

Combination – Library

Element

Norio Software

P.O. Box 88
Provo, Utah 84603

Copyright © 2009

Table of Contents

Introduction	4
Reviewing Edit and Navigation Controls	4
Edit Buttons	4
Navigation Buttons	4
Logging In	5
Quick Start Guide	5
User	6
Grade or Material Levels	7
Inventory Categories	7
Inventory Locations	8
Departments	8
Publishers	9
Book List	9
Inventory	10
Printing Barcode Labels	11
Printing Barcodes	15
User Guide	16
Student Tab	16
Student Book Assignment	16
Book Detail	16
History	16
Teacher Book Assignments	16
Inventory Tab	16
Book	16
Search	16
Sets	16
Teacher Assignments	16
Tools Tab	16
Books	16
Publishers	17
Departments	18
Locations	18
Categories	18
Students	18
Teachers	19

Table of Contents...

Tools Tab ...	
Users	20
Maintenance	20
Backup	20
Grade Level	20
Student Import	21

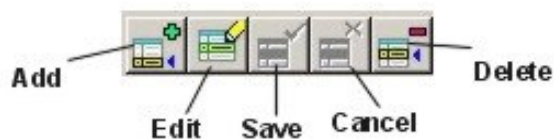
Introduction

No more lost materials. Element is a software tool that facilitates the identification of inventory and the physical responsibility of items such as textbooks, media, leveled reading materials, etc. Element, maintains a listing of those responsible for the use and care of that inventory. Inventory items are issued a unique id number. Once a unique inventory id number is issued and a barcode label printed and attached to an item, the current responsibility status can easily be determined. Lost textbooks are now found. Users can easily be identified. Missing items are easily detected. With the click of a barcode scanner, all pertinent information regarding an inventory item is displayed on screen, including who is currently responsible for it. Inventory items are easily assigned and returned with the click of a button. An item may be assigned to a teacher then checked out to another teacher or a student or both.

Reviewing Edit and Navigation Controls

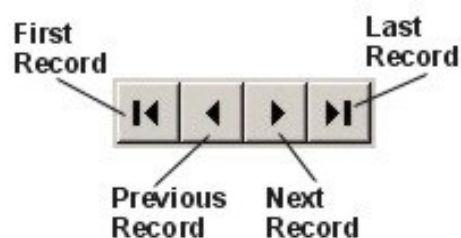
Edit Buttons

Edit buttons are used to add records, change or edit records, and delete records. There are five buttons on the edit bar: Add, Edit, Save, Cancel and Delete. Each transaction requires the use of two buttons or one button and a confirmation. For example: Adding or editing a record requires the “Add” or “Edit” button to be clicked to begin the transaction and the “Save” or “Cancel” button clicked to complete a transaction. Deleting a record is done by clicking the “Delete” button and confirming or canceling the transaction in a pop up window.



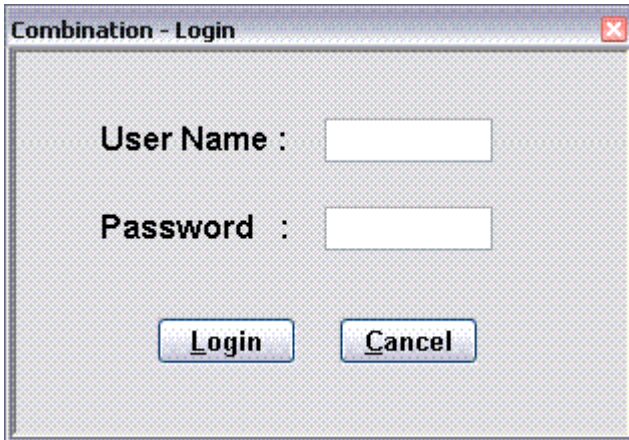
Navigation Buttons

Moving or navigating through a data table is accomplished with these buttons. The first button moves to the first record in the table. The second button moves to the previous record in the table. The third button from the left moves to the next record in the data table. And, the fourth button moves to the last record in the table. Moving through records in a table can also be done with the arrow keys on the keyboard, and the Page Up and Page Down keys on the keyboard. The Navigation button provides another way to move through records in a table.



The operation of both the Edit buttons and the Navigation buttons are the same wherever encountered throughout the software.

Logging In



To open Element, click the desktop icon. A small login window will appear. Enter the user name and the associated password. Click the Login button to continue. If the login name and password are recognized by the system, the Element screen will appear.

The login name "admin" and password "master" will provide initial entry into Element. Be advised that the both the logins

and passwords are case sensitive: meaning "a" is different than "A". If an incorrect login or password is entered three consecutive times, Element terminates.

Once familiar with Element it is advised that the admin password be changed.

Quick Start Guide

Several items need to be setup prior to creating the inventory records. All of the setup facilities are accessed through the bottom Tools tab. Very simply, complete the initial setup or startup information, enter the books or items in the Book List, then create the inventory items from the book list.

The suggested order for setup information entry is as follows:

Setup new user with password and set permissions

Setup the grade or material levels

Setup the inventory item categories

The inventory locations should come next.

A division of departments can be added.

List all publishers in the system.

Create a book list that is used to create inventory items.

