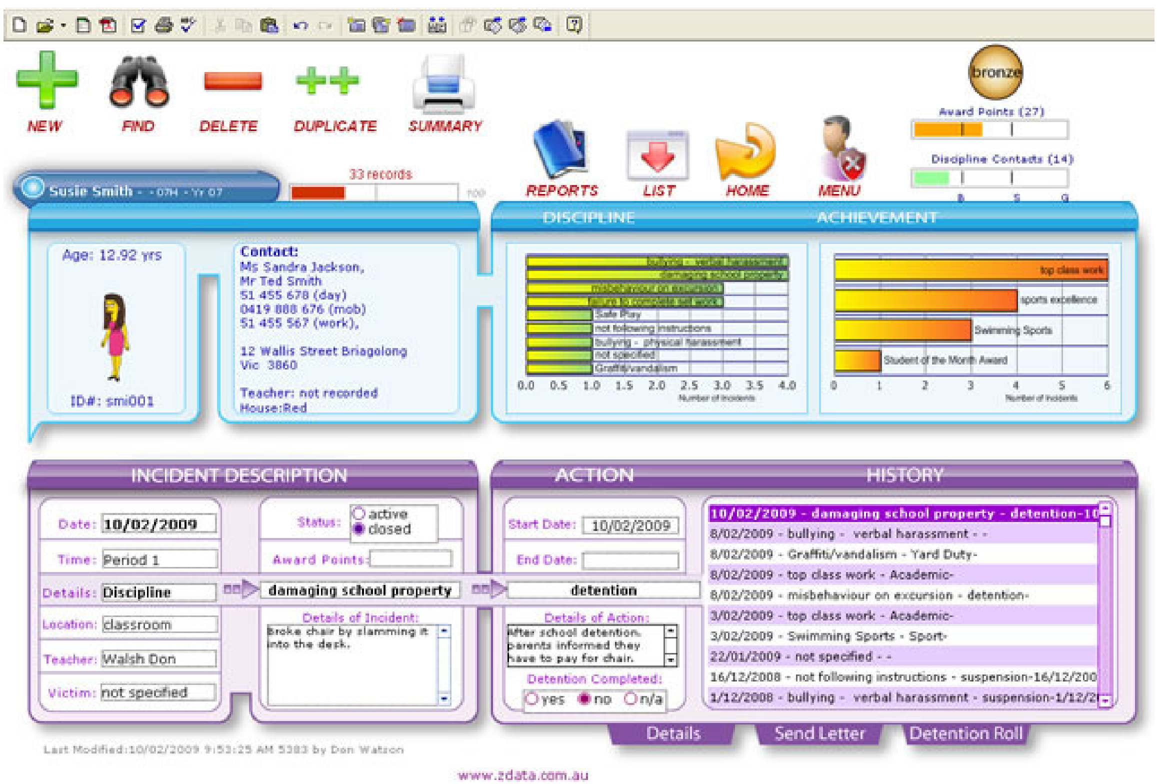
Brief Description of ztrAck©

- ztrAck© keeps a database on all student discipline 'incidents' and automatically compiles disciplinary history reports, letters to parents (optional feature), statistical reports and many other features. This information is extremely useful for **parent teacher interviews**, policy development, school accountability and annual reports.
- Generates **letters to parents** based on incident type and response.
- **Accentuate the positive.** ztrAck© will keep track of the good things that students do as well! It produces achievement and leadership summaries and award certificates. Positive reinforcement for classroom work, sporting and extra-curricula excellence.



Multi – User version

Installing Z Track on your network

1. Install Filemaker Pro 7 or later ® on to all of the terminals/work stations that you want to have access to the Z Track software.
2. Create a new folder called *ztrack* in a suitable location/drive on your server e.g. f:/staff Files/ztrack. IMPORTANT: set this file to be shared and make sure that all intended users have FULL read/write permissions to this folder.
3. Insert the CD and install to the location specified in step 2. e.g. f:/staff files/Z Track
4. Use install c.d. to install to network location *OR* Select ALL 8 files after copying then right click > properties to turn off the read-only check box.
5. Check that each of the 8 files listed below is in the folder.
6. Create two folders at this location – one called *student photos* and the other *staff photos*.

1. incident.fp7 (this is the primary file)
2. zBarhoriz.fp7
3. action descriptions.fp7
4. incident descriptions.fp7
5. letters.fp7
6. photos.fp7
7. student.fp7
8. teacher.fp7

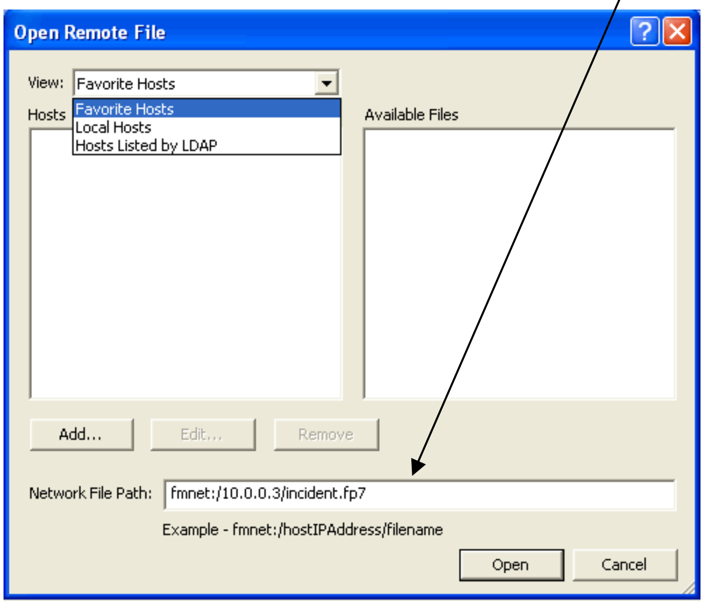
7. **IMPORTANT!** If you are not using Filmaker ® server, set a scheduled task on your server to open the file called incident.fp7 (master file) each day. This ensures that the database is hosted by the server, not a slower 'guest' machine. **See (about sharing files on a network) for more detail on installation options.

8. The installation file contains the Filemaker ® plug-in shown below. Copy these into the Filemaker® extensions folder on the server version of Filemaker® and ALL work station versions. E.g. C:\Program Files\FileMaker\Filemaker Pro 8.5\extensions\

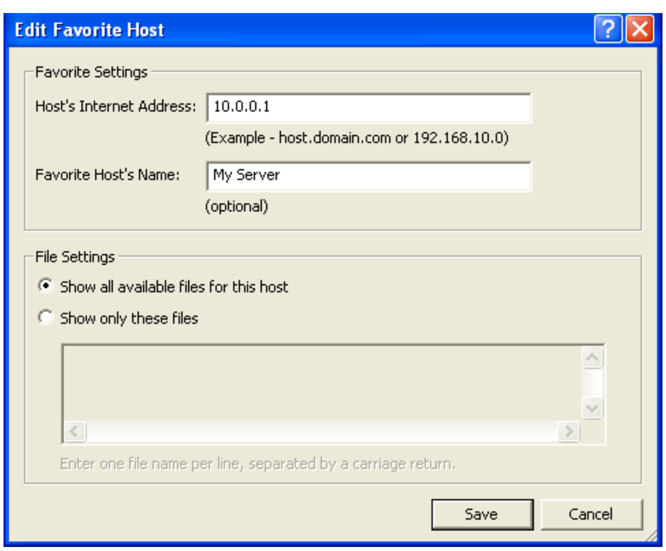
9. Open the file called incident on the server. From the main menu > Utilities > *Set Network Path. Enter the network path in the format specified in the pop-up dialog box . IMPORTANT NOTE: Filemaker ® uses forward slashes as shown.*
   Path format: filewin://computerName/shareName/ztrAck/
   Note: computer name can be the IP address.
10. To set up your school data and categories etc consult page 5 of the manual (on the c.d.)

