



ADMINISTRATOR'S PLUS TM



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

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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 Powered™ devices and Pocket PC devices running a Windows® based operating system. PALM devices run on an operating system designed specifically for PALM handhelds. Even though both devices have the ability to run Administrator's Plus, there are two separate versions to support the different systems. AP POCKET PC Sync Manager is available for the Pocket PC devices and AP PALM Sync Manager is available for the PALM devices.

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Pocket PC Installation

The following steps must be taken in the following order:

Installing Microsoft ActiveSync®

1. Install Microsoft ActiveSync® on your workstation from the setup CD enclosed with your handheld device.
2. After the setup of ActiveSync® has been completed, plug the cradle into a USB port and put the device in cradle.
3. When the device is recognized by ActiveSync® a message will appear asking whether or not to set up a Standard or Guest Partnership between the device and ActiveSync®. Select to setup a STANDARD partnership.

The standard partnership will allow you to synchronize data between your handheld and your PC. This partnership is unique between the handheld and your PC.

Microsoft ActiveSync® updates can be obtained by going to the Windows® update website. We recommend using the latest version of ActiveSync®, version 3.7.1.

Installing AP POCKET PC Sync Manager

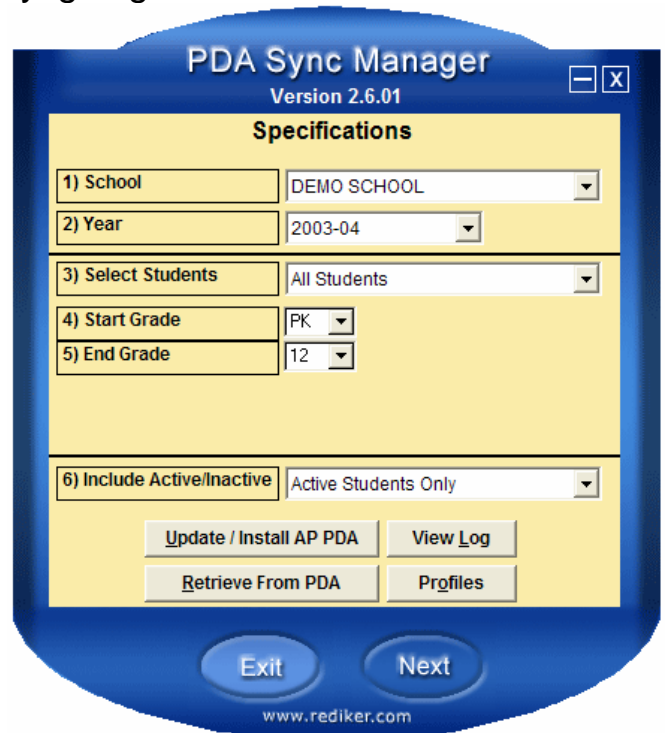
1. Install AP POCKET PC Sync Manager by running the install utility found on the POCKET PC Service Pack V2.19.01 CD.
2. Select the drive that holds the Administrator's Plus data. Click Continue.
3. After the files have been successfully copied a blue box will appear. Click Finish.

You should now be able to log into Administrator's Plus and go to TOOLS⇒AP POCKET PC SYNC MANAGER.

Installing AP POCKET PC on the Pocket PC Device

1. Access AP Pocket PC Sync Manager by going into Administrator's Plus and going to TOOLS⇒AP POCKET PC SYNC MANAGER. User name and password are the same as used when logging into Administrator's Plus.
2. Select which school folder, school years and grades are to be sent to the POCKET PC 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.



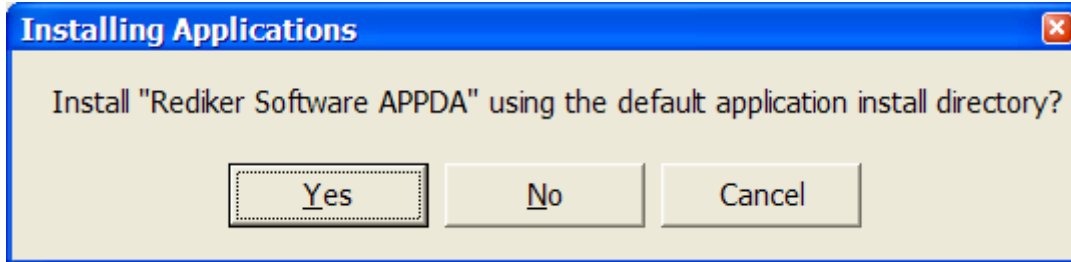
1. Click NEXT to continue or select the UPGRADE/INSTALL button.

