6 Session Activities

Figure 6-1 shows the Session Activities menu displayed after selecting **"Session Activities"** from the main menu. It is under this sub-menu that the majority of the time will be spent after configuring and creating a session under Pre-Session activities. The following paragraphs describe each item.

"Update Candidate Status" brings up a table of registered candidates, allowing you to update the status of a candidate during an exam session.

"Register Candidate" brings up a table of registered candidates, allowing you to register additional candidates, modify a candidate's information, or delete a candidate record. This is where a candidate is first logged into the computer.

"Element Status" displays a combined form and table that allows you to determine which candidates are taking what elements. It is primarily useful in large sessions to determine the candidates taking a particular code test.

"**Miscellaneous Stuff"** brings up another menu of functions occasionally useful during a session.

"Print CSCE's and 610's" brings up another menu allowing you to print specific CSCE's/610's.

"Candidates Owed Refunds" displays a table of candidates that have paid the session fee, but only took novice elements.

"Attending VE's" brings up a table of VE's registered at the session and provides the ability to add and remove VE's from the session.
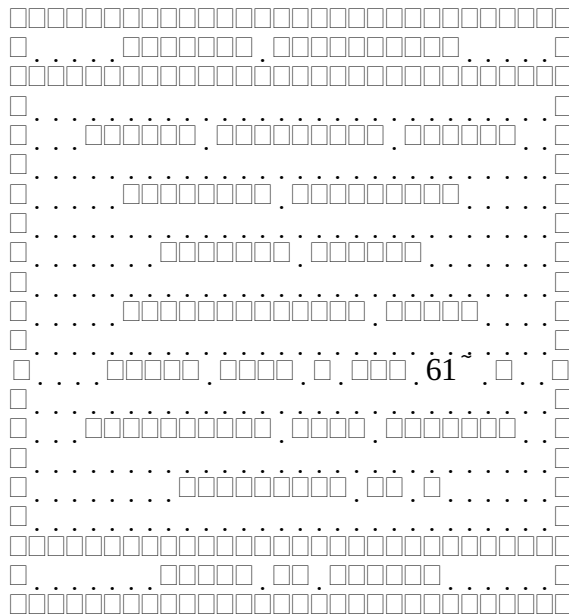
Figure 6-1   Session Activities

6.1 Administering VE List

In general, before registering candidates, the VE team is registered. Pressing the up arrow when the highlight cursor is on the "Update Candidate Status" wraps around to the **"Attending VE's"** field. Figure 6-2 shows the Administering VE List table displayed when **"Attending VE's"** is selected. If no VE's have been registered yet, the "Add/Delete Attending VE" form is automatically displayed.

"Call", "**Last Name"**, **"First Name"**, **"M"**, and **"Class"** are all self-explanatory.

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-M (Modify) will display the full VE information form and allow changes to be made.

Figure 6-3 shows the **"Add/Delete Attending VE"** form used for adding (or deleting) a VE. It has just the callsign field. Enter the callsign of the VE being registered. If the VE is already in the database he/she will be added to the session records. If the VE is not in the database, the "Register a VE" form is displayed allowing a new VE to be recorded. If the VE's license or accreditation has expired an error message is displayed and the VE is not added. If the license or accreditation has been renewed but not updated in the VE database, Alt-M can also be used from the "Add/Delete Attending VE" form to update the VE record, and allow the VE to be registered.

Figure 6-2   Administering VE List

Figure 6-3   Add/Delete Attending VE

6.1.1 Registering a VE

Figure 6-4 shows the **"Register a VE"** form. The following paragraphs describe each of the fields.

The **"First"**, **"M"**, **"Last"**, **"Suff"** fields are the first name, middle initial, surname, and suffix (Jr., Sr., etc.) of the VE. Callsign is the valid US callsign of the VE. Class is a choice field specifying the license class of the VE.

"Licensed till", and **"VE till"** are the expiration dates (MM/DD/YY) of the VE's FCC license, and VE accreditation respectively. If either field is left blank it is ignored. If a date is entered, it must be after the session in order to register the VE.

"Address", **"City"**, **"State"**, **"ZIP"**, **"Home"**, and **"Work"** are all self-explanatory. None are actually required, but it is highly recommended to maintain this information in the event it becomes necessary to contact a VE after a session.

"Notify" is a choice field that is used to indicate the "Regulars" of a VE team. It is only used in the generation of the invitation list under "Pre-session Activities".

"Notes" is a 256 character miscellaneous field organized as eight (8) rows of 32 characters each. It is intended for any additional information that might be useful to the VE team or team leader (e.g. "Works 3rd shift. Don't call between 8 am and 6 PM")

Figure 6-4   Register a VE

6.2 Register/Modify/Delete Candidate List

Figure 6-5 shows the table displayed when **"Register Candidate"** is selected from the Session activities menu. If no candidates are registered, the "Add/Modify/Delete a Candidate" form is displayed. The following paragraphs describe the fields in the table.

3

Figure 6-5   Register Candidate Table

"Last Name", **"First Name"**, **"M"**, and **"Suffix"** are self-explanatory.

"Call" is the callsign of the candidate.

"Class" is the license class as shown on the **original** FCC issued operator license presented at the session. This is **NOT** the license class granted via a previous CSCE.

"Earned" is the license class earned or upgraded at this session. "None" means that no license upgrade occurred.

"73" indicates whether the candidate is done testing. Y indicates completed candidates, N indicates that they are still testing or waiting paperwork.

"C" indicates the CSCE status. N means none, Y means a CSCE was issued, and P indicates that the CSCE was printed. CSCE will be N until the candidate is complete.

"6" indicates the Form 610 status. N means none, Y means a 610 is needed, and P indicates that the 610 was printed. This field will be N until the candidate is complete.

"$" indicates whether the session fee has been paid. Y for yes, N for No.

"V" indicates if the candidate's credentials have been verified (ID, original license and CSCE's). A Blank indicates verified. N indicates not verified and the candidate will not be allowed to test. An asterisk (*) indicates the candidate has been verified and/or allowed to test, but that something is amiss.

"nn" is the sequence numbers assigned to each candidate at registration time. If sequence numbers are not used, this column is blank.

"Lookup Last Name:" is a locator field. By entering the first part of a candidate's last name the table will scroll down to the first entry that matches the entered text. This allows rapid scrolling through the table.

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-F (Full), will bring up a full candidate form. This contains all the information on the candidate, not just the fields required during registration.

Alt-P (Print) will toggle the automatic printing of CSCE's and 610's if those functions are enabled for the session. This is quite important when a code test is in progress. While printing is disabled, the phrase "Printing Disabled" will flash in the upper right corner of the table. Note: If running in a DOS window under Windows 3.x the flashing may not occur. Once printing is re-enabled, all pending CSCE's and 610's that would have been printed automatically are printed. *No other activity can occur until all the printing is complete.*

6.2.1 Add/Modify/Delete a Candidate

Figure 6-6 shows the **"Add/Modify/Delete Candidate"** form. The following paragraphs describe each of the fields in the form.

Figure 6-6   Add/Modify/Delete a Candidate

"Call" is the callsign of the candidate. If unlicensed or not available, leave the callsign field blank. If the "Fill in Candidate Record from Callsign" option is enabled, a search is made on the global history database after entering a valid US callsign. If a match is found, (meaning the candidate has tested at a prior session under that callsign), the personal information (name, address, date of birth, and phone numbers are copied from the old record. If an upgrade was earned, that becomes the effective class. Any CSCE credits that are still valid are filled in. Any elements passed at that session are filled in with the previous session date. Any prior notes are ignored.

"Class" is the license class as shown on the **original** FCC issued operator license presented at the session. This is *NOT* the license class granted via a previous CSCE. This is a choice field. **If a lookup succeeded be sure to verify class against the actual license class.**

"nn" is the sequence number assigned to each candidate at registration time. If sequence numbers are not used, this column is blank.

