EPES Software

Careers and Jobs

For Windows

CHAPTER 7: WINDOW MENU

Move

Size

Maximize

Minimize

Selecting Different Windows on the Screen

CHAPTER 8: UTILITIES MENU

Rebuild Indexes

Erase Deleted Records

Update File Structure

INDEX   83

Introduction

Careers and Jobs is designed to help the counselor get a complete picture of a student's Career Interests and Job Related Skills, while at the same time maintaining focus of the student's abilities and potential.

Each student takes the Career Interest and Job Analysis Surveys included in the program. Based upon this information, the student may review job and job related information in his/her highest areas of interest or need.

The program also helps analyze different types of skills, educational requirements, and obstacles the student may encounter in finding and keeping a job.

It includes:
- An on screen Career Interest and Job Analysis Survey.
- Job information for over 2500 jobs, organized by twelve areas of interest.
- Student test scores and transcripts for comparison with job interests.
- and much more...

NETWORK READY
It comes Network ready, at no additional charge. That means one student can be

taking a Career Interest Survey while another student is viewing those jobs related to his/her highest area of interest.

CAREER INTEREST AND JOB INFORMATION
Imagine a student being able to browse through hundreds of jobs available in his/her highest Career Interest area. Then, when an interesting job comes on the screen, all they have to do is click one button to print the information to the printer.

Now, you can! After the student has taken the survey, all you do is get the student on the screen. Simply click on <Career Interest Survey> or <Job Analysis Survey> to review the survey results for that student.

From the Career Interest screen, the student can review his/her scores in each of the twelve areas of interest. Then, by clicking one button, he/she can review jobs specifically related to one of the twelve areas of interest. While viewing a job, clicking one button prints information about that job to the printer.

From the Job Analysis screen, the student can view the scores in each of the four job survey areas: Job Information, Educational Requirements, Job Obstacles, and Getting a Job. Again, by clicking on one button, the student can review suggestions and helps in any

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of the four areas: Job Information,
Educational Requirements, Job Obstacles,
and Getting a Job.
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Chapter 1: Getting Started

Installation
Place the Careers and Jobs Program
Diskette # 1 in your Floppy Drive A (or
B).

Windows 3.X
From the 'File' Menu of the Windows
Program Manager, select Run. Enter the
following:
        A:install [Enter]   or
        B:install [Enter].

WINDOWS 9x
From the 'Start' button of the Windows
95 task bar, select Run. Enter the
following:
        A:install [Enter]   or
        B:install [Enter].

Press [Enter] for each option that
appears on the screen. When the program
has been successfully installed, the
final message you'll see will be
"Installation is complete".

First Time You Run the Program
After first installing the program, the
program is running in 'DEMO' mode. In
Demo mode, you can test every option in
the program.

Registering the Program

To gain unrestricted access to the
program, you must register it. To
register a program, do the following:

1) Received the Master Diskettes
If you ordered the program from our
office, the registration information
will be on the last master diskette.
Put that diskette in your floppy disk
drive (A or B).
Under the Utilities Menu, select
'Registration/Support', then select
'Register Program'.

By default, the program is set up to
register the program from floppy disk
drive A. If this is what you want to do,
simply select **< OK >**. Otherwise, select
the appropriate options below.

From the Program Registration Screen:
Select (•) Register Program
        ( ) Un-Register the Program

Select the program to register:
(•) Careers and Jobs Program
( ) All-In-One Registration

Select the drive where the registration
information is located:
(•) Registration File is in Drive A
( ) Registration File is in Drive B
( ) Other DrivePath (Please specify)

Note: If you select this last option,
you must type in the drive and path

where the registration information is located. For example: c:\windows\temp (Be sure to enter the location where the registration file is located on your computer.)

2) Registering the Demo program Downloaded from our Web Site.
If you downloaded the demo program and want to purchase it, contact our sales office: **1-800-424-7512** or email us at: **sales@epessoftware.com.** When the payment or purchase order is received, you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

Daily Startup

To start the program, select the Careers and Jobs icon within the EPES Software Group of your Windows Program Manager.

Enter your ID: **SYS**
      Password: **PASSWORD**

This is the ID and Password for the System Administrator. This person has complete access to every option in the program. He/she can also add new users and assign the rights for those users. See the 'Administrator Menu' options. This was the System Administrator ID and Password originally assigned to the program. Use the 'Change Password'

option under the Utilities Menu to make
any changes.

Master Menu

File   Edit   Commands   Output   Window
Utilities   Help   Administrator

Each option on the Master Menu is a
chapter in this manual. To locate
information quickly, look at the title
of each page.

Within each chapter, the items under
each Master Menu option are explained in
order from top to bottom. Use the Find
option below to look up key words.

A Quick Overview

WHAT TO DO (CHECKLIST)

1) Change Password for System
Administrator so you have total control
of what happens with your system. Be
sure you keep this password in a safe
place. (Chapter 10)
2) Under the Utilities Menu, select
"Program Preferences". Double check your
printer and printer port selection.
(Chapter 8)
3) Add Student information. (Chapter 3)
4) Add Staff information. (Chapter 3)
5) Add Test Related information.(Chapter
3)
6) Add Subject information. (Chapter 3)
7) Add Transcript information. (Chapter
3)

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8) Have students take Career Interest
Survey. (Chapter 3)
9) Have students take Job Analysis
Survey. (Chapter 3)
10) Print Reports. (Chapter 6)
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Chapter 2: Getting Around in the Program

Using the Keyboard and Mouse

You can use the keyboard or mouse with the program. Keyboard short-cuts can often save you a lot of time. For example, you can press [Ctrl+A] while viewing information on the screen to add a new entry. Press [Ctrl+S] when you've finished to save your work.

With the click of a button, a mouse can accomplish the equivalent of a single keystroke or many keystrokes on the keyboard.

To select an item with the mouse, move the mouse pointer over the desired item. Click the left mouse button on the desired item.

Moving Around the Screen

Keyboard
Use the [Tab] key, [Down Arrow] or [Right Arrow] keys to move to the next item on the screen.

Use the [Shift+Tab] key, [Up Arrow] or [Left Arrow] keys to move to the previous item on the screen.

Mouse

16

When adding or editing information on the screen, you can move your cursor to an item simply by clicking on it with the left mouse button.
You can change the entire contents of an item by highlighting it with the mouse. After the cursor is placed in the item, double click on the left mouse button to highlight the entire contents. Then start typing.