At this point the program will look for one of two things on the POCKET PC device. It will first look to see if Administrator's Plus has been installed on the POCKET PC device. If it has, then the program will check to make sure the version on the device is the same version as Sync Manager and if not, you will be prompted to upgrade.

If the program is not found on the device a warning message will appear informing you that Administrator's Plus POCKET PC was not located on the mobile device. To continue with the install select YES, or NO to search other locations for a possible install. Upon selecting YES a welcome message will appear, selecting DONE will begin the installation of Administrator's Plus on the POCKET PC device.

2. After reading this message, click NEXT to continue.
3. After accepting the terms of the license agreement, click FINISH.
4. A message will appear asking if you wish to install the software

using the default application install directory. Saying YES will save the program to the main memory of the device. Rediker Software recommends doing this to allow for quicker and smoother access to data.



4. When the download is complete, a message will appear asking to check the mobile device to see if there are additional steps. Click OK and look at the device screen to verify that the files are being copied.

NOTE1: Each time the sync process occurs, data on the POCKET PC is overwritten with the selected data from the Sync Manager. Keep this in mind when selecting grades, modules and information pertaining to each module. Photos will be sent only once, unless designated in the Sync Manager specification screen.

NOTE2: Before sending data, make sure that AP POCKET PC is closed and not running on the device.

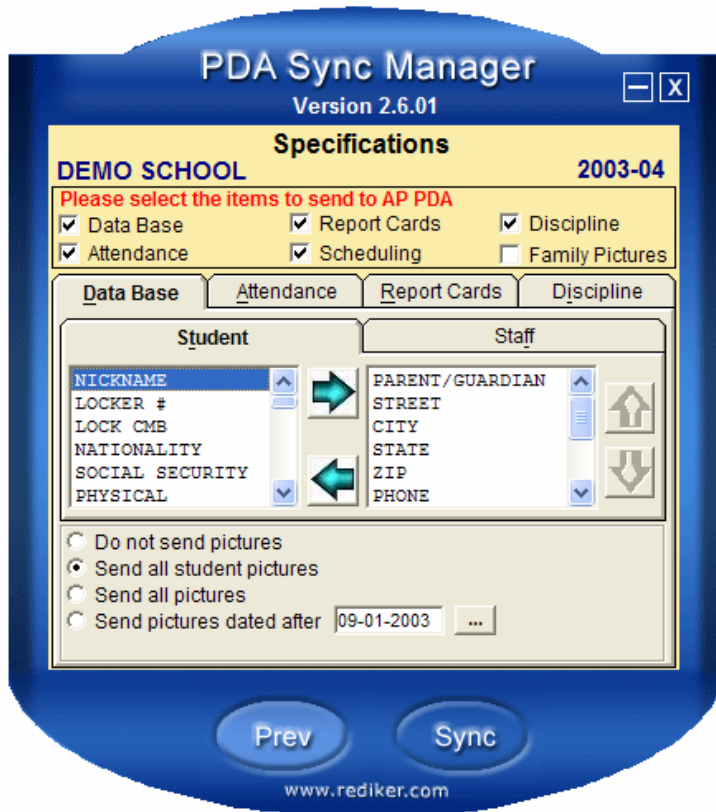
NOTE3: It is highly recommended to keep the POCKET PC device charged on a daily basis. A good practice would be to return the device to the cradle at the end of every school day. If the battery becomes too low, the device may not recognize the storage card and the device will reset itself to factory settings meaning you will lose all data and will need to reinstall the software.

Now it is time to choose which information is going to be transferred from Administrator's Plus to the POCKET PC device.

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 POCKET PC button will import any pending incidents stored on the device into Administrator's Plus.

Using Administrator's Plus Sync Manager



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 5 choices on whether or not to send pictures. They are to not send pictures, send all pictures, or only send pictures after a selected date, or send pictures to storage card.* 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.