"Last Name", **"First Name"**, **"M"**, and **"Suffix"** are self-explanatory. These are listed in the same order as the FCC form 610. The last and first name fields cannot be blank. Since suffix is a separate field one thing to watch out for is entering first name, or at least the first four characters, in the suffix field. If the "Fill in Candidate Record from Name" option is enabled, after entering a valid middle initial (including blank), a search is made on the global history database. If a match is found, the remainder of the candidate record is filled out in the manner described earlier. If there is a different callsign in the old record, the screen shown in Figure 6-7 is displayed. A blank previous callsign will match any new callsign.
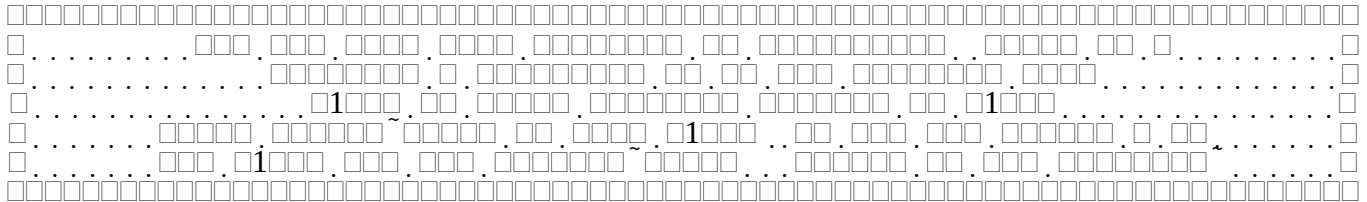

Figure 6-7   Callsign Verification Message

"Date Of Birth" is the candidate's birth date. _Verify that the year is not the current year._

"Address", **"City"**, **"ST"**, and **"Zipcode"** are the candidate's current address. If "Require Full Address At Registration" is Yes then all fields except Zipcode must be provided before the candidate is registered. If set to N, the address may be skipped and entered later. It must be provided before printing a CSCE or Form 610. If "Fill in City, State, Zip from City" or "Fill in City, State, Zip from Zip" is enabled then a lookup is made on the location database. If a match is found the missing fields are filled in from the matching record. If "Add New Cities from Candidate Record" is enabled and a new City/State/Zipcode is entered, it is added to the location database. Refer to Section Error: Reference source not found, Error: Reference source not found, on page Error: Reference source not found for further information. Once the location database has the local towns stored, the fastest way to enter City, State, and Zip is to set "Fill in City, State, Zip from Zip" in session defaults to Yes, press return twice to skip to the Zipcode field and enter the desired Zipcode. If the Zipcode is in the location database, and there is only one city listed for that Zipcode the city and state will be filled in when you leave the Zipcode field. If the Zipcode is not present or there are two cities with the same Zipcode the response is determined by the state of the "Require Full Address At Registration" flag. If Yes, an error is displayed and the city and/or state must be entered. If No, no error or warning is given until a CSCE or 610 is printed.

"1A, 1B, 1C, 2, 3A, 3B, 4A, 4B" contain the status of the code and written examination elements. Refer to the section 6.2.2, Element Status fields, on page 7 for a detailed description of the element status fields.

"Effective Class" is the effective operating class of the candidate granted by the combination of an FCC License and one or more CSCE's. For example, if a candidate provided an FCC novice license, and CSCE credit for element 3A, the license class is novice, and the effective class is TechPlus. It is not a field that can be changed on the "Add/Modify/Delete a Candidate" form, but is provided for reference.

"Day Phone", **"Night Phone"** are the candidate's phone numbers. These are not required for any session processing, and are only for record keeping purposes. It is recommended that this information not be taken at registration time. If it is desired to record phone numbers, it is better saved until after the session, where the information can be taken from the answer sheets.

"Fee Paid" is the amount the candidate has paid for the session. It is automatically filled in with the session fee when registering a candidate. If your VE team does not collect the session fee from candidates intending to take only novice elements, you **_must_** zero this field. It is recommended that the

session fee be collected from every candidate, and to refund the fee when appropriate. The program will display a message if a candidate that has paid and has only taken elements 1A or 2 is finished. Experience has shown that far fewer money problems arise that way.

"Identity Verified" indicates whether a candidate's credentials (Identification, FCC form 610, original license, CSCE, and copies of license/CSCE's) have been examined and accepted. This is a choice field with the choices Y, N, and asterisk(*), for Yes, No, and Oops. If the session date does not match the date when the candidate is first registered this field is to No on the assumption that it is a pre-registration. This will prevent any updates to the candidate's status, and will prevent any CSCE's from being printed until the field is changed to Yes. If the date registration takes place matches the session date this field is set to Yes. Asterisk (*) is used when it is desired to let the candidate test, but when there is some problem with their credentials. If you select asterisk (*), you must explain why in the notes field. The candidate's status can be updated, but if a CSCE is earned, it will not automatically be printed when the candidate is finished. Additionally, if a license upgrade is earned and the CSCE is printed from the Print menu, the CSCE will only show element credit only. No upgrade CSCE can be printed for a candidate whose ID field is not a "Y".

"Notes" is a 256 character miscellaneous field organized as four (4) rows of 64 characters each. It is intended for any additional information that might be useful to the VE team or team leader (E.G. "Need to see original license").

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-L (Location), will force a lookup of location (City, State, and Zip) from the entered information.

Alt-U (Uncomplete) will "uncomplete" a candidate. This is used in the event a candidate is incorrectly marked completed, or if a candidate changes their mind and decides to take additional elements. **If an "uncompleted" candidate was issued a CSCE, but sure to collect it before administering any additional exams. Don't destroy it, the candidate may fail and get it back. However, if additional elements were passed, a new CSCE will be issued, and the first one should be destroyed.**

Alt-T (Technician), will mark elements 2A and 3 as "Wants" and completes the form.

6.2.2 Element Status fields

Since the element status fields found on many displays are where most of the session activity takes place, and where pass/fail results are recorded, special attention was paid to making their use as convenient as possible, without sacrificing reliability unduly.

Each element status field is either blank, indicating the candidate is not interested in the element, or it contains one of the entries in Table 6-1:

Additionally, if code slots are being used for the exam session, elements 1A, 1B, and 1C can also be of the form "HH:MM-N", where HH:MM is the time of the code exam, and N is the code slot number.

When entering an element status, only the first letter needs to be entered for Wants, Taking, Grading, Pass, Fail, Credit, or Exempt. When leaving the field the correct value will be automatically filled in. Upper or lower case is acceptable, and additional characters in the field are ignored. For example, entering "w" followed by a return results in the element's status being set to "Wants". If "f" is entered over the "Wants", changing it to "fants", when the return key is pressed this will be changed to "Fail".

If code slots are in use, the status "Wants" is replaced with a code slot reference. Entering a "w" causes the candidate to be assigned to the earliest code slot that is still in the future, and still has available

seating. You can force a particular code slot to be used by entering either the entire hh:mm-n value, or just the slot number, including the leading dash, e.g. "-3". The remaining element status values, behave the same.

Table 6-1   Element Status Values

Status	Description
Wants	The candidate wants to take the element.
Taking	The candidate is currently taking the element.
Grading	The candidate has taken the element, and is waiting for the results.
Pass	The candidate passed the element.
Fail	The candidate failed the element.
Credit	The candidate has credit, other than CSCE, for the element. This is the same as passed when it comes to determining if an upgrade has occurred. This is currently used for the grandfather credit of element 3B for technician class licensed issued before 21 March 1987.
Exempt	The candidate has presented a Physicians certification and release for element 1C credit. This is the same as passed when it comes to determining if an upgrade has occurred.
mm/dd/yy	The candidate has presented a CSCE with the specified date for the element. Note that the form is month/day/year.
hh:mm-n	A code slot time and number

If it cannot be determined what the contents of the field are a choice table similar to the one used to select a VEC will appear. This table is shown in Figure 6-8.