Popup Screens and Lists

Sometimes it's hard to remember what to enter in a particular field. To simplify your data entry, you can select a popup list while adding or editing some information.

For example, suppose you were entering a Student ID number. When you come to the Student ID field, press <Enter>. A list of names will appear in a scrolling list. Move your cursor to the column labeled Name. Begin typing the first few letters of the student's name. When you see the name, highlight it and press <Enter> to select it.

Adding or Editing from a Popup List

Sometimes when you have a popup list on the screen, the information you're looking for has not been entered or is not correct.

To add additional information while viewing the popup list, press [Ctrl+A].

To edit the information highlighted in the popup list, press [Ctrl+E].

When you've finished adding or editing the information, press [Ctrl+S] twice to save your information.

ToolBar Menu

When you want to Add, Edit, or View information on the screen, you'll select one of the options under the File Menu.

At the top of the screen, just under the Master Menu, the ToolBar Menu will appear. Each option is represented in a small box with a written description underneath it. Use these options to Add, Edit, or View information on the screen. To select an option, click on it with the mouse. There are 15 selections to choose from:

First Prev Next Last Add Edit Del Find List Filter Order By More Save Cancel Close

First

Click this item to go to the first entry in the file.

Prev

Click this item to go to the previous entry in the file.

Next

Click this item to go to the next entry in the file.

Last

Click this item to go to the last entry
in the file.

Add

Click this item to add a new entry. When
you're done, click on "More" to save
this one and add another. Click on
"Save" to quit adding and return to
view.

Edit

Click this item to edit the current
information on the screen.

Del

Click this item to delete the current
information on the screen.

Note: If you have a window at the bottom
of the screen which has the options "New
Change Remove" listed, you'll have to
use "Remove" to delete all the detail
items before you can delete the main
information on the screen.
If you try to delete the information
before using "Remove", a message will
appear and tell you it cannot delete the
information.

Find

Use this option to find information
already typed into the computer. A Find
Window will appear with the following
options:

"**Select Field to Search In:"**
Press the space bar or click on the down
arrow to the right to select the
specific field you want to look for. For
example, Grade.

"**Enter Value to Search For:"**
Enter the information you want to search
for. For example, 10.

"**[X] Ignore Case   [ ] Exact Match
Only**"
If you want to find exactly what you
type in, select Exact Match, otherwise
leave Ignore Case marked.

Find - Use this option to view the
"First" entry for the information you've
just entered.
Browse - Use this option to choose
from a list of entries that contain the
information you've just entered.
Highlight the entry you want and press
<Enter> to view it.
Count - Use this option count how many
times the information you typed in is
found in the file. A count will appear
in the upper right hand corner.
Close - Use this option to close the
"Find Window".

List

Use this option to present multiple
entries in a column and row format.
Normally you'll view about 20 items on
the screen. To get the information to
fill the entire screen, click on the up

arrow in the upper right hand corner of
the screen (Windows 3.x) or click on the
square (Windows 95).

To find an entry in the list, move the
cursor to the field you want to use. For
example, name. Then, begin typing the
first few letters of the name. When you
see the information you want, highlight
it and press <Enter>.

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Note: The cursor will only go into
columns where an index is defined. You
will not be able to use this option on
every list column.

***

Filter

Use this option to limit the information
you view on the screen.

The following example illustrates this
option:
Suppose you want to look at all students
in grade 10. Select "Student" under the
File Menu.

Click on < Filter > with the mouse. A
"Filter" Window will appear with the
following options:

"**Select Field to Search In**"
Press the space bar or click on the down
arrow to the right to select the
specific field you want to look for. For
example, Grade Id.

 "**Enter a Search Condition**"

Press the space bar or click on the down
arrow to the right to select one of the
following conditions:
  Is Equal To
  Is NOT Equal TO
  Is More Than
  Is Less Than
  Is Equal To or More Than
  Is Less Than or Equal To

 "**Enter value to Search For**"
Enter the specific information you want
to see. For example, to look at all
students in grade 10, enter the number
10.

 "**[X] Ignore Case   [ ] Exact Match
Only**"
If you want to find exactly what you
type in, select Exact Match, otherwise
leave Ignore Case marked.

Set - Use this option to set your
filter. A message will appear in the
upper right hand corner telling you how
many records met your criteria.

Once you close the Filter Window, you'll
only be able to view the information on
the screen that met the criteria you
typed in. In our example, you'd only be
able to view checkout entries for
accession number 1.

The Filter box on the ToolBar Menu will
have a check in it. This indicates a
filter is set.

Clear - Use this option to clear the filter so you can view all records on the screen for the file you've selected. You can also do this same thing by selecting the "Clear Filter" option under the Commands Menu.

Close - Use this option to close the "Filter Window".

Setting Multiple Filters

If you already have a filter set and select the filter option again, the following message will appear:

  "A filter is in effect. Only records that match the current filter AND the new filter criteria will be found. Clear Filter?"

   Yes - Use this option to erase the current filter.

   No - Use this option to keep the existing filter in tact and add another filtering condition to it.

For example, we originally set a filter to look at only students in grade 10. You could now add a filter for a homeroom number, say 201. Then, only students in grade 10, in homeroom number 201 would appear on the screen.

Cancel - Use this option to exit and leave the existing filter in place.

Order By

Use this option to select the order in which information is presented on the screen. To set the order:

1) Highlight the box under "Order By".

2) Press the spacebar or click on the arrow to the right of the box to show a list of fields.

3) Select the field which determines the order the information will be presented on the screen.
4) By default, the order will be Ascending (from lowest to highest). If you want the order to be Descending (highest to lowest), click on the down arrow box to the right of "Order By:".

To change the order back to Ascending, click on the Up Arrow to the right of "Order By:"

More
Click this item when you've finished adding an entry and want to add another one. The current entry will be saved and a new screen will appear.

Save
Click this item to save the information you've just added or edited. You'll then return to view mode.

Cancel

Click this item to close what you're doing without saving the information.

Close

Click this item to close the file you've selected and clear the screen.

Chapter 3: File Menu

Student

Use this file to enter information about your students.

Student ID: Each student is assigned a unique ID number. For example, 1, 2, 3, etc. Enter a unique ID number for each student.

Name: Enter the name of the student: Last, (comma) then first. Notice that the name is automatically put into upper case. Don't worry, this is to help make it easier for you to look up students by name from a popup list.

Grade ID: Enter the student's grade level.

Homeroom: Enter the student's homeroom number.

