

# Rediker Software Inc.

## School Administrative Software

### Administrator's Plus SuperDB

SuperDB: Colleges

Grade: 12 Table: Colleges View: Default

**All Students** Apply Filter

#	APID	Formal Name	College Name (M)	Admissions Deadline (D)	Application Sent (S)	Campus Visit (S)
1	12003	Bardsley; Saul	Yale University	11-30-2008	Yes	Yes - Formal Visit
2	12003	Bardsley; Saul	Harvard University	11-01-2008	Yes	Yes - Formal Visit
3	12003	Bardsley; Saul	Brown University	11-15-2008	Yes	Yes - Informal Visit
4	12003	Bardsley; Saul	Northeastern University	01-20-2009	No	Yes - Formal Visit
5	12002	Albrecht; Kendall	UMASS Amherst	01-15-2009	Yes	No
6	12002	Albrecht; Kendall	Fitchburg State College	12-15-2008	Yes	Yes - Informal Visit
7	12001	Keefe; Mary	Mount Holyoke College	12-16-2008	Yes	Yes - Formal Visit
8	12001	Keefe; Mary	Colby College	11-30-2008	Yes	No
9	12001	Keefe; Mary	UMASS Amherst	01-15-2009	Yes	Yes - Formal Visit

Displaying 9 of 9 row(s)

ENTER ID # OR NAME?  View SuperDB records for [F11]

All Students  #12003 - Bardsley; Saul

Exit [Esc] Add [F2] Edit [F3] Prev [F4] Next [F5] Lookup [F6] Delete [F8] Print [F9] Done [F10]

First Printed October 2005  
 Updated July 2010

## **Introduction**

### ***What is SuperDB?***

SuperDB is an extension of Administrator's Plus Data Base module. It provides a way to store multiple elements of student or staff data that would normally consume several fields on the Data Base⇒ Address screen. You can use the SuperDB feature to create data tables that can be filtered, exported to Microsoft Excel<sup>®</sup> or printed from any Administrator's Plus Report Writer. SuperDB can be used to store, filter, export and report data such as standardized test scores, college applications, special notes on students, and much more.

### ***How does SuperDB Differ from the Address Program?***

SuperDB does much more than simply store data in fields. It allows you to create data tables that function very similarly to a spreadsheet. You are able to filter and sort columns in the table, and then save the filtered results as *Views*.

A View is a previously saved set of filters on a specific table. For example, if you create a table to store students' college application data and you sort the table to show only the students who have not completed their FAFSA, you could save this as a View called "FAFSA No". The next time you need to access this information, you can simply call up the "FAFSA No" View rather than applying the filters to the table again. This View can then be printed from inside SuperDB, exported to Microsoft Excel<sup>®</sup>, added to a Report Writer report, or saved as a *Group*. Groups allow you to generate Report Writer reports for the students in a SuperDB table without having to select the students individually from a lookup.

® Microsoft Excel is a product of the Microsoft Corporation and must be purchased separately. Rediker Software does not endorse or provide technical support for the use of Microsoft Excel.

## Creating a SuperDB Table

To access the SuperDB feature:

Go to **Data Base** ⇨ **Address**.

Click the **SuperDB** button, and then select a table.

PARENT/GUARDIAN		Katherine Albrecht	
STUDENT STREET	56 Lincoln Ave		
STUDENT CITY	Longmeadow		
STUDENT STATE	MA		
STUDENT ZIP	01106		
STUDENT PHONE (C)	(413) 444-4163		
HOMEROOM	211		
GENDER (S)	F		
BIRTH DATE (D)	10-31-1990	RACE (S)	Caucasian
EMERGENCY NAME	Mr. Jack Albrecht	BUS/TRANSPORT (P)	
EMERGENCY PHONE (D)	(413) 555-0004	LOCKER	264
EMER COINT REL	Uncle	LOCKER COMBO	9-13-4
PREFERRED NAME		ADVISOR	Ms. Levin
SOCIAL SECURITY (CU)	010-10-1016	TEAM	

The SuperDB screen opens. Click **Setup** ⇨ **Add New SuperDB Table**. The Define Table screen opens.