The normal sequence of events for a particular element would be:
1) When the candidate registers and indicates the desire to take the element, it is set to "Wants", or possibly a code slot reference.
2) When the candidate is given the written exam, or is seated to take a code test, the status is changed from "Wants" to "Taking".
3) When the candidate finishes the test and turns it in, the status is changed from "Taking" to "Grading".
4) After the exam is graded, and the candidate informed of the grade, the status is changed from "Grading" to either "Pass" or "Fail".
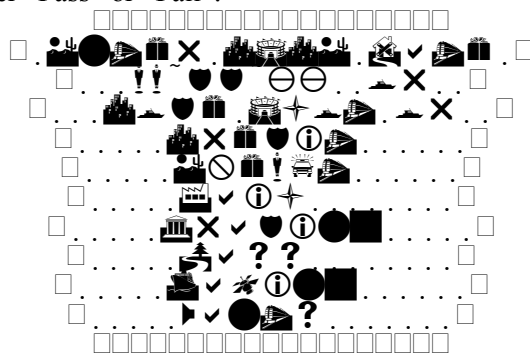
Figure 6-8   Element Choice table

The only element status values that truly matter are "Pass", "Fail", "Credit", "Exempt", and CSCE dates. All others serve to provide the VE team status information during the session. Experience has shown that the "Grading" choice is never used. To use it requires the VE collecting the exam from the candidate

to go to the VE operating the computer before starting the actual grading. This additional step slows things down without providing any major benefits.

6.2.3 To err is Human. To really foul things up requires a computer

If you skipped the previous two warnings, pay close attention here. It could save your VE accreditation, or even your license. This is a computer program. It runs on a computer. Computers are stupid. Sometimes people aren't much better. (Sound familiar? Good.)

From section 6.2.2 you can see how easy it is to give someone credit for an element. Just hit "p" and a return. If they actually failed, or never even took the element, that's not good. ***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.***

6.3 Update Candidate Status Table

Figure 6-9 shows the **"Update Candidate Status"** table. This table is a less detailed version of the registration table. This table does not allow the addition or deletion of records. If the Identity Verified column is N, an error is displayed if an attempt is made to update that candidate. The following paragraphs describe each of the fields in the table.

Figure 6-9   Update Candidate Status Table

"Last Name", **"First Name"**, **"M"**, and **"Suffix"** are self-explanatory.

"Call" is the callsign of the candidate.

"73" indicates whether the candidate is done testing. Y indicates completed candidates, N indicates that they are still testing or waiting paperwork.

"C" indicates the CSCE status. N means none, Y means a CSCE was issued, and P indicates that the CSCE was printed. CSCE will be N until the candidate is complete.

"6" indicates the Form 610 status. N means none, Y means a 610 is needed, and P indicates that the 610 was printed. This field will be N until the candidate is complete.

"$" indicates whether the session fee has been paid. Y for yes, N for No.

"V" indicates if the candidate's credentials have been verified (ID, original license and CSCE's). A Blank indicates verified. N indicates not verified and the candidate will not be allowed to test. An asterisk (*) indicates the candidate has been verified and/or allowed to test, but that something is amiss.

"nn" is the sequence numbers assigned to each candidate at registration time. If sequence numbers are not used, this column is blank.

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-F (Full), will bring up a full candidate form. This contains all the information on the candidate, not just the fields required during registration.

"Lookup Last Name:" is a locator field. By entering the first part of a candidate's last name the table will scroll down to the first entry that matches the entered text. This allows rapid scrolling through the table.

Alt-P (Print) will toggle the automatic printing of CSCE's and 610's if those functions are enabled for the session. This is quite important when a code test is in progress. While printing is disabled, the phrase "Printing Disabled" will flash in the upper right corner of the table. Note: If running in a DOS window under Windows 3.x the flashing may not occur. Once printing is re-enabled, all pending CSCE's and 610's that would have been printed automatically are printed. *No other activity can occur until all the printing is complete.*

Alt-A (All) will toggle between displaying all candidates remaining versus all registered candidates. While all candidates are displayed, "All Candidates" is displayed in the upper left area of the display.

6.3.1 Update Candidate Status

Figure 6-10 shows the **"Update Candidate Status"** form. It is here where the results of tests are recorded. The following paragraphs describe each of the fields in the form.
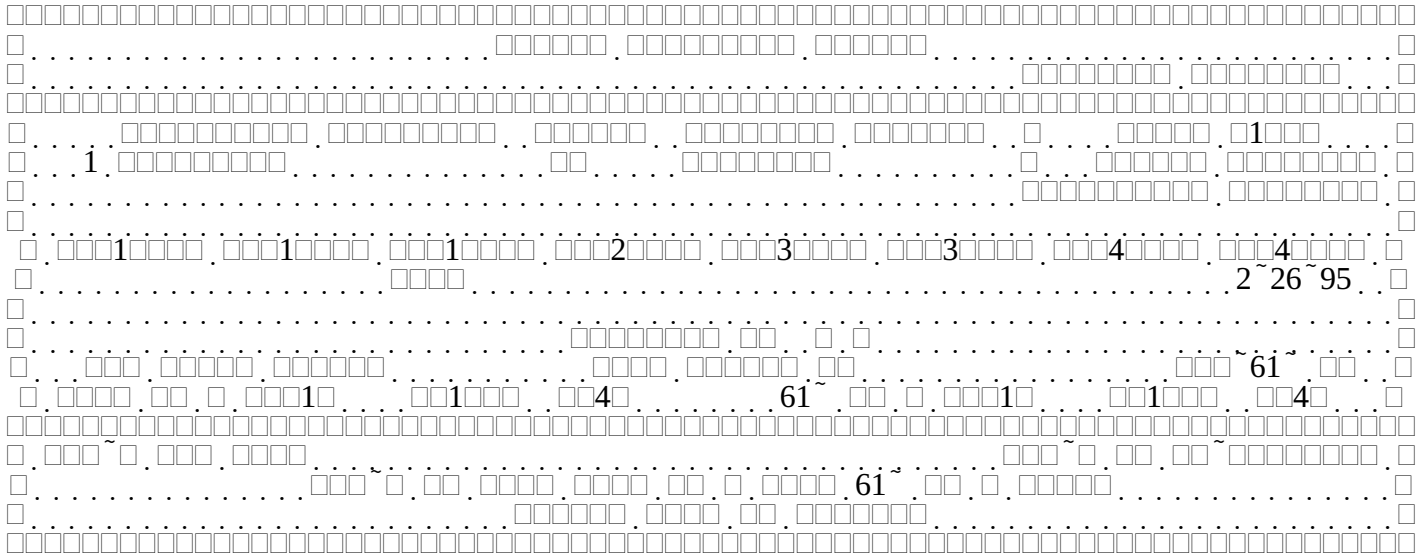
```
                                                                      1
   1

    1       1       1       2      3      3      4      4
                                                        2~26~95

                                          ~61~
        1     1     4        61~      1      1     4
  ~    ~                                   ~   ~ ~
          ~      4      4   4  61~    ~
```

Figure 6-10   Update Candidate Status

"nn" is the sequence number assigned to each candidate at registration time. If sequence numbers are not used, this column is blank.

"Last Name", **"First Name"**, **"M"**, and **"Suffix"** are self-explanatory. They are provided for reference and cannot be changed on this form.

"Call" is the callsign of the candidate. It is provided for reference and cannot be changed on this form.

"Class" is the license class as shown on the **original** FCC issued operator license presented at the session. This is **_NOT_** the license class granted via a previous CSCE. It is provided for reference and cannot be changed on this form.

"Effective Class" is the effective operating class of the candidate granted by the combination of an FCC License and one or more CSCE's. It is provided for reference and cannot be changed on this form.

"1A, 1B, 1C, 2, 3A, 3B, 4A, 4B" contain the status of the code and written examination elements. Refer to the section 6.2.2, Element Status fields, on page 7 for a detailed description of the element status fields. Although any valid status may be entered the usual choices are Pass, Fail, Taking, and Wants. **It is HIGHLY recommended that after entering a P or F for an element, that the return key is pressed before pressing Control-enter to complete the form.** The fill-in of Pass or Fail is done before the form is completed and allows verification that the correct grade is entered.

This is where mistakes can have the greatest consequences!!!!

"COMPLETE" is set to Y when the candidate is finished taking exams and the last exam has been graded. After setting "COMPLETE" to Y and pressing return, the "New Class", "CSCE Issued", and "FCC-610 needed" items are calculated and displayed. If "Use Last VE's on Signature fields" is yes, the previous values for VE callsigns are automatically filled in. This is only done for the CSCE fields if a CSCE, and for the 610 fields if a license upgrade was earned.