Parent: Enter the name of the student's parent or guardian.

Address: Enter the student's address, city, state, and zip code.

NOTE: If you have student information already entered into a program at your school. Check to see if the program can export specific student information to an ASCII delimited text file. If so, you

may be able to use the Import option
under the Utilities Menu to enter your
student information.

Career and Interest Survey

This survey consists of 96 questions, on
six pages, with 16 questions per page.

The student should read each question
and rate his/her interest level
according to the following four point
scale.

My Interest Level is:
1) None 2) Little 3) Some   4) High

NOTE: All questions must be answered
before the Career Interest Survey can be
saved. If a question is not answered,
the program will beep and tell the
student all questions must be answered.

After answering all the questions on
Page 1, click on [Page 2] at the bottom
of the screen to answer the next 16
questions. Continue this until all
questions are answered.

Job Analysis Survey

This survey consists of 40 questions, on
four pages, with 10 questions per page.

The student should read each question
and rate his/her perceived difficulty
level according to the following four
point scale.

My Interest Level is:
1) None 2) Little 3) Some 4) High

> **NOTE**: All questions must be answered
> before the Job Analysis Survey can be
> saved. If a question is not answered,
> the program will beep and tell the
> student all questions must be answered.

After answering all the questions on
Page 1, click on [Page 2] at the bottom
of the screen to answer the next 10
questions. Continue this until all
questions are answered.

Job Description

This information has already been
entered for you. It is provided here as
a way to review all job areas,
regardless of interest area. You may add
additional jobs, if needed.

When the student is reviewing his Career
Interest Survey, he/she can review jobs
according to one of the twelve interest
areas, but not all areas at once. The
Job Description screen consists of the
following information:

Interest Group Code: This field shows
the major interest area this job belongs
to. There are twelve interest areas.

Job Name: This field contains the job
title.

Job Description: This is a brief
description of the job.

Occupational Codes

Reading Ability: This shows what reading ability is required for this job.

Math Ability: This shows what math ability is required for this job.

Language Ability: This shows what language ability is required for this job.

Preparation Time: This shows the amount of time it takes to prepare to work at this job.

Education: This shows the educational requirements or degree needed to work at this job.

Physical Strength: This shows the amount of physical strength required when working at this job.

Salary: This gives a range of salary wages the student can expect to earn when working at this job.

Outlook: This gives the student an idea of how many openings there may be for this job and how long it could take to successfully get this job.

Click on [Print Job Description] to print a copy of this job information to the printer.

Tests

Use this file to enter information about the tests used in the school.

[Test Id]: Enter a unique ID number for each test. For example, 1.

[Testtitle]: Enter a descriptive name for the test. For example, Stanford Achievement Test.

NOTE: The computer automatically puts the title in upper case. This is done to help simplify the selection of the test from a popup screen.

Testlevel: Enter the level of the test.

Testform: Enter the form of the test.

Copyright: Enter the copyright year for this test.

Testclasid: Press <F5> to select from a popup list for type of test.

Test Scores

Use this file to enter test scores for students.

Student Id: Enter the student's ID number or press <F5> to select from a popup list of students.

Test Id: Enter the test ID number or press <F5> to select from a popup list of tests.

Test Area Id: Enter the test area for this test score or press <F5> to select from a popup list of test areas.

Score: Enter the test score for this student in this test area.

Date: Enter the date the test was taken.

Testtime: Enter the time of year the test was given. Use F (fall) or S (spring) followed by the two digit year. For example: F98, would mean the fall of 1998.

Staff Id: Enter the staff member's ID number or press <F5> to select from a popup list of staff members. This may be a homeroom teacher or designated teacher for the given subject.

Test Areas

Use this file to enter information about the different types of subtests you want to record test scores for.

Testarea Id: Enter a unique ID for this test area. For example, BASBT might mean basic battery. Notice that this information is automatically put in upper case by the program. This is to simplify the selection of a subtest area from a popup list, when entering student test scores.

Tstartitle: Enter a descriptive title for this subtest area. For example, Basic Battery.

Subject File

Use this file to enter information about the subjects offered in your school.

Course Id: Enter the a unique course number for the course.

Course Title: Enter a descriptive name for the course.

Credit: Enter the amount of credit given, per semester, for this course

Max No: Optional. Enter the maximum number of students allowed in this course.

Gpa Wgt: Optional. Enter the GPA weight for this course. For example, a normal course would be 1.00. However, an honors course might be 1.25.

Male/Female/Both: Who can take this course? M=Male, F=Female, B=Both

Priority: Optional. Enter a number from 1 (highest priority) to 9 (lowest priority) to determine the importance of this course.

Grade Low: Enter the lowest grade where this course is offered.

Grade High: Enter the highest grade where this course is offered.
Staff Id: Enter the Staff Id number for the teacher of this course.

Semester: Optional. Enter the semester(s) the course is offered: 1=First, 2=Second, 3=Both.

No. Sect: Optional. Enter the number of sections for this course.

Hrs Taught: Optional. Enter the number of hours per day this course is taught.

Transcript

Use this file to enter information about student transcripts.

Student Id: Enter the student's ID number. Press <F5> to select from a popup list.

Grade Id:: Press <Enter> to accept the default grade or enter the student's grade.

Course Id: Enter the course Id number. Press <F5> to select from a popup list.

Semester: Enter the semester this course was taken.

Lettergrad: Enter the letter grade the student received for this course.

GPA Equiv: Enter the GPA equivalent grade for this letter grade.

Credit Avail: Press <Enter> to accept the default credit for this semester or enter the credit available for this course (this semester).

Credit Earned: Enter the credit the student earned for this course (this semester).

Staff

Use this file to enter information about the staff members in your school.

Staff Id: Enter a unique Id number for this staff member.

Name: Enter the name of the staff member. Last, (comma) then first.

NOTE: The name will automatically be put in upper case. This is to simplify the lookup and selection of the staff name from a popup list during data entry.

Soc Sec No: Enter the staff member's social security number.

Address: Enter the staff member's address, city, state and zip code.

Phone: Enter the staff member's home phone number.

Race Id: Enter the race code for this staff member: B=Black W=White H=Hispanic A=Asian I=Indian O=Other.

Gender: Enter M for male or F for female.

Homeroom: Enter the homeroom number for this staff member.

Close

Use this option to close the current file that is displayed on the screen.

Printer Setup

Use this option to select a default printer or add/remove a printer driver from your windows operating system. See your Windows operating instructions for detailed information.