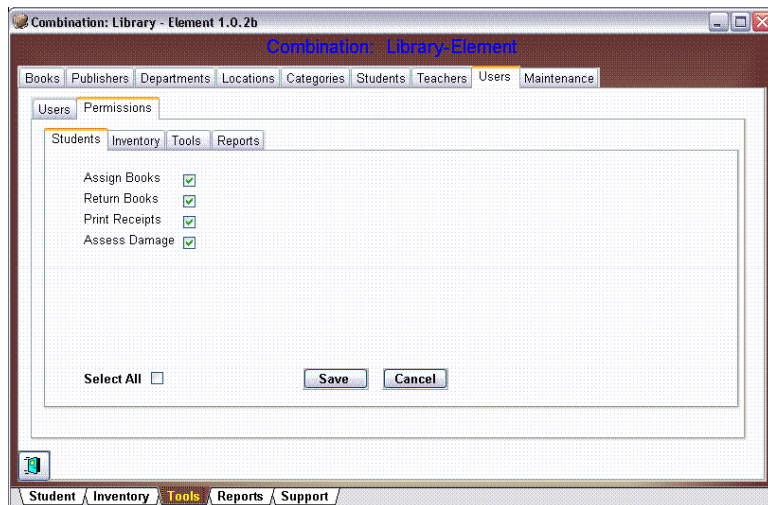
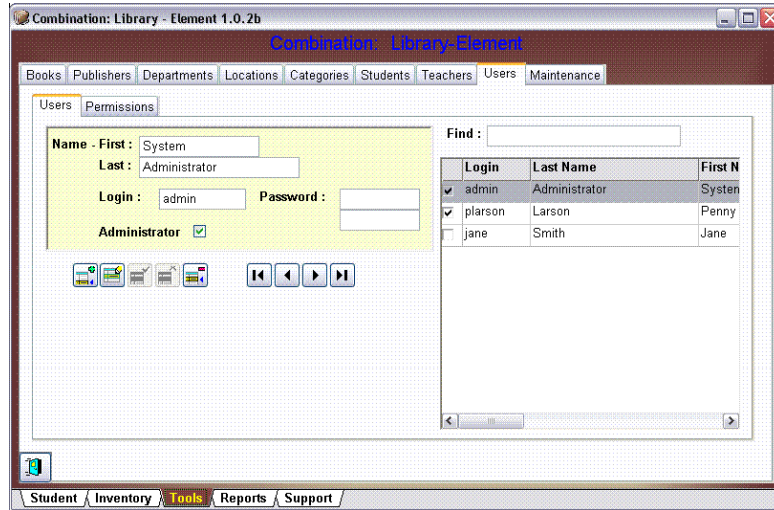
User

All system users can be added and maintained on this screen. Passwords and permissions are maintained by an administrator. Click the bottom Tools tab. Click the top User tab. Notice the edit bar and the navigation bar on the left. The utility of these controls is explained above. The user

information is displayed in the box above the edit and navigation controls. The grid on the right displays all users setup in Element. It may be used to select user information to edit or delete. A user record being highlighted in the right selection grid, displays the user information in the box on the left. Above the grid is a Find control. It keys on the user's last name. To find a user begin typing the last name in the Find control. The highlight bar will move to the closest match as the name is being typed.

Click the Add button on the edit bar. Enter the user's first name, last name, selected login name, enter the password twice for confirmation, and if the user is an administrator check the box. When completed, click Save to save the information.

Next, the permissions for the user need to be set. Click the Permissions tab to access the user permission setup. Placing a checkmark in the Select All places a checkmark in all permission check boxes. The user has access to all

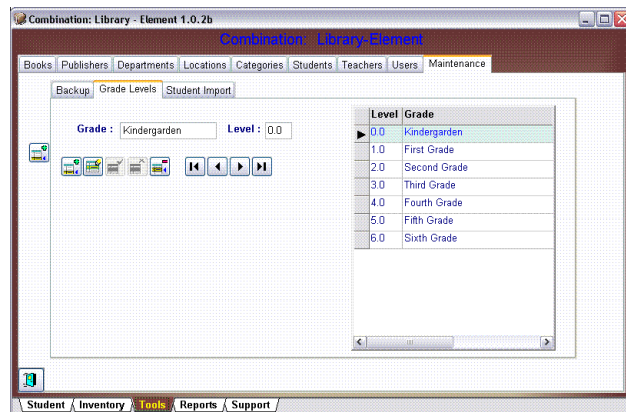


facilities and screens when this is checked and saved. Select the appropriate permissions for the user then click the Save button.

Repeat the process to setup additional users.

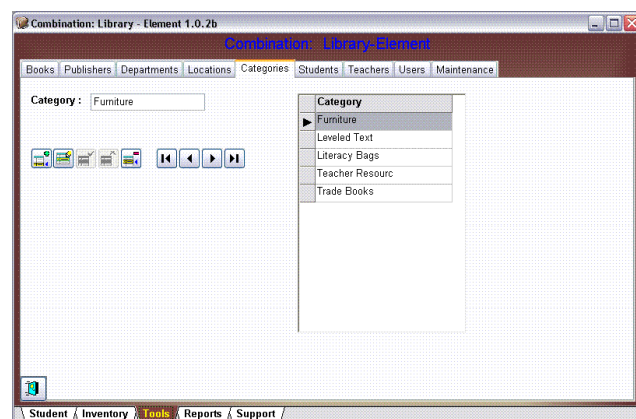
Grade or Material Levels

Consider the material levels to be used. With the bottom Tools tab in focus, click on top Maintenance tab. Three additional tabs display near the left top screen. Click on Grade Levels tab. Click the Add button on the edit bar. Enter the Grade title. Enter the grade Level. The Level information should be entered in this form: a number, a decimal point, and then a number: 2.0, 2.1, 3.2 etc. Click the Save button to save this entry. Repeat this process for all of the reading or grade levels needed. These entries are available as selections when entering book titles and creating inventory items.



