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Introduction

Overview

The Student Directory solves these problems:
- "His first name's Bill, and he's in the fifth grade. I wish I knew his last name."
- "The Caller ID says 555-6789. I wonder if that new girl called me?"
- "Our school directory's missing again. I wish we had more than one copy."
- "I wish we could make a list of all the sophomores."
- "How many kids are there in the 9th grade?"
- "I wish I had a list of the teachers' names, addresses, and phone numbers."

The Student Directory lets you solve these and many similar problems. It lets you maintain, search, and print an automated directory of students, teachers, and other school personnel. Records are stored in standard dBase format, which allows you to use Student Directory data in many popular word processing and database programs without re-entering the data. The Student Directory also lets you export your data to standard ASCII text files.

Registration includes a personal license and school group fund-raising license.

The Student Directory features -
- License to use the program for personal use.
- License to use the program as a school fund-raiser.
- Automated list of students, teachers, and others.
- Sort and search by name, grade, phone, and address.
- Import from dBase files.
- Export to ASCII files.
- Online help.

Shareware Trial

You may have obtained this software from another source such as the libraries on Compuserve, a BBS, a shareware disk vendor, or from a friend. That's fine!. We encourage registered users to introduce new users to The Student Directory by providing them with an unregistered copy.

Try it out for up to 30 days. If you decide to register, send in the registration form, and the fee of $39. You'll receive a registered copy, including a license authorizing you to permit duplication of your copy for school fund-raising purposes.

Registration

You can order the registered version of The Student Directory with MC or Visa from RKS Software at 703-534-1726. You can also fax the order form below to us at 703-534-4358. You can also order with MC, Visa, Amex, or Discover from Public (software) Library by calling 1-800-242-4775.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to RKS Software, Inc. at 703-534-1726.

If you prefer to pay by check, please complete this form and mail to:
RKS Software, Inc., 3820 N. Dittmar Rd., Arlington, VA 22207.

Enclose your check for $39.00, plus $4.00 shipping/handling for U.S. and Canada, and $6.00 shipping/handling for other international orders. We accept all U.S. and foreign Postal Money Orders, and will also accept checks drawn on foreign banks.

PLEASE SEND MY REGISTERED COPY OF THE STUDENT DIRECTORY TO:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone:_____

Visa __   MasterCard __   Signature: _____

Credit Card No: _____ Exp. Date:_____

Send: ___ 5 1/4 inch disk   __ 3 1/2 inch disk

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FUND-RAISING LICENSE: By purchasing a registered copy of The Student Directory, you have the right to let any school group you belong to, such as the PTA, duplicate your Student Directory software program and sell the copies (usually after students names have been entered) as part of a fund-raising effort. The group may sell copies of The Student Directory software program for any reasonable price.

THE SCHOOL GROUP IS THEN LEGALLY OBLIGATED TO REMIT $5.00 PER
COPY SOLD TO RKS SOFTWARE.

You must notify us in writing if you allow your registered copy to be duplicated for this purpose. Failure to do so will void your license to use the software.

Note: the above fund-raising license applies to making diskette copies of the software program, not to any printed student lists you may make. You may use your personal registered copy of The Student Directory to print and distribute any number of hard-copy student lists you like.

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Main Menu

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File Menu

[Open](#)
[Sort](#)
[Exit](#)

Open

To open the records browse window, select File from the main menu, and then Open from the pulldown menu. This will place you in the main records browse window where you can work with the program's records.

Sort

The Student Directory sorts its records automatically by last name, first name, grade, address, and phone number. If the records ever seem to be out of order, use this option to re-sort the records. This should never be necessary, but power outages or similar sudden shut-downs can possibly affect the sorting.

Access this option by selecting File from the main menu, and then Sort from the pulldown menu.

Group Menu

This menu lets you select the particular group of people you want to work with in the Student Directory browse window. The currently selected group is always shown on the message bar at the bottom of the main screen.   Click on the Directory icon, or select File - Open, to display the browse window.

[Everyone](#)
[Students](#)
[Teachers](#)
[Other](#)

Everyone

To select everyone as the group to be displayed in the Directory browse window, select Group from the main menu, and then select Everyone from the pulldown menu. The message bar at the bottom of the screen will show that the Directory will now display everyone in the file.

Students

To select Students as the group to be displayed in the Directory browse window, select Group from the main menu, and then select Students from the pulldown menu. The message bar at the bottom of the screen will show that the Directory will now display the Students group.

Teachers

To select Teachers as the group to be displayed in the Directory browse window, select Group from the main menu, and then select Teachers from the pulldown menu. The message bar at the bottom of the screen will show that the Directory will now display the Teachers group.

Other

To select Others (i.e., non-students and non-teachers) as the group to be displayed in the Directory browse window, select Group from the main menu, and then select Others from the pulldown menu. The message bar at the bottom of the screen will show that the Directory will now display the Others group.

Order Menu

This menu lets you select the order in which you want to work with people in the Student Directory browse window. The currently selected order is always shown on the message bar at the bottom of the main screen.   Click on the Directory icon, or select File - Open, to display the browse window.

Last Name
First Name
Grade
Group
Telephone
City

Last Name

To place the Directory in Last Name order, select Order from the main menu, and then select Last Name from the pulldown menu. The message bar at the bottom of the screen will show that the Directory is now in Last Name Order.