Exit

Use this option to exit the program.

Chapter 4: Edit Menu

Use the following commands while adding
or editing information on the screen.
(See note on how to highlight
information below.)

CUT Ctrl+X

Select "Cut" from the Edit Menu or hold
down the Ctrl key and press the letter X
to delete (Cut) highlighted information
in a field on the screen.

COPY Ctrl+C

Select "Copy" from the Edit Menu or hold
down the Ctrl key and press the letter C
to copy highlighted information to the
computer clip board.

PASTE Ctrl+V

Select "Paste" from the Edit Menu or
hold down the Ctrl key and press the
letter V to copy information copied onto
the computer clip board into the current
field on the screen.

NOTE: To highlight information in a
field on the screen:
   Using the Keyboard:
1) Move the cursor to the first letter
where you want to begin highlighting.
2) Hold down the Shift key and press the
right arrow key. You'll actually see
the information being highlighted on the
screen.

3) Use the copy or cut command on the
highlighted information.

    Using the Mouse:
1) Move the mouse to the first letter
where you want to begin highlighting.
2) Click on the left mouse button and
HOLD the button down.
3) Move your mouse to the right. You'll
actually see the information being
highlighted on the screen.
4) Use Select the "Copy" or "Cut"
command under the Edit Menu.

Chapter 5: Commands Menu

The Commands Menu is the pull down menu equivalent of the ToolBar Menu. It shows the keyboard equivalent for most of the ToolBar Menu options. For example, Ctrl+Home means hold down the Ctrl key and press the Home key. See the ToolBar Menu for details

Top Ctrl+Home

(Same as First on ToolBar Menu)
Go to first entry in the file.

Bottom Ctrl+End

(Same as Last on ToolBar Menu)
Go to the last entry in the file.

Next Ctrl+PgDn

Go to the next entry in the file.

Prev Ctrl+PgUp

Go to the previous entry in the file.

Add Ctrl+A

Add a new entry. When you're done, select "More" to save this one and add another. Select "Save" to quit adding and return to view.

Edit Ctrl+E

Edit the current information on the screen.

Del Ctrl+D

Click this item to delete the current information on the screen.

> **Note**: If you have a window at the bottom of the screen which has the options "New Change Remove" listed, you'll have to use "Remove" to delete all the detail items before you can delete the main information on the screen.
> If you try to delete the information before using "Remove", a message will appear and tell you it cannot delete the information.

Browse Ctrl+B

(Same as List on ToolBar Menu)
Use this option to present multiple entries in a column and row format. Normally you'll view about 20 items on the screen. To get the information to fill the entire screen, click on the up arrow in the upper right hand corner of the screen (Windows 3.x) or click on the square (Windows 95).

To find an entry in the list, move the cursor to the field you want to use. For example, name. Then, begin typing the first few letters of the name. When you see the information you want, highlight it and press <Enter>.

Note: The cursor will only go into columns where an index is defined. You will not be able to use this option on every list column.

Filter Ctrl+L

See details for the filter command under the ToolBar Menu, pages 16-19.

Find Ctrl+F

Use this option to find information already typed into the computer. A Find Window will appear with the following options:

 "**Select Field to Search In:**"
Press the space bar or click on the down arrow to the right to select the specific field you want to look for. For example, Grade.

 "**Enter Value to Search For:**"
Enter the information you want to search for. For example, 10.

 "**[X] Ignore Case   [ ] Exact Match Only**"
If you want to find exactly what you type in, select Exact Match, otherwise leave Ignore Case marked.

  Find - Use this option to view the "First" entry for the information you've just entered.
  Browse - Use this option to choose from a list of entries that contain the information you've just entered. Highlight the entry you want and press <Enter> to view it.
  Count - Use this option count how many times the information you typed in is

found in the file. A count will appear
in the upper right hand corner.
  Close - Use this option to close the
"Find Window".

Order

This option is similar to the "Order
By:" option of the ToolBar Menu.
However, it brings up the "Change
Viewing Order" window on the screen to
choose the field to order by and the
direction.

To change the view order of the
information on the screen:
 a) Highlight the field to use in
ordering the data on the screen.
 b) Select "Ascending" or "Descending".

Clear Filter

Select this option to quickly clear all
filters that have been set on the data
you are viewing. If no filters are set,
this option is disabled.

More Ctrl+M

Use this option when you've finished
adding an entry and want to add another
one. The current entry will be saved and
a new screen will appear.

Save Ctrl+S

Use this option to save the information
you've just added or edited. You'll then
return to view mode.

Cancel

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Use this option to quit adding or
editing without saving any changes or
additions.
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Chapter 6: Output Menu (Reports)

This chapter explains how to select and print reports from the OUTPUT MENU. This option is Not available if you are viewing information on the screen. Close what you're doing and return to the Master Menu.

Using the Report Query Dialog

All reports, except Catalog Cards and Barcodes, use what is called a "Report Query Dialog" to select the information to print. On these type of reports, you have a lot of flexibility in deciding what information to print and in what order.

First, we'll explain the Report Query options. Then, we'll provide a couple of specific examples to better help you understand this option.

Select your report from the "Output" option of the Master Menu.

Preview

Select this option to view the entire report on the screen.

Print

Select this option to print the entire report to your printer.

Done

43

Select this option to exit and return to the Master Menu.

Selecting Report Information

Use the "Report Query" Window to build conditions about what data should appear on your reports.

The following options are available in the "Report Query" Window.

Field List Box

The box in the upper left hand corner of the "Report Query" Window lists all the fields you may select from in order to limit the information to print out.

For example, do you want to limit the information you print out by Accession number, Call Number, Author, etc.

Operator List Box

The box in the upper middle of the "Report Query" Window displays all the comparison operator. These operators vary depending on what type of information you select. All operators and their corresponding descriptions are explained below.

- **Begins With**

    Finds records where the information recorded in the computer begins with the first few letters/numbers you type in.

- **Is Equal To**

    Finds records where the information recorded in the computer equals what you typed in.

- **Contains**

     Finds records where the information recorded in the computer contains the letters/numbers you type in anywhere in the field you've selected.
For example, suppose you want to print a new student, but can't remember all of the name. You do remember that the name does includes the letters ander (Anderson). Type in this information. All student names which have Ander in their name at the beginning, end, or middle will be selected.

- **Ends With**

     Finds records where the information recorded in the computer ends with the letters/numbers you typed in.

