

4VEWD Detailed Description

The following paragraphs describe in detail, each of the menus, tables, and forms and how to use them. But before we start in with the fun stuff, for those of you that skipped Section Error: Reference source not found way back on page Error: Reference source not found, and for those of you that didn't skip it, we have section 4.1.

4.1I don't think we're in Kansas anymore

This is a computer program. It runs on a computer. Computers are stupid. Sometimes people aren't much better. And Murphy is ALWAYS hiding in the shadows. The two biggest things to remember are:

- **Backup your data.**

If your hard disk dies, or more likely, you delete the wrong file at the wrong time, your data is gone. A lot of time and effort is history. Depending on what you save on paper you may never be able to re-create it. *Treat the data files as you would the actual paperwork!!!*

Refer to section Error: Reference source not found, Error: Reference source not found, page Error: Reference source not found, for details.

- **Garbage In, Garbage Out, Or worse.**

Computer do what they are told, no more, no less. If you're in the middle of a hectic exam session, and Joe Smith, who passed element 2, fails element 3A. He's done testing. If you hit the letter P instead of the letter F, you'll print out a CSCE telling the world that Joe is a Technician. Do that a couple of more times and the FCC invalidates the whole session. *Always verify the CSCE with the examination paperwork before giving out the candidate's copy. And always remember that the computer is telling you what you told it. If that doesn't match the paperwork, you typed something in wrong.*

4.2The Status Lines

Except for the view CSCE or form 610 screen, the bottom 3 lines of the screen are reserved for status information. Figure 4-1 shows a typical status display at the completion of a session. The first line starts off with the session date (Month/Day/Year), a colon (:), and the session ID (usually A). This is followed by column headings, CAN means candidates, E1A means Element 1A (5 WPM code), etc. At the far right of the first line is the current date.

The second line lists the total number of candidates, and the total numbers of each test element that have been, or will be administered at this session. These element totals include all elements listed as Wants, Taking, Grading, Pass, and Fail, and do not include elements that are listed as Credit, Exempt, or contain a CSCE date. At the far right of the second line is the current time (HH:MM:SS).

The third line lists the candidates that are not done, and how many elements are left to be administered. **A candidate is marked as completed from the Update Candidate Status form, but that does not mean the job is finished!** A CSCE and/or 610 may need to be printed. If so, they need to be verified against the candidate's paperwork. And finally, the candidate needs to be given any paperwork they are supposed to get, and to be congratulated or encouraged. The "PEND CSCE:" and "610:" fields indicate the number of CSCE' and FCC form 610's that are ready to print, and have not been printed. This can occur when printing is disabled or a particular candidate has been flagged as having a verification issue. At the far right of the line is a number

CSCE's and 610's, list candidates owed refunds, and register attending VE's. Once a session starts, the majority of the time will be spent under this menu choice.

“Pre-Session Activities” brings up another menu of items that are used before an examination session begins. This includes generating invitations to VE's to attend the session, defining the session, and configuring printers

“Post-Session Activities” brings up another menu of items that are used after an examination session is over. This includes printing the candidate roster and test session summary, updating candidate phone numbers, generating VE/Candidate thank you lists, and merging the active session into the history database.

“Maintenance” brings up another menu of items that are useful for examining and changing the history files and VE information.

“Import/Export/Sort” brings up another menu of items that are used to pass session data between multiple VE teams and to Sort/Compress the database files after importing sessions. Generation of FCC electronic filing data for multiple sessions is also found here.

“Exit” does just what you think it does. It terminates the program. Nothing is lost if you accidentally exit during a session, just restart the program. You can also hit Control-Escape to terminate the program (unless you are running under Microsoft Windows).

Each of the choices on the main menu is overlaid on top of each other in main memory. This can cause an extra delay when switching between choices at this level, since the portion of the program that handles all the items under a given selection has to be read in from disk into main memory.