**NOTE:** If your school has never created a SuperDB table, the Define Table screen opens automatically.

1. Enter a name and description for the table. The name may be up to 20 characters, and the description may be up to 50 characters.
  2. Choose a record length for this table. The record length defines how many characters can be stored in a single student record. This includes the data for all fields in the table. You have a choice of either a Small record, (160 characters) Medium record, (410 characters) or custom record.
  3. Enter the first item name. Item names are the column headers in the table, and may be up to 20 characters each.
  4. Choose a field type. The field type determines what data format that item will allow. For example, choosing Date only allows data in mm-dd-yyyy format to be entered in that field. The choices for field type are:
    - *Text*: Any characters may be entered in any format
    - *Integer*: Any whole numbers can be entered
    - *Decimal*: Numbers may be entered with a decimal point
    - *Date*: Data must be entered in mm-dd-yyyy format
- NOTE:** If you have chosen an alternate date format, date fields will accept that format.
- *Note*: Any characters may be entered in any format. A note field differs from a text field in that there is no field length limit on a note field.
  5. Enter a field length. The field length limits how many characters can be entered for that field. The maximum length of text, integer and decimal fields is 136 characters. Date fields are 10 characters by default, and note fields have no limit.
  6. Designate the field Mandatory or Optional under the Required? heading. Optional fields may be left blank while mandatory fields require an entry in order to save the SuperDB record.

- 1) Choose what type of case formatting you want applied to entries in this field. If case formatting is selected, entries are automatically formatted when you save the entry. The options for case formatting are:
- *Leave as is*: No formatting is applied.
  - *Sentence case*: The first word of the entry is capitalized, the rest are left lower case
  - *Lower case*: Entries are converted to all lower case
  - *Upper case*: Entries are converted to all upper case
  - *Title Case*: The first letter of each word is capitalized

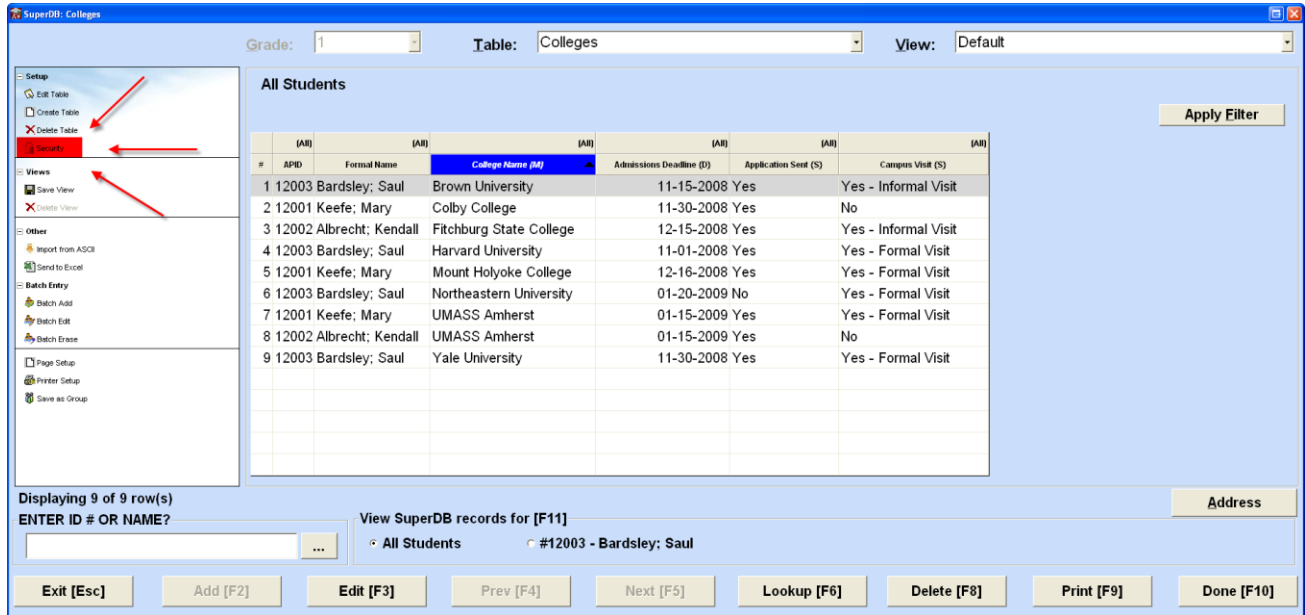
**NOTE:** Case formatting is only available for text fields. All other field types default to NA for case formatting.

- 2) Choose whether or not you want the field to be validated. A validated field allows the user to pick entries from a drop down list. The options for field validation are:
- *Not Validated*: Entries must be typed into the field.
  - *Supervisor Only*: Entries are selected from a dropdown list, but only the Supervisor can add to the list.
  - *Anyone*: Entries are selected from a drop-down list, and anyone can add to the list.