For example, you know a student's name ends in the word son, but can't remember the rest of the name. Select Name, < Ends with >, and type son. All students whose name ends with son will be selected.

- **Is In List**

     Finds records where the information recorded in the computer is contained in the list of information you typed in. Remember to separate each item by a comma.

45

For example, suppose you want a list of all students whose ID number begins with 96 or 97. Select Student Id, < Is In List >, and type in: 96,97. Remember, the comma separates the ID numbers.

- **Is More Than**
    Finds records where the information recorded in the computer is greater than the value you typed in under the "Compare To" box.

Suppose you want to a report of all students whose Artistic score was greater than 15. Select the "Career Interest Survey Scores" report. Select Artistic, <Is More Than>, and type in: 15

- **Is Less Than**
    Finds records where the information already recorded in the computer is less than the value you typed in under the "Compare To" box.

Suppose you want to a report of all students whose Job Obstacle score was less than 12. Select the "List of Job Analysis Scores" report. Select Jobs, <Is Less Than>, and type in: 12

- **Is Between**
    Finds records where the information recorded in the computer is between values you typed in under the "Compare To" box. Remember to separate the values you type in by a comma.

For example, to limit a report between Sep 1, 1998 and Sep 30, 1998, you'd select Date, < Is Between >, and type: 09/01/98,09/30/98 Remember the comma between the items.

- **Year Is**
     Finds records where the year recorded in the computer equals the year you typed in.

- **Month Is**
     Finds records where the month recorded in the computer equals the month you selected from the popup list under the "Compare To" box.

For example, suppose you wanted a list of all May entries. Select the report. Select Date, < Month Is >, and select 'May' from the popup list.

- **Day Is**
Finds records where the day recorded in the computer equals the day you selected from the popup list under the "Compare To" box.

For example, suppose you wanted a list of all Monday entries. Select the report. Select Date, < Day Is >, and select 'Monday' from the popup list.

Note: Most of the time you'll use < Year Is >, < Month Is >, and < Day Is > together. Don't forget, to select < Accept Condition> after each selection.

- **Is Yes**
  Finds records where the information recorded in the computer equals true. (.T.)

- **Is No**
  Finds records where the information recorded in the computer equals false. (.F.)

Compare To Box

This box is where you type in the information to use in selecting your report. In some cases, you'll enter more than one item. You must separate multiple items with a comma. See the < Is In List > example above.

[X] Ignore Case
This option tells the computer to ignore upper and lower case for anything you typed in under the "Compare To" box. Normally, you'll leave this box checked. It makes it easier to select your information.

[ ] Negate
Select this box to make the condition the opposite of what you've just typed in. Normally, you'll leave this box blank.
For example, if you wanted all May entries and then marked this negate box, your report would contain all entries except May.
(See < Year Is > example above.)

[Accept Condition]
This option tells the computer to Accept what you've typed in or selected. The condition appears in the "Query Conditions" box in a descriptive English-like phrase.

[ ] Output Order
Use this option to select the order in which to print your report. In some cases the option will already be marked [X]. This means the report has already been set up with a pre-determined sequence which you cannot alter.

Query Conditions Box

Displays the currently selected conditions in a descriptive English-like phrase.

[Add OR]
Use this option to add an "OR" condition when selecting your report.

For example, suppose you wanted a list of all 10th OR 11th grade students. To do this:

1) Select a student report. Select Grade Id, < Is Equal to >, and type in 10. 2) Click on < Accept Condition >.
3) Next, click on < Add Or >.
4) Select Grade Id , < Is Equal to >, and type in 11.
5) Click on < Accept Condition >.

[Remove]

To remove one of the conditions you've entered in selecting your report, highlight the condition (English-like phrase) in the Query Conditions box and select [Remove].

[Clear All]

Select [Clear All] to removes all conditions from the Query Conditions box.

[Save]

Use this option to save your Report, with Query conditions, for future use. When < Save > is selected you will be asked to enter a meaningful name for the report you've created.

[Retrieve]

Use this option to retrieve previously saved reports and re-use or edit them.

[Printer]

This option brings up the Windows Printer dialog to select a printer for your report or label.

[ ] Print Setup Page

Not used.

[PRINT]

Select this option to print the report to your printer.

[Preview]

Use this option to view your report on the computer screen. While viewing the information on the screen, use the control buttons on the right and the

scroll bars of the report window to look over your report:

● **Next**
Shows the next page of your report.

• **Previous**
Shows the previous page of your report.

• **Page**
Use this to select the page to go to.

• **Zoom In**
Shows specific parts of your report in close up view.

• **Zoom Out**
Shows the entire page of your report.

• **OK**
Select < OK > to exit the screen report.

[Done]
Select this option to exit and return to the Master Menu.

Output Reports

List of Student Information
  This report prints a list of student information.

51

Career Interest Questions

This report prints a list of the questions used in the Career Interest Survey.

Job Analysis Questions

This report prints a list of the questions used in the Job Analysis Survey.

Career Interest Survey Scores

This report prints the scores, by student, for each of the twelve major interest areas. Use it to group students with similar interests.

List of Job Analysis Scores

This report prints the scores, by student, for each of the four major job related areas. Use it to group students with similar needs and abilities.

List of Job Descriptions

This report prints each job description with it's associated detail. Beware, this entire report is for more than 2,500 job! Limit the information you print to the printer.

List of GED Reading Codes

This report prints the reading codes and their descriptions.

List of GED Math Codes

This report prints the math codes and their descriptions.

List of GED Language Codes

This report prints the language codes and their descriptions.

List of Interest Areas

This report prints the twelve major interest areas used in the Career Interest Survey.

List of Interest Groups

This report prints the various interest groups within the twelve major areas of interest.

Physical Demand Codes

This report prints the physical demand codes and their descriptions.

List of SVP Codes

This report prints the SVP codes and their descriptions.

List of Tests

This report prints a list of tests used by the school.

List of Test Areas

This report prints a list of subtest areas included on your tests.

List of Test Scores by Test Area

This report prints student test scores by subtest area.

List of Test Scores by Student

This report prints student test scores by student.

List of Course Subjects

This report prints a list of subjects offered in the school.

List of Student Grades

This report prints a list of grades for your students.

List of Staff

This report prints information about staff members in your school.

Chapter 7: Window Menu

This chapter explains the Window Menu options. You'll learn how to move a window on the screen, change it's size, and select another window on the screen when more than one is being used.

Move

 Keyboard
Press [Ctrl+F7] to move the front most window on the screen to a different position. Use the arrow keys to move the window up, down, left or right. Press [Enter] when you're done.