Starting the Program first time (multi –user version)

1. Open Filemaker on local/client machine
2. Select File>Open Remote then enter the server I.P. address then the filename incident.fp7. in the format shown in the dialog box (make sure to click Add so that you only have to enter this information on the first opening)



3. Click Add.. after you have specified the address.
4. Enter the appropriate details in the Edit Favorite Host dialog and clicking Save.



5. After this initial setup the user can access ztrAck by

- Opening Filemaker Pro
- File > Open Remote
- Selecting the server you entered at step 2 above and then clicking the file incident.fp7

Call Don on 51455307 mob: 0438 493 168 or email don@zdata.com.au with any problems.

Starting the Program(single –user version)

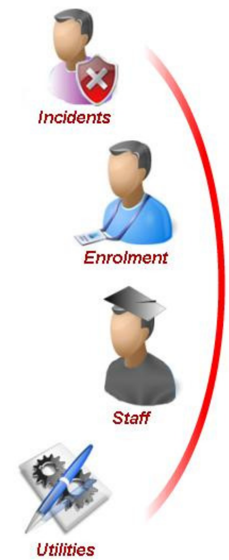
1. To launch ztrAck©, double click on this icon (or similar) on your desktop.

fig. 1 - Desktop icon

2. The site map appears, see fig. 2 below.

1. Site Map (go to site map)
2. **Incident Files –** opens the discipline, welfare and achievement incidents database so that records can be created and edited.
3. **Enrolment Data –** opens the student enrolment records so that records can be created, edited or imported.
4. **Staff Files –** opens the staff records so that records can be created, edited or imported
5. **Utilities -** opens the utilities database so that incident types, actions and statistics can be viewed or edited.

fig. 2 – The Site map



Setting up the database

Before using the database to record discipline and achievement incidents the set up tasks should be completed. The section immediately after this table explains how to complete each task. It should take about 30 minutes to set up the database correctly. Come back to this checklist table and tick off each set up task as you go.

SET UP CHECK LIST TABLE 1

Set up Task	Where?	Reference	✓ Tick completed
School Details	Utilities > School Details	PAGE 7	
Creating Incident descriptions*	Utilities > Incident Descriptions	PAGE 7	
Creating Action Descriptions	Utilities > Action Descriptions	PAGE 8 - 10	
Importing student/ parent details	Main Menu>Enrolment Data	PAGE 14	
Importing staff details	Utilities > Staff File	PAGE 17	

School Details

From the site map, click the 'Utilities' button and then choose 'School Details'. Enter your school details. These are the details that appear on form letters and in student records

Creating Discipline/Welfare/Incident Descriptions

The database can be customized to suit the needs of your school. Most schools have incident descriptions for things like unapproved absence, not following instructions, bullying and rudeness*. The database is already populated with commonly used categories, check these then add some of your own.*

How to add new Incident Descriptions

1. From the Utilities menu select *Incident Descriptions*
2. Add a new category by selecting the New button.
3. Select an action category (Discipline, Welfare or Achievement)
4. Enter an incident type e.g. smoking,

*ZENITH DATA can set up your categories for you before you receive your database.

These categories appear in the records themselves and on all statistical reports. (see fig. 3 below)

Action Code	Action Category	Action Name
010	Discipline	not following instructions
012	Discipline	bullying - verbal harassment
015	Discipline	smoking
016	Welfare	family issues
017	Welfare	self harm
018	Achievement	sports excellence

fig.3 - Sample Incident Descriptions

How to edit Incident Descriptions when in a student record

You may from time to time decide you want to make changes to the incident descriptions while you are editing a student's incident record. To add an incident description open Utilities > Incident Descriptions and enter the new incident type.

Creating Action Descriptions

Once the incident descriptions have been determined, the next step is to decide on the 'actions' (responses by the school) that will apply to each incident type. Some actions may apply to several incident types. After school detention for example could be an action in response to bullying, lateness or smoking. An action in response to the discipline incident OVERDUE WORK might be OVERDUE WORK LETTER SENT HOME. Each of the incident descriptions you decided on (in the previous step on page 7) should have at least one appropriate 'action' in response to it. A sample of one school's incident descriptions and actions is shown below in table 1.

Table 1 - Examples of incident descriptions and actions

Discipline Category	**Action**
overdue work	Overdue work letter sent home
bullying	Counseled on bullying, letter sent home
late to class	Lunchtime detention
swearing	Lunchtime detention

How to add new Action Descriptions

1. From the Utilities menu select *Action Descriptions*
2. Add a new category by selecting the New button.
3. Select an action category (Discipline, Welfare or Achievement)
4. Enter an action e.g. detention

*ZENITH DATA can set up your categories for you before you receive your database.

DO NOT CHANGE THE ACTIONS NUMBERED 1 TO 14 as they are used in preset form letters. See Form Letters page 25 for details
These categories appear in the records themselves and on all statistical reports. (see fig. 5 below)

Action Code	Action Category	Action Name
8	Discipline	out of bounds letter sent home
9	Discipline	Time Out letter sent home
10	Discipline	smoking letter sent home
11	Welfare	referred to psychologist
12	Achievement	certificate

fig. 5 - Sample Action Descriptions

How to edit Action Descriptions when in a student record

You may from time to time decide you want to make changes to the action descriptions while you are editing a student's incident record. To add an incident description open Utilities > Action Descriptions and enter the new action type.

Detention Reports

Entering detention times and location

When detention is selected as the response to a discipline incident a dialogue box will appear asking for a time and location for the detention. Complete the required details and click OK. (see below)

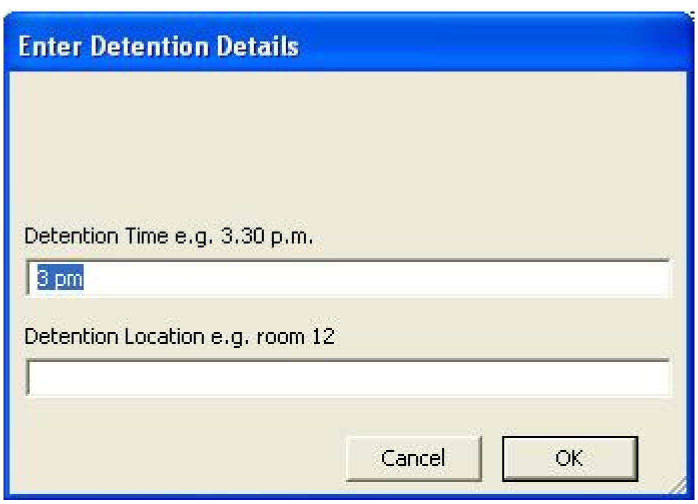
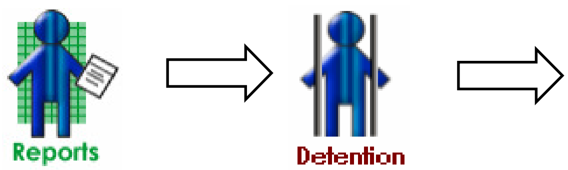
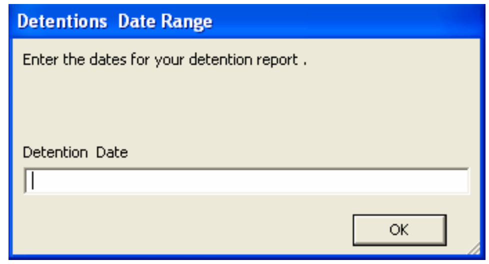