First Name

To place the Directory in First Name order, select Order from the main menu, and then select First Name from the pulldown menu. The message bar at the bottom of the screen will show that the Directory is now in First Name Order.

Grade

To place the Directory in Grade order, select Order from the main menu, and then select Grade from the pulldown menu. The message bar at the bottom of the screen will show that the Directory is now in Grade Order.

Group

To place the Directory in Group order, select Order from the main menu, and then select Group from the pulldown menu. The message bar at the bottom of the screen will show that the Directory is now in Group Order.

Telephone

To place the Directory in Telephone order, select Order from the main menu, and then select Telephone from the pulldown menu. The message bar at the bottom of the screen will show that the Directory is now in Telephone Order.

City

To place the Directory in City order, select Order from the main menu, and then select City from the pulldown menu. The message bar at the bottom of the screen will show that the Directory is now in City Order.

Utilities Menu

[School Name](#)
[Count People](#)
[Change Grade](#)
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School Name

The Student Directory will print your school's name at the top of the page when printing lists. To tell The Student Directory your school's name, select the Utilities option from the main menu, and then select the School Name option from the pulldown menu. Enter and save the school name.

Count People

To get a count of the number of people in the Student Directory, select the Utilities option from the main menu, and then select the Count People option from the pulldown menu. The program will give you a count of the three groups - Students, Teachers, and Other - plus a total count.

Change Grade

At the end of a school year, you can easily move all students from one grade to another grade. To do this, select the Utilities option from the main menu, and then select the Change Grade option from the pulldown menu. The program will prompt you to Move Students in Grade ___ to Grade ___. Enter the In grade and the To grade, and the program will make the change. This feature is a big time-saver, eliminating the need to change each student's grade individually.

Delete Graduates

At the end of a school year, you can easily delete all the graduating students from the Student Directory. To do this, select the Utilities option from the main menu, and then select the Delete Graduates option from the pulldown menu. The program will prompt you to enter the grade to delete (You can actually delete any grade you want, not just the graduating class). Enter the desired grade, and the program will delete the records of all students in that grade. This feature is a big time-saver, eliminating the need to delete each graduating student individually.

Import From dBase File

The Student Directory stores its data in a standard dBase file. Use this feature to import data from an external dBase file. Imported data will be added to existing data. It will not overwrite or replace existing data. To access this option, select the Services option on the main menu, and then select Import dBase File from the pulldown menu.

The field names in the external dBase file must exactly match the field names in The Student Directory dBase file. The field names in the Student Directory dBase file are: LASTNAME, FIRSTNAME, GRADE, GROUP, PHONE, STREET, and CTY_ST_ZIP.

Any field in the external dBase file whose name does not match the name of a field in The Student Directory dBase file will be ignored.

Export To ASCII File

Use this feature to export Student Directory records to an ASCII file. To access this option, select the Services option on the main menu, and then select Export To ASCII File from the pulldown menu.

Each line of an ASCII file is a separate record. Within each record, from left to right, each data field is separated by a comma, and enclosed in quotation marks.

The sequence of data in the ASCII file will exactly match the sequence of fields in The Student Directory's data file.   The fields in the Student Directory data file, in order, are: LASTNAME, FIRSTNAME, GRADE, GROUP, PHONE, STREET, and CTY_ST_ZIP.

Tool Bar

The Tool Bar displays icons which you can click on to quickly access common tasks.

Directory icon. Click this icon to open the Directory browse window.

Help Icon. Click this icon to access on-line help.

Exit icon. Click this icon to exit the program.

Browse Directory

Click the Directory icon to browse the records in The Student Directory. You can also click the main menu's File option, and then the Open option.

New
Modify
Delete
Search
Print
Exit Browse

New

To enter a new person into The Student Directory, open the records browse window by clicking the Directory icon on the tool bar. Then click the New button.

Before entering the person's name and other information, you must click the appropriate button to identify the group the person is in. In The Student Directory, a person is classified as a Student, Teacher, or Other. When finished entering the new person's information, click the Save button to save the data, or the Cancel button to abort.

Modify

To modify the record of a person in the Student Directory, open the records browse window by clicking the Directory icon on the tool bar.   Select the record you want to modify by clicking on that record. Then click the Modify button.

Change any data you want. When finished, click the Save button to save the data, or the Cancel button to abort.

Delete

To delete a person from The Student Directory, open the records browse window by clicking the Directory icon on the tool bar. Select the record you want to delete by clicking on that record. Then, delete the record by clicking the Delete button.

Search

To search for a person in The Student Directory, open the records browse window by clicking the Directory icon on the tool bar. Then click the Search button.

You may enter data in any field or combination of fields.For example, to find ROBERT SMITH, enter SMITH in the last name field, ROBERT in the last name field, and click SEARCH.

If you only know the phone number, enter the phone number and click SEARCH to find the person with that number.

If you want to find someone named Oliver in the 3rd grade, enter Oliver in the first name field, 3 in the Grade field, and click SEARCH.

Print

To print a list of persons in The Student Directory, click the Directory icon, and then click the Print button. The printed list will contain the currently selected group in the currently selected order.

Exit Browse

Select this option to exit the browse screen and return to the main menu.

Technical Support

For technical support, you may contact us at:

703-534-1726 - Voice
703-534-4358 - FAX
703-534-7812 - BBS
72357,2034 - Compuserve E-Mail
72357.2034@compuserve.com - Internet E-Mail

Or write to us at:

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