

7 Post-Session Activities

Figure 7-1 shows the “**Post-Session Activities**” menu displayed after selecting “Post-Session Activities” from the main menu. This sub-menu contains functions that are primarily useful after the session is over, and the paperwork is being prepared for the VEC. However, the functions under this menu can be accessed during the course of an exam session. The following paragraphs describe each item.

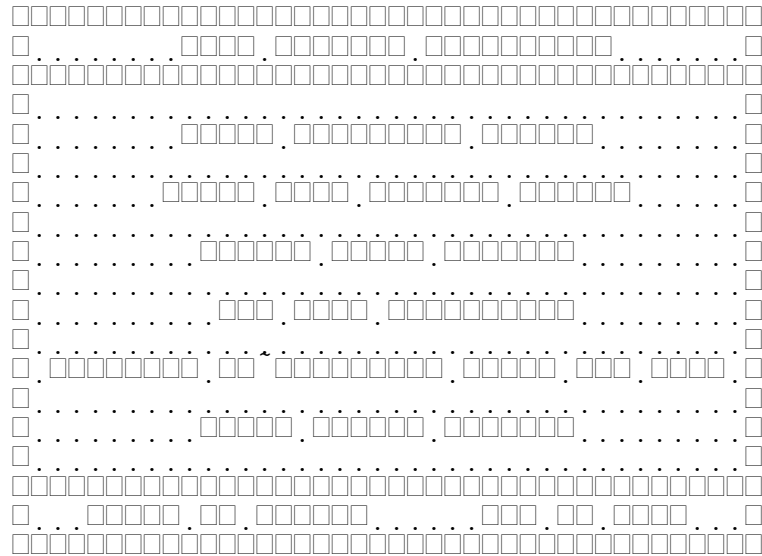


Figure 7-1 Post Session Activities Menu

“Print Candidate Roster” Generates and prints a candidate roster. The roster is sent to the device specified as the report printer. Figure 7-2 shows a sample candidate roster.

“Print Test Session Report” Generates and prints a test session summary. The roster is sent to the device specified as the report printer. Figure 7-3 shows a sample test session summary

“Update Phone Numbers” Displays the “Update Candidate Phone Numbers” table and allows for the rapid entry of candidate day and night phone numbers.

“FCC Data Generation” Will generate an FCC electronic filing format data file for the current session. The file generated will have the name YYMMDDX.FCC, where YYNNDD is the session date, and X is the session ID. Refer to section Error: Reference source not found, Error: Reference source not found, page Error: Reference source not found, for further information on the FCC electronic filing format.

“Generate VE/Candidate Thank You List” is used to generate VE and candidate files for use in a mail merge document.

“Merge Active Session” merges the current session data into the history database. It is the last action taken in the post session wrap-up.

”N”, located between the “Verified” and “Sequence number” columns, is blank if there are no notes for the candidate, otherwise a flashing red exclamation point (!) is displayed. This provides a quick indication that something about the candidate warranted a special note.

“**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.

There are no special “Hot” keys available in this table.

7.1.1 Update Candidate Phone Number Form

Figure 7-5 shows the “Update Phone Numbers” form displayed by selecting a candidate from the “Update Phone Numbers” table. The following paragraphs describe each of the fields on the form.

Figure 7-5 Update Phone Number Form

“**nn**” is the sequence number assigned to each candidate at registration time. If sequence numbers are not used, this column is blank. It cannot be modified.

“**Last Name**”, “**First Name**”, “**M**”, and “**Suffix**” are self-explanatory. It cannot be modified.

“**Call**” is the callsign of the candidate. It cannot be modified.

“**Day Phone**”, “**Night Phone**” are the candidate’s phone numbers.

“**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-D will copy the Day phone number to the Night phone number and complete the form.

Alt-N will copy the Night phone number to the Day phone number and complete the form.