"CSCE" and **"610 signatures"** are the callsigns of the VE's signing the CSCE and 610 for this candidates. If entered, they are printed on the CSCE and 610.

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-D (Done), will set complete to Y and position to the first CSCE signature field. If neither a new license nor an upgrade was earned the form is automatically completed. If a CSCE or 610 is needed the form is completed manually after verifying the signing VE callsigns.

Alt-V (VE) is used to copy the three callsigns in the CSCE block into the 610 block.

Alt-R (Reregister) is used to re-register a candidate. Refer to section 6.3.2, Re-registering a candidate, page 13 for further information on re-registering candidates.

If a candidate completes, has paid a session fee, and has only taken novice elements (1A and/or 2), the message shown in Figure 6-11 is displayed when they are marked completed. If the session fee is refunded, press Control-enter to automatically change it to $0.00. Pressing Escape will cause it to remain unchanged. Refer to paragraph section 6.7, Miscellaneous Stuff, page 24,, for details on how to display and print a list of candidates owed refunds. **Do not press Control-Enter unless you refund the session fee AT THE SAME TIME! Otherwise the knowledge that a refund is due is lost.**
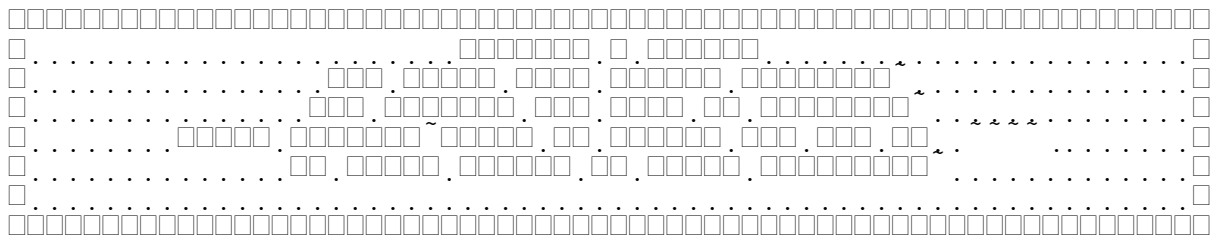
Figure 6-11   Refund Session Fee Message

If a new license or an upgrade was earned, FCC Form 610's are being printed, and autoprint of Form 610's is enabled, the Form 610 is printed. While a 610 is being printed, no other processing can take place on the computer doing the printing. Refer to Figure 6-12 for the message displayed during printing.

If a CSCE is to be issued and autoprint of CSCE's is enabled, the CSCE is printed. While a CSCE is being printed, no other processing can take place on the computer doing the printing. Refer to Figure 6-13 for the message displayed during printing.
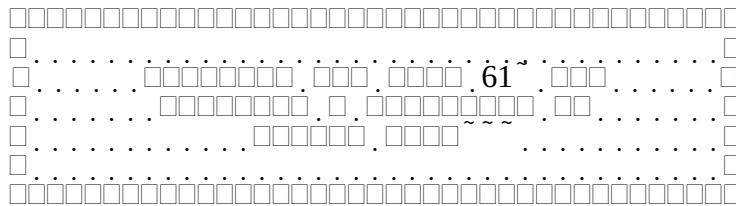
Figure 6-12   Form 610 Printing
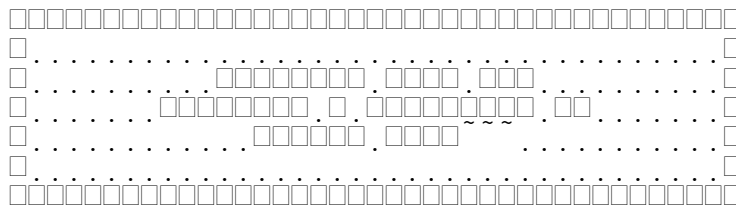
Figure 6-13   CSCE Printing

6.3.2 Re-registering a candidate

If your VE team has multiple copies of exam elements, and allows candidates to re-take a failed element, pressing Alt-R on the "Update Candidate Status" form will automatically re-register the candidate. A new candidate record is added by copying the original. All element status fields of the old record, except the failed elements, are cleared. On the new record, all failed element status fields (usually just the one just failed) are set to "Wants". Note that this differs from the method when a paper candidate roster is used. However this places all credits and passed elements in one candidate record and allows the program to determine upgraded class and to properly print the CSCE.

Once the candidate is re-registered, the message shown in Figure 6-14 is displayed. If only novice elements had been taken at the time of re-registration, and if a session fee had been collected, the message shown in Figure 6-15 is first, followed by the re-registration message.

6.3.3 Full Candidate Record

Figure 6-16 shows the full candidate record displayed when the Alt-F is pressed from either the "Register Candidate" table or the "Update Candidate Status" table. This form displays all the data contained in each candidate record. The following paragraphs describe each of the fields in the form.
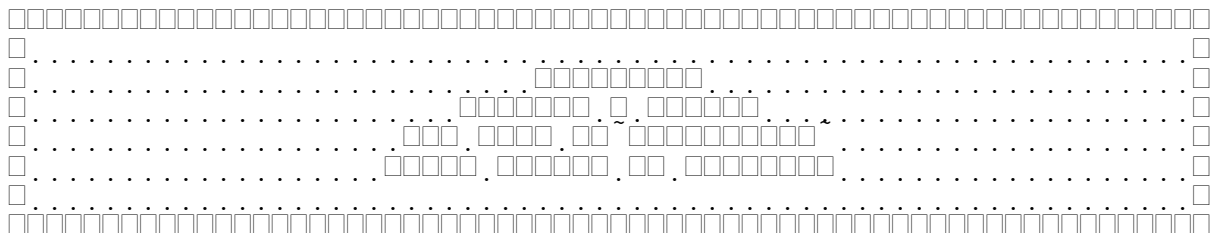
Figure 6-14 Re-registration Message
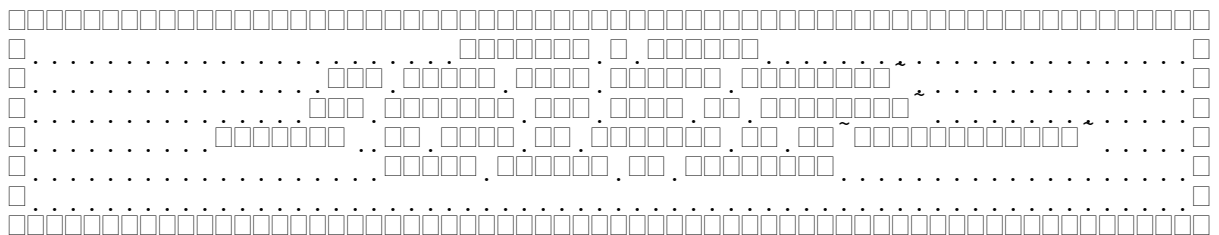
Figure 6-15 Session Fee Re-applied Message

Figure 6-16   Full Candidate Record

"Call" is the callsign of the candidate.

"Class" is the license class as shown on the **original** FCC issued operator license presented at the session. This is *NOT* the license class granted via a previous CSCE.

"Effective Class" is the effective operating class of the candidate granted by the combination of an FCC License and one or more CSCE's. Although shown on other forms, it is modifiable on this form.

"New Class" is the license class earned or upgraded to at this session.

"nn" is the sequence number assigned to each candidate at registration time. If sequence numbers are not used, this column is blank.

"Last Name", **"First Name"**, **"M"**, and **"Suffix"** are self-explanatory.

"Date Of Birth" is the candidate's birth date.

"Address", **"City"**, **"ST"**, and **"Zipcode"** are the candidate's current address.

"1A, 1B, 1C, 2, 3A, 3B, 4A, 4B" contain the status of the code and written examination elements. Refer to the section 6.2.2, Element Status fields, on page 7 for a detailed description of the element status fields.

"Day Phone", **"Night Phone"** are the candidate's phone numbers.

"Completed" is a choice field (Y or N) and is the completed status of the candidate.

"CSCE Issued" is a choice field (Y, N, or P) and indicates the status of the candidate's CSCE. To reprint a CSCE change "P" back to "Y" and go to the Print CSCE menu.

"610 Printed" is a choice field (Y, N or P) and indicates whether a 610 has been printed for the candidate. To reprint a 610 change "P" back to "Y" and go to the Print 610 menu.

