

8Maintenance

Figure 8-1 shows the “Maintenance” menu displayed after selecting “Maintenance” from the main menu. The following paragraphs describe each of the menu items.

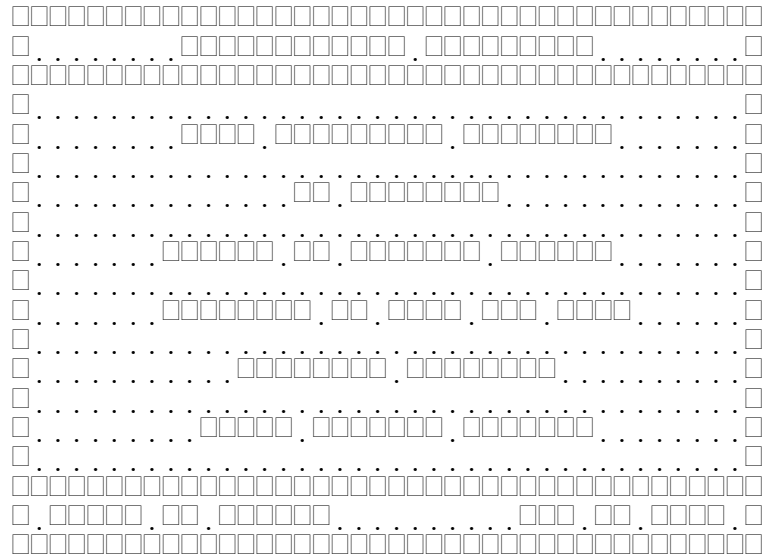


Figure 8-1 Maintenance Functions

“**Full Candidate Database**” provides access to the candidate history data file. This is very similar in operation to the Register and Add/Modify/Delete Candidate functions in Session Activities

“**VE Database**” provides access to the VE personnel information file.

“**Recalc VE Session Counts**” Updates the “Last session attended” and “Total sessions attended” fields in the VE database.

“**Generate VE Sign Off List**” is used to generate a list of which VE’s signed which CSCE’s and 610’s.

“**Location Database**” provides access to the City, State, and Zipcode file.

“**Clear Current Session**” erases the current active session without merging it into the history file. This is useful after selecting a session for examination and it is no longer desired to have it as an active session. Error: Reference source not found, Error: Reference source not found, (see page Error: Reference source not found) may appear if any forms were completed.

8.1Full Candidate Database

Figure 8-2 shows the table displayed when “**Full Candidate Database**” is selected from the “Maintenance” menu. If no candidates are in the history database, the “Add/Modify/Delete Candidate History Data” form is displayed. The following paragraphs describe the fields in the table.

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

“**Call**” is the callsign of the candidate.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|

Figure 8-3 Add/Modify/Delete Candidate History Data

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|

Figure 8-4 Miscellaneous Candidate/Electronic Filing History Data

8.2VE Database

Figure 8-5 shows the table displayed when “VE Database” is selected from the “Maintenance” menu. If no Volunteer Examiners have ever been registered, the “Register a VE” form is displayed. The following paragraphs describe the fields in the table.

| Call | Class | Session # | Session Last |
|------|-------|-----------|--------------|
| 1 | 1 | 25 | 2~11~95 |
| 4 | 1 | 1 | 1~2~94 |
| 1 | 1 | 26 | 2~11~95 |
| 1 | 1 | 14 | 1~19~95 |
| 1 | 1 | 4 | 12~11~93 |
| 1 | 1 | 8 | 12~1~94 |
| 1 | 1 | 12 | 1~19~95 |
| 1 | 1 | 9 | 12~1~94 |
| 1 | 1 | 6 | 2~11~95 |
| | | | 11 |

Figure 8-5 Registered Volunteer Examiners List

“Last Name”, “First Name”, “M”, and “Suffix” are self-explanatory.

“Call” is the callsign of the Volunteer Examiner.