Inventory Categories

Categories are groupings for inventory items. This is a method for organizing inventory types. Some possible categories could be Fiction, nonfiction, Textbook, Media, Furniture, Resource, etc. Categories are dependent on the method of organization. Each inventory item is associated with a category. Category items managed on this tab become selection items on the Books tab when creating the book list.

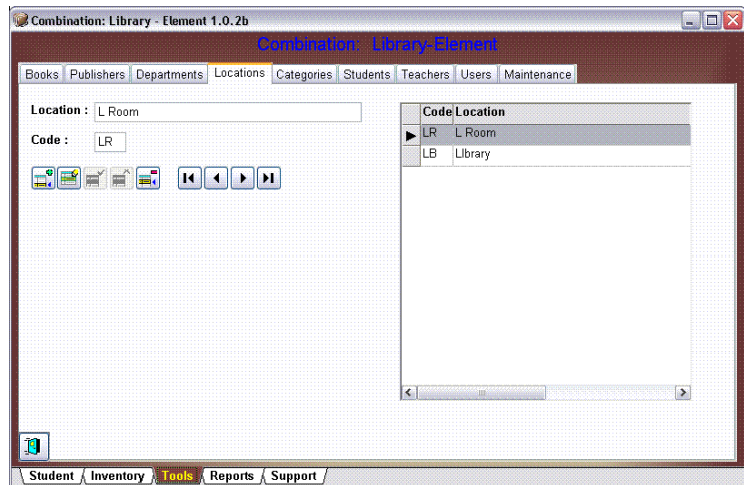


Click the Add button, enter the Category name, then click the Save button on the edit bar. The new Category option appears in the grid on the right side of the screen. Repeat this process to setup all necessary and desired categories. A Category item that is in use cannot be deleted.

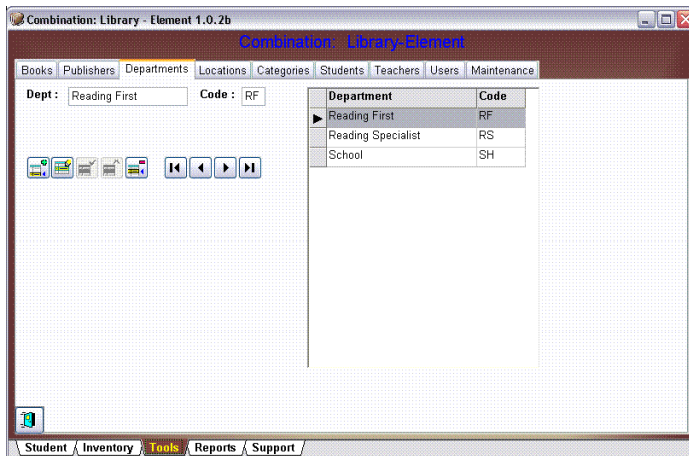
Inventory Locations

A location represents a place where inventory items are held until assigned to a user. Inventory items would be assigned and returned to this location. It could be an area, a room, a shelf, or any place that reflects where inventory items are kept.

Adding a location is done by clicking the Add button on the edit bar and entering the Location name and a unique identifying location Code. Click the Save button to enter the information into the system or location table. Repeat the entry process for each appropriate location.



Departments

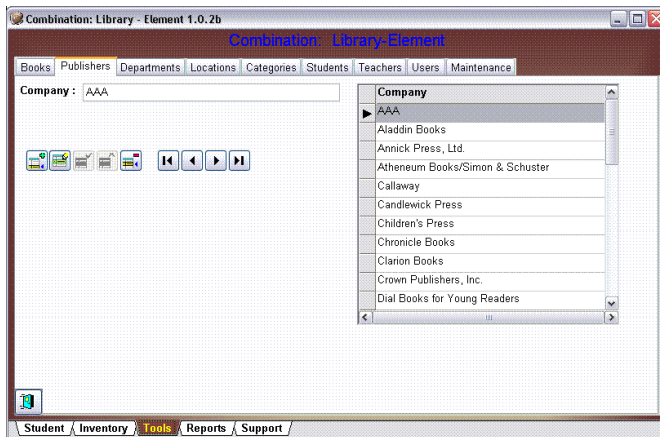


Adding department is another method to organized inventory items regardless of the location that they are kept in. Department entries could be Art, History, Science, Math, or Title One, Reading First, Reading Specialist, etc. Inventory items must be identified with a department. The department list maintained on this screen is used as a selection list when

entering books on the Books list screen.

The Departments screen is reached by clicking the lower Tools tab. Then click the upper Departments tab. On edit bar, click the Add button. Enter the Department name and the unique department Code. Click the Save button to save the information entered. Repeat this process until all desired departments are in the system. A Department entry associated with one or more book records cannot be deleted.

Publishers

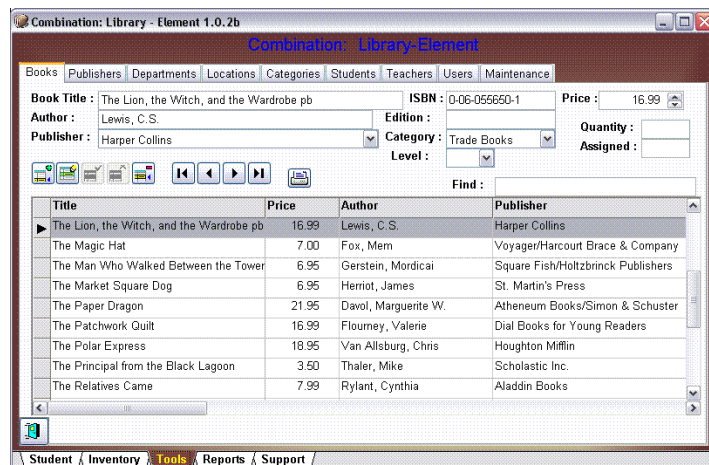


The publisher information is used when creating a book record in the Books list. Publisher records maintained on this screen are available for selection in a drop down list control on the Books tab. Click the Add button on the edit bar. Enter the publisher name in the Company field. To save the record, click the Save button on the edit bar.