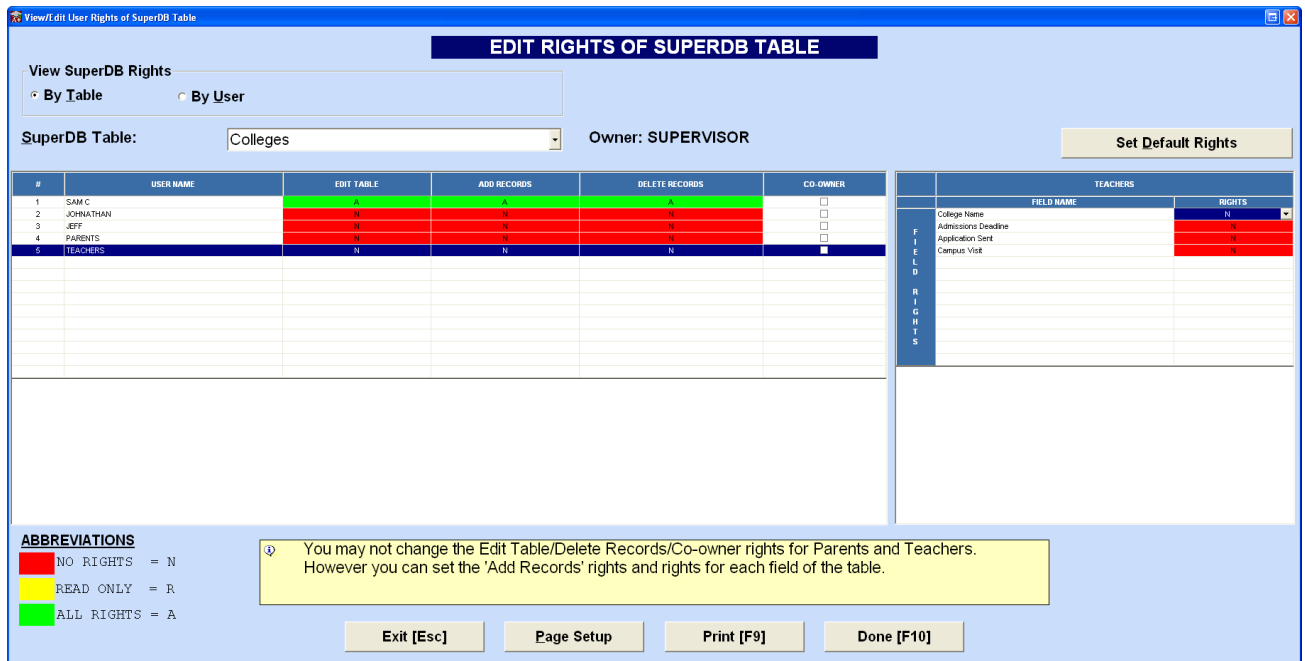
**NOTE:** The first time you type an entry into a validated field that is not on the list, you will be asked if you wish to add the entry to the list.

# Security

While many of the security features are set up in Administrator's Plus' Enhanced Security module, the security settings for the SuperDB are set up within the SuperDB itself. The security feature allows specific users to browse, print, edit, or delete SuperDB views and tables. The Supervisor must set this up by clicking on the Security icon on the left side of the screen.



The following screen will appear:



This is the Security screen where the rights are edited by table. Select the table using the dropdown, then edit the rights.



## Entering Data into SuperDB Tables

Now that you have created a SuperDB table and set user rights, you are ready to begin entering data. This can be done in one of two ways: manual entry or importing from a comma or tab delimited file.

### **Manual Entry**

Go to **Data Base** ⇒ **Address**.

Click the **SuperDB** button.

Choose the appropriate SuperDB table from the dropdown.

Enter a student's last name or ID in Enter ID or Name field, or click Lookup [F6] to select a student from the lookup.

Press Add [F2] to begin entering data. The cursor appears in the first field in the table. Press Enter after each entry to advance to the next field.

**NOTE:** You can control whether the lookup shows one grade or all grades by changing specification B (Lookup by Grade/School?) in the Address program. When set to Grade, the lookup will only show students in the grade displayed at the top of the SuperDB screen.

When you have finished entering data, press Save [F10]. You can then choose to add another student or exit SuperDB. If you are entering data in a table that can have multiple entries for one student, press Enter after entering data in the last field, and you will be returned to the first field in the next row to continue entering data for that student.

