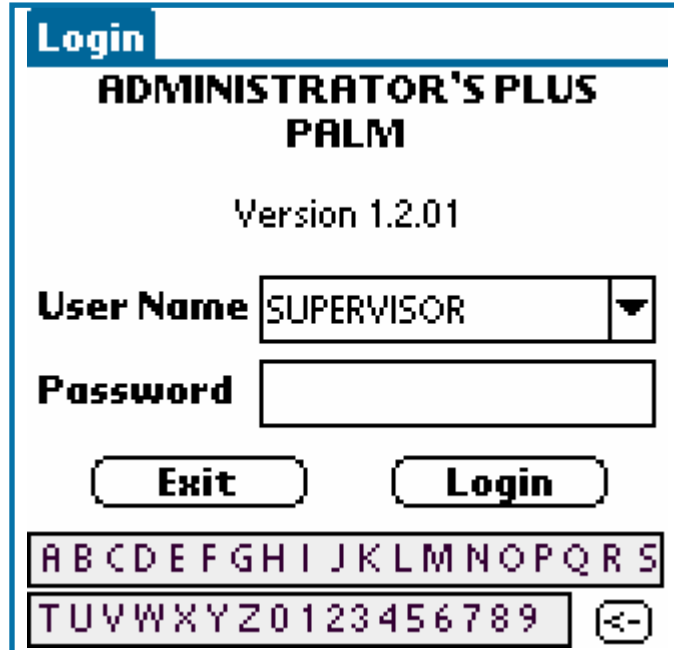
Users who are sharing devices need to keep in mind that the data available on the PDA is determined by the last transfer of data to the device. Data is not stored by user.

An example of this would be two hall monitors who share one device. Monitor 1 syncs the device and chooses to include 10 database fields for all grade levels. Monitor 2 then takes the device, performs a sync and chooses to only include 5 database fields for only the 12th grade. When Monitor 1 logs in on the device the information available will be based on the last sync, made by Monitor 2.

Using Administrator's Plus on the PALM® Device

After turning the device on, select AP PALM from the list of available programs.

Log in using the same user name and password that is used when logging into Administrator's Plus and Sync Manager.



Login

**ADMINISTRATOR'S PLUS
PALM**

Version 1.2.01

User Name SUPERVISOR ▼

Password [Empty]

Exit **Login**

ABCDEFGHIJKLMNOPS
TUVWXYZ0123456789 ⌫

The user name can be selected from the drop down menu. Your password can be entered by selecting characters along the left and bottom of the screen. The arrow in the lower right acts as a backspace key.

You can also use the PALM Graffiti® option or internal keyboard to enter the password.

After selecting the username and entering the password, hit the LOGIN button.

Navigating Administrator's Plus on the PALM®

Initially when logging in, a specification screen will appear. The school, school year, grade and font size can be set here. Similar to Administrator's Plus, you can choose to view an individual grade or all grades. To view Staff information, you would choose Staff. Once specifications are set, click DONE in the lower right.

To get back to the specification screen at a later time, click the PALM® built in PREFERENCES button and go to OPTIONS⇒ SPECIFICATIONS.

AP PALM Specifications Exit

School DEMO SCHOOL

Year 2002-03

Grade All Grades

Font Size SMALL

Done

User Name: SUPERVISOR

DEMO SCH/2002-03 Exit

DB AT PR RC SC DS

PARENT/GUARDIAN

STREET

CITY

STATE

ZIP

PHONE

? Go ...

R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

The main window of the program will display a tab informing users what school and year they are viewing information for.

The red boxes across the top will display the student's name and ID number.

Available modules will appear BOLDDED while the modules that were not included in the transfer will be grayed out.

The blue arrows next to the student's name and ID will bring you forward or

backward through the student list.

Names and ID numbers can be entered using the same method as when entering the password during logging in. When a letter is

selected from the left or bottom, the program will display the first student whose last name matches the letters typed. After typing in a student's name or ID number, hit GO to have that student brought up.

The PALM Graffiti® option or internal keyboard can also be used to enter names and ID numbers.

A lookup list can be obtained by clicking the arrow to the left of the GO button and scrolling through the list to select a student. The blue browse button to the right of the GO button will also display a lookup list and acts as the F6 Lookup option in Administrator's Plus. The list will allow users to begin searching by typing the student's name.

If at any time help is required, you can click the PALM® built in PREFERENCES button and go to HELP to find version information and how to contact technical support.

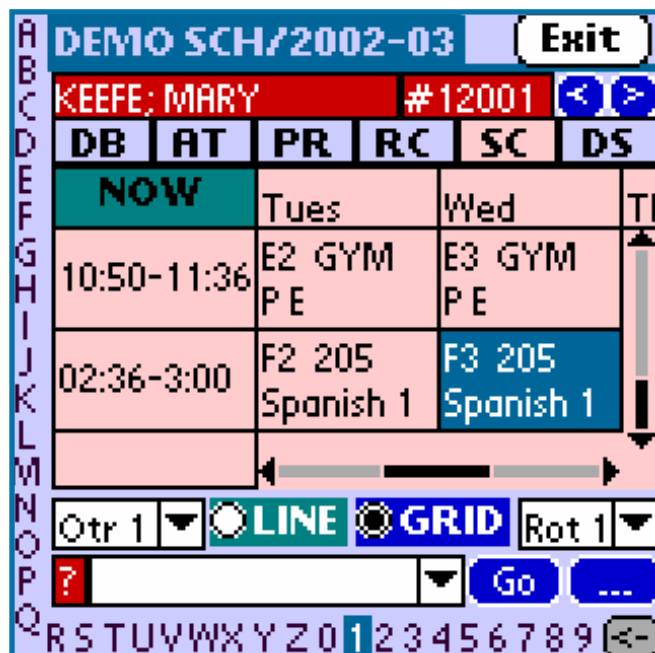
When student information is on the screen, you can click on the available modules to view information.