Fig 8 Entering Detention time and location

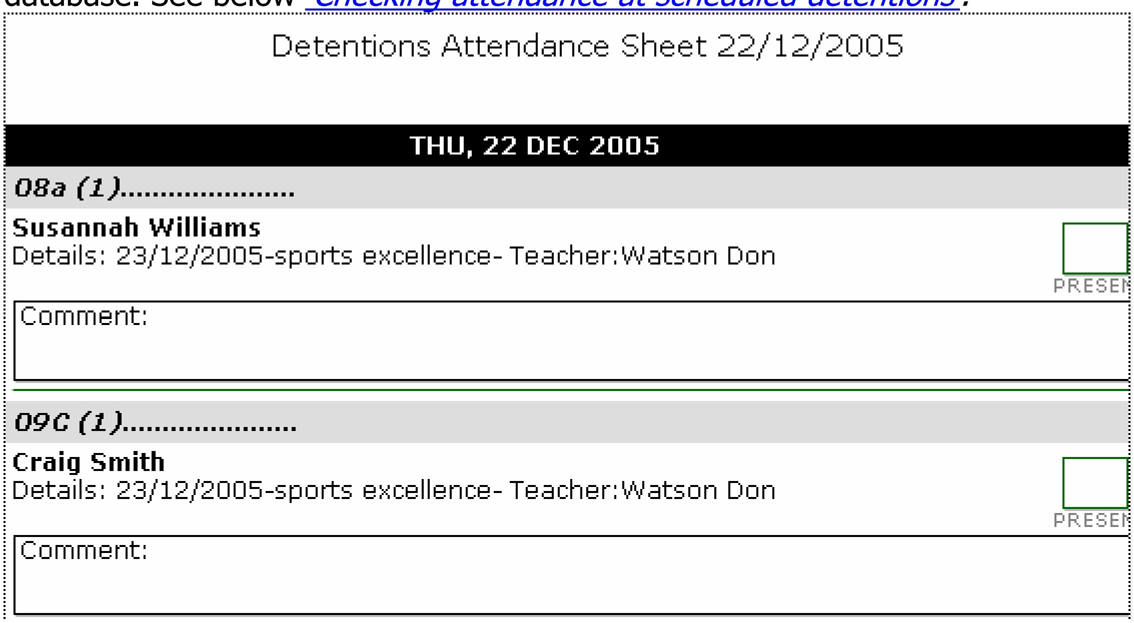
Printing a list of scheduled detentions





1. Click on the Reports icon in any screen.
2. Click on the Detention icon.
3. Specify a date range for your report.
4. Select View or Print.

The report shows past and future detentions according to the *action dates* specified in when the records were created.
IMPORTANT: Print a list of students to attend the detention prior to the scheduled time. The duty teacher can use this list to mark the role of students attending. The duty teacher should place a tick in the TICK IF PRESENT box and then hand the completed report to the teacher responsible for maintaining the database. This teacher then records the students that attended the detention in the database. See below *'Checking attendance at scheduled detentions'*.



Detentions Attendance Sheet 22/12/2005

THU, 22 DEC 2005

08a (1)......................

Susannah Williams
Details: 23/12/2005-sports excellence- Teacher:Watson Don

PRESEN

Comment:

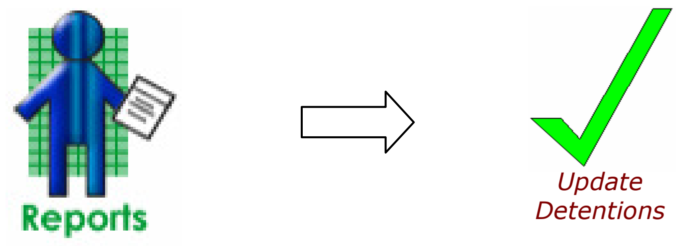
09C (1)......................

Craig Smith
Details: 23/12/2005-sports excellence- Teacher:Watson Don

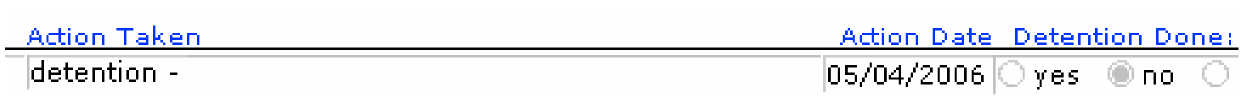
PRESEN

Comment:

Checking attendance at scheduled detentions



1. From the Incident Description or Reports screen. Click on the green tick labeled Update Detentions.
2. A list of all detentions recorded as not completed appears. Click the radio button ‘Yes’ for any detentions you wish to record as completed.

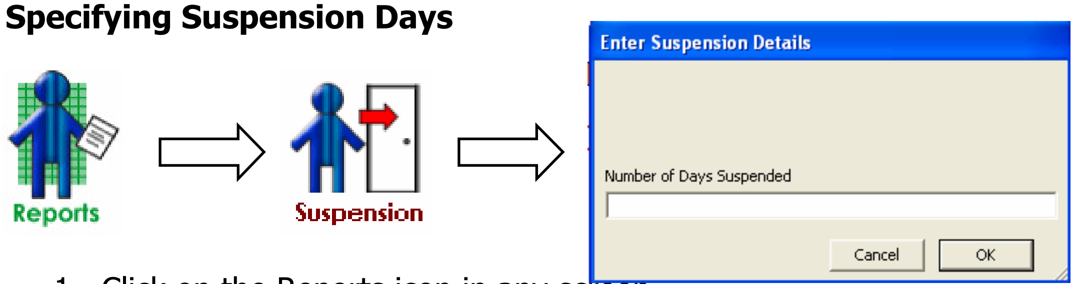


Changing detention Times

1. Find the record in which you want to change the detention time.
2. Click on the clock icon and enter the new details.

Suspensions

Specifying Suspension Days



1. Click on the Reports icon in any screen.
2. Click on the Suspension icon.
3. Specify the number of days for the suspension.

To change the suspension dates change the action dates 1 and 2 in the relevant record.

The Student File - Importing Student and Parent Details

Importing Photos

- Photos can only be imported into the database en masse if the photo file names contain the student's unique id code and this code is more than 3 characters.
- If the photo file name does not include the student's unique id code then student photos can be copied and pasted individually into the student photo field in the enrolment data file.

IMPORTANT NOTE ON IMPORTING PHOTOS:
After installing the ztrAck© software copy and paste the student photos (usually on a c.d.) into the folder named student photos at the root level of the ztrAck file. This is where the ztrAck© will 'look' for the photos when you are importing student details.

For non-network installations - Copy and paste photos to this location:
C:\Program Files\Ztrack Runtime 0306\student photos

Note: If ztrAck© is installed on a network drive copy and paste the photos to the folder called student photos in the folder called Ztrack (or similar). The student photos folder must be at the same lvel as the Filemaker Pro® files.