7.2 FCC Data Generation

This menu item generates a data file for the current session suitable for electronic filing with the FCC. It is intended to be used by the VEC since individual VE teams do not electronically file data with the FCC. The file name of the generated file is of the form YYMMDDX.FCC, where YYMMDD is the date of the session, and X is the session ID. Figure 7-6 show the message displayed while this function is in progress. Refer to section Error: Reference source not found, Error: Reference source not found, page Error: Reference source not found, for further details on FCC data file generation. Refer to section Error: Reference source not found, Error: Reference source not found, page Error: Reference source not found, for further information on the FCC electronic filing format.

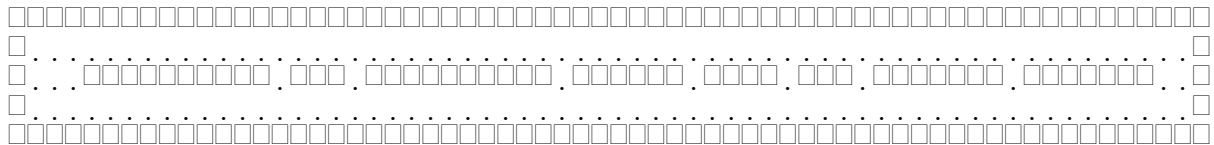


Figure 7-6 Current session FCC data generation

7.3 Generate VE/Candidate Thank You List

Figure 7-7 shows the “Generate Thank You Lists” combination form and menu displayed after selecting “Generate VE/Candidate Thank You List” from the “Post Session Activities” menu.

One of the ways a VE Team leader can insure that there are enough VE’s to properly support the next exam session is to thank the VE’s that supported the last exam session. This post-session function is designed to help thank the Volunteer Examiners that participated in an exam session by generating an ASCII text file of VE names and addresses that can be used in a mail merge program to generate a Thank you letter.

For many candidates, this is their first exposure to a group of Amateur Radio Operators. While the test itself may not be pleasant, a follow-up letter to each candidate can make the memory a pleasant one. The ARRL/VEC letter to candidates is an example of trying to make sure each candidate leaves the session with congratulations or encouragement. This function will also generate a list of candidates and addresses, along with elements passed and license class earned, suitable for use in a mail merge program to generate semi-custom “Thank you for attending” letters.

The following paragraphs describe each of the field on the display.

“**Exam Date**” is the session date and ID of the exam session.

“**Next Exam Date**” is the date of the upcoming exam session.

“**VE RSVP Date**” is filled in with a date seven days earlier than the next exam date, but may be overridden by the user.

“**Candidate RSVP Date**” is filled in with a date twenty-one days earlier than the next exam date, but may be overridden by the user.

After entering the Candidate RSVP date, the cursor moves in to the menu portion of the display. The two choices select the desired output file.

```

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X.....XXXXXXXXXXXX.XXXXXX.XXXX.XXXXXX.....X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X.....XXXXX.XXXXXX.....X.4~8~95XX.X
X.....XXXXX.XXXXXX.XXXXXX.X.6~18~95..X
X.....XX.XXXXXX.XXXXXX.....X.6~11~95..X
X.....XXXXXXXXXXXXX.XXXXXX.XXXXXX.X.5~28~95..X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X
X.....XXXXXXXXXXXX.XXX.XXXXXX.....X
X
X.....XXXXXXXXXXXXX.XXXXXXXXXXXXXX.XXXXXX.....X
X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

```

Figure 7-7 Generate Thank You Lists

“**Generate VE List**” generates a mail merge file that includes those VE’s that were at the session. The output file is generated in the default directory and is called “**THANKSVE.TXT**”. If the file exists, the old contents are overwritten. After the file is generated the cursor is moved back to the last exam date field, allowing a single escape to return to the previous menu. Each output record contains eight fields separated by the FIELDSEP string and terminated by the RECORDSEP string. Both of these strings are defined in the printer control file for the current Report printer. The eight lines, in order are shown in Table 7-1. Note that this file is identical in format to the “INVITEVE.TXT” format described in section Error: Reference source not found, Error: Reference source not found, on page Error: Reference source not found.