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"**Session**" is the session date and session ID of the current session. This **<u>SHOULD</u>** not be altered. If it is, and is merged into the history database, it will become a floating record without a session record. While this is easily fixed, it has to be noticed first.

"**Fee Paid**" is the amount the candidate has paid for the session.

"**Identity Verified**" indicates whether a candidate's credentials (Identification, FCC form 610, original license, CSCE, and copies of license/CSCE's) have been examined and accepted.

"**CSCE VE's**" are the callsigns of the VE's signing the CSCE.

"**610 VE's**" are the callsigns of the VE's signing the FCC Form 610.

"**Notes**" is a 256 character miscellaneous field organized as four (4) rows of 64 characters each.

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-U (Uncomplete) will "uncomplete" a candidate. This is used in the event a candidate is incorrectly marked completed, or if a candidate changes their mind and decides to take additional elements.

Alt-M (Miscellaneous) will bring up the "Miscellaneous Candidate/Electronic Filing Information" screen shown in Figure 6-17. Refer to section 6.4, Miscellaneous Candidate/Electronic Filing Information, page 15 for details.

6.4 Miscellaneous Candidate/Electronic Filing Information

Figure 6-17 shows the **"Miscellaneous Candidate/Electronic Filing Information"** form. This form is seldom used. It provides additional information necessary to completely fill out an FCC form 610 under ALL conditions, and provides additional information for use by a VEC in electronic filing. When registering a candidate, all fields are set to their default values. The following paragraphs describe each of the fields in the form.

Figure 6-17   Miscellaneous Candidate/Electronic Filing Information

"Item 4C" indicates the status for Section 1 item 4C (Name Change) on the candidate's FCC Form 610. The default is N. If a name change is requested set this field to Y and add a string to the Notes field of the form: 4C="OldLastName OldSuffix, OldFirstName OldInitial".

"Item 4D" indicates the status for Section 1 item 4D (Mailing address) on the candidate's FCC Form 610. Set this field to Y if the candidate indicates that the address provided in Section 1 is new. The default is N.

"Item 4E" indicates the status for Section 1 item 4E (Systematic Callsign Change) on the candidate's FCC Form 610. The default is N. Set this field to Y if the candidate requests a callsign change. *Make sure the candidate initials the 610.* **This is not a vanity callsign request. FCC form 610-V is used to request a vanity callsign.**

"Item 4F" indicates the status for Section 1 item 4F (Renewal) on the candidate's FCC Form 610. Set this to Y if the candidate's license will expire within 90 days. The default is N.

"Item 6" indicates the status for Section 1 item 6 (Environmental Impact) on the candidate's FCC Form 610. If this field is set to Y, a statement must be attached to the form 610. Additionally, set the "FCC Review required" field to Y.

"Item 7B" indicates the status for Section 1 item 7B (Pending Application) on the candidate's FCC Form 610. The default is no date. If the candidate currently has a pending application before the Federal Communications Commission, enter the date the application was filed and add a string to the Notes field of the form: 7A="purpose"

"Item 8" indicates the status for Section 1 item 8 (Applicant's Signature) on the candidate's FCC Form 610. The default is Y. This should always be Y. If it isn't, it's because the VE team did not do its job properly.

"VE Signatures Present - VE 1, 2, 3" indicates (primarily for the VEC's use) that all three VE signatures are present on the Form 610. The default is Y for each.

"FCC Review Required" indicates (primarily for the VEC's use) that all three VE signatures are present on the Form 610. The default is N.

"VEC key entry initials" contains the initials of the person who entered the data used to generate the FCC electronic filing format. If this was done by the VE Team, use VET. The default is VET.

"Notes" is a 256 character miscellaneous field organized as four (4) rows of 64 characters each.

6.5Element Status

Figure 6-18 shows the combination form and table displayed when selecting **"Element Status"** from the "Session Activities" menu. This display is useful for generating a list of candidates who have a particular element status. Its primary utility is in generating a list of candidates signed up for a given code slot. The following paragraphs describe the four (4) choice fields and how they are used to select the subset of candidates desired.
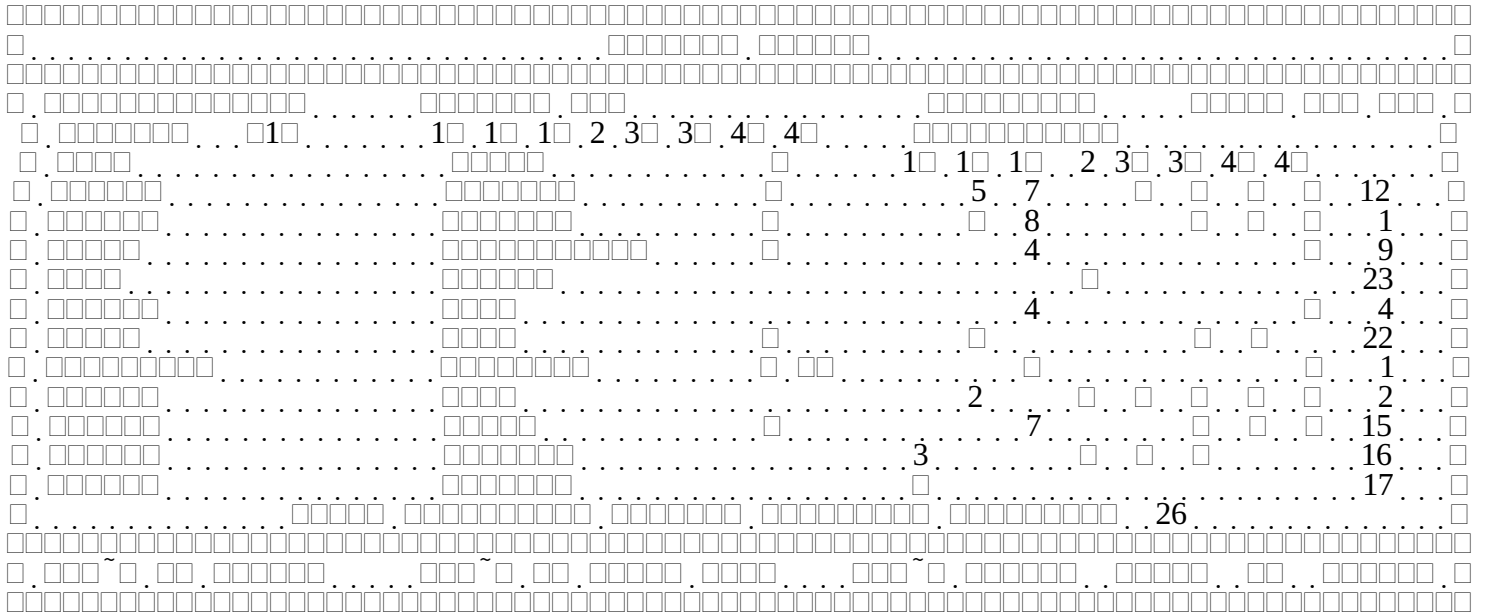
Figure 6-18   Element Status

"Candidates" is used to select between all registered candidates, or just those who are still testing (i.e. Pending completion).   The normal setting is Pending, which causes all completed candidates to be excluded from the list.

"Match" determines what matching, if any, is required on the next two fields. The three (3) choices have meanings described in Table 6-2.

Table 6-2   Element Status Match Values

Value	Description
All	The "Element" and "Value" fields are ignored. This is used to provide a display of the overall element status for either all, or just the remaining candidates.
First	Only those candidates whose first element is the one specified in "Element", and has the value specified in "Value" are displayed. In order for an element to be the first element taken, all earlier elements must either be blank, Exempt, Credit, or a CSCE date from a prior session. Code and written elements are treated independently. It is assumed that code elements are taken fastest to slowest (1C, 1B, 1A), and written elements taken from Novice to Extra (2, 3A, 3B, 4A, 4B). This makes element 1B before 1A, and after 1C. Similarly, element 3B is before 4A and 4B, and after 2 and 3A.
Any	Only those candidates whose element is the one specified in "Element", and has the value specified in "Value" are displayed, regardless of the status of earlier elements.