E.g.   e:\Ztrack Runtime 0306\student photos

The student details can be imported from just about any enrolment package.

Obtaining Student Data from the source database (enrolment package).
Any good database program will provide the facility to export data from it. When exporting data for use in the ztrAck ©, save the data in *tab separated text format .tab or comma separated values .csv* (these are the most common formats, but many others are supported).

Importing Data from CASES 21(Victorian schools only)
ZENITH DATA recommends that we install the student details data and do a system check when the database is set up. The following instructions are only intended as a guide for someone already conversant with the database utilities query tool in CASES 21. It is not advisable to attempt this data export without knowledge of CASES 21. Most schools opt for Zenith Data to install the CASES 21 data for them.

Extracting the student information data from CASES21

1. Have a 3½-inch floppy disk, memory stick or c.d. or similar ready for the data export.
2. Use the *Export from the Database* function in the *Utilities* feature of CASES21 in order to extract data for use in the Z-Track software.

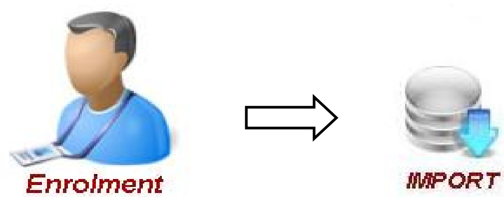
DATA TYPE	CASES 21 TABLE
Student info	ST
Addresses	UM
Families (parent/guardian)	DF
Staff	SF

TABLE 2 - Student information fields to export from cases21 or other student database

Field Name in CASES 21	Field Name in ztrAck©(Enrolment Data file)
ST.STKEY	Student ID
ST.SURNAME	Surname
ST.FIRST_NAME	First name
ST.PREF_NAME	Preferred Name
ST.GENDER	Gender
ST.BIRTH_DATE	Birthdate stud
ST.HOME_GROUP	Grade Form
ST.SCHOOL_YEAR	Student Year
UM.ADDRESS01	Parent 1 Street
UM.ADDRESS02	Parent 1 City
UM.POSTCODE	Parent 1 Postcode
UM.TELEPHONE	Parent 1 Phone Day
DF.TITLE_A	Parent 1 Title
DF.NAME_A	Parent 1 Name
DF.SURNAME_A	Parent 1 Street Surname
	Parent 1 Phone Mobile
	Parent 1 Phone Work
DF.TITLE_B	Parent 2 Name
DF.NAME_B	Parent 2 Name
DF.SURNAME_B	Parent 2 Surname
	Parent 2 Phone Mobile
	Parent 2 Phone Work

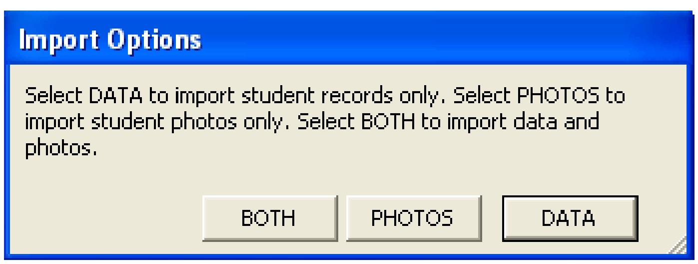
Importing the student information data into the **ztrAck©**

The student data that you saved to disk in the previous step can now be imported in to the Z Track database.

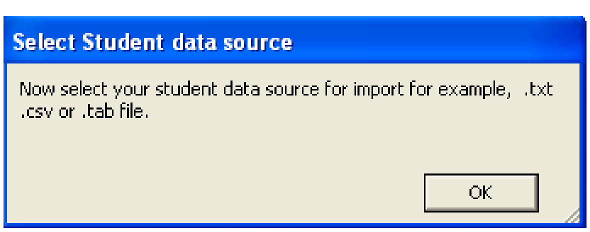


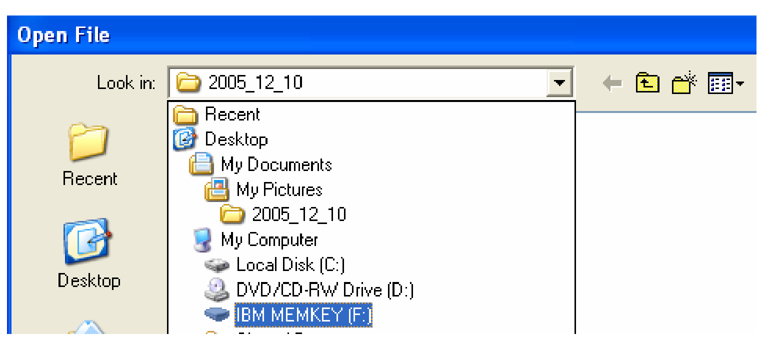
Follow these steps:

1. From the main screen click 'Enrolment Data' and then select the Import button.
2. A delete current records message appears. Delete these records if you no longer require them. This will not delete the incident records only the student enrolment details.
3. Choose the import option from the dialogue box below.
    - If you do not have student photos to import click DATA.
    - If you have student photos and enrolment data choose BOTH.
    - If you just wish to update photos choose PHOTOS.



4. Click OK and Select the location of your enrolment data (on the storage media you saved the data to when you exported form your enrolment software e.g. CASES 21) – see [Extracting the student information data from CASES21]





5. Select **All Files** in the 'files of type' box
6. Click the *student data* file you exported earlier to disk and click 'open' in the dialogue box.
7. The import filed mapping dialogue box appears (see fig. 10 below)