“Class” is the current class of the Volunteer Examiner. Note that the license class at the time of a session is stored in the session record along with the VE’s callsign.

“Session #” is the total number of sessions that the VE has supported. *Note this is only for those sessions for which VEWD was used.*

“Session Last” is the session date and ID of the last session that the VE supported. *Note this is only for those sessions for which VEWD was used.*

8.2.1 Register A VE

Figure 8-6 shows the “Register a VE” form displayed after selecting a VE from the “Registered Volunteer Examiners” table. 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”.


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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X.....XXXXXXXXXX.XXXXXXXXXXXXX.XXXXXX.....X
X.....XXXXXXXXXX.XXXXXX.....X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X.....XXXXX.XXXXXXXXXXX.XXXXXXXXXXXXX.XXXXXX.XX.XX.XX
X.....6~2~94XX.XXXXXXXXXXX.XX.....XX1X.XXXXXXXXXXX.....26.5.X
X.....5~14~94XX.XXXXXXXXXXXXX.XX.....XXXXXXXXXX.XXXXXX.XXXXXX.....17.11.X
X.....4~21~94XX.XXXXXXX.XX.....XX1X.XXXXXXXXXXX.XXXXXXXXXXX.....35.15.X
X.....2~26~94XX.XXXXXXXXXXX.XX.....XXXXXXXXXX.XXXXXX.XXXXXX.XX.....36.11.X
X.....2~12~94XX.XXXXXXXXXXXXX.XX.....XXXXXXXXXXXX.XXXXXX.XXXXXX.....18.6.X
X.....1~2~94XX.XXXXXXX.XX.....XX1X.XXXXXXXXXXX.XXXXXXX.....18.12.X
X.....12~11~93XX.XXXXXXX.XX.....XXXXXXXXXX.XXXXXX.XXXXXX.XX.....5.13.X
X.....11~13~93XX.XXXXXXXXXXXXX.XX.....XXXXXXXXXXXX.XXXXXX.XXXXXX.....27.11.X
X.....1~24~93XX.XXXXXXXXXXXXX.XX.....XX.XXXXXXXXXXX.XX.XXX.....19.3.X
X.....1~2~93XX.XXXXXXX.XX.....XX1X.XXXXXXXXXXX.XXXXXXX.....19.15.X
X.....9~4~93XX.XXXXXXX.XX.....XXXXXXXXXX.XXXXXX.XXXXXX.XX.....1.11.X
X.XXXXXX.XXXXXXXXXXXXXX..2.....XXXXXXXXXX.XXXXXXXXXXXXXX.....4.X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X.XXXXX.XX.XX.XXXXX.XXXXXXX.....XXXXXXXXXX.XX.XXXXXX.....XXXXXXXXXX.XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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Figure 8-8 Generate VE signature lists

“*” is visible to the left of the session date if the session has been marked via Alt-M. Only marked sessions are used to generate the sign off list. This allows multiple VE teams to share their data while allowing each VE Team leader to select just their sessions.

“Date” is the date of the session followed by the session ID. The purpose of session ID is to provide a unique designation for each session when multiple sessions occur on the same day.

“Location” is the location of the session

“Sponsor” is the group or club sponsoring the examination session

“Cand” is the total number of candidates served at the session

“VE’s” is the total number of VE’s that supported the session

“D” is the session deleted flag. If a “Y” is shown, the candidate data for this session is no longer stored in the history database (VICTIMG.DAT). A deleted session cannot be marked since there are no longer any candidate records to check VE callsigns against.

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 toggles the “*” mark for the highlighted session.

Once all desired sessions are marked pressing the return key will cause the file “SIGNLIST.TXT” to be generated in the current default directory. If the file exists, it is overwritten.