 Mouse
Click on the very top portion of the screen with the left mouse button. Hold the mouse button down and drag the screen to a different location on the screen. Let up on the mouse button.

Size

 Keyboard
Press [Ctrl+F8] to re-size a window on the screen. Use the arrow keys to adjust the size of the window. Press [Enter] when you're done.

 Mouse
Click on the very outside edges of the screen with the left mouse button. Hold the mouse button down and drag the screen, up, down, left, or right to

change it's size. Let up on the mouse
button when you're done.

Maximize

 Keyboard
Use this option with list windows, where
multiple records are on the screen.
Press [Ctrl+F10] to make the current
window on the screen it's maximum size.

 Mouse
Click on the up mark (or the box in
Windows 95) in the upper right hand
corner of the window to make it cover
the full screen.

Minimize

 Keyboard
Press [Ctrl+F9] to make the current
window on the screen as small as
possible.

 Mouse
Click on the Up/down marker in the upper
right hand corner of the List Window to
return to normal size.

Note: Click on the second row of your
screen. The top row of your screen
contains the name of the program. The
second row (to click on) contains the
Master Menu options File, Edit, etc.

Selecting Different Windows on the Screen

The name of all the screens that have
been opened will be listed under the

Minimize Command. Multiple windows
(files) may be opened at one time.

To make a window current, click on the
name of it with the mouse (under the
Windows Menu) or click on the window
itself on the screen.

Chapter 8: Utilities Menu

Rebuild Indexes

Use this option when you've had a computer problem or power failure to rebuild the indexes of your data file(s).

To mark one file to be re-indexed, use the arrow keys to highlight the file and press [Enter] or double click on it with the mouse. Notice the arrow markers >> to the left of the file name.

Mark All
    Press [Alt+A] or click on < Mark All > to mark all data files to be re-indexed.

Clear Marks
    Press [Alt+M] or click on < Clear Marks > to unmark all data files.

Invert
    Press [Alt+I] or click on < Invert > to change all marked files to unmarked and vice versa.

Select < OK > to reindex the data file(s) or < Cancel > to return to the Master Menu.

Erase Deleted Records

Use this option to erase all deleted entries in a file.

When you use the Delete option [Ctrl+D], the entry on the screen is marked for deletion and you no longer see it on the screen. However, it is physically still on your hard disk. This option physically erases all entries marked for deletion. They'll be gone forever!

To mark a file (in order to erase deleted records), use the arrow keys to highlight it and press [Enter] or double click on the file with the mouse. Notice the arrow markers >> to the left of the file name.

Mark All
    Press [Alt+A] or click on < Mark All > to mark all data files for deleting records.

Clear Marks
    Press [Alt+M] or click on < Clear Marks > to unmark all data files.

Invert
Press [Alt+I] or click on < Invert > to change unmarked files to marked and vice versa.

Select < OK > to erase the deleted records in the selected data file(s) or < Cancel > to return to the Master Menu.

Update File Structure

Use this option to update the structure
of a data file when you receive updates
to the program. You'll receive
instructions with your update on which
file(s) to select.

Press the [Spacebar] and use the arrow
keys to highlight the file or click the
mouse on the down arrow to the right of
the filename box and click the data file
to be updated.

Select < OK > to update the file or <
Cancel > to return to the Master Menu.

Program Preferences

Use this screen to enter the following
information:

Select the type printer you'll use for
printing reports in the Printer box.
[1] = Laser Printer
[2] = Dot Matrix Printer

Select your computer's Printer Port.
Normally, this is LPT1. When in doubt,
select this option.

Tell the computer whether to turn the
Century on.
When marked [X], the reports and screen
will show dates in the format:
09/01/1998.

When not marked [ ], the reports and screen will show dates in the format: 09/01/98.

For the Year 2000 and beyond, you will have to have the century box marked [X].

Redo Career Interest Scores

Use this option to re-post all Career Interest Scores. This information is maintained in each student's file. If you have a power failure or equipment problem, it's possible that these scores did not get posted correctly.

This option will verify and correct all Career Interest scores for each student, where needed.

Redo Job Analysis Scores

Use this option to re-post all Job Analysis Scores. This information is maintained in each student's file. If you have a power failure or equipment problem, it's possible that these scores did not get posted correctly.

This option will verify and correct all Job Analysis scores for each student, where needed.

Change Password

This screen will allow you to change your password. You must first enter the current password. Then you can enter your new password. You must then enter

the new password again to insure
accuracy.

Backup/Restore

Use this option to backup and restore
your program file information to floppy
diskettes or to the backup directory of
your harddisk.

Be sure to use floppy diskettes on a
regular basis. If you only backup to
your harddisk and it crashes, you'll
LOOSE ALL YOUR DATA!

You must tell the program whether to
backup or restore your date.

You must tell the program where the data
is, i.e., floppy drive A or B, or on
your harddisk.

Copy From School Office

Use this option to copy information from
the School Office program to the Careers
and Jobs program. If the identical
information already exists in the
Careers program, it will not be copied
again and duplicated.

Select the information you wish to copy
by clicking on the circle to the left of
the listed information.

Enter the drive and path to the School
Office program. By default, this is:
C:\SCHW.

Export File

Use this option to copy information from
your computer to a floppy disk drive.
For your information, the data will be
copied using the ASCII format.

Follow the steps on the screen:
1) Select the file that you want to copy
to a floppy diskette. Use the arrow
keys or mouse.

2) Put a blank formatted diskette in
floppy drive A or B.

3) Enter the disk drive and path for
your data. For example: A:MYFILE.TXT

4) If you do not want to copy the entire
contents of the file to a floppy
diskette, select Yes when prompted "Do
you want to set a filter?" (See the
example below.)

You must then select the field for the
program to look at to determine what
information to copy. For example, if you
wanted to copy students in grade 10:
You'd select the Student file.

When the "Filter" window appears you'd
select "Grade Id" as the "Field to
Search In".

Next, select 'Equals to". Enter the
grade: 10

Click on "Set". The program will tell
you how many matches (students) were
selected. Click on "Close".

5) Select the fields to export Window
At this point you may copy any or all of
the fields in the selected file.

Click on "Select All" to copy all the
information to a floppy diskette. All
the fields in the box on the left will
appear in the box on the right. The box
to the right shows all the data fields
to be copied.

To select individual fields, double
click on a field in the box to the left.
It will appear in the box on the right.