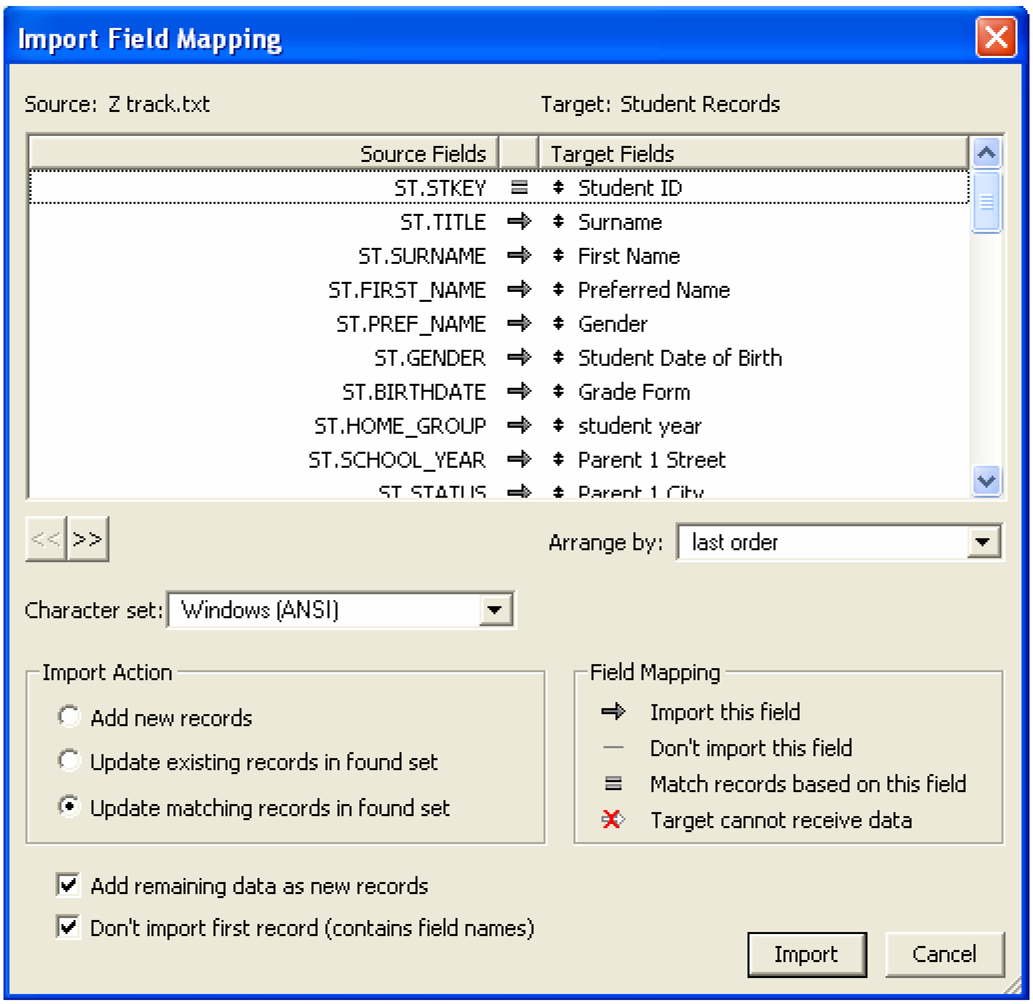


fig. 10 – the import details dialogue box

8. When importing data from an external source the above dialogue box appears. The left-hand side contains the records being imported and the right hand side contains the field names for ztrAck's enrolment data database.
9. Check that the two sides are lined up correctly by scanning through the data. See page 14 for details on field types. You can do this by clicking and dragging the fields on the right so that they match the fields on the left. For a more detailed description of how to do this, consult the Filemaker Pro® manual if you have the network version or online help).

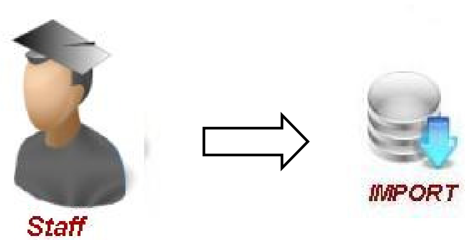
Generally the two sides will be lined up and you won't have to make any changes.

You can change the order of the fields in the student information database by
1. Placing the cursor over the field name,
2. Holding the mouse button down and
3. Dragging the field to where you want it.

Once the student info fields match up correctly with the data to be imported, click the import button.

The Staff File - Importing Staff Details from other software

As with the student data, you need to populate your database with the details of your staff members. This can be done manually or by importing data from an admin database.

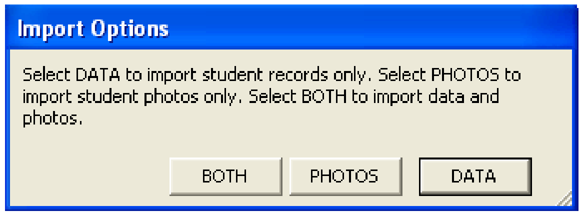


To import staff data from an external source

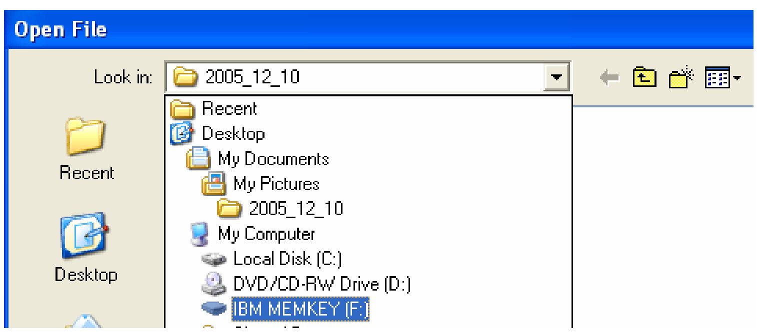
1. Export staff details from the timetable/enrolment software as tab separated text, call the file *staff.tab* and save it to a floppy disk.
2. Go to the main menu
3. Click on 'Staff Files'
4. A delete current records message appears. Delete these records if you no longer require them. This will not delete the incident records only the student enrolment details.

5. Choose the import option from the dialogue box below.
    - If you do not have student photos to import click DATA.

- If you have student photos and enrolment data choose BOTH.
- If you just wish to update photos choose PHOTOS.

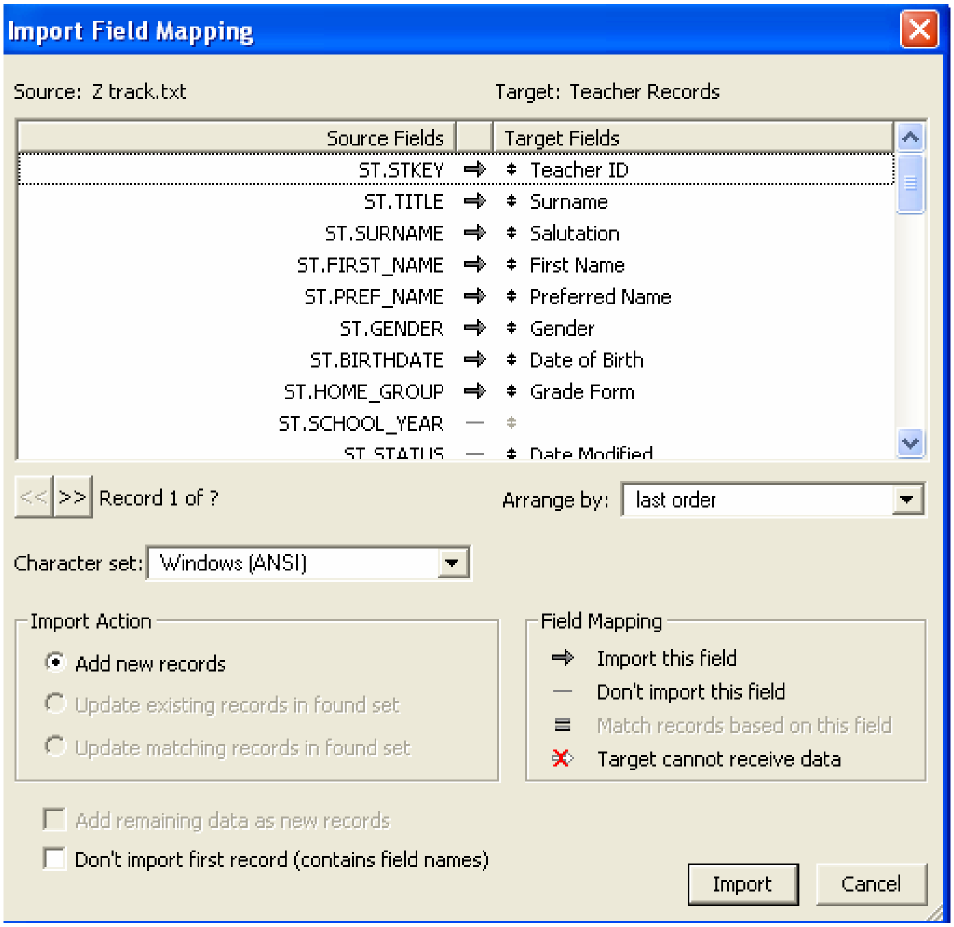


6. Click OK and Select the location of your enrolment data saved as a.tab or .csv file (on the storage media you saved the data to when you exported form your enrolment software e.g. CASES 21) – see [Extracting the student information data from CASES21]



7. Click Open

8. Select the fields for import.
9. Check that the two sides are lined up correctly by scanning through the data. [See page 14 for details on field types]. You can do this by clicking and dragging the fields on the right so that they match the fields on the left. For a more detailed description of how to do this, consult the Filemaker Pro® manual if you have the network version or online help). Generally the two sides will be lined up and you won't have to make any changes. See Import Field Mapping diagram on the next page.