Depending on how much information is included in each module, scroll bars will be available to move up and down as well as left and right.

Attendance information can be viewed by Calendar View, Register Code View or Attendance Code View by selecting the desired view's radio button.

Report Card information will appear in column form. To see the grade a student received in one course, click the course and the information will be displayed in a line form.

In the Scheduling Module, schedules can be viewed in either the Line Schedule or Grid Schedule Mode by clicking on one of the two



radio buttons below the displayed schedule. When using the Grid Schedule the device will know to highlight the block that the student should be in based on time. (This feature will only work if rotation headings are set up as days of the week.) Click once on the block to see additional course information.

Also in the Grid Schedule the pull down menu in the lower left will allow for the schedules to be viewed based on course length. The pull down menu in the lower right will allow for the schedules to be displayed based on rotation.

As mentioned earlier, the Discipline Module will appear the same as when using Administrator's Plus. The student's incidents will be listed. Clicking on an incident will show more detailed information pertaining to that particular incident.

Users can also enter discipline information directly into the device. To add a new incident for a student, simply click the ADD NEW INCIDENT field listed above any previous incidents. In the lower left of the incident details window, click ADD. The Infraction List will appear to allow users to choose the appropriate infraction. Users can then proceed to complete the incident for the student by filling in the Teacher, Place, Follow up, Comment, Letter and Served fields. This information will appear in the student's list of incidents with a P before the number to indicate that the incident is pending.

Closing Administrator's Plus on the PALM® Device

Clicking the EXIT button in the upper right hand corner of the viewing screen will close Administrator's Plus on the PALM.

IMPORTANT: During the sync process it is imperative to make sure that the AP PALM program is COMPLETELY closed on the PALM device.

When viewing additional information such as scheduling information and incident information, there will be a BACK button to bring you back into the program.

Retrieving Pending Incidents from the PALM® Device

As mentioned earlier, users can now enter discipline incidents directly into their handheld devices. The incidents will appear on the device with a P to indicate that the newly entered incident is pending and has not yet been saved in the student's record.

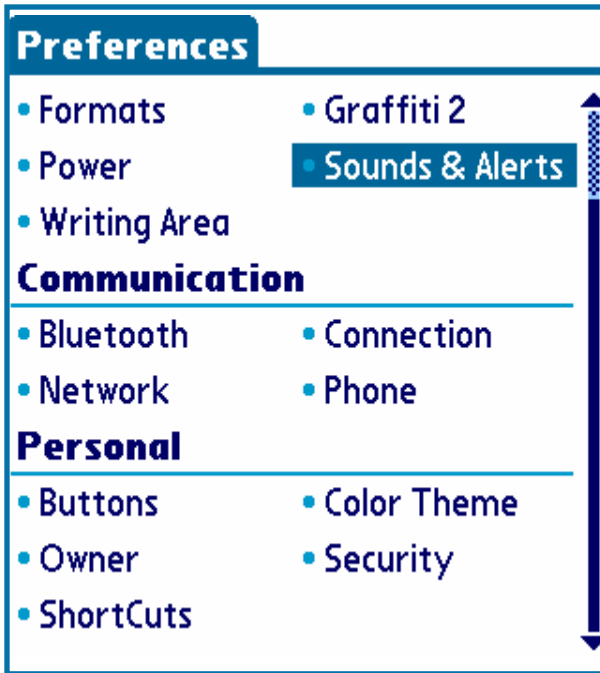
Upon the next sync, Administrator's Plus Sync Manager will scan the device for any pending incidents. The pending incidents will then be transferred to a "holding bin." Users can also select the RETRIEVE INCIDENTS button on the Sync Manager specification screen to retrieve incidents. Once an incident is transferred into the holding bin it will appear on the device with an H to indicate it has been transferred to the holding bin, but has not yet been saved in the student's record.

Within Administrator's Plus, go to the Discipline Module and choose the Incidents program. In the lower right hand corner you will now see a PDA button. Clicking this button will access the holding bin.

Any Administrator's Plus user can access the holding bin. It is recommended to import pending discipline incidents on a daily basis.

VIEW LOG will allow you to view a log of which incidents have been imported and when.

Customizing Buttons on the PALM® Device



Any of the four buttons on the bottom of the PALM® device and the star icon can be customized to open a program other than the default. You may want to set one of these buttons to open AP PALM. Initially the default programs to be opened when pressing the buttons are:

- Button 1: Date Book
- Button 2: Address
- Button 3: To Do List
- Button 4: Note Pad

To change the default program for a button:

1. Choose the PREFERENCES icon from your program list
2. Under the PERSONAL category choose BUTTONS

Each button will have a pull down menu with the available programs that can be accessed by hitting the button.

3. Go to the pull down list next to the button you want to customize
4. Select AP PALM
5. Select DONE