"Element" is the element whose status is desired. This field is ignored if "Match" equals "All".

"Value" is the value desired for the element specified. All element status values are valid except a CSCE date. If an invalid value is entered, the choice list shown in Figure 6-19 is displayed.

17

Figure 6-19   Element Status Choice List

Once return is pressed from the "Value" field, the matching records are determined and displayed. The locator bar is placed over the first matching record. Each element status is either a one or two digit code slot number, or one of the choices in Table 6-3.   Table 6-4 provides examples of various settings and their meanings.

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-F (Full), will bring up a full candidate form. This contains all the information on the candidate, not just the fields required during registration.

Alt-P (Print) will toggle the automatic printing of CSCE's and 610's if those functions are enabled for the session. This is quite important when a code test is in progress. While printing is disabled, the phrase "Printing Disabled" will flash in the upper right corner of the table. Note: If running in a DOS window under Windows 3.x the flashing may not occur. Once printing is re-enabled, all pending CSCE's and 610's that would have been printed automatically are printed. *No other activity can occur until all the printing is complete.*

Alt-T (Taking) will change the element status from "Wants" to "Taking" for all candidates selected. Alt-T is only valid when "Candidates" is set to All, "Match" is set to First, and the "Value" is either Wants, or a code slot.

Table 6-3   Element Status Display Codes

• X for Credit	• E for Exempt
• F for Fail	• G for Grading
• P for Pass	• T for Taking
• W for Wants	• C for CSCE

Table 6-4   Element Status Example Settings

Candidates	Match	El	Value	List will Display
Pending	First	1C	15:00-10	Candidates that are waiting to take 20 WPM as their first code test at 3 PM. (Code slot 10)
Pending	First	1C	Wants	Candidates that are waiting to take 20 WPM as their first code test. Code slots are not being used.
Pending	First	3A	Wants	Candidates that are waiting to take the Technician written as their first written test.
All	All	N/A	N/A	All registered candidates.
Pending	Any	3B	Taking	Candidates currently taking the General written element.
All	Any	4B	Pass	Candidates who passed the Extra written element.
Pending	Any	2	Fail	Candidates who failed the Novice written and are still at the examination session.

6.6 Print CSCE's and 610's Menu

Figure 6-20 shows the menu when selecting the **"Print CSCE's and 610's"** item from the "Session Activities" menu. The following paragraphs describe each item.

"CSCE Display/Print" displays a table of candidates that have earned CSCE's, allowing the display and or printing of individual CSCE's.

"Test CSCE Print" prints a CSCE test pattern. It is used to align the tractor feed CSCE's in the printer. All element and license class boxes are crossed out, and the VE and candidate information is filled with VOID. Pressing return while this entry is highlighted causes the test printout to occur.

"Print CSCE-like data" prints all the information that is normally on a CSCE, plus the candidate's sequence number, and the first line of notes. It is laid out approximately in the same fashion as an ARRL/VEC CSCE form. It is intended for use at exam sessions where CSCE's are filled in manually. If a printer and tractor feed CSCE forms are available, this function is not used. When selected, all completed candidates due CSCE's, are printed, three per page, and the CSCE Issued field is set to "P". Refer to Figure 6-21 for a sample printout.

Figure 6-20   Print/Display CSCE's and 610's Menu

Figure 6-21   CSCE Like printout

"Test FCC-610 Print" prints a Form 610 test pattern. It is used to align the tractor feed 610's in the printer or to verify the correct operation of sheet feed 610's. All element and license class boxes are crossed out, and the VE and candidate information is filled with VOID. Pressing return while this entry is highlighted causes the test printout to occur.

"FCC-610 Display/Print" displays a table of candidates that have completed, allowing the display and/or printing of individual FCC Form 610's.

6.6.1CSCE Display/Print

Figure 6-22 shows the table displayed when selecting **"CSCE Display/Print"** from the "Print/Display CSCE's and 610's" menu. The following paragraphs describe the table.

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Figure 6-22   Display/Print CSCE table

"Last Name", **"First Name"**, **"M"**, and **"Suffix"** are self-explanatory.

"Call" is the callsign of the candidate.

"73" indicates whether the candidate is done testing. Y indicates completed candidates, N indicates that they are still testing or waiting paperwork.

"C" indicates the CSCE status. N means none, Y means a CSCE was issued, and P indicates that the CSCE was printed. CSCE will be N until the candidate is complete.

"6" indicates the Form 610 status. N means none, Y means a 610 is needed, and P indicates that the 610 was printed. This field will be N until the candidate is complete.

"$" indicates whether the session fee has been paid. Y for yes, N for No.

"V" indicates if the candidate's credentials have been verified (ID, original license and CSCE's). A Blank indicates verified.   N indicates not verified and the candidate will not be allowed to test. An asterisk (*) indicates the candidate has been verified and/or allowed to test, but that something is amiss.

"nn" is the sequence numbers assigned to each candidate at registration time. If sequence numbers are not used, this column is blank.

"Lookup Last Name:" is a locator field. By entering the first part of a candidate's last name the table will scroll down to the first entry that matches the entered text. This allows rapid scrolling through the table.

If the locator highlight bar is placed over a candidate and the Enter key is pressed, a CSCE is displayed on the screen.   This is shown in Figure 6-23.   In addition to the CSCE information, the phrase "Credentials have not been verified!!" is displayed in flashing red if Verified is not set to "Y". The first line of the Notes field is also displayed. If sequence numbers are used, it is displayed in the upper left-hand corner.

Figure 6-23 CSCE Display

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-A (All) will toggle between displaying all candidates remaining versus all registered candidates. While all candidates are displayed, "All Candidates" is displayed in the upper left area of the display.

Alt-F (Full), will bring up a full candidate form. This contains all the information on the candidate, not just the fields required during registration.

Alt-P (Print) will toggle the automatic printing of CSCE's and 610's if those functions are enabled for the session. This is quite important when a code test is in progress. While printing is disabled, the phrase "Printing Disabled" will flash in the upper right corner of the table. Note: If running in a DOS window under Windows 3.x the flashing may not occur. Once printing is re-enabled, all pending CSCE's and 610's that would have been printed automatically are printed. *No other activity can occur until all the printing is complete.*

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6.6.2 FCC-610 Display/Print

Figure 6-24 shows the table displayed when selecting "**FCC-610 Display/Print**" from the "Print/Display CSCE's and 610's" menu. The following paragraphs describe the table.

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Figure 6-24   Display/Print FCC Form 610 Table

"**Last Name**", "**First Name**", "**M**", and **"Suffix"** are self-explanatory.

"**Call**" is the callsign of the candidate.

"**73**" indicates whether the candidate is done testing. Y indicates completed candidates, N indicates that they are still testing or waiting paperwork.

"**C**" indicates the CSCE status. N means none, Y means a CSCE was issued, and P indicates that the CSCE was printed. CSCE will be N until the candidate is complete.

"**6**" indicates the Form 610 status. N means none, Y means a 610 is needed, and P indicates that the 610 was printed. This field will be N until the candidate is complete.

"**$**" indicates whether the session fee has been paid. Y for yes, N for No.

"**V**" indicates if the candidate's credentials have been verified (ID, original license and CSCE's). A Blank indicates verified.   N indicates not verified and the candidate will not be allowed to test. An asterisk (*) indicates the candidate has been verified and/or allowed to test, but that something is amiss.

"**nn**" is the sequence numbers assigned to each candidate at registration time. If sequence numbers are not used, this column is blank.

"**Lookup Last Name:**" is a locator field. By entering the first part of a candidate's last name the table will scroll down to the first entry that matches the entered text. This allows rapid scrolling through the table.

If the locator highlight bar is placed over a candidate and the Enter key is pressed, an approximate 610 is displayed on the screen. This is shown in Figure 6-25. In addition to the 610 information, the phrase "Credentials have not been verified!!" is displayed in flashing red if Verified is not set to "Y". The first

line of the Notes field is also displayed. If sequence numbers are used, it is displayed in the upper left-hand corner.