**NOTE:** You can add data from any of your pre-existing database fields by right-clicking on any column header and choosing "Add DB Fields." You can then select one or multiple fields from your database, and this data will be automatically added to the table. Database fields will always be added to the immediate right of the Formal Name.



The SuperDB Import Wizard opens:

The screenshot shows the 'Import Wizard' window with the title 'Import File Specifications'. It contains the following fields and options:

- 'Import To Which SuperDB Table?' dropdown menu with 'Colleges' selected.
- Radio buttons for 'Student' (selected) and 'Staff'.
- 'Set import file (path and filename)' text box containing 'C:\importfile.txt' and a browse button ('...').
- 'Select import file type' section with radio buttons for 'Comma delimited' (selected) and 'Tab delimited'.
- 'How many header lines to ignore?' text box with '1' and '(Including blank lines)' below it.
- 'Which header line, if any, contains field names?' text box with '1' and '(Including blank lines)' below it.
- 'How many fields per record?' text box with '5'.
- 'Cancel', 'Back', and 'Next' buttons at the bottom.

- 1. Import to Which SuperDB Table?** Select the table to which you wish to import the data.
- 2. Student or Staff:** Click the appropriate radio button to indicate whether you are importing for Students or Staff.
- 3. Set Import File (Path and Filename):** Indicate the path and name of the import file. You can either type the path and file name directly into the input box, or click the browse button.
- 4. Select Import File Type:** Click the appropriate radio button to indicate whether the import file is comma or tab delimited.
- 5. How Many Header Lines to Ignore:** If your import file includes a header, indicate how many lines of the import file are occupied by the header. This ensures that the program does not misinterpret the header as student/staff data.
- 6. Which Header Line, if any, Contains Field Names:** If your import file includes a header, indicate which header line contains the names of the fields you are importing.
- 7. How Many Fields per Record:** Indicate how many fields are in the file for each record (Student/Staff member). For example, if the file includes a key field and 4 fields of data to be imported, you would set the specification to 5.  
Once you have set these specifications, click Next.

The Set Primary Key screen opens:

**Set Primary Key**

The Primary Key is an item of data that should uniquely identify an individual student/staff (like a social security number). This item of data must exist in both the import file and your Administrator's Plus data base. Matching this data ensures that the information in each line of the import file gets posted to the correct student/staff. You must set a Primary Key.

Primary Key field in the import file: 1 UNIQUE ID

Primary Key in Administrator's Plus: UNIQUE ID

Buttons: Cancel, Back, Next

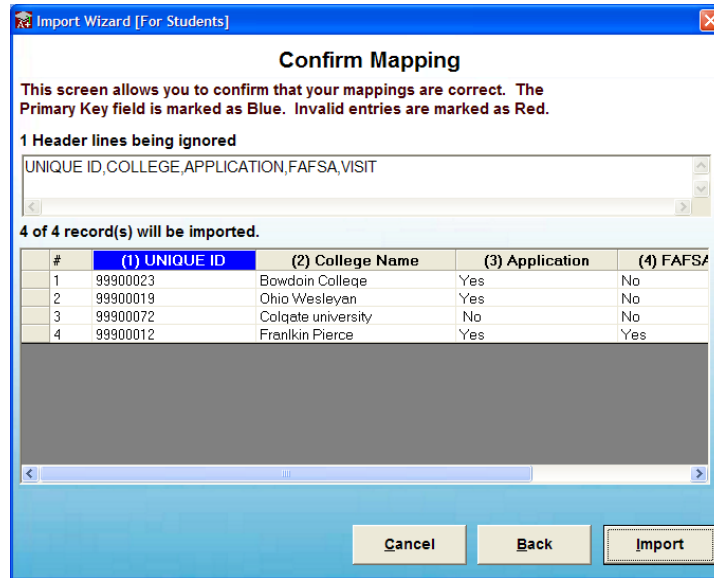
Use this window to indicate what you wish to use as the primary key field, and where in the import file the key field is located. In the above example, the left box shows that the Unique ID is the first field in the import file. The right box shows that the Unique ID is being used as the primary key. Once you have set the key field, click Next. The Map Import File Fields screen appears:

**Map Import File Fields to Administrator's Plus**

Data From...	Mapped to SuperDB as...
UNIQUE ID	Unique ID
COLLEGE	College Name
APPLICATION	Application
FAFSA	FAFSA
VISIT	Campus Visit