10. Click Import.

You can change the order of the fields in the student information database by

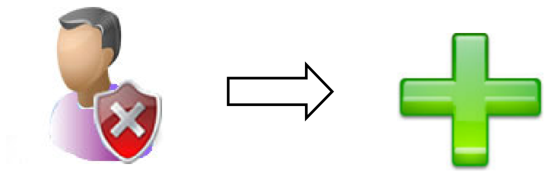
1. Placing the cursor over the field name,
2. Holding the mouse button down and
3. Dragging the field to where you want it.

Once the staff info fields match up correctly with the data to be imported, click the import button.

Note: the teacher codes in CASES or other enrolment/timetable packages often differ from the timetable initials actually used.

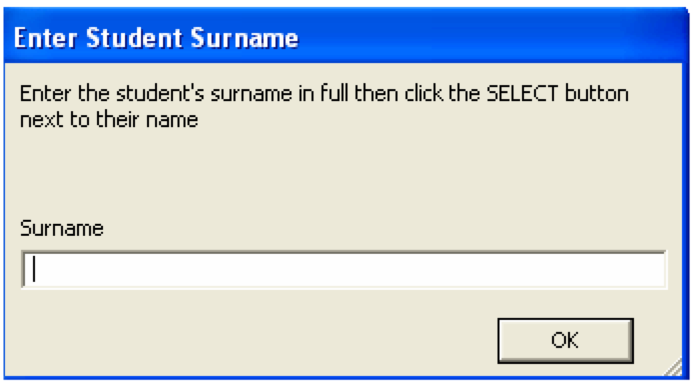
Adding New Student Incident Records

Note: The example below uses a discipline record. The process is exactly the same for Welfare and Achievement records.

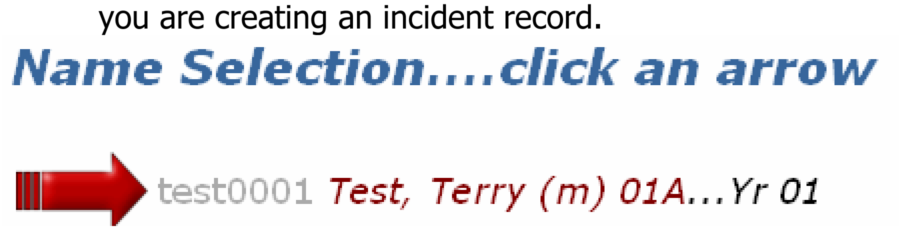


How to create a new student record.

1. From the site map click Incident Files
2. Click 'New Record'



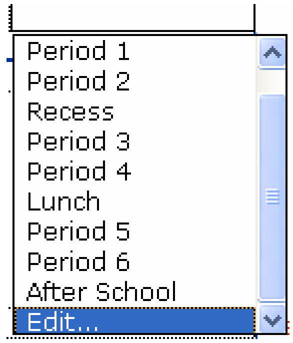
3. Click in the 'Enter Student Surname' box.
4. Type the student's surname in the dialogue box and make sure you use the correct spelling. Click OK.
5. Scroll down the list and select the red arrow next to the student for whom you are creating an incident record.



6. You are now presented with a blank record containing the student's details. Note: The date of the incident is inserted automatically as the current date. You can edit this field by clicking in the Incident date box and typing anew date.

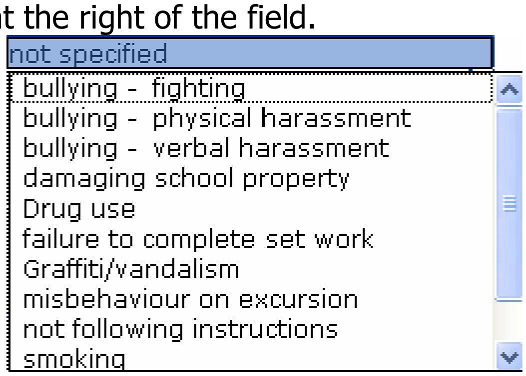
Describing an incident

7. Choose **the time of day the incident** occurred. You can edit this list to include different times by clicking Edit and entering new values or deleting values that are not required.



8. **Choose the incident category** Discipline, Welfare or Achievement in the 'Category' box. The field will default to Discipline.

9. Choose the type of **incident.** This a further description based on the category chosen at step 8. You can add a new incident type by clicking on the red arrow at the right of the field.



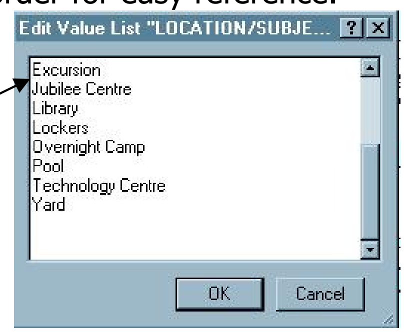
You can add a new incident type by going to Utilities > Incident Types.

10. **Description** of the incident should include any relevant details not included elsewhere. For example, Struck victim with a cricket bat, Wrote

obscenities on toilet door. **IMPORTANT:** The comments you type in this box will appear on form letters and in reports. Make sure it is fit for parent, student and staff perusal.

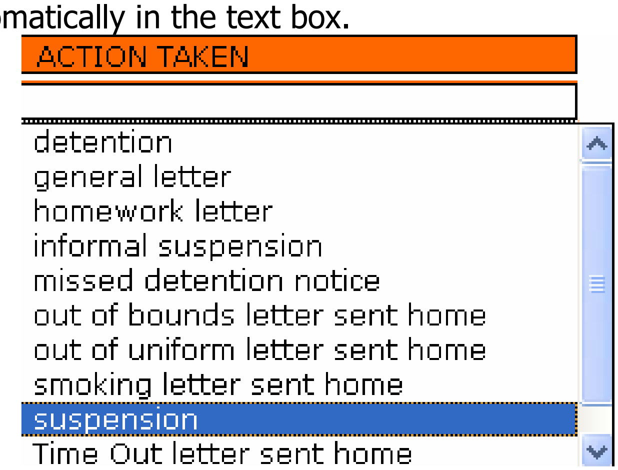
11. **Select a teacher**. The referring teacher is the teacher who witnessed or reported the incident.
12. **Select a victim** if it is relevant to the incident. For example if you are creating a record for bullying or fighting you would specify a victim. If there is more than one victim create a new record.
13. **Choose a subject or location** if relevant. **Note:** You can add to the list of locations by scrolling to the bottom of the location list and selecting 'edit'. A dialogue box then appears, simply type your new category into the list. Try to keep it the list in alphabetical order for easy reference.

Type your new value in the existing list. For example to add 'Football Field'. Click after the word 'Excursion' and type in Football Field.



Choosing an appropriate Action Taken

14. **Select a Response** by choosing from the list. The action comment is inserted automatically in the text box.



