



## ATM Sites Bell Schedules Database Read Me File

The ATM Sites Bell Schedules database was created using Microsoft Access 2003 and contains site and contact information for all 91 ATM sites. Bell schedules are provided for each site where appropriate.

To ensure data consistency, ATM sites will only have the ability to view data, and all changes and updates to the database will be executed by Anne Perloff.

The database offers the ability to view a site's contact information and bell schedule(s), to compare and print up to three site bell schedules at a time, and to generate and print various reports grouping sites into related categories (by location, schedule type, course rotation, course length, and user determined sort criteria).

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### Main Switchboard

Upon entry to the database, a switchboard screen will appear that allows navigation through the various database features. The following choices are available on the Main Switchboard:

- View Sites and Schedules
- Compare Schedules
- View and Print Reports
- Exit Database

Click on the switchboard button for one of the above options to go to that area in the database.

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### View Sites and Schedules

The View Sites and Schedules option opens the Sites and Schedules Form, which displays site and contact information. Each site appears on its own page. Users may choose to either display or hide the schedule for each site. Sites are entered in alphabetical order, and the form is searchable.

#### To move between sites

1. Use the navigation buttons at the bottom of the window to move to the ...
  - next site ▶
  - previous site ◀
  - first site ◀◀
  - last site ▶▶

#### To display or hide the schedule for a site

1. Click on the *Display / Hide Schedule* button or press ALT+S

### To print the schedule for a site

1. If necessary, click on the *Display / Hide Schedule* button or press ALT+S to display the schedule for the desired site
2. Click on the *Print Schedule* button or press ALT+P
3. A new window will appear with the selected site's schedule. If a site has multiple schedules (e.g. Green Day and White Day), all of its schedules will be listed in the new window. It is not necessary to print the schedules separately.
4. Use the *File* menu / *Print* command or CTRL+P to print the schedule
5. Use the window's Close ( x ) button to close the schedule window

### To view multiple schedules for a site (e.g. Green Day and White Day)

1. If necessary, click on the *Display / Hide Schedule* button or press ALT+S to display the schedule for the desired site
2. Use the blue left arrow ( ◀ ) and right arrow ( ▶ ) buttons in the Bell Schedule Information area to navigate through and display the various available schedules
3. If there are no other schedules to view (in either direction) a message will appear stating "There are no other schedules for this site" – to close this message click on its *OK* button

### To search for a site

1. Click in the box for the field you want to search by (e.g. Site Name)
2. Click on the *Find Site* button or press ALT+F
3. A typical Microsoft Find dialog will display
4. Enter the search term in the *Find What* box
5. If desired, change the *Match* drop down box to the "Any Part of Field" option
6. Click on the *Find Next* button
7. Click on the Close ( x ) button to close the Find dialog

### To close the form

1. Click on the *Close Form* button in the top right hand area of the form or press ALT+C

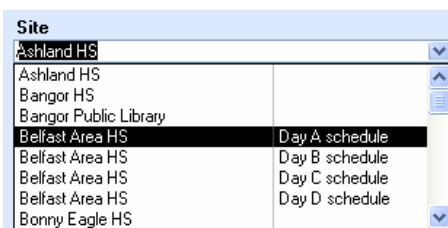
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## Compare Schedules

The Compare Schedules option opens the Site Schedules Comparison Form, which allows up to three site schedules to be displayed and printed for comparison purposes. The form is divided into three columns, each of which allows a site to be selected from a drop down box and its schedule displayed. The form can then be printed. Note that if a site is not selected from one of the drop down boxes, the first site in the list will be used in the comparison report.

### To select a site

1. Each of the three *Site* drop down boxes contains a list of all of the sites in the database. If a site has multiple schedules (e.g. Green Day and White Day), the site will be listed one time for each schedule and the specific schedule will be listed in the second column of the drop down box.