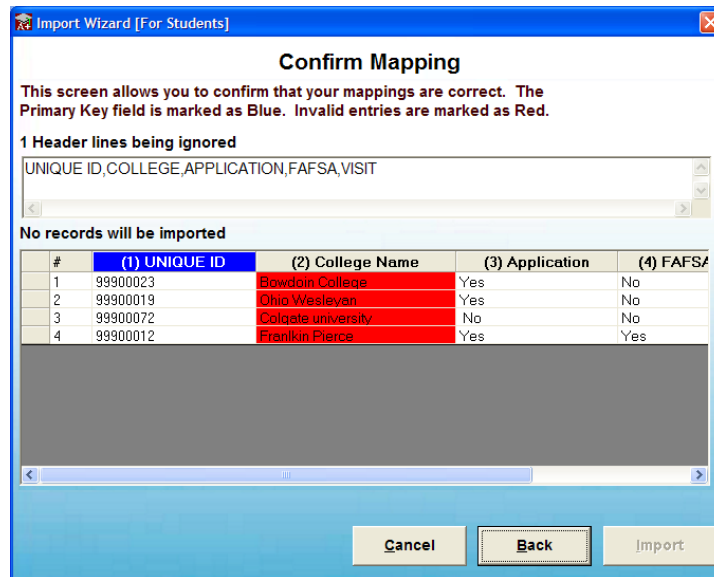
Buttons: Reset Mapped Fields, Cancel, Back, Next

Use this window to map the fields in the import file to the fields in the SuperDB table. On the left are the names of the fields in the import file. You will map each field from the import file to a field in the SuperDB table by selecting the appropriate SuperDB field on the right. If there are any fields in the import file you do not wish to bring into your SuperDB table, leave those fields set to **\*\*NOT MAPPED\*\***. When you have mapped all fields to be imported, click Next. The Confirm Mapping screen appears.



Use this window to confirm that you have mapped your import fields correctly. The top portion of the window shows the header lines you have chosen to exclude. Verify that you have not accidentally included any student/staff data in the header. Beneath the header, you can see the name of each SuperDB field listed with the first several students' listed below. Verify that the data matches the field it is being imported into.

If there is a mismatch between the data in the import file and the format of the field it is being imported into, the Confirm Mapping screen will alert you by marking the mismatched field in red.



In this example, there is a field type mismatch for the College Name field. The field was designated an integer field when the table was created, but the data being imported is text. Notice that the Import button in the bottom right is greyed out. This button is not available until the mismatch is corrected.

## Filtering Data and Saving Views

In addition to storing data, SuperDB allows you to filter the data and save the results as *Views*. Creating Views allows you to display the same filtered data in the future, as well as exporting it to Excel®, printing it from report Writers, or saving the filtered students in a Group.

### **Filtering Data in SuperDB Tables**

Go to **Data Base**⇒ **Address**.

Click the **SuperDB** button.

Select the table you wish to filter from the dropdown at the top of the screen.

To filter a column, click the bar above the column header. You will see your filtering options for that field.

**NOTE: You can filter multiple fields in a SuperDB table simultaneously.**

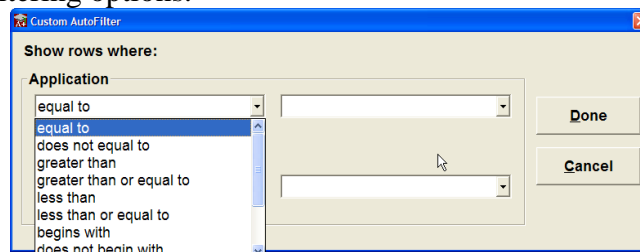
#	APID	Formal Name	(All)	Admissions Deadline (D)	Application Sent (S)	Campus Visit (S)
1	12003	Bardsley; Saul	(Custom)	11-15-2008	Yes	Yes - Informal Visit
2	12001	Keefe; Mary	(Blanks)	11-30-2008	Yes	No
3	12002	Albrecht; Kendall	(NonBlanks)	12-15-2008	Yes	Yes - Informal Visit
4	12003	Bardsley; Saul	Brown University	11-01-2008	Yes	Yes - Formal Visit
5	12001	Keefe; Mary	Colby College	12-16-2008	Yes	Yes - Formal Visit
6	12003	Bardsley; Saul	Fitchburg State College	01-20-2009	No	Yes - Formal Visit
7	12002	Albrecht; Kendall	Harvard University	01-15-2009	Yes	No
8	12001	Keefe; Mary	Northeastern University	01-15-2009	Yes	Yes - Formal Visit
9	12003	Bardsley; Saul	UMASS Amherst	11-30-2008	Yes	Yes - Formal Visit

Displaying 9 of 9 row(s)  
 ENTER ID # OR NAME?  View SuperDB records for [F11]  
 All Students  #12003 - Bardsley; Saul

Exit [Esc]   Add [F2]   Edit [F3]   Prev [F4]   Next [F5]   Lookup [F6]   Delete [F8]   Print [F9]   Done [F10]

The filters in parenthesis are default filtering options. The default filters are:

- *Custom*: Clicking this option opens a window from which you can choose from many filtering options.