It is recommended that you choose to send pictures to the storage card. 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 always 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

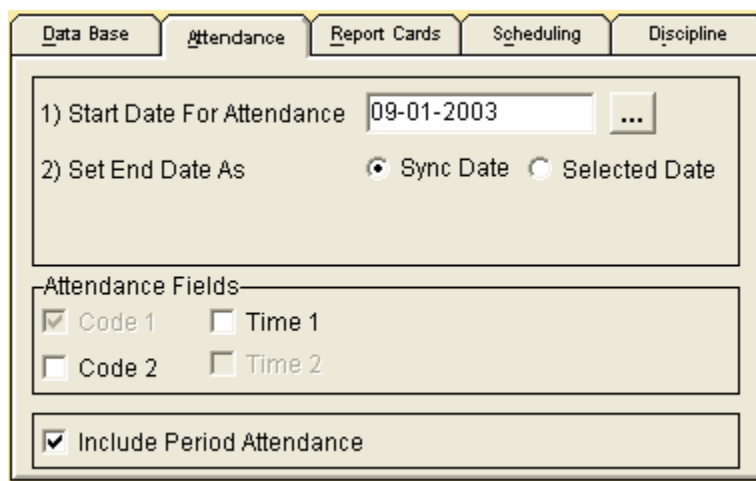
selected fields list highlight the field, use the  and  icons to move the field up or down on the list.

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 than 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.

*The option to send pictures to the SD card is available in Version 2 of the POCKET PC only.

Attendance



The screenshot shows the 'Attendance' tab in a software application. It features a date field for '1) Start Date For Attendance' with the value '09-01-2003' and a browse button. Below this is a section for '2) Set End Date As' with radio buttons for 'Sync Date' (selected) and 'Selected Date'. A section titled '-Attendance Fields-' contains checkboxes for 'Code 1' (checked), 'Time 1', 'Code 2', and 'Time 2'. At the bottom, there is a checkbox for 'Include Period Attendance' which is checked.

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 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. To include quality points, weight, GPA and credit information, place a ✓ in the box "Include GPA Information." You can also include Skills grades and Narratives by placing a ✓ in the respective boxes.

Scheduling

There is no specification page for the Scheduling module. By checking the scheduling box on the top of the specification screen, all courses and sections will be sent to the device. On the device you will be able to specify how to view courses based on length.

Discipline

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

Family Pictures

Version 4.0 of Administrator's Plus introduced a new feature which allowed users to link family pictures to student data base fields. Once you have set this feature up within Administrator's Plus, you can begin to send the family pictures to your handheld device. Simply ✓ the FAMILY PICTURES box and choose which student or staff data base fields are set up as family picture fields.

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\POCKET PC 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.

Once this is complete the transfer of data will occur.

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.

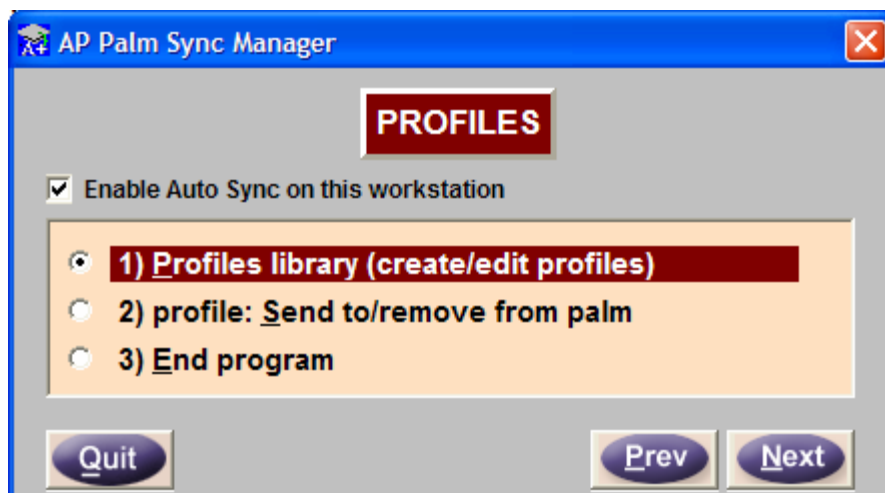
Profiles

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 up 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 to or read only rights to will be available for them to select data.

Any user can log into Admin Plus on the POCKET PC device. Modules that the user has no rights to will be grayed out.

Profile names are separate from Administrator's Plus login names.

Using Administrator's Plus on the Pocket PC Device

NOTE: Functionality of the features explained below may vary depending on the model of device being used. Some features may be unavailable.

After turning the device on, there are four ways to access Administrator's Plus.