Table 7-1 THANKSVE File Fields

Field	Description	Sample
1	Last session VE attended	April 21, 1994
2	Next exam date	Saturday, June 18, 1994
3	RSVP date	Saturday, June 11, 1994
4	VE’s full name	James M Heedles
5	VE’s callsign	WW1Y
6	VE’s address	6 Birch Drive
7	VE’s city, state, Zipcode	Amherst NH 03031
8	VE’s first name	James

”**Generate Candidate List**” generates a list of all candidates at the session. The output file is generated in the default directory and is called “**VICLIST.TXT**”. If the file exists, the old contents are overwritten. After the file is generated the cursor is moved back to the last exam date field, allowing a single escape to return to the previous menu. Each output record contains twelve fields separated by the FIELDSEP string and terminated by the RECORDSEP string defined in the printer control file for the current Report printer. The eight lines, in order are shown in Table 7-2. Note that if the last field, “Candidate’s Effective Class”, is not blank, it means there is a pending license with the FCC. Insure the candidate knows to mail a photocopy of the pending license, when it arrives, to the sponsoring VEC.

Included with the distribution files are WordPerfect and Microsoft Word merge files that are sample thank you letters for both VE’s and candidates. The candidate letter makes extensive use of merge fields to customize a letter specifically for the candidate. Refer to your word processor documentation for further information on merging documents and generating form letters and mailing lists.

Table 7-2 VICLIST file fields

Field	Description	Sample
1	Session attended	April 8, 1995
2	Next exam date	Friday, June 30, 1995
3	RSVP date	Friday, June 9, 1995
4	Candidate's Full name	William A Burden
5	Candidate's callsign, if any	WB1BRE
6	Candidate's address	RR 1 Box 157
7	Candidate's city, state, zipcode	Strafford VT 00072
8	Candidate's First name	William
9	Candidate's FCC license class	Novice
10	Candidate's Upgraded license class	Advanced
11	List of elements passed, with punctuation and connectives	13 WPM code, and the General and Advanced written elements
12	Candidate's Effective Class, if different from FCC Class.	TechPlus

7.4 Merge Active Session

The final activity after a session is to merge the active candidate data into the history database. When this item is selected the following steps occur:

- The Attending VE records (ATTVE database) are merged into the session record.
- The Last session attended and Number of sessions attended counts are updated for each VE.
- The Candidate records (VICTIMS) are added to the global candidate database (VICTIMG).
- The ATTVE and VICTIMS databases are cleared.
- The current session is set to undefined.

Once merged, the candidate records become available for lookup at a future session. Depending on the size of the session the merge may take a few moments. Figure 7-8 shows the message displayed while the merge is in progress. If the display shown in Figure 7-9 appears, it means that a session with the same date and ID is already in the global history file. This usually means that the session was loaded from the history data, and one or more session or post-session forms were completed (i.e. Pressing enter from the last field or pressing Control-Enter) as opposed to escaped out. If a deliberate change was made, press Control-enter to re-store the session data. Prior to the screen shown in Figure 7-8, the screen shown in Figure 7-10 is displayed while the old candidate records are removed from the history file.

It is important to note that only the candidate data is stored in the history database. Session and VE data can be altered at any time. Use the Export Session function described in section Error: Reference source not found, Error: Reference source not found, page Error: Reference source not found, for archiving all the data associated with a particular session.

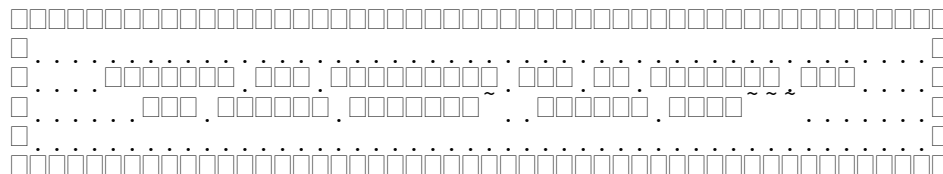


Figure 7-8 Merging Session Message