The custom filters allow you to choose two different criteria with an And or Or statement between them.

- *Blanks*: Search for students who do not have an entry in this field
- *Non blanks*: Search for students with any entry in this field.
- *All*: This filter shows all students with an entry in at least one field in the table.

Below the default options are listed each unique entry in that field. Choosing an individual entry filters the table to show only the students with that specific entry in that field.

## Saving Views

Once you have filtered a SuperDB table, you can save your results in a View. Simply click the **Save View** button and give the View a name.

The screenshot shows the SuperDB: Colleges interface. At the top, there are dropdown menus for 'Grade' (set to 1), 'Table' (set to Colleges), and 'View' (set to Default). On the left, a 'Views' menu is open, with the 'Save View' option highlighted in red. Red arrows point to the 'Save View' button and the 'Views' menu. The main area displays a table titled 'All Students' with 9 rows of student data. At the bottom, there are navigation buttons: Exit [Esc], Add [F2], Edit [F3], Prev [F4], Next [F5], Lookup [F6], Delete [F8], Print [F9], and Done [F10].

#	APIID	Formal Name	College Name (M)	Admissions Deadline (D)	Application Sent (S)	Campus Visit (S)
1	12003	Bardsley; Saul	Brown University	11-15-2008	Yes	Yes - Informal Visit
2	12001	Keefe; Mary	Colby College	11-30-2008	Yes	No
3	12002	Albrecht; Kendall	Fitchburg State College	12-15-2008	Yes	Yes - Informal Visit
4	12003	Bardsley; Saul	Harvard University	11-01-2008	Yes	Yes - Formal Visit
5	12001	Keefe; Mary	Mount Holyoke College	12-16-2008	Yes	Yes - Formal Visit
6	12003	Bardsley; Saul	Northeastern University	01-20-2009	No	Yes - Formal Visit
7	12002	Albrecht; Kendall	UMASS Amherst	01-15-2009	Yes	No
8	12001	Keefe; Mary	UMASS Amherst	01-15-2009	Yes	Yes - Formal Visit
9	12003	Bardsley; Saul	Yale University	11-30-2008	Yes	Yes - Formal Visit

You can then access this View any time you access this SuperDB Table by clicking the View dropdown and selecting the appropriate View. In the example below, the table has been filtered to show students with a Yes in the Application field, and this has been saved as a View named “Application Yes.”

The screenshot shows the SuperDB: Colleges interface with the 'View' dropdown menu open. The 'Application Yes' view is selected. The table below shows only 3 rows of students who have submitted an application.

#	APIID	Formal Name	College Name (M)	Application {SM}	FAFSA {SM}	Campus Visit {SM}
1	12001	Keefe; Mary	Bowdoin College	Yes	No	Yes
2	12001	Keefe; Mary	Bates College	Yes	Yes	No
3	12033	Brooks; Jasmine	St. Bonaventure	Yes	No	Yes

## Views and Groups

Once you have created a View, you can then save the students in that View as a *Group*. Saving students in Groups allows you to then generate reports for those students in Report Writers without having to individually select them from a lookup. For example, the College Application table can be filtered to show only students who have not yet submitted a FAFSA, and the View saved as “FAFSA No.” You can then click the Save Group button, and create a Group called “FAFSA No.” This group now contains the names of the students who have not yet submitted a FAFSA. If you wished to send a reminder letter to these students from the Data Base Report Writer, you could run the report for All Grades ⇒ Individual Students, and load the “FAFSA No” group. The report would then generate for only the students in that group.

## SuperDB Output

The SuperDB feature gives you three options for reporting on data entered into a table. You may print the table using the Print [F9] button, directly export the data to Microsoft Excel<sup>®</sup>, or use new codes in the Report Writer to add the table to a report.

### **Exporting to Microsoft Excel<sup>®</sup>**

To export data from a SuperDB table to Microsoft Excel<sup>®</sup>:

Go to **Data Base**⇒ **Address**.