Administrator's Plus POCKET PC can be accessed by going to the START menu located in the upper left hand corner of the device screen.

One way to access the program is to click on the icon that appears in the row of recently used programs located across the top of the start menu. There is also a list of programs that can be customized to your needs. AP POCKET PC may be part of this list. AP POCKET PC can also be started by going to PROGRAMS, and selecting the icon from the available programs.

On the bottom of the DEVICE there are 4 buttons, along with a navigation button. Any of these 4 buttons can be customized so that when pressed, AP POCKET PC will be started. The customization will be discussed later on in this manual.



Once AP POCKET PC has been loaded on the screen, log in using the same user name and password that is used when logging into Administrator's Plus and Sync Manager.



The user name can be selected from the drop down menu.

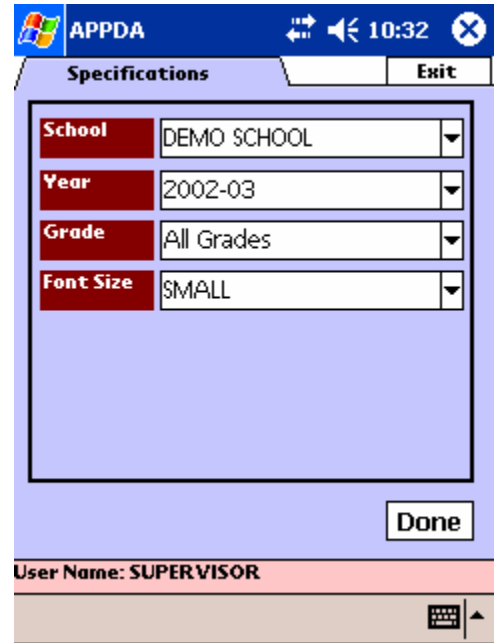
Your password can be entered by selecting characters along the left and bottom of the screen. The gray arrow in the lower right acts as a backspace key.

The internal keyboard can also be used to enter characters. By hitting the keyboard icon in the lower right, a keyboard will appear on which the characters can be typed. To close the keyboard, click the keyboard icon again.

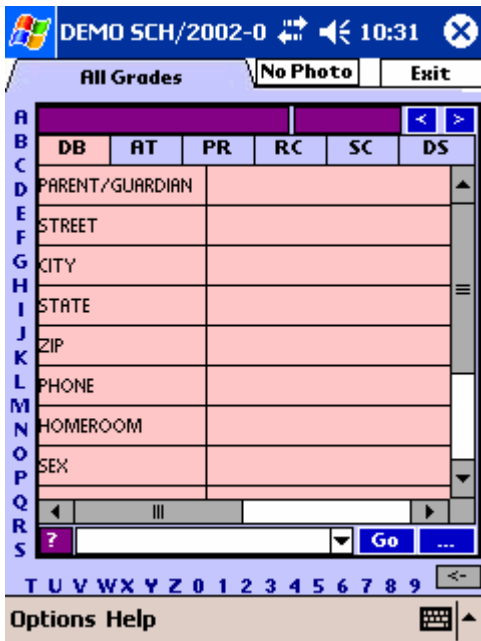
After selecting the user name and entering the password, hit the LOGIN button.

Navigating Administrator's Plus on the Pocket PC Device

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 this specification screen at a later time click OPTIONS, SPECIFICATIONS.



The main window of the program will have a tab informing users whether they are viewing a particular grade, all grades or staff.

The purple boxes along the top will display the student's name and ID number.

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

The blue arrows next to the student's

ID number 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 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. This list will allow users to begin searching by typing in the student's name.