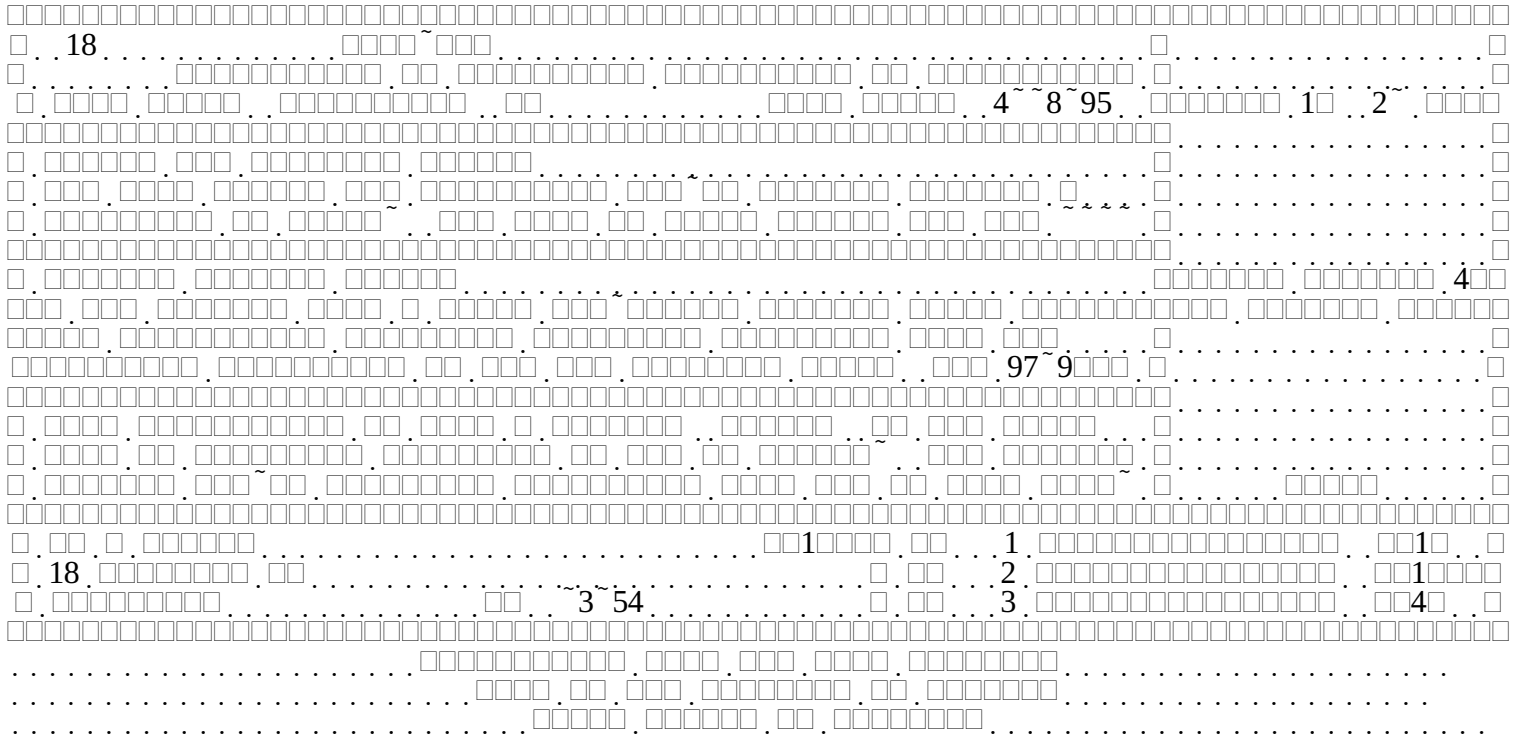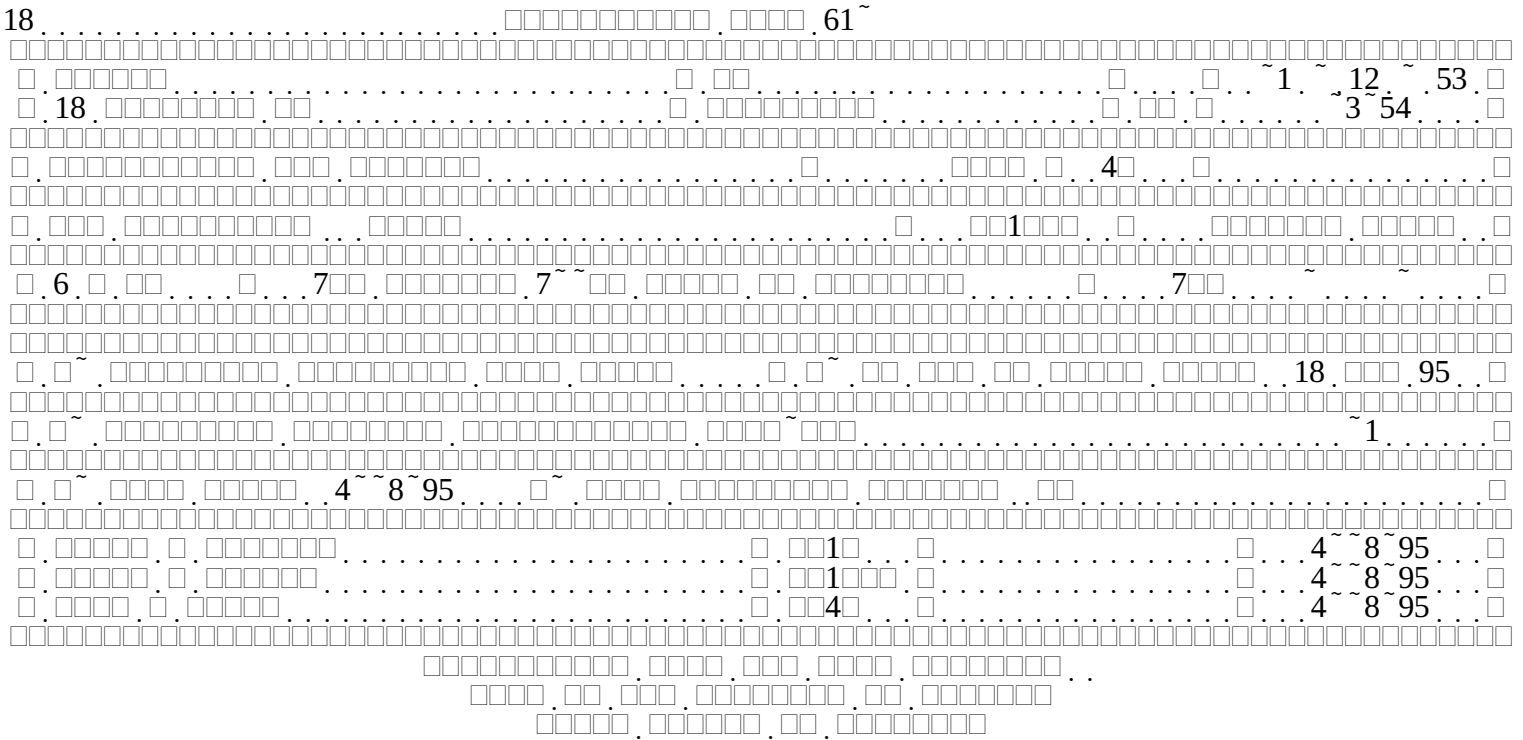**Figure 6-25   610 Display**

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-F (Full), will bring up a full candidate form. This contains all the information on the candidate, not just the fields required during registration.