NOTE: If you only want to copy certain
fields, it's very important that you
copy them in the order you want them to
be written on the disk. If another
program has some of the same information
(and can import data), be sure you
select the fields you want in the order
you want.

If you make a mistake or change your
mind, use the "Deselect All" to remove
all fields to be copied or the
"Deselect" option to remove one field
from the box on the right.

Select OK to copy the selected
information to the floppy diskette.

Select Cancel to exit and return to the Master Menu.

Import File

Use this option to copy information from a floppy diskette to your computer. For your information, the data will be copied using the ASCII format.

Follow the steps on the screen:
1) Select the file that you want to copy into from the floppy diskette. Use the arrow keys or mouse.

2) Put the data diskette in floppy drive A or B.

3) Enter the disk drive and path for your data file. For example:
A:MYFILE.TXT

4) Select the Fields to Import Window At this point you must tell the computer which fields are on the floppy disk file and the sequence in which those fields were written to the floppy diskette.

Click on "Select All" to copy all the information in the file from the floppy diskette. All the fields in the box on the left will appear in the box on the right. The box to the right shows all the data fields to be copied to your computer from the floppy diskette.

To select individual fields, double click on a field in the box to the left. It will appear in the box on the right.

> **NOTE**: If you only want to copy certain fields, it's very important that you tell the program the order in which the fields were written onto the disk.

If you make a mistake or change your mind, use the "Deselect All" to remove all fields to be copied or the "Deselect" option to remove one field from the box on the right.
Select OK to copy the selected information from the floppy diskette to your computer.

Select Cancel to exit and return to the Master Menu.

Registration/Support

Register the Program

To gain unrestricted access to the program, you must register it. To register a program, do the following:

1) Received the Master Diskettes
If you ordered the program from our office, the registration information will be on the last master diskette. Put that diskette in your floppy disk drive (A or B).

Under the Utilities Menu, select
'Registration/Support', then select
'Register Program'.

By default, the program is set up to
register the program from floppy disk
drive A. If this is what you want to do,
simply select **< OK >**. Otherwise, select
the appropriate options below.

From the Program Registration Screen:
Select (•) Register Program
        ( ) Un-Register the Program

Select the program to register:
(•) Careers and Jobs Program
( ) All-In-One Registration

Select the drive where the registration
information is located:
(•) Registration File is in Drive A
( ) Registration File is in Drive B
( ) Other DrivePath (Please specify)

Note: If you select this last option,
you must type in the drive and path
where the registration information is
located. For example: c:\windows\temp
(Be sure to enter the location where the
registration file is located on your
computer.)

**2) Registering the Demo program
Downloaded from our Web Site.**
If you downloaded the demo program and
want to purchase it, contact our sales
office: **1-800-424-7512** or email us at:

sales@epessoftware.com. When the payment or purchase order is received, you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

Update Support

Use this option to update your support renewal information for the program. You will receive a support renewal code from our office when you support is renewed.

Note: If you purchased the All-In-One option, you will renew your support each year. If your support is not renewed within 30 days after the completion of the year, the program will return to Demo mode.

Select the program to update:
(•) Careers and Jobs Program
 ( ) All-In-One

Support Renewal Code: Enter the support renewal code you received from our office.

Chapter 9: Help Menu

About

The first screen of the About Dialog
displays the application name and
author.

To move to the next screen, select the
"More" push button. To exit the About
dialog, select the "OK" push button.

The second screen of the About Dialog
displays the following information:

Resource File: Location of the
application resource file.

Configuration File: Location of the
application configuration file read when
the application was started.

Home Directory: Directory where the
application was loaded from or where the
application support libraries are
stored.

The third screen of the About Dialog
displays the following information about
the current hard disk:

Available Diskspace: Total amount
of free disk space on the current drive.

Temporary File Drive: Location
where temporary files are created.

Temporary File Space: Total amount of free disk space on the temporary file disk drive.

Temporary File Disk Size: Total disk space on temporary file disk drive.

Current Directory: Default directory.

The fourth screen of the About Dialog displays the following environment information:

Operating System: The operating system and version in use.

Comspec: Location of COMMAND.COM.

Windows Directory: The directory where Microsoft Windows (tm) is installed. This information is only displayed if the application is being run from within Windows.

Processor: The type of processor in use on your computer.

FoxPro Version: Version of FoxPro in use.

Version Date & Time: The Date and Time stamp of the version of FoxPro.

The last screen of the About Dialog displays the following memory information:

Total Available Memory: Total amount of available system RAM in Kilobytes

Remaining Available Memory: Total amount of remaining RAM in Kilobytes

Available DOS Memory: Amount of DOS memory available in Kilobytes

Current Memory Usage: Amount of memory currently being used in Kilobytes

EMS Memory In Use: Amount of Extended memory currently in use

Contents F1

This option displays the Help window. This is the built in "Help" system for your program.

If you are on a specific item in the program and press F1, you'll get help about that item.

If the screen is blank and or specific help item is referenced, a list of help topics will appear. To get to a specific topic in the list, begin typing the first few letters of the topic. Then, highlight the topic you want and press <Enter> to get specific help about that topic. Use the arrow keys, PageUp and PageDown keys to view the information on the screen or use the mouse on the scroll arrows to the right of the box.

Help Window Options

(when viewing a specific topic)
The help window has five commands (on
the left of the help window). These are:

1. **Topics**
     Press [T] for Topic or click on
Topics with the mouse. A list of all
the help topics available in the program
will appear in a list form. To get help
on a specific topic, begin typing the
first few letters of the topic you want.
Use the arrow keys to highlight the
topic and press <Enter> or click on it
with the mouse . The detailed
information about that topic will be
displayed.

2. **Next**
     Press [N] or click on < Next> with
the mouse to move to the next help topic
in the topics list.

3. **Previous**
     Press [P] or click on < Previous>
with the mouse to move to the previous
help topic in the topics list.

4. **Look Up**
     You can highlight a key word in the
help window when you're viewing the
information about a specific topic.
Then, click on < Look Up > to see if
there are any references in the help
file for that word.

5.   **See Also**
       Use this option when viewing
information about a specific topic to
look up a "Cross Referenced" related
topic. To select this option press [S]
or click on <See Also> with the mouse. A
list of related topics will appear, if
available. Type the first letter(s) of
the topic you want to see. Use the arrow
keys to highlight the related topic or
click on it with the mouse to go to that
related topic.

