

Music Reporter Setup Guide.

Before the program can be used to create student reports, some initial setup actions must be carried out. In general, these need only be done once, unless additions or amendments are required.

Although there are several ways of carrying out the setup, it is recommended that the procedure listed below is followed until the user is familiar with this aspect of the program.

Before commencing the setup, ensure that you are connected to the database that you intend to use for your reports.

Setup Procedure.

Tutors:

1. Add the tutors that will be using this copy of the program. Select 'Tutors' from the menu and then 'Select/Add/Edit' and add the names.
2. From the 'Tutors' menu, select 'Coverage'. Coverage denotes which schools each tutor will service. From the 'Coverage' page, select the tutor's name from the drop down list and, in turn, the schools, again from a drop down list, to be covered by that tutor, pressing 'Add' after each selection. The coverage detail should appear in the table below.
3. This completes the tutor entry setup.

School:

1. Supply some details about the schools that are to be covered by the tutors, mainly session names and class names.
2. From the 'School' menu, select 'Add/Edit Session'. Select the schools, in turn, that are to be covered by all the tutors listed in the program, and enter the session names for each school, pressing 'Add' after each entry.
3. From the 'School' menu, select 'Add/Edit Class' and add the class names in a similar way as the sessions were added.
4. This completes the school data setup.

Students:

1. Add the students that will be covered by the tutors previously entered into the program.
2. From the 'Students' menu, select 'Add/Edit/Del Students'. Select the first school covered from the drop down list and enter the student's details, pressing 'Add' when completed.
3. Note: UPID is the pupil identifier code with which each pupil should have been supplied. In the absence of this, any unique numerical identifier can be used. The program will not permit duplicates to be entered and if the UPID later becomes available, it can be used to update the student record.
4. The 'List' button will bring up a listing of all student coverage entered to date. This list can also be printed off as hard copy.
5. This completes the student entry setup.

Instruments:

1. The instruments section comprises of two linked parts – 'Family' and 'Instrument'. For example, a family could be 'Brass', and the linked instruments would be items such as 'Trumpet', 'Cornet' etc. The main use to the 'Instrument' is to bring up the 'Strengths', 'Development Requirements', 'Comments' and 'Ensemble Participation' information from the databanks so that it can be inserted into the report.
2. From the 'Instruments' menu, select 'Add/Edit Family'. In the text box titled 'Family', insert the name and press 'Add'. Repeat until all families have been entered.
3. From the 'Instruments' menu, now select 'Add/Edit Instruments'. From the drop down list, select the required family and enter the instrument name in the lower text box and finish by pressing 'Add'. Repeat this process until each instrument for each family has been entered.
4. This completes the instrument setup.

Initial setup completed.

At this stage, the program can be used to generate reports. However, the facility to provide pre-entered statements for 'Strengths', 'Development Requirements', 'Comments' and 'Ensemble Participation' for inclusion in the report will not be available as no statements have yet been entered into the data bank. To accomplish this, the 'Data Bank Editor' must be used.

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