Click the **SuperDB** button.

Select the table you wish to export, select the appropriate View and/or apply filters.

Click the **Excel [F7]** button.

SuperDB: Colleges

Grade: 1 Table: Colleges View: Default

Setup: Edit Table, Create Table, Delete Table, Security

Views: Save View, Delete View

Other: Import from ASCII, **Send to Excel**, Batch Entry, Batch Add, Batch Edit, Batch Erase

Page Setup, Printer Setup, Save as Group

All Students

#	APID	Formal Name	College Name (M)	Admissions Deadline (D)	Application Sent (S)	Campus Visit (S)
1	12003	Bardsley; Saul	Brown University	11-15-2008	Yes	Yes - Informal Visit
2	12001	Keefe; Mary	Colby College	11-30-2008	Yes	No
3	12002	Albrecht; Kendall	Fitchburg State College	12-15-2008	Yes	Yes - Informal Visit
4	12003	Bardsley; Saul	Harvard University	11-01-2008	Yes	Yes - Formal Visit
5	12001	Keefe; Mary	Mount Holyoke College	12-16-2008	Yes	Yes - Formal Visit
6	12003	Bardsley; Saul	Northeastern University	01-20-2009	No	Yes - Formal Visit
7	12002	Albrecht; Kendall	UMASS Amherst	01-15-2009	Yes	No
8	12001	Keefe; Mary	UMASS Amherst	01-15-2009	Yes	Yes - Formal Visit
9	12003	Bardsley; Saul	Yale University	11-30-2008	Yes	Yes - Formal Visit

Displaying 9 of 9 row(s)

ENTER ID # OR NAME? View SuperDB records for [F11]

All Students #12003 - Bardsley; Saul

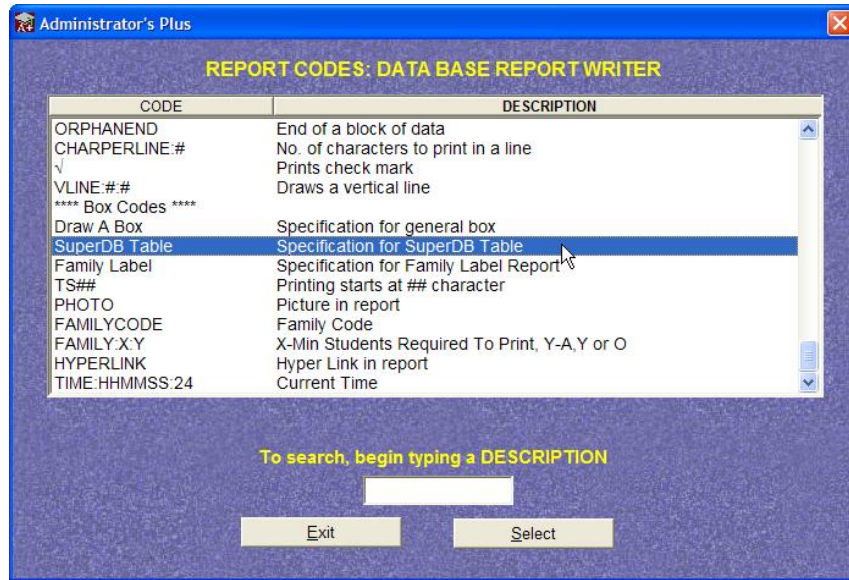
Exit [Esc] Add [F2] Edit [F3] Prev [F4] Next [F5] Lookup [F6] Delete [F8] Print [F9] Done [F10]

Excel<sup>®</sup> will launch, and your data is automatically exported to a spreadsheet.

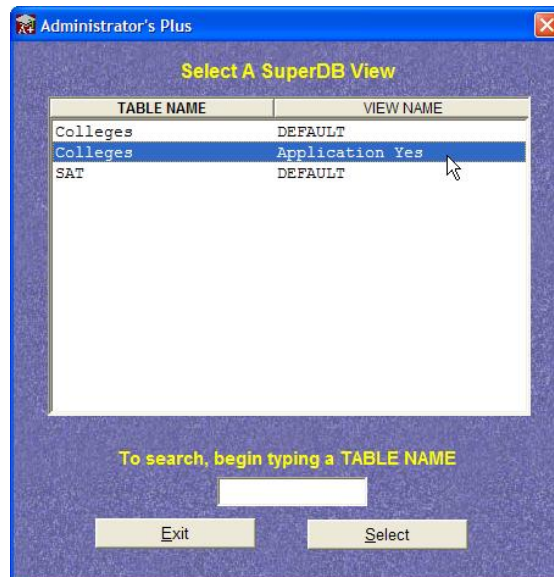
### **Printing SuperDB Tables in the Report Writer**