Note: To return to the Topic(s) you've
already viewed, press [S] again. Notice
the line dividing the 'See Also' box.
The topics above the line are ones
you've already viewed. The topics below
the line are topics still available for
view. Highlight the topic you want to
see and press [Enter] or click on it
with the mouse.

To Exit Help, press the <Esc> key or
click the mouse in the upper left and
corner to clear the help window.

On Line Manual

This screen provides the instructions on
how to get the most current documenation
of the program from our web site.

This is a blank page.

Chapter 10: Administrator Menu

Administrator

This chapter explains the Administrator Menu options. This Menu will only appear when the System Administrator is logged in. When you first installed this program, the instructions explained how to log into this program as the System Administrator:

ID: **SYS**
PASSWORD: **PASSWORD**

This is the ID and Password for the System Administrator when you receive the program.

The System Administrator has total access to everything in the program. As the System Administrator, you'll use the Administrator Menu options to enter additional users for the program. You can also change the password, under the 'Change Password' option of the Utilities Menu.

User Information

Use this screen to change all rights a specific user has when using the program.

One person must have total rights to everything in the program. This person is called the 'System Administrator'. If only one person is using the program,

this person should log in as the System
Administrator.

The System Administrator uses this
option to:
    1) Add new users for the program.
    2) Give Add, Edit, Delete, and View
rights to each user.
    3) Assign Group Managers.
    4) Change individual user's
password.

Adding New Users to the Program

Press [Ctrl+A] or click on < Add > with
the mouse to add a new user. A blank
"User Information" window will appear.
Enter the following information:

First Name: Enter the first name of the
user. For example, John.

[**Last Name**: Enter the last name of the
user. For example, Doe.

User Id: Enter a three letter user ID
for this person. The initials of the
person are often used. However, this is
a unique field. If two people have the
same initials, you must make them
different in some way. For example, LDA
or LA2.

Password: Enter the user's password. The
user may change his/her password from
the 'Change Password' of the Utilities
Menu. However, as the System
Administrator, you will always be able

to view the user's password from this
option.

Group: If you want groups of people to
use the same data files and have the
same rights, enter a group name. For
example, STUDENT.

Once you've set up all the rights for at
least one member of this group as
explained in this chapter, you may add
another person and enter their group as
STUDENT. This new individual will have
all the same rights you've previously
set up for the student group... without
going through the "Rights" options for
every file again.

System Administrator: One person is
assigned the System Administrator. This
was already set up for you when you
installed the program. The User ID was
'SYS' and the Password was 'PASSWORD'.

Group Manager: If you assign groups of
users, you may assign one or more users
as Group Managers.

The Group Manager may add new users and
assign rights to this new user. However,
the Group Manager cannot assign rights
he/she does not have. The Group Manager
doesn't necessarily have all the rights
of the System Administrator.

For example, a Group Manager may have all rights with respect to STUDENT, but no rights for any other group.

If a group manager is logged in, the Administrator Menu will appear on the Master Menu.

Rights: Use this option to assign individual rights to each user. This option determines whether a user may add, edit, or even view information in a file.

This option is available when you are adding or editing information about a user.

Press [Ctrl+A], [Ctrl+E], or click on < Add > or < Edit >.

Use the arrow keys to highlight the file you want to assign user rights on, and press [Enter] or double click on the file.

A "User Rights" window will appear.

Use the box at the top of the "User Rights" Window to assign the rights a user may have in this file.

These rights are explained below. To assign rights, click on it with the box or press the underlined letter of the option. When the button to the left of the option is filled, it means this is the right the person has to this file.

- **Full Access** - This allows the users to add, edit, or change any information in this file.

- **Read Only** - This allows the user to see information on the screen, but he/she cannot add, edit, or change any information.

- **Add Only** - This allows the user to see the information on the screen and add new records to the file.

- **Edit Only** - This allows the user to see the information on the screen and edit existing records to the file.

- **Add + Edit** (No Delete) - This allows the user to see the information on the screen, add new records, or edit existing records. However, this person may not delete any information.

- **No Access** - This option prevents the user from even viewing the information in the file.

Note: Ignore the box at the bottom of the "User Rights" screen. Restricted Access information is not used in your program.

System Reports

User List

This option prints a list of users for the program.

Printer Setup - This option takes you to the Windows Printer Setup Dialog to change printers, if needed.

Print - This option prints the List of Users to your printer.

Preview - This option prints the List of Users to the screen.

Done - Select this option to return to the Master Menu.

Error Log

Select "System Reports" under the Administrator Menu. Press [E] or click on "Error Log".

This report prints any problems that occurred while using the program. This is primarily used by the System Administrator and technical support for trouble shooting.

Printer Setup - This option takes you to the Windows Printer Setup Dialog to change printers, if needed.

Print - This option prints the List of Users to your printer.

Preview - This option prints the List of Users to the screen.

Done - Select this option to return to the Master Menu.

You will be asked whether you want to < Clear the error log file > upon exit. Select < Yes > and the information in this error file will be erased.

Note: Once a problem is resolved, there is no need to keep the information on file.

Peer to Peer Networks

On peer to peer networks, like Lantastic, you will need to make certain files READ ONLY if more than one person is to use the program at the same time.

The current EPES Software programs for Windows are written using the FoxPro database language. One of the programs you'll have in your main directory after installing the program is called: FOX2600.ESL. This program will be shared by all users. To do this on a peer to peer network, go to the directory where the program was installed. For example: F:\CAW.

Type the following: ATTRIB +R FOX2600.ESL and press <Enter>.

You'll also need to do this for the main program. It ends in the suffix .EXE. For example, on the School Accounting Software program, this file is called: CAW.EXE.

Type the following: ATTRIB +R CAW.EXE
and press <Enter>.

Installing the Program a Second Time

If you have to install the software
again, for any reason, after you've made
these files READ ONLY as explained
above, do the following:

1) Be sure no one is using the program.
That means get everyone to exit the
program.
2) Go to the directory where the program
is installed. For example: F:\CAW

3) Type: ATTRIB -R *.* and press
<Enter>.

Now you can install the software again.
When you're done, you must make the
Fox2600.ESL and CAW.EXE files READ ONLY
as explained above if you want more than
one person to access the program at the
same time.

If you do not follow these steps, you'll
get an error message "Permission
Denied", when you install the software
again.
Enter any notes that will help you with
the program here.

Index

—D—

—E—

—F—

—G—

—H—

—I—

—J—

—K—

—L—

—S—

—T—