Note: You can add new responses by clicking on the red arrow at the right of the Response box 'Responses'

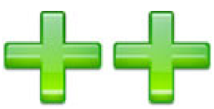
15. **IMPORTANT:** Action comment number 1 refers to form letter 1 when using the 'Send Letter' button. The action comment is inserted automatically in the text box. If Detention is chosen then a detention letter will be generated after clicking the 'Send Letter' button.

16. Enter an ACTION DATE, this is the date that the Response will or did take place.

IMPORTANT: If the action is a detention then the action date is the date on which that detention is to occur. A dialogue bow appears when detention is selected as the response. You can fill in the time and location for the detention in this box. See Entering Detention Times and Location page 10

IMPORTANT: If the action is a suspension then you must specify Action Date 1 and Action Date 2, the span of the detention See Specifying Suspension Dates page 12

Duplicating/Batching Records



If you have multiple offenders for the same incident it easier to use the Duplicate function to create their records.

1. Create the first record and fill in all details of the incident(see page 20 – create a new discipline record)
2. Click the 'Duplicate' button. Warning: Do not choose duplicate from the pull down menu.
3. The details in the new record are the same as the previous record. You just need to select a new student.
4. Type in a surname and then *SELECT* the student from the list at right.

Form Letters

Below is a list of form letters already in the database:

1 - Detention Letter
2 - General Letter
3 - Suspension
4 - Suspension Formal
5 - Failure to Complete Set Work
6 - Out of Uniform
7 - Missed Detention
8 - Out of Bounds
9 - Time Out
10 - Smoking
11 - Sports Award
12 - Class Work Award
13 - Student of the Month
14 - Cetificate1
15- Class reward

Once a record has been created you have the option of printing a form letter. The form letters correspond to the responses you specified when you created the record. IMPORTANT NOTE: not all Responses will have a related letter.

You have two basic choices on the type of letter to send.

- A general letter outlining the incident. Choose the Response **General Letter** when you create the record if you wish to send a general letter.
- An incident specific letter. For example, if the student was caught smoking the letter will be a pre-prepared letter on smoking and the course of action the school will take.

How to send a form letter

Choose the **Send Letter** button once you have created a record.

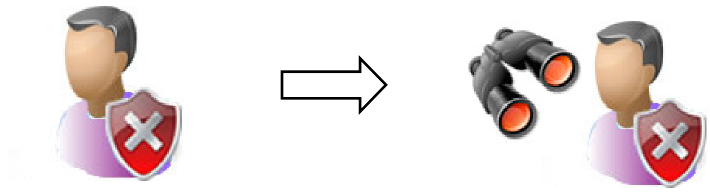
Creating your own Form Letters

Creating your own form Letters requires a copy of Filemaker Pro 7 or later ® and knowledge of designing layouts. Consult the manual or online help that came with your FM Pro 5 software. Zenith Data can develop your form letters for you prior to receiving your Z Track database (at additional cost).

Password required to edit the form letters (multi-user version only).

1. Close the program if it is open.
2. Navigate to the folder where the program files are kept.
3. Double click on the file called incident.
4. Enter the password (call Zenith Data if you have don't know your password).
5. Click OK.

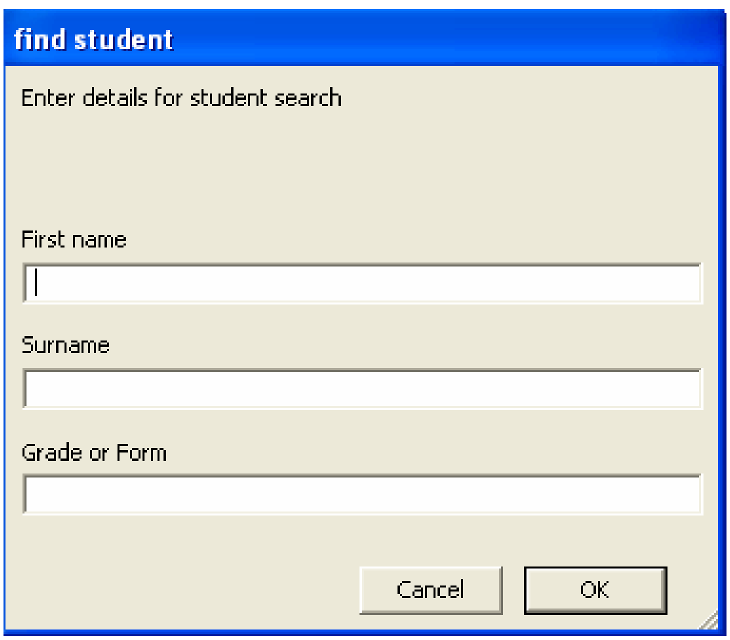
Finding Student Incident Records



Incident Menu

Click on in any screen will bring up the Find dialogue.

1. From the site map click 'Incident Files'
2. A Dialogue box appears.



3. Enter the details of the student you wish to find. Partial strings are allowed. i.e. the first three letters of the first name and surname.

4. Enter the student's details. For example if you enter the student's surname and form you will get all of the students with that surname in the form specified. If you enter first name and surname, you will get all of the students with that name.

Specifying dates for a student record search

5. If you want to search for records between certain dates click the 

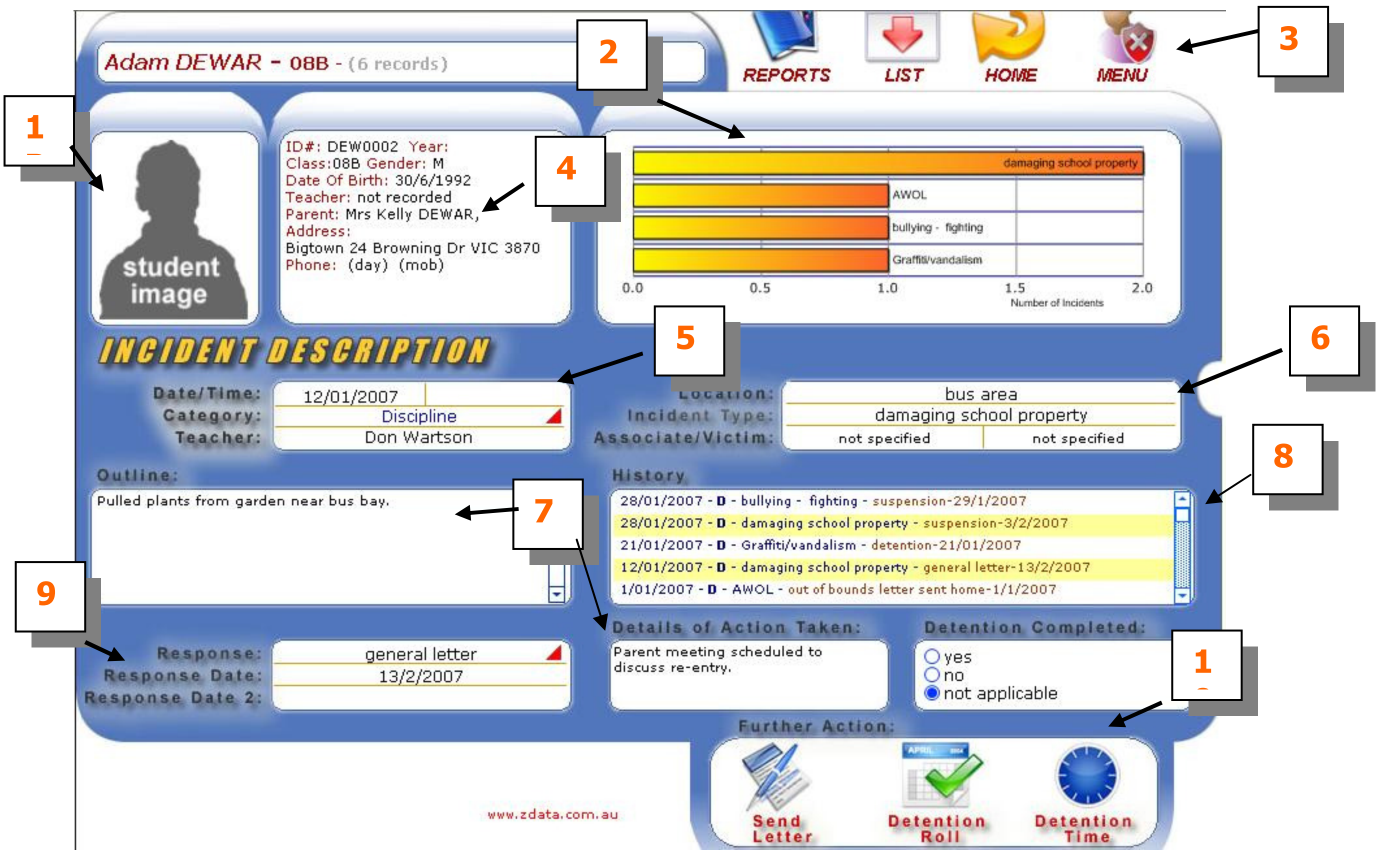
button and you can specify the dates by typing in the 'Record Date' box. **Note:** dates ranges must be in the format 1/11/2001…15/11/2001. (Start and end dates should be separated by three dots). The example above will find all of the records between the first and fifteenth of November 2001.
6. After completing your search you will be presented with a list of records matching your criteria (see below). To bring up the detail for a record click on the blue triangle at the left of each summary.