Book List

All inventory items are created from the records in the Book List maintained on the Books tab. All book list records are selection items on the Batch Maintenance facility located on the Inventory tab. The Batch Maintenance facility comprises the bottom half of the bottom Inventory/upper Book tabs screen.

The bottom two thirds of the Tools/Books tabs contains a grid that displays all book records in the system. The highlighted grid record is displayed the top portion of the Books screen. To locate a book title, place the cursor in the Find field located on the top right of the book title grid. Begin typing the title. The highlight will move to the nearest matching record as the title is being entered.



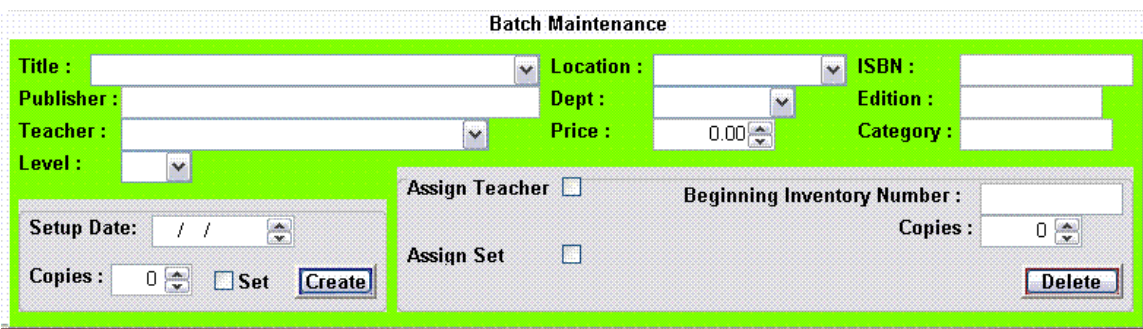
Adding a new book record is done by clicking the Add button on the edit bar. Enter the Title, and Author. Select a Publisher from the drop down list. Enter the ISBN number. Enter the Edition if appropriate. Select the Category and reading or grade Level from the drop down list. Enter the Price or replacement cost. Click the Save button on the edit bar to save the information.

Inventory

Upon completion of the setup instructions listed above, the inventory items are ready to be created. Bring into focus the lower Inventory tab by clicking on it. Inventory items are created in the Batch Maintenance box. This box is located on the bottom half of the Inventory/Book screen. Select the inventory item from the book list by clicking the right end of the title entry control. The book list selections will display in a drop down control. By typing the first letter of the title, the selection list will move and display items beginning with the letter typed. Select a book title by clicking on it. The Publisher, Level, Price, ISBN, Edition, and Category fields will display information from the book list record.

It is possible to assign a teacher to the inventory records when they are created. To assign a teacher, click the box on the right end of the Teacher entry control. Select the teacher from the drop down list.

The Level may be changed to a selected reading or grade level for items being created. Again, click the box on the right side of the Level entry control. Select



The screenshot shows a 'Batch Maintenance' form with the following fields and controls:

- Title : [Text field]
- Location : [Drop-down menu]
- ISBN : [Text field]
- Publisher : [Text field]
- Dept : [Drop-down menu]
- Edition : [Text field]
- Teacher : [Drop-down menu]
- Price : [Text field with up/down arrows]
- Category : [Text field]
- Level : [Drop-down menu]
- Setup Date: [Text field with slashes and arrows]
- Copies : [Text field with up/down arrows]
- Assign Teacher
- Assign Set
- Beginning Inventory Number : [Text field]
- Copies : [Text field with up/down arrows]
- Create [Button]
- Delete [Button]

the desired level by clicking on the item in the list.

Next, select the Location from the drop down list. Click the box on the right of the location field to display the location list. Select the location by clicking on the desired item in the list. The Location should reflect the physical storage area of the inventory item being created.

Select a department that the inventory item may be associated with. A department association is mandatory, and is helpful in the inventory organization plan. To select a department, click the box on the right of the Department field. From the drop down list, select a department.

The Price or replacement cost of the item may be adjusted by typing an amount or by clicking the up or down arrows located on the right of the Price field.

Creating the inventory items from the selections made as described above is a simple task. In the lower left area on the screen are the controls that create the inventory items. Select the Setup Date by entering the desired date or clicking the controls on the right side of the entry field. Clicking the control will select the

system date or today's date. The date entry can be increased by clicking the up control arrow, or, decreased by clicking the down control arrow. The control arrows are contained in the box on the right side of the Setup Date field.

Enter the number of inventory items to be created. The spin control works like the date entry control. Clicking the up arrow increases the counter number. Clicking the down arrow decreases the number. The number may also be deleted and the correct number of copies typed into the control.

If the inventory items being created are to be grouped into a set, place a checkmark in the Set box. The checkmark is toggled on (appearing) and off (blank) by clicking the check box. Sets are managed, created and changed on the Inventory/Sets tab as described later. What is done at this point can always be adjusted and changed. For inventory items being created not needing grouping or to be in a set, leave the check box blank.