SuperDB tables may be printed from any of the Report Writers in Administrator's Plus. They can be placed in a report by themselves, or added to any existing report. To add a SuperDB table to a Report Writer report:

1. Choose the appropriate Report Writer, select a task, and then click Done in the report specifications.
2. Choose View/Edit Letters/Reports. To add a SuperDB table to an existing report, choose the appropriate report from the list. To create a new report, choose the first available **\*\*UNUSED\*\*** report.
3. To add the table to the report, click F6: Lookup button. Choose SuperDB Table from the code menu.



Choose the table and View you wish to add to the report.



A block of specifications for the selected SuperDB table and view will be added to the report at the position of your cursor. You may add multiple SuperDB tables and Views to the same report.

```

~SuperDBDefStart = 1~
BoxWidth = AUTO ~REM~ 0.0 to 99.9,Auto
BoxHeight = AUTO ~REM~ 0.0 to 99.9,Auto
RowHeight = AUTO ~REM~ 0.0 to 99.9,Auto
TitleHeight = AUTO ~REM~ 0.0 to 99.9,Auto
TableName= Colleges ~REM~ Name of SuperDB table
ViewName= Application Yes ~REM~ Name of
SuperDB View
PrintEachStudentInSeparatePage =Y ~REM~ Y, N
WhichStudents= AsInFilter ~REM~ AsInFilter, Current
SuperDBTableTitle= TABLE: ~TableName~ VIEW: ~ViewName~~CR~FILTER: ~Filter~
PrintGrid = Y ~REM~ Y,N
PrintColumnHeaderandFont = Y ~REM~ Y,N
PrintBodyandFont = Y ~REM~ Y,N
ColumnHeaderHeight = 0.2 ~REM~ 0.0 to 99.9
ColumnHeaderAlignment = CENTER ~REM~ Center,Right,Left,C,R,L
PrintColumnHeaderBorder = Y ~REM~ Y,N
TitleBorder = Y ~REM~ Y,N
ExportSuperDBTable = N ~REM~ Y,N
ExportFileName = ~REM~ Export File Name
~SuperDBDefEnd~
~PrintSuperDBTable = 1, Left = 0, Top = 0.5~

```

**SuperDBDefStart=:** This line gives the table a number. These numbers are used to distinguish the tables when you add more than one to a report.

**BoxWidth=:** Sets the width of the SuperDB table in inches. Default is AUTO.

**BoxHeight=:** Set the height of the SuperDB table, minus the table title, in inches. Default is AUTO.

**RowHeight=:** Sets the height of each row in the table in inches. Defaults to AUTO

**TitleHeight=:** Sets the height of the title box printed above the table in inches. Default is AUTO.

**TableName=:** Prints the name of the SuperDB table you have selected. Default is the table name assigned when creating the table.

**ViewName=** Prints the name of the SuperDB View you have selected. Default is the View name assigned when creating the View.

**PrintEachStudentInSeparatePage =:** Determines whether each students' table prints on a separate page. Default is Y.

**WhichStudents=:** Determines whether only students included in the current view are printed, or all students included in the report run. Default is As In Filter.

**PrintGrid=:** Determines whether lines are printed between columns and rows. Default is Y.

**PrintColumnHeaderandFont:** Sets the font and font size for the column header. For example, changing this line to Arial 16 point causes the Column headers to print in Arial 16 point.

**PrintBodyandFont:** Determines the font and font size of the data in the table. For example, changing this line to Arial 16 point causes the data to print in Arial 16 point.

**ColumnHeaderHeight=:** Sets the height of the column header in inches. Default is 0.2.

**ColumnHeaderAlignment=:** Determines the alignment of the column header text in the column header cell. Default is Center.

**PrintColumnHeaderBorder=:** Determines whether a border prints around the column header. Default is Y.

**TitleBorder=:** Determines whether a border prints around the table title. Default is Y.

**ExportSuperDBTable=:** Setting this line to yes allows you to export the SuperDB table to an ASCII file. Defaults to N.

**ExportFileName=:** If exporting the table to ASCII, use this line to enter the path and file name of the export.

**~PrintSuperDBTable = 1, Left = 0, Top = 0.5~:** Determines the position of the table in the report, measured from the left and top margins, in inches.