3 Overview

There are 3 types of screens, Menus, Tables, and Forms. Menus are used to select either additional menus, tables or forms. Tables contain scrolling lists of data, and forms are used to update database records. Each time a menu, table, or form is opened, it is displayed on top the currently displayed screens. At the bottom of each screen will usually be a brief indication of what action is usually taken, along with any hot keys specific to that screen.

There are 9 different database files:

- ELEMSTAT A static, unchanging database containing the non CSCE date, non code slot element status values: Credit, Exempt, Fail, Grading, Pass, Taking, and Wants. One record per status.
- VECLIST Contains a list of all the Volunteer Examiner Coordinator's (VEC's) currently in existence. There is one record per VEC
- DEFAULTS Contains the defaults for the VE team(s). There is a minimum of one record in this database.
- SESSION Contains one record per examination session. This record contains all the session specific information, including date, location, sponsoring VEC, etc. Additionally, the callsigns and class (at the time of the session) for up to fifty (50) attending VE's are stored in the session record once the session is merged into the history database.
- ATTVE Contains a list of all the VE's in the current exam session. There is one record per VE.
- VICTIMS Contains a list of all the candidates in the current exam session. There is one record per candidate. A re-registration of a candidate counts as an additional candidate and results in another record.
- VEINFO Contains the personal data for Volunteer Examiners. There is one record per VE.
- LOCATION Contains a list of City, State, and Zipcodes
- VICTIMG Contains a list of all the candidates in every examination session. It is the sum of the VICTIMS database for each session that has been conducted.

3.1 Menus

Menus provide a list of choices, of which one can be selected. Depending on the selection, a sub-menu with more detailed choices, a scrolling list of data, or a fill-in-the blank form appears. To select a menu item, use the up or down arrow keys until the desired choice is highlighted and press the Enter or Return key. If you press the down arrow on the last item, the highlighted item wraps to the top. If you press the up arrow on the first item, the highlighted item wraps to the bottom. You can also press the letter corresponding to the first letter of your choice and pressing return. If more than one menu item starts with the same letter, repeatedly pressing it will cycle you through those items only. To back up or exit any menu (except the Main Menu) press the Escape (ESC) key.

3.2 Tables

Tables provide a scrolling list of data, allowing you to select a specific record to create, update, or delete. Not all tables allow record creation and deletion. For those that do, if there are no database records you are automatically placed in the add record form. The current table item is highlighted. The up and down arrow keys move you through the list one record at a time. If you are at the bottom of the displayed list, and there are more items, or if you are at the top of the displayed list and there are more previous items, the displayed portion is scrolled up or down one line. Use the page up and page down keys to move through the list a page at a time. Page up on the first page moves to the first database item. Page down

on the last page moves to the last database item. Control-Page up moves to the first item. Control-Page down moves to the last item. Many tables provide a locator field to quickly position to a specific item. Typing the first few letters of the desired choice moves the highlight cursor to the nearest matching item. To add a new record from a table that supports record addition, press the Ins (Insert) key. An empty form will be displayed allowing you to enter new data. To delete a record, highlight the item and press the DEL (Delete) key. The record form will be displayed, and you will be prompted to confirm the deletion. Press enter to actually delete the record or escape to leave the record unchanged. To modify an existing record, highlight the item and press the Enter (Return) key. The record form will be displayed.

3.3 Forms

Forms are where it all happens. Whenever you add, delete, or modify a database record it is via a form. Each item that can be changed is a field. Moving around a form can be confusing at first. The return key and down arrow move you to the next field. The escape key and up arrow move to the previous field (Escape is the only way to backup from a Notes field). This is true regardless of whether the next/previous field is horizontally or vertically aligned. When you press return on the last field, the form is completed. To complete a form without going through all the fields press Control-Enter. To abort a form without making any changes press escape from the first item, or Control-escape from anywhere in the form.

Fields are either fill in the blank, or choice fields. Fill in the blank fields allow you to type in whatever you want. Error checking and validation is performed when you move to another field. If what you have entered is invalid, you will not be allowed to leave the field until you have corrected the data. For certain fields, a list of choices may pop up and you can select one of the items on the list. A choice field is limited to a fixed set of choices. These choices are displayed either next to or below the actual field. When you move into a choice field there are two highlighted items, the field itself, and the choice that is currently selected. Use the left and right arrow keys to select the desired choice and press the down arrow or return to continue. Additionally, pressing the letter corresponding to the first letter in the desired choice will move the highlight to that choice. From forms that contain code or written element status fields, Table 3-1 lists the function keys that will move to a specific element field:

Table 3-1   Element Status Hotkeys

• F2 selects Element 1A	• F6 selects Element 3A
• F3 selects Element 1B	• F7 selects Element 3B
• F4 selects Element 1C	• F8 selects Element 4A
• F5 selects Element 2	• F9 selects Element 4B
• F10 selects the first field after Element 4B	