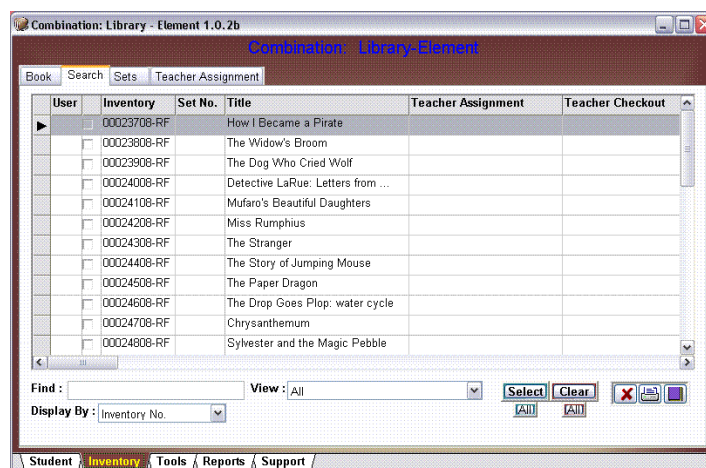
When the Setup Date, Copies and Set status is determined, click the create button to create the specified inventory items. If a set is being created, a confirmation message will appear. Confirm the set creation or abort the create process. Confirming the set creation will allow the new inventory items to be created and grouped together. If no set grouping is involved, the inventory items will be created. Upon completion a message will confirm the number of items created.

Inventory numbers consist of eight numeric characters, a dash or hyphen and two alpha characters. The first six digits comprise a unique counter number. The next two digits represent the item setup year. To the left of the dash is the department code. At a glance, an inventory item number provides some helpful information about an item.

Selecting Records

Once the inventory items have been created, the barcode labels need to be printed and attached to the individual items. Focus on the bottom Inventory tab. Then click the top Search tab. Barcode labels are printed from this screen.

Understanding the screen

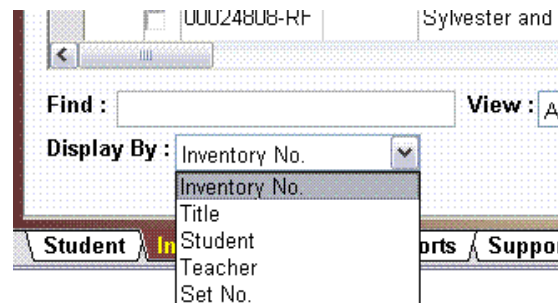


layout and controls will facilitate the printing of inventory barcodes and lists. The upper portion of the Search screen is a grid that displays the selected inventory records. Six columns of information are displayed in the grid. The column headings are: User, Selected, Inventory Title, Teacher, and Student. The User column indicates which operator has temporary control of or has selected the inventory record for use. The column just to the right is a selection display. A checkmark in the column indicates a selected record.

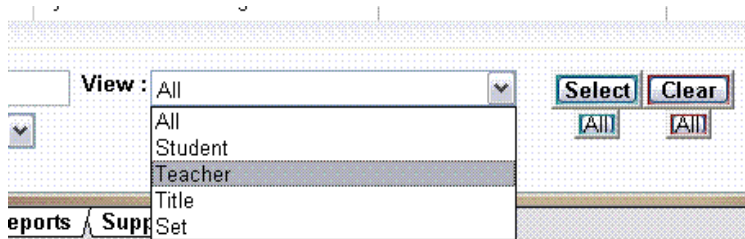
The Set No. column displays an associated set number if the item is grouped in a set. The inventory item title is shown in the next column which is the fifth column from the left. The Teacher Assignment Column is the next column to the right. The name of the teacher that the inventory item has been assigned to, if it has been assigned will display in this column. If the assigned teacher has checked out the inventory item to another teacher or student, this information will display in the next two columns as Teacher Checkout and Student Checkout.

The grid displays all or selected inventory items and information regarding their current status. The primary purpose of the grid is to facilitate inventory item selection to produce lists or print individual barcode labels to attach to inventory items for identification.

Below the grid are several controls that facilitate lookup and selection of inventory items. On the bottom left are the Find and Display By controls. Using these two controls together an inventory item may be quickly located and highlighted in the grid. Inventory items may be found by selecting the appropriate key to search on. The choices are Inventory No, Title, Student, Teacher, and Set No. When Inventory No. or Set No. is selected, the appropriate number can be typed in the find field or if the inventory item is available, the barcode can be scanned to locate the desired information.



To locate an inventory item by Title, Student or Teacher, type the appropriate information in the Find field. As each character is typed, the nearest matching record will be highlighted in the grid.



