

MAIN MENU

Welcome to The Precious Years, the easy to use software package that helps you track your children's medical, growth, achievements, and so much more. **If you have just installed the package, begin by adding your child's base information to the system.** You need only add your child's base information once to register him/her to The Precious Years database. After your child's base information has been added, you can update any of the nine sections of The Precious Years by simply clicking on the respective picture button to the left of the action description. We recommend you read the "BEFORE YOU BEGIN" section of The Precious Years to acquaint yourself with the basic system fundamentals.

BIRTH

This window tracks your child's birth information. Simply enter the information for first name, weight, hospital, etc. in their respective boxes. All dates should be entered in mm/dd/yy format. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To generate a report of birth information press the **REPORT** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of HELP text, click on the FILE menu item and the EXIT sub item to return to the Birth Screen.

BASE INFORMATION

Adding a child to Base Information, registers your child in The Precious Years database. **You must complete this window before adding any additional child information.** You will initially enter this window in Edit Mode. To add your children to the system press the **ADD CHILD >> button**. Simply enter the information for name, address, parents, etc. in their respective boxes.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button to save your data.

To delete the child from the system, press the **DELETE ENTRY** button.

From Add Mode you may transfer back to Edit Mode. To transfer back to Edit Mode press the **EDIT BASE INFORMATION >> button**.

To generate a report of child information press the **REPORT** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of HELP text, click on the FILE menu item and the EXIT sub item to return to the Base Information Screen.

DIARY

Use this window to capture special remembrances of your child's life such as family vacations or special accomplishments. To complete this window, simply enter the first name and diary text in their respective boxes. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click. The date field should always default for you.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To delete a diary entry from the system, press the **DELETE ENTRY** button.

You will initially enter the window in Add Mode. To edit existing diary entries, press the **EDIT EXISTING DIARY ENTRIES >>** button.

From Edit Mode you may transfer back to Add Mode. To transfer back to Add Mode press the **ADD NEW DIARY ENTRY >>** button.

To view a report of existing diary entries by child or date press the **REPORT** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Diary Screen.

GROWTH

Use this window to keep track of your child's growth statistics. A photograph insert area is included to supplement the statistics. To complete this window, simply enter the child's first name, date, age, weight, etc. in their respective boxes. The date field should be entered in mm/dd/yy format. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To delete a growth entry from the system, press the **DELETE ENTRY** button.

You will initially enter the window in Add Mode. To edit existing growth entries, press the **EDIT EXISTING GROWTH STATISTICS >>** button.

From Edit Mode you may transfer back to Add Mode. To transfer back to Add Mode press the **ADD NEW GROWTH STATISTICS >>** button.

To view a report of existing growth entries by child or age press the **REPORT** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Growth Screen.

Inserting a Picture into your window will allow you to import a bit mapped image of your child. To import a picture, place your cursor arrow inside the picture box and click your left mouse button. From the menu, choose the **Insert Picture** menu item and the **Insert Picture** sub item. The process will bring up a list box of applications from where you may import from. Choose the application appropriate to you, probably Paintbrush. This will open that application. From this application, open your bit mapped picture. Once the bit map is opened, exit the application and return to The Precious Years. For more detailed instructions see "Importing Pictures" in The Precious Years User Guide.

ACHIEVEMENTS

Use this window to record your child's special achievements, such as his/her first step or first word. To complete this window, simply enter the child's first name, accomplishment, age, year, and your comments in their respective boxes. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.. Use this same method to fill in the achievement field from its pull-down box. We have pre-defined dozens of typical achievements for you, but you may add any achievements through the **ADD ACHIEVEMENT** function.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To delete an accomplishment entry from the system, press the **DELETE ENTRY** button.

You will initially enter the window in Add Mode. To edit existing accomplishment entries, press the **EDIT EXISTING ACHIEVEMENTS >>** button.

From Edit Mode you may transfer back to Add Mode. To transfer back to Add Mode, press the **ADD ACHIEVEMENT >>** button.

To view a report of existing achievements entries by child or achievement press the **REPORT** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Achievements Screen.

If an accomplishment you wish to track does not appear in the pull-down box, you can add it. To add an achievement description, choose the **ADD ACHIEVEMENT DESCRIPTION** menu item and the **ADD ACHIEVEMENT DESCRIPTION** sub item.

DOCTOR VISITS

Use this window to track details of doctor visits. To complete this window, simply enter the first name, visit date, doctor, reason, and comments in their respective boxes. The date field should be entered in mm/dd/yy format. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To delete a doctor visit entry from the system, press the **DELETE ENTRY** button.

You will initially enter the window in Add Mode. To edit existing doctor visit entries, press the **EDIT EXISTING DOCTOR VISITS >>** button.

From Edit Mode you may transfer back to Add Mode. To transfer back to Add Mode, press the **ADD NEW DOCTOR VISIT >>** button.