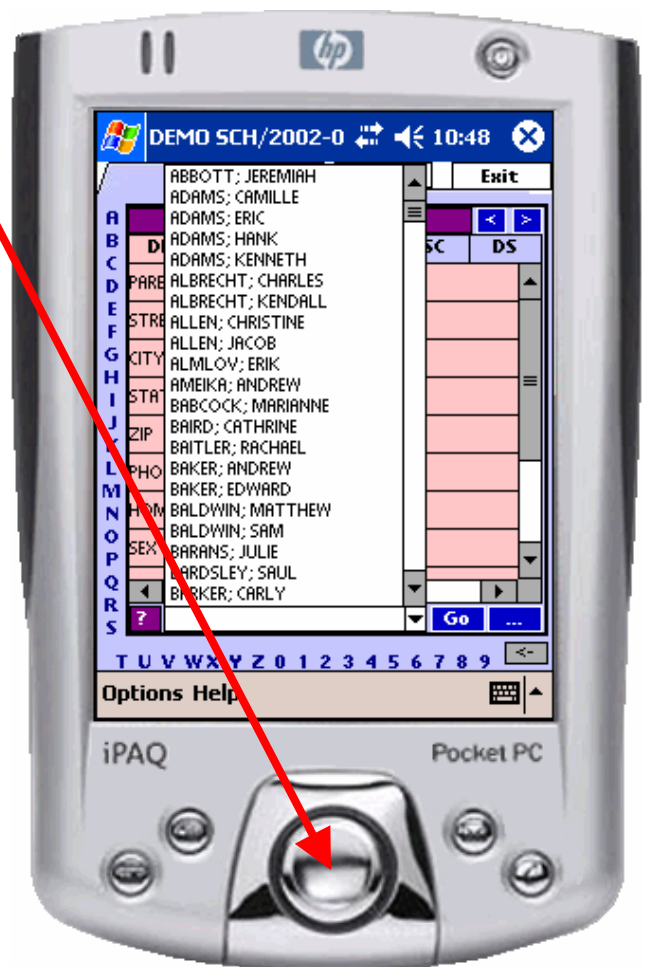
To view a photo click on the PHOTO button at any time. If there is no photo available the button will display NO PHOTO.

If at any time help is required, you can click on HELP at the bottom of the screen and find information on how to contact technical support for further assistance. Clicking on HELP, ABOUT explains what version of Administrator's Plus the device is running.

The navigation button on the bottom of the device can also be used to navigate throughout the program. By pressing the center of this button, the lookup list will pop up on the screen. Moving the navigation button up or down will scroll through lists. Pressing the button left or right will switch between modules.

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.



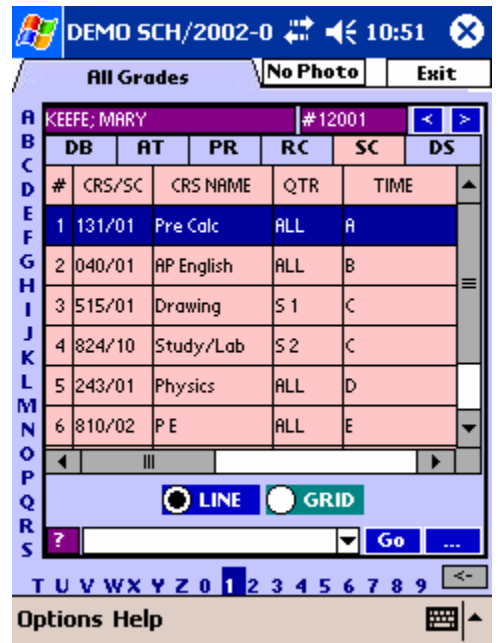
Attendance information can be viewed by Calendar View, Register Code View or Attendance Code View by selecting the desired view's radio button. To view Period Attendance select the PR module.

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. Click once on the block to see additional course information.

NOTE: If rotation headings are set as anything other than the days of the week (Blue, White, Blue, White or Day 1, Day 2, etc) users need to click on the column header so that the device knows how to deal with the rotation. Once this is done, the device will highlight the block the student should be in based on the time. At this time, every Monday users will need to set the rotation.



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. To see a running total of outstanding penalties click the TOTALS button in the lower left.

Users can 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. 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 Pocket PC Device

In the upper right hand corner of the viewing screen there is an X in a circle and an EXIT button.



The X that appears in a circle **does not** close Administrator's Plus completely. The program will not be open on the screen but will be running in the background. When one goes to log back into the program, since the program is running in the background a log in screen will not appear. If by some a chance a student picked up a device where Administrator's Plus was not completely closed they could view data.

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

Choosing EXIT will close the program completely. There is also an EXIT option listed under OPTIONS in the lower left. Both will display a yes or no message asking if you wish to exit. By receiving this message and saying YES, you will know that the program is closed and upon reentry the login screen will be loaded and a password can be entered.