Alt-P (Print) will toggle the automatic printing of CSCE's and 610's if those functions are enabled for the session. This is quite important when a code test is in progress. While printing is disabled, the phrase "Printing Disabled" will flash in the upper right corner of the table. Note: If running in a DOS window under Windows 3.x the flashing may not occur. Once printing is re-enabled, all pending CSCE's and 610's that would have been printed automatically are printed. *No other activity can occur until all the printing is complete.*

6.7 Miscellaneous Stuff

Figure 6-26 shows the menu when selecting **"Miscellaneous Functions"** from the "Session Activities" menu.
The following paragraphs describe each of the following items:
- Backup Session Data
- Backup All Databases
- Set date/time
- Recompute Session Counts
- Close Code Slots

24
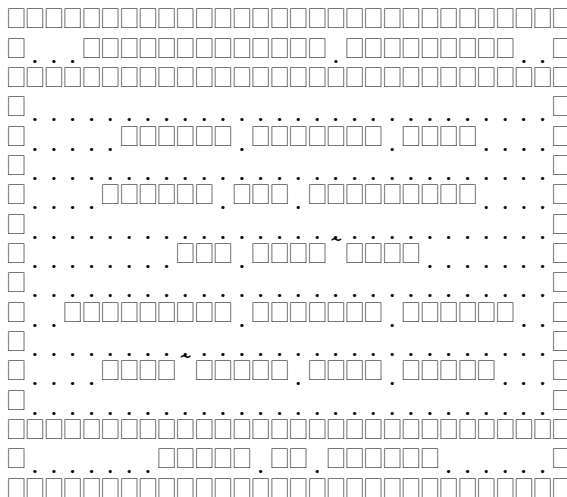
Figure 6-26   Miscellaneous Functions

6.7.1 Backup Session Data/ Backup All Databases

"Backup Session Data" will execute the DOS command file specified for "Backup Command" on the Session Options form (See Error: Reference source not found on page Error: Reference source not found). The string "1 YYMMDD X HHMM" is appended to the end of the command, where:

- 1   indicates a partial backup.
- YYMMDD   is the session Year, month, and day
- X   is the session ID
- HHMM   is the current time

"Backup All Databases" will execute the DOS command file specified for "Backup Command" on the Session Options form. The string "2 YYMMDD X HHMM" is appended to the end of the command, where "2" indicates a full backup, and the remaining information is as described above. While either a partial or full backup is in progress no other functions can be performed on the computer performing the backup. The message shown in Figure 6-27 is displayed during the backup.
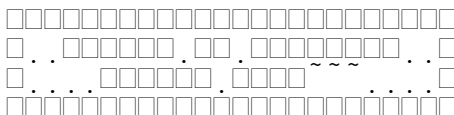
Figure 6-27   Backup in Progress

6.7.2 Set date/time

"Set date/time" displays a form that allows the date and time to be set. Figure 6-28 shows the form after entering a date and time, but before completing the form. The bottom line is not displayed until a date and time have been entered.

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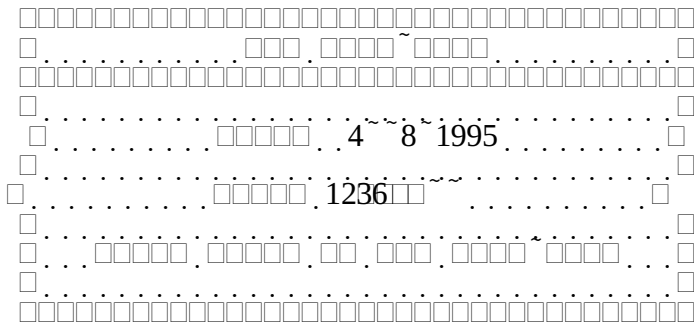
Figure 6-28   Set Date/Time

6.7.3 Recompute Session Counts

"Recompute Session Counts" Zeroes, then recalculates all the session element counts, passed and fail element counts, code slot counts, and license earned counts. If the status line at the bottom of the screen appears to be wrong, or if the number of candidates in a code slot is incorrect, this function will correct the errors. This is done automatically before printing the Test session summary report, so there is no need to do this manually before printing. *Additionally, since the code slot counts are also computed from the candidate records, they will not be re-constructed properly for any code slot that is over or in progress, since the code slot identification will have been changed to "Taking", "Grading", "Pass", or "Fail".* Since the number of people in a code slot is only useful before the code element is administered, this is not a real problem.

6.7.4 Open/Close Code Slots

Figure 6-29 shows the menu when selecting **"Open/Close Code Slots"** from the "Miscellaneous Functions" menu. This display is used to manually close code slots once the code test has started or to re-open a code slot that has been closed, either automatically or manually. The following paragraphs describe each of the following items:

"Session" is a display only field providing the current session date and ID

"Code slots" is a display only field listing the number of code slots defined. Pressing return when the cursor is on the last code slot completes the form.

"Time" is the scheduled time of the code slot. It cannot be modified here. Refer to section Error: Reference source not found, Error: Reference source not found on page Error: Reference source not found for further details.

"WPM" is the scheduled speed of the code slot. It cannot be modified here. Refer to section Error: Reference source not found, Error: Reference source not found on page Error: Reference source not found for further details. If a zero was entered at session creation, this value will either be zero for an unallocated code slot, or the speed dynamically assigned.

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│ ┌ 5  1~┌3~  13   2   .~ ┌ ┌ ┌ .....6  1~┌45   5   2   .~ ┌ ┌ ┌ ┌ ┐ │
│ ┌ 7  11┌~  2~  2   .~ ┌ ┌ ┌ .....8  11 12 2~  .~ ┌ ┌ ┌ ┌ ┐ │
│ ┌ 9  ┌   .~ ┌ ┌ ┌ .....1~┌   .~ ┌ ┌ ┌ ┐ │
│ ┌ 11 ┌   .~ ┌ ┌ ┌ .....12 ┌   .~ ┌ ┌ ┌ ┐ │
│ ┌ 13 ┌   .~ ┌ ┌ ┌ .....14 ┌   .~ ┌ ┌ ┌ ┐ │
│ ┌ 15 ┌   .~ ┌ ┌ ┌ .....16 ┌   .~ ┌ ┌ ┌ ┐ │
├──────────────────────────────────────────────────────────────────────────────┤
│                    ┌──────┐ ┌────┐ .┌─┐. ┌───────┐                             │
└──────────────────────────────────────────────────────────────────────────────┘
```

Figure 6-29   Open/Close Code Slots

"Max" is the maximum number of candidates allowed in the code slot. It cannot be modified here. Refer to section Error: Reference source not found, Error: Reference source not found on page Error: Reference source not found for further details.

"Cur" is the number of candidates currently in this code slot. The number ranges from 0 to "Max:".

"Status" is the Code slot status and is the only field that can be altered on this form. The status is one of the following:
- **"C"** for Closed. No more candidates will be scheduled in this slot.
- **"O"** for Open. Candidates may be placed in this code slot.
- **"K"** for Keep open. Same as open. Used when "Close Code Slots when time is past" is set and the code test is running late. Rather than change the time of the code slot, set the status to "K". When the test actually starts, set the status to "C".

Do not change the time of a code slot once there are candidates allocated to that slot. This will result in two different element status entries referring to the same code slot (e.g. 10:30-2 and 10:45-2). This will interfere with the element status display and can cause the session counts to be in error.

6.8 Candidates Owed Refunds

Figure 6-30 shows the table displayed when selecting **"Candidates Owed Refunds"** from the "Session Activities" menu. The following paragraphs describe the table.

"nn" is the sequence number assigned to each candidate at registration time. If sequence numbers are not used, this column is blank.

"Last Name", **"First Name"**, **"M"**, and **"Suffix"** are self-explanatory.

"Call" is the callsign of the candidate.

"Amount" is the amount owed to the candidate.

"73" indicates whether the candidate is done testing. Y indicates completed candidates, N indicates that they are still testing or waiting paperwork.

Figure 6-30   Candidates Owed Refunds Table

"C" indicates the CSCE status. N means none, Y means a CSCE was issued, and P indicates that the CSCE was printed. CSCE will be N until the candidate is complete.

"6" indicates the Form 610 status. N means none, Y means a 610 is needed, and P indicates that the 610 was printed. This field will be N until the candidate is complete.

"$" indicates whether the session fee has been paid. Y for yes, N for No.

"V" indicates if the candidate's credentials have been verified (ID, original license and CSCE's). A Blank indicates verified.   N indicates not verified and the candidate will not be allowed to test. An asterisk (*) indicates the candidate has been verified and/or allowed to test, but that something is amiss.

"nn" is the sequence numbers assigned to each candidate at registration time. If sequence numbers are not used, this column is blank.

In addition to the usual keys valid while on this screen, the following functions are available by pressing the Alt key and the specified letter key at the same time.

Alt-P (Print) will print the list of candidates to the report printer. Figure 6-31 shows the output of the print function. *No other activity can occur until all the printing is complete*

Figure 6-31   Candidates Owed Refunds Report