To view a report of existing doctor visit entries by child or date press the **REPORT** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Doctor Visits Screen.

DENTIST VISITS

Use this window to track the details of your child's visits to the dentist. To complete this window, simply enter the first name, visit date, dentist, reason, and comments in their respective boxes. The date field should be entered in mm/dd/yy format. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To delete a dentist visit entry from the system, press the **DELETE ENTRY** button.

You will initially enter the window in Add Mode. To edit existing dentist visit entries, press the **EDIT EXISTING DENTIST VISITS >>** button.

From Edit Mode you may transfer back to Add Mode. To transfer back to Add Mode, press the **ADD NEW DENTIST VISIT >>** button.

To view a report of existing dentist visit entries by child or date press the **REPORT** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Dentist Visits Screen.

VACCINATIONS

This window records your child's necessary vaccinations. Simply enter the date when the vaccination was received. The date fields should be entered in mm/dd/yy format. To fill the name field and retrieve stored vaccination information for a given child, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To view a report of your child's vaccinations press the **REPORT** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Vaccinations Screen.

ILLNESSES

This window records your children's major illnesses. Simply enter the information for first name and illness date in their respective boxes. Date fields should be entered in mm/dd/yy format. To fill the name field and retrieve stored illness information for a given child, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To view a report of your child's illnesses press the **REPORT** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Illness Screen.

MEDICAL SELECTION

This window allows you to specify what type of medical record you wish to update - VACCINATIONS, ILLNESSES, DOCTOR VISITS, DENTIST VISITS, or BODY BASICS. Simply click on the button corresponding to the type of medical record you wish to update.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Main Screen.

DIARY REPORT SELECTION

Use this window to print or preview reports containing information on previous diary entries. Report criteria should be established before printing or previewing a report. Diary report criteria can be built by child, by date, or by child & date.

To report all diary entries made for a specific date ranges for all children, highlight that child's name on the child name selection list. Do this by moving the mouse arrow to the child's name and clicking your left mouse button. Then press the "By Child" button.

To report all diary entries made for specific dates, enter the begin and end date(mm/dd/yy format) in the respective boxes (these should NOT be the same date). Then press the "By Date" button.

To report all diary entries made for a specific child on certain dates, complete the criteria boxes as described above. Then press the "By Child and Date" button.

Reports can be previewed or printed. Choose the option you prefer by moving your mouse arrow to the appropriate option and clicking once. The circle to the left of your choice should then be filled.

Help will provide information on how to complete the entries in the screen. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Diary window.

GROWTH REPORT SELECTION

Use this window to print or preview reports containing information on previous growth entries. Report criteria should be established before printing or previewing a report. Growth report criteria can be built by child, by age, or by child & age.

To view all growth entries made for a specific child, highlight that child's name on the child name selection list. Do this by moving the mouse arrow over the child's name and clicking your left mouse button. Then press the "By Child" button.

To view all growth entries made for a specific age, enter the age by year, month and week. Then press the "By Age" button.

To view all growth entries made for a specific child at a certain age, complete the criteria boxes as described above. Then press the "By Child and Age" button.

Reports can be previewed or printed. Choose the option you prefer by moving your mouse arrow to the appropriate option and clicking once. The circle to the left of your choice should then be filled.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Growth window.

ACCOMPLISHMENT REPORT SELECTION

Use this window to print or preview reports containing information on previous accomplishment entries. Specific report criteria should be established before printing or previewing a report. Accomplishment report criteria can be built by child, by accomplishment, or by child & accomplishment.

To view all accomplishment entries made for a specific child, highlight that child's name on child name selection list. Do this by moving the mouse arrow over the child's name and clicking your left mouse button. Then press the By Child button.

To view all accomplishment entries made for a specific achievement, highlight that achievement on the achievement selection list. Do this by moving the mouse arrow over the achievement and clicking your left mouse button. Then press the By Desc button.

To view all accomplishment entries made for a specific child and specific achievement, complete the criteria boxes as described above. Then press the By Child and Desc" button.

Reports can be previewed or printed. Choose the option you prefer by moving your mouse arrow to the appropriate option and clicking once. The circle to the left of your choice should then be filled.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Achievement window.

DOCTOR VISIT REPORT SELECTION

Use this window to print or preview reports containing information on previous doctor visits. Specific report criteria should be established before printing or previewing a report. Doctor visit report criteria can be built by child, by dates, or by child & dates.

To report all doctor visits made for a specific child, highlight that child's name on the child name selection list. Do this by moving the mouse arrow to the child's name and clicking your left mouse button. Then press the "By Child" button.

To report all doctor visits made for specific dates, enter the begin and end date (mm/dd/yy format) in the respective boxes (these should NOT be the same date). Then press the "By Date" button.