Figure 8-9 is displayed while the list is being generated. For each VE found to have signed a CSCE or FCC Form 610 in any marked sessions, a list of all candidate’s for which the VE signed either a CSCE or 610 is output to the file. The format of the output is shown in Figure 8-10. This file may then be used to provide each signing VE with a record of what pieces of paper actually contain their signature. ***Remember, If you don’t record CSCE and 610 VE Callsigns always and accurately, this list will neither be complete nor correct.***

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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X
X.....XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X.....XXXXXXXXXXXXXXXXXX.XX.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.....X
X.XXXXX.XXXX.XXXXX.XXXXXXXXXX.XXXXXXXXXX.XXXXXX.XXXXXX.....X
X
X.....XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

```

Figure 8-9 Generating VE Signature Lists

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XX.X.XXXXX.XXXX.XXXXXXXXXXXXX
XX.X.XXXXXXXXXXX
XX.X.XXXXX.XX.XXXXXX.XX.XXXXXXXXXXX

XXXXXXXXXXXXXXXXXX~XXXX~1.XXXXXXXXXXX.XX.XXXXXXXXXXXXX~1.XX.XXXXX.XX.XX.XX.
.XX.XXXXXXXXXXXXX.XX.XXX.XXXXXXXXXXX~XXXXXXXXXX~1
XXXX.XXXX.XXXXX.61~.~.XXXXXXXXXXXXXXXX.1.XXXXX.XXX.XXXXXXXXXXXXX.XX.XXXX.
.....XXXX.61~.~.XXXXXXXXXXXXXXXX.2.XXXXX.XXX.XXXXXXXXXXXXX.XX.XXXX.
XXXXX.....~.XXXXXXXXXXXXXXXX.3.XXXXX.XXX.XXXXXXXXXXXXX.XX.XXXX.

XXXXXXXXXXXXXXXXXX~XXXX~2.XXXXXXXXXXX.XX.XXXXXXXXXXXXX~2.XX.XXXXX.XX.XX.XX.
.XX.XXXXXXXXXXXXX.XX.XXX.XXXXXXXXXXX~XXXXXXXXXX~2
XXXX.XXXX.XXXXX.61~.~.XXXXXXXXXXXXXXXX.1.XXXXX.XXX.XXXXXXXXXXXXX.XX.XXXX.
.....XXXX.61~.~.XXXXXXXXXXXXXXXX.2.XXXXX.XXX.XXXXXXXXXXXXX.XX.XXXX.
XXXXX.....~.XXXXXXXXXXXXXXXX.3.XXXXX.XXX.XXXXXXXXXXXXX.XX.XXXX.

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Figure 8-10 VE Signoff list format

8.5 Location Database

Figure 8-11 shows the “List of Known QTH’s” table displayed after selecting a the “Location Database” item from the “Maintenance Functions” menu. This data base is used to automatically fill in the City, State, and/or Zipcode during the candidate registration process. This function is only performed if either the “Fill in City, State, Zip from City” or the “Fill in City, State, Zip from Zip” choices are set to Yes on the “Session Options” form (See Error: Reference source not found, Error: Reference source not found, page Error: Reference source not found). This database is automatically populated with new City/State/Zipcode triplets only when the “Add New Cities from Candidate Record” is set to Yes on the “Session Options” form, and only when initially registering a candidate. The following paragraphs describe each of the fields of the table.

“City” is the name of the city or town. Spaces are considered part of the name

“State” is the state where the city or town is located.

“Zip” is the five (5) digit Zipcode for the city or town.

then the fill in will no longer occur. If there truly are two towns with the same zipcode in the database, the actual town name must be entered.

8.6 Clear Current Session

This function is used empty the current session databases without performing a “Merge Active Session” operation. This is frequently desired when an older previous session has been selected in order to examine the candidate records or to regenerate session reports or session counts. ***This should never be performed during an actual session as it will result in the loss of all the session records.*** If the session has never been merged, or if it has been changed since it was last merged, the displays shown in Error: Reference source not found and Error: Reference source not found on pages Error: Reference source not found and Error: Reference source not found will appear. In general, unless the session was recalled to specifically make corrections the “Session has already been merged” warning can be ignored.