2. Click on the arrow part of the drop down box to display the list of sites, and use the box's scroll bar to move to the desired site / schedule
3. Click on the site name to select it (if a site has multiple schedules select the one with the specific desired schedule)
4. After selecting a site, its schedule will appear in the area below the drop down box

### To print the comparison report

1. Click on the *Print Report* button or press ALT+P
2. A new window will appear with the selected sites' schedules
3. Use the *File* menu / *Print* command or press CTRL+P to print the report
4. Use the window's Close ( x ) button to close the report

### To close the form

1. Click on the *Close Form* button in the top right hand area of the form or press ALT+C

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## View and Print Reports

The View and Print Reports option opens a Reports Switchboard, which in turn has options to display additional switchboards containing various printable reports. In each switchboard, click on the button for an option to go to that area.

Clicking on the option for a switchboard will open that switchboard.

Clicking on the option for a report will open that report in a new window.

Each of the sublevel switchboards contains an option to *Return to Reports Switchboard* (the list of report categories / switchboards) and to *Return to Main Switchboard* (the main switchboard that allows viewing and comparing of data and the option to exit the database).

Available switchboards and options are as follows:

Option	Destination
<b>Reports Switchboard</b>	
All Sites Reports	switchboard containing available reports listing all sites
Schedule Type Reports	switchboard containing available reports by schedule type
Course Rotation Reports	switchboard containing available reports by course rotation
Course Length Reports	switchboard containing available reports by course length
<b>All Sites Reports Switchboard</b>	
ATM Sites by Name	report listing all sites in alphabetical order by site name
ATM Sites by Location	report listing all sites in alphabetical order by location
Select Your Own Sort Order	report listing all sites, sorted on the fly based on criteria specified by the user
<b>Schedule Type Reports Switchboard</b>	
All Sites by Schedule Type	report listing all sites, grouped by schedule type
Sites with Period Scheduling	report listing sites with period scheduling, grouped by course rotation
Sites with Block Scheduling	report listing sites with block scheduling, grouped by course rotation
Sites with Blended Scheduling	report listing sites with blended scheduling, grouped by course rotation
Sites with Modified Block Scheduling	report listing sites with modified block scheduling, grouped by course rotation
Sites with Other Miscellaneous Scheduling	report listing sites with some other miscellaneous type of scheduling, grouped by course rotation

<b>Course Rotation Reports Switchboard</b>	
All Sites by Course Rotation	report listing all sites, grouped by course rotation
Sites with Courses that Meet Daily	report listing sites with courses that meet daily, grouped by schedule type <i>(Note: this includes sites that are designated as both daily and every other day as some of the courses therefore meet daily)</i>
Sites with Courses that Meet Every Other Day	report listing sites with courses that meet every other day, grouped by schedule type <i>(Note: this includes sites that are designated as both daily and every other day as some of the courses therefore meet every other day)</i>
Sites with Both Courses that Meet Daily and Courses that Meet Every Other Day	report listing sites that have some courses that meet daily and some courses that meet every other day, grouped by schedule type
Sites with Four Day Course Rotation	report listing sites with courses that have a four day rotating schedule (usually different each of the four days), grouped by schedule type
Sites with Five Day Course Rotation	report listing sites with courses that have a five day rotating schedule (usually different each of the five days), grouped by schedule type
Sites with Other Miscellaneous Course Rotation	report listing sites with some other miscellaneous type of course rotation, grouped by schedule type
<b>Course Length Reports Switchboard</b>	
All Sites by Course Length	report listing all sites, grouped by course length
Sites with Semester Long Courses	report listing sites with semester long courses, grouped by schedule type <i>(Note: this includes sites that are designated as both semester and year as some of the courses are therefore semester long)</i>
Sites with Trimester Courses	report listing sites with trimester courses, grouped by schedule type
Sites with Year Long Courses	report listing sites with year long courses, grouped by schedule type <i>(Note: this includes sites that are designated as both semester and year as some of the courses are therefore year long)</i>
Sites with Semester and Year Long Courses	report listing sites that have both semester long courses and year long courses, grouped by schedule type
Sites with Other Miscellaneous Course Length	report listing sites with some other miscellaneous course length, grouped by schedule type

To print any of the above reports, use the *File* menu / *Print* command or press CTRL+P.

To close a report, use the window's Close ( **x** ) button.

## **Exit Database**

The Exit Database option will close the database and exit Microsoft Access.

A dialog will appear with the prompt "Are you sure you want to exit the ATM Sites Bell Schedules Database?" Click on either the *Yes* or *No* button.