To report all doctor visits made for a specific child on certain dates, complete the criteria boxes as described above. Then press the "By Child and Date" button.

Reports can be previewed or printed. Choose the option you prefer by moving your mouse arrow to the appropriate option and clicking once. The circle to the left of your choice should then be filled.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Doctor Visit window.

DENTIST VISIT REPORT SELECTION

Use this window to print or preview reports containing information on previous doctor visits. Specific report criteria should be established before printing or previewing a report. Doctor visit report criteria can be built by child, by dates, or by child & dates.

To report all dentist visits made for a specific child, highlight that child's name on the child name selection list. Do this by moving the mouse arrow to the child's name and clicking your left mouse button. Then press the "By Child" button.

To report all dentist visits made for specific dates, enter the begin and end date (mm/dd/yy format) in the respective boxes (these should NOT be the same date). Then press the "By Date" button.

To report all dentist visits made for a specific child on certain dates, complete the criteria boxes as described above. Then press the "By Child and Date" button.

Reports can be previewed or printed. Choose the option you prefer by moving your mouse arrow to the appropriate option and clicking once. The circle to the left of your choice should then be filled.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Dentist Visit window.

SCHOOL DAYS

Use this window to track your child's educational experiences, including schools, teachers, and grades. To complete this window, simply enter the first name, school, teacher, grade, term, year, courses and grades in their respective boxes. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

The detail section of the School window is user-defined. Specific grading areas should be entered into the entry fields in the left column of the appropriate group box (e.g., "Keeps work area clean" might be the grading area for the subject Work Habits). Grades should be entered into the entry fields in the right column of the group box. To fill the subject area box, you may select from a list of pre-defined subject areas or you may simply type the subject area in the box. To view pre-defined subject areas, click on the down arrow on the right of the box. To choose a subject area from the list, move the mouse arrow to the one requested and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To delete a school entry from the system, press the **DELETE ENTRY** button.

You will initially enter the window in Add Mode. To edit existing school entries, press the **EDIT EXISTING SCHOOL RECORDS >>** button.

From Edit Mode you may transfer back to Add Mode. To transfer back to Add Mode, press the **ADD NEW SCHOOL RECORDS >>** button.

To view a report of existing school entries by child or grade press the **REPORT** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Main Window.

SCHOOL REPORT SELECTION

Use this window to print or preview reports containing information on previous school entries. Report criteria should be established before printing or previewing a report. School report criteria can be built by child, by level, or by child & level.

To view all school entries made for a specific child, highlight that child's name on the child name selection list. Do this by moving the mouse arrow over the child's name and clicking your left mouse button. Then press the "By Child" button.

To view all growth school made for a specific grade, enter the level (e.g., 1,2,3,...). Then press the "By Level" button.

To view all growth entries made for a specific child at a certain grade, complete the criteria boxes as described above. Then press the "By Child and Level" button.

Reports can be previewed or printed. Choose the option you prefer by moving your mouse arrow to the appropriate option and clicking once. The circle to the left of your choice should then be filled.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the School Records window.

PHOTOGRAPHS

Use this window to build a computerized photo album. To complete this window, simply enter the comments in the appropriate box and insert a picture bit map in your window. To import a picture, place your cursor arrow inside the picture box and click your left mouse button. From the menu, choose the **Insert Picture** menu item and the **Insert Picture** sub item. The process will bring up a list box of applications from where you may import from. Choose the application appropriate to you, probably Paintbrush. This will open that application. From the this application, open your bit mapped picture. Once the bit map is opened, exit the application and return to the Precious Years. For more detailed instructions see "Importing Pictures" in The Precious Years User Guide.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To delete a growth entry from the system, press the **DELETE ENTRY** button.

You will initially enter the window in Add Mode. To edit existing growth entries, press the **VIEW EXISTING PHOTOGRAPHS >>** button.

From Edit Mode you may transfer back to Add Mode. To transfer back to Add Mode press the **ADD NEW PHOTOGRAPHS >>** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Main Window.

FAMILY TREE

Use this window to document your family genealogy. To complete this window, simply enter the children's, parent's, grandparent's, and great grandparent's name and birthplace in their respective boxes. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To view a report of existing school entries by child or grade press the **REPORT** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Family Tree Window.

BODY BASICS

This window records your children's basic body conditions. Simply enter the information for first name, blood type, allergies, and general conditions in their appropriate boxes. To fill the name field and retrieve stored body basic information for a given child, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To view a report of your child's body basics press the **REPORT** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Body Basics Window.

ADD ACHIEVEMENT DESCRIPTION

Use this window to add an accomplishment type to the Precious Years database . Once this accomplishment is added, you may track your child's achievement of it. Simply enter the accomplishment description in the respective box.

Once the description has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Achievement window.