The controls near the middle bottom screen will filter or limit the records displayed in the grid based on the selected criteria. The View control allows a selection based on

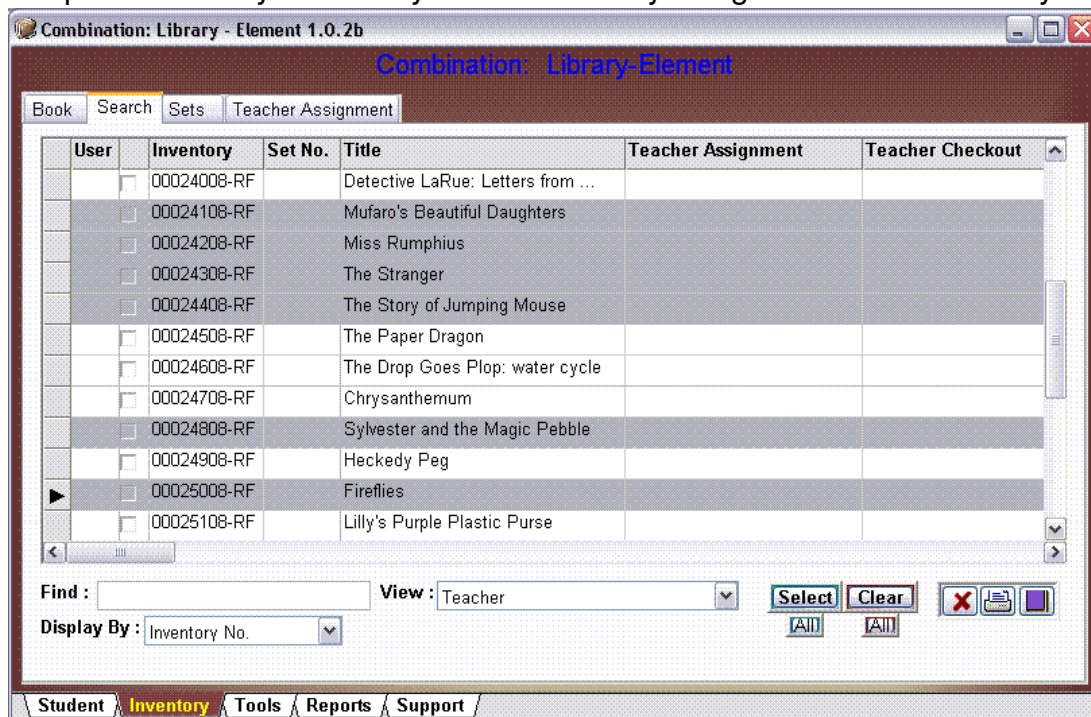
Student, Teacher, Title, Set, or All. Select any option except All and a second selection control will display below the View control. The specific filter is selected from the drop down list and engaged upon selection. Select Teacher in the View control. The second selection control will appear listing all teachers in the system. Select the appropriate teacher. In the grid all inventory items assigned to the selected teacher will display.

The Select, All, Clear, and All buttons assist in record selection. The Select and Clear buttons will select or clear individual or groups of records. The two All buttons located under the Select and Clear buttons will select or clear all available inventory item records respectively.

The operation buttons located in the lower right hand portion of the screen will produce inventory item lists or print barcode labels based on the selected records.

Selecting the inventory item record when found, can be done in two ways. With the record highlighted in the grid, click the Select button located in bottom right of the screen. A check mark will display in column two. A second method to select the record is to place the cursor on the highlighted record and double click the right mouse button. The user's code will appear in the first column and a check mark will appear in the second column. To remove the check mark or deselect the inventory item, place the cursor on the highlighted record and double click the right mouse button. Double clicking the right mouse button will toggle the inventory item selected or deselected. When the desired inventory item record is highlighted and has been selected, clicking the Clear button near the bottom right side deselects the record.

Groups of inventory items may be selected. By using the Shift and Ctrl keys on



the keyboard in conjunction with the mouse, groups of inventory items may be highlighted and selected or identified. Once selected, a group list or barcodes can be printed.

The Shift key will bracket a range of inventory items. Displayed in the grid are the inventory item records. Select a record by clicking on it. The record is highlighted. Press the Shift key on the keyboard. With the Shift key pressed, click on another inventory item record that is more than two positions away from the first highlighted record. Notice that in addition to the selected records being highlighted, all the records between the two selections are also highlighted. Click the Select button to select these inventory item records for processing.

The Ctrl key works much the same manor as the Shift key. Highlighting an inventory item record using the Ctrl key allows selection of multiple individual records rather than a range of records. With the Ctrl key pressed on the keyboard, click on various inventory items records in the grid. While the Ctrl key is pressed, each record clicked on will be highlighted. Again, to select these records, click the Select button.

Selected records may be cleared by using the same selection methods described above then clicking on the Clear button. The user's code and the check mark will disappear. The selection methods described above may be use in conjunction with each other to mark the desired inventory item records for processing.

Two All buttons are found in the lower right side of the Inventory/Search screen. One is found below the Select button. The other is located just below the Clear button. Clicking the All button below the Select button will select and mark all available inventory item records for processing. Utilizing or clicking the All button under the Clear button clears all inventory item records selected by the user.

In review, inventory item records may be selected for processing by highlighting the desired record and clicking the Select button or by a double right mouse click. Groups of records may be identified using the Shift and Ctrl keys on the keyboard. When inventory item records have been highlighted, clicking the Select button will select the highlighted records. These processes also apply to clearing a record or records. Click the Clear button rather than the Select button.

The combination of selection features may be used in many ways to quickly arrive at a desired group of inventory item records. To print barcodes for a set, the records may quickly be found by selecting Set No. in the Display By control. Scan the associated set barcode on the inventory item barcode label. Press the Shift key on the keyboard. Highlight the first set record by clicking on it. Then click on the last set record to highlight the group of records. Click the Select button to select the group. Click the Barcode button to print the labels.

Another method to make the same selection uses the View control. From the View control drop down list, select "Set". Just below the View control another selection control will appear. Either scan the set number from the item barcode label or begin typing the set code, or select the set number from the control drop down list. Upon selection, the grid will display only inventory item records that are associated with the selected set number. Click the All button under the Select button. The displayed inventory item records will display the user's code and a selection checkmark. They are ready to be processed. Click the Barcode button to print the labels.