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

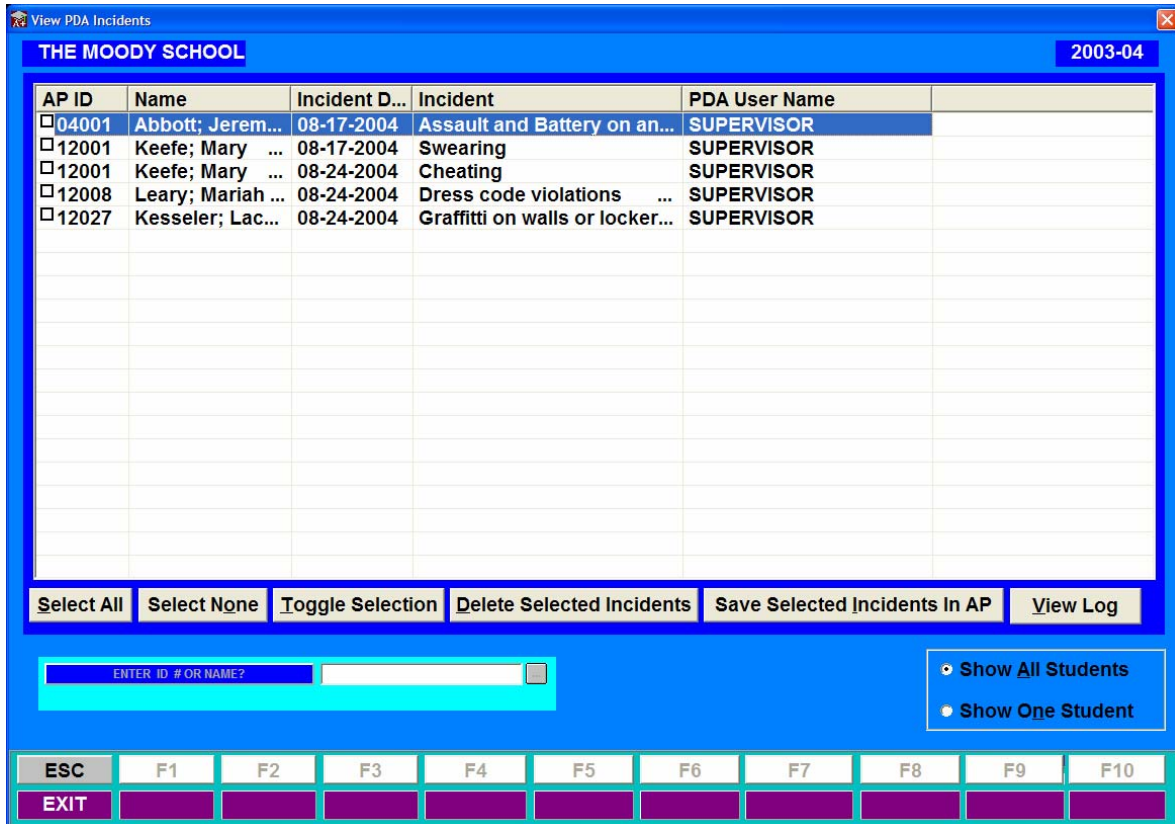
Retrieving Pending Incidents from the Pocket PC Device

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.



Incidents that have been retrieved from any device will appear on this list as shown above.

Simply choose the SELECT ALL button to select all incidents. If you wish to save only selected incidents, individually go through the list and place a check mark next to the incident.

Once you have selected the incidents you wish to import, select the SAVE SELECTED INCIDENTS IN AP button. These incidents will now be saved into the student's record.

You also have the option to delete selected incidents. Simply place a check mark next to the appropriate incidents that you wish to delete. Select the DELETE SELECTED INCIDENTS button to delete the selected incidents.

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

Customizing Buttons and Start Menu



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

- Button 1: Calendar
- Button 2: Contacts
- Button 3: Inbox
- Button 4: iTask

To change the default program for a button:

1. Go to **START, SETTINGS**
2. On the **PERSONAL** page select **BUTTONS**.
3. Highlight the button and select **AP POCKET PC** from the drop down menu on the assignment list.
4. Click **OK** twice in the upper right-hand corner to be brought back to the main window.

The start menu displays a list of programs that can be edited depending on extent of use. Only 9 programs can make up this list.

To edit this list:

1. Go to **START, SETTINGS**
2. On the **PERSONAL** page select **MENUS**.
3. Place a ✓ in the box next to the programs that you would like as part of this list. If there are 9 programs selected you will need to uncheck a box from a program that does not need to be selected.
4. Click **OK** twice in the upper right-hand corner to be brought back to the main window.