REPORT SELECTION

Use this window to print or preview at once all reports available in The Precious Years. To select the reports you want, place your cursor arrow on the box to the right of the report description. Place an "X" in the box by clicking your left mouse button. Specific report criteria should be established before printing or previewing a report. All reports selected from this window are by child. **However, you should also specify a date range for the Diary and Medical Reports.**

To select a child for which the reports will be printed for, highlight that child's name on the child name selection list. Do this by moving the mouse arrow to the child's name and clicking your left mouse button.

To report doctor visits, dentist visits, and diary entries made for specific dates, enter the begin and end date(mm/dd/yy format) in the respective boxes (these should NOT be the same date).

Reports can be previewed or printed. Choose the option you prefer by moving your mouse arrow to the appropriate option and clicking once. The circle to the left of your choice should then be filled.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Main Window.

SCHOOL SELECTIONS

This window allows you to specify what type of school record you wish to update - PRE-SCHOOL GRADES, HIGH SCHOOL GRADES, or NATIONAL TEST SCORES . Simply click on the button corresponding to the type of school record you wish to update.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Main Window.

TEST SCORES

Use this window to track your children's scores on national tests such as the IOWA test, Stanford Achievement test or the SAT exam. To complete this window, simply enter the first name, test, test date, grading method, and so forth in their appropriate boxes. The date field should be entered in mm/dd/yy format. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click. Use this same steps to fill the value for "scoring method."

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK**.

To delete a test score entry from the system, press the **DELETE ENTRY** button.

You will initially enter the window in Add Mode. To edit existing test score entries, press the **EDIT EXISTING TEST SCORES >>** button.

From Edit Mode you may transfer back to Add Mode. To transfer back to Add Mode, press the **ADD NEW TEST SCORE >>** button.

To view a report of existing test score entries by child press the **REPORT** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the School Selection window.

HIGH SCHOOL RECORDS

Use this window to track your child's educational experiences, including schools, teachers, and grades. To complete this window, simply enter the first name, school, teacher, grade, term, year, courses and grades in their respective boxes. To fill the name field, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

The detail section of the High School window is user-defined. Specific grading areas should be entered into the entry fields in the left column of the appropriate subject group box (e.g., "Calculus" might be the grading area for the subject Mathematics). Some grading areas have been defaulted for you, based on typical high school subjects. **However, you may override these defaulted values to save your school's specific grading areas.** Grades should be entered into the entry fields in the right column of the group box. To fill the subject area box, you may select from a list of pre-defined subject areas or you may simply type the subject area in the box. To view pre-defined subject areas, click on the down arrow on the right of the box. To choose a subject area from the list, move the mouse arrow to the one requested and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To delete a school entry from the system, press the **DELETE ENTRY** button.

You will initially enter the window in Add Mode. To edit existing school entries, press the **EDIT EXISTING HIGH SCHOOL RECORDS >>** button.

From Edit Mode you may transfer back to Add Mode. To transfer back to Add Mode, press the **ADD NEW HIGH SCHOOL RECORDS >>** button.

To view a report of existing school entries by child or grade press the **REPORT** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the School Selection Window.

REPORT SELECTION BY CHILD

Use this window to print or preview reports. All reports selected from this window are by child. Therefore, you must select a child name from the list provided before generating the report.

To select a child for which the reports will be printed for, highlight that child's name on the child name selection list. Do this by moving the mouse arrow to the child's name and clicking your left mouse button.

Reports can be previewed or printed. Choose the option you prefer by moving your mouse arrow to the appropriate option and clicking once. The circle to the left of your choice should then be filled.

Once all information has been entered, press the **OK** button to generate the report.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the previous window.

EMERGENCY INFORMATION

This window records your children's emergency identification information. Simply enter the information for first name, emergency contacts, police phone, eye color, etc. in their appropriate boxes. Some of the information on this window will be pre-filled for you based on information you previously entered in other windows. To fill the name field and retrieve stored body basic information for a given child, choose the appropriate name from the pull-down box at the top of the window. To view a list of names in the pull-down box, click on the down arrow on the right of the box. To choose a name from the list, simply move the mouse arrow to the requested name and click.

Once all information has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

To view a report of your child's emergency information press the **REPORT** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the Main Window.

ADD GRADING AREA

Use this window to add a Grading Area to Subjects in the School Records window . Once this Grading Area is added, you may track your child's grades against it. For example, for the Subject: Math, you might add the Grading Area: Can Multiply by 2s. Simply enter the Grading Area description in the blank box.

Once the Grading Area has been entered, press the **OK** button to save the information.

To exit the window press the **EXIT / CANCEL** button. Remember, to save the information you have added, you must first press the **OK** button.

Help will provide information on how to complete the entries in the window. To get help, choose the **HELP** menu item and the **SCREEN HELP** sub item. After you have completed your review of **HELP** text, click on the **FILE** menu item and the **EXIT** sub item to return to the School Records window.