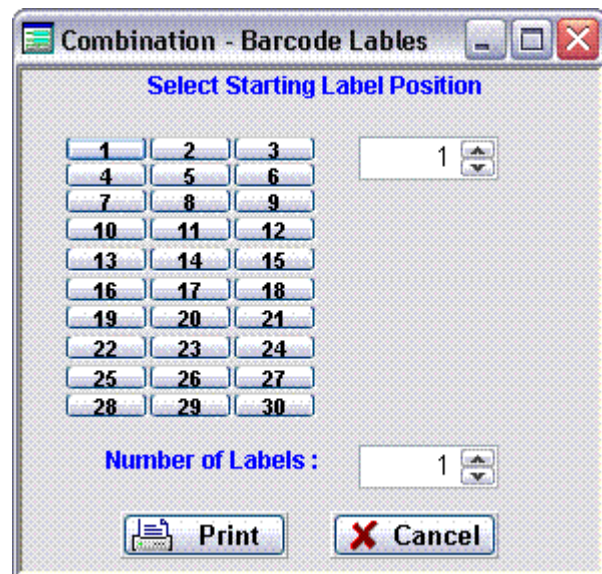
The available controls on this screen provide quick and easy methods to find and identify individual or groups of inventory item records for printing lists or barcode labels.

Printing Barcodes

Once the inventory item records have been selected, click the Barcode button. The Barcode Label control window will display. On the left is a representation of a label page. The numbers represent the label positions on the page. This allows labels to begin printing on any label position. If the top row of labels have been used or peeled off a label page, printing can be directed to begin on the next row or position 4.

Near the top of the window, to the right of the page display is the position selection control. The starting label page position can also be selected by changing the number in this control. When a label position is clicked, that position number will display in the position selection control.

Directly below the position selection control is another control, Number of Labels. This control governs the printing of single labels or double labels. Initially, an inventory item, such as a book, for more secure identification, may have an outside barcode label and an inside barcode label. Selecting "2" in this control will print two barcode labels for each inventory item. Selecting "1" will print one inventory item label for each selection.



At this point the process may be canceled by clicking the Cancel button. To continue click the Print button. A report viewer will display the proposed printing output. If report or labels properly appear, click the print button near the bottom center of the preview window.

User Guide

Element opens with focus on the School tab. Along the bottom of the window are five tabs: Student, Inventory, Tools, Report, and Support. Assignment and return of inventory items are managed on this screen. Inventory items are managed (created, changed, or deleted) on Inventory tab. On the Tools tab most of the supporting data is setup and maintained. Inventory reports are accessed on the Reports tab. Support contact information is available on the Support tab.

Student Tab

Student Book Assignments

Book Detail

History

Teacher Book Assignments

Inventory Tab

Book

Search

Sets

Teacher Assignments

Tools Tab

Access to setup facilities is gained through the tabs on the Tools notebook control. Books, Publishers, Departments, Locations, Categories, Students, Teachers, and Maintenance are the access tabs along the top of the Tools notebook. Backup, Grade Levels, and Student Import are the tabs accessed when the Maintenance tab is in focus. The Tools notebook control is where all preliminary and ongoing setup and maintenance of supporting inventory item data is accomplished.

Books

Inventory items are created from the Book list. Each book title and associated information is entered into Element on this screen. With a book list record,

inventory items can easily and quickly be created on the system. The creation is done on the Inventory tab. Book information is entered only once. This information is used to create multiple inventory records.

Again, with the bottom Tools tab in focus, click the Books tab on the top. Book information is entered on the top portion of the screen. Below the controls are the Edit Menu bar, the Navigation bar, the Print List button, the search control named Find, and a grid listing all books currently setup on the system.

Adding a new book is done by first clicking the Add button on the Edit Menu bar. The cursor will blink in the Book Title fields. Fill in the book title, the author, select a publisher from the preset list, enter or scan the ISBN number on the book, enter the book price or replacement cost, enter the edition, select the category, and select the appropriate grade level. The Publisher, Category, and Level controls will display a drop down selection list when the small triangle on the right side of the control is clicked. When an item from the displayed list is click on with the mouse, it will display in the control field. Save the book entry by clicking the Save button on the Edit Menu bar. Repeat this process for each book that needs to be entered on the book list.

To quickly find a book in the list, place the cursor in the Find control field. Begin typing the book title. The highlight bar in the grid will move to the nearest matching record. Whatever book information that is highlighted in the grid, will display in the top portion of the screen.

Publishers

Publishers is a utility that is used in to expedite the entry of books in the book list. The names of publishers are entered in a data table. They are then available as a selection item when entering a book in the book list. This makes the publisher entry quicker and much more consistent than constantly retyping the information.

While the Tools tab on the bottom of the screen has focus, click on the Publishers tab on the top. The Company entry field is located on top left hand side of the screen. Below this control are found the Edit Menu bar and the Navigation bar. A grid listing all publishers entered is located on the right side of the screen.

Click the Add button on the Edit Menu bar to add new publisher information to Element. The cursor will blink in the Company entry field. Enter the publishing company name. Click Save to save the entry in the system. Repeat this process to add all publishers into the system.

Departments

Departments are a method of organizing inventory items. One department may be setup to encompass all inventory items. Or, multiple departments like: Art, History, Science, Math, etc. may be setup. The department code is used to help create inventory item numbers. A typical inventory number contains some information about the item. Examining this inventory number, "08-HS001015", the first two characters represent the year that the item was entered into the system. This is followed by a dash. The next two characters represent the department associated with the item. The remaining six characters are a unique counter or id number.

Again, make certain that the Tools tab on the bottom of the screen has focus. Click on the Departments tab on the top. The Department name and Code fields display near the top on the left hand side of the screen. Beneath these two controls are the Edit Menu bar and the Navigation bar. A grid displaying all available departments is found on the right side of the screen.

To add a department, click the Add button on the Edit Menu bar. The cursor will blink in the Dept. entry field. Enter the name of the department. Then, enter the two character Code. Click the Save button to add the department to the system

Locations

Categories

One default category is defined in the system to begin with: Textbook. Other categories may be introduced to facilitate different types of inventory items that faculty and staff need be responsible for. As an example, electronic media devices could be inventoried and tracked in Element. Setup up a category titled Media. Inventory and barcode all media equipment (projectors, dvd players, overheads, etc), assign to an individual just as a textbook is assigned, and return the item when brought back.

Just beneath the Category entry control are the Edit Menu bar and the Navigation bar. Listing of all categories is displayed in the grid on the right side of the screen. To add a category, click the Add button on the Edit Menu bar. The cursor will blink in the Category entry fields. Type in the desired category name, then click the Save button to save the entry. If additional categories are needed, repeat this setup process.

Students

Student information can be added to Element in one of two ways or a combination thereof. Student information can be electronically introduced into the system through an import facility. Or, student information can be entered and

edited individually on the Tools/Student screen. The import facility is explained below. With the bottom Tools tab in focus and clicking on the Student tab near the top of the screen, the student screen displays.

The screen is very similar to the Teacher screen. Under the Find and the Display By controls are located the Edit Menu bar and the Navigation bar. Beneath these controls are the student information controls. On the right side of the screen is the student information grid. The student information in this grid may be displayed in one of two ways: alphabetically by the student's last name or numerically by the student number. This selection is made in the Display By control located just under the Find entry control. With the selection made, begin typing the matching information in the Find control. The highlight bar in the grid will move to the nearest match.

Click on the Add button to add new student information. The cursor should begin blinking in the Student No. field. For student information, all field require information and are important to fill in. When completed, click the Save button on the Edit Menu bar.

Teachers

The next setup item is Teachers. With focus on the lower Tools tab, click on Teachers on the upper tabs. The Edit Menu bar and Navigation bar are displayed underneath the Find control. Beneath these controls are the teacher entry fields: last name, first name, along with the teacher module login and password. To the right of these controls is a display grid. All teachers setup in Element are listed in this control. The Find control in the upper left screen is a quick method to locate a teacher. Place the cursor in the Find control field. Begin typing the teacher's last name. The highlight in the grid will move to the nearest match.

Adding a teacher is done by clicking the Add button on the Edit Menu bar. The cursor will blink in the First Name field. Enter the first and last name in the appropriate fields. The Teacher Module Login and Password information is used to allow a teacher to access Element data through a separate Teacher Module.

The Teacher Module installs on a workstation located in the teacher's workspace. This module allows teachers to assign and return inventory items from their workspace. The Login and Password fields may be left blank if access by a teacher is not needed. Once the appropriate information is filled in, click the Save button on the Edit Menu bar to save it. Again, repeat this process for every teacher to be added in the system.

Users

On the Tools screen click the Users tab near the top. A notebook with two additional tabs displays on this screen: Users and Permissions. Be certain that focus is on the Users tab. Notice the edit menu bar, the navigation bar, entry controls, and a grid listing all users. At the top of a grid, is a control to help quickly locate a user.

Click the Add button on the Edit Menu bar to add a new user to Element. The cursor will be blinking in the Login entry field. The login name can be a maximum of ten characters long. Enter the first name, last name, indicate if this user is an administrator, and enter a password twice to confirm it. Click the Save button on Edit Menu bar to complete the entry.

With the user in the system, the access permissions can be established. Click the Permissions tab. A notebook containing the user permissions displays on this tab. The titles on these tabs correspond with the control tabs on the bottom of the Element screen. The permissions on each of these tabs correspond with access and activities on the Element main tabs.

Permissions are described below in the User section. When a change is made the color on the Save and Cancel buttons changes to green. Changes are made by toggling a check mark in a box. If a check mark is present, the user has permission to access that program feature. The absence of a check mark denotes no access permission. The check mark is applied or removed by clicking on the check box. When all changes have been made, click the Save button to save the changes or the Cancel button to abort the changes.

Repeat this process for all users to be setup in the system.

Maintenance

Backup

Grade Level

Step by step the setup process as suggested above is explained below. Login to Element. Click the Tools tab near the bottom of the screen. Click the Maintenance tab near the top of the screen. Click the Grade Levels tab when the Maintenance screen has focus. On this screen are display two entry controls: Grade and Level, the edit menu buttons, the navigation buttons and a grid that will display all the entries in the grade level table or file.

The edit buttons function as described Reviewing Edit and Navigation Controls section above. Enter a grade level is done by clicking the Add button on the Edit Menu controls. The cursor will blink in the Grade entry control. Enter the name

of the grade. Press the keyboard enter key or the tab key and enter a number of the grade level. Click the Save button on the Edit Menu bar. Repeat this process to enter all of the desired grade levels.

With the grade levels entered, the User and access permissions can be setup. At this point it is suggested to setup the initial users. Users can be added and access permissions can be changed at any time by an administrator. The new user information is entered and saved. Then, the associated access permissions are selected and saved.

Student Import

Reports Tab

Support Tab