Student Profile John WATSON

	Code	Date	Incident Type	Action Taken
W	WAT000	20/03/2006	Head Lice	referred to nurse -
W	WAT000	20/03/2006	family issues	Outreach Camp -
D	WAT001	30/03/2006	bullying - physical harassment	informal suspension -
D	WAT000	29/03/2006	not following instructions	out of uniform letter sent home -
D	WAT000	20/03/2006	bullying - fighting	detention -
D	smi0111	05/04/2006	bullying - fighting	detention -
D	smi0112	05/04/2006	damaging school property	detention -

Using the features of the Incident Description Screen

You can get instant *snapshots* of the database by using the various features on the main screen see below for a summary. See the number key below for details.



1. Student photo.
2. Dynamic incident chart.
3. Easy navigation menus.
4. Parent contact details.
5. Point and click data entry describes the incident type.
6. Location, associates of perpetrator and victim can all be recorded.
7. Text boxes allow further description of incident and action taken.
8. Chronological student contact history.
9. Detailed record of school's response to incidents.
10. Detention management and form letter issue.

11. **Printing a detailed incident history for the current student.**

Contact Report: John WATSON 09E-20/03/2006

student image

Discipline Contacts: 1 2 3 4 5 6 7 8 9 10+
Welfare Contacts: 1 2 3 4 5 6 7 8 9 10+
Achievement Contacts: 1 2 NO RECORDS 7 8 9 10+

DISCIPLINE (2)

BULLYING - FIGHTING

20/03/2006 Hit Jason with a tennis racquet. detention Action Dates:12/4/2006 -

NOT FOLLOWING INSTRUCTIONS

29/03/2006 Left class without permission out of uniform letter sent home Action Dates:3/4/2006 -

WELFARE (2)

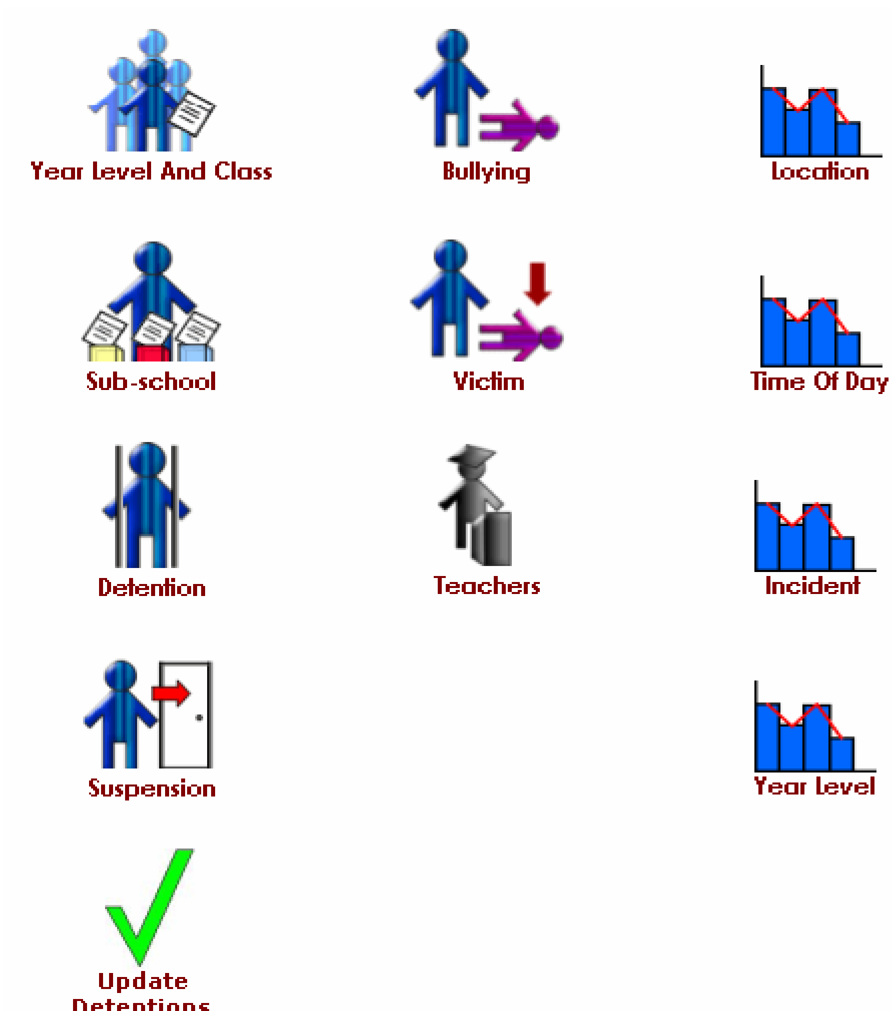
FAMILY ISSUES

20/03/2006 Mother left home. Outreach Camp Action Dates:3/4/2006 -

HEAD LICE

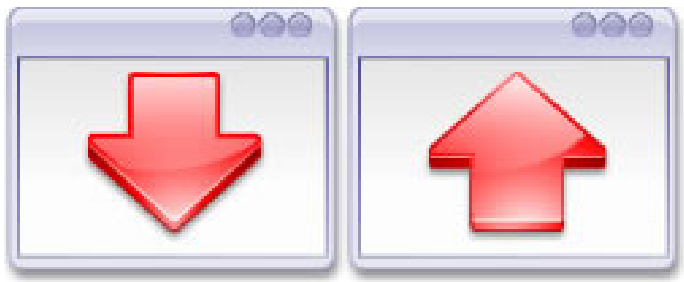
20/03/2006 Treated by nurse. referred to nurse Action Dates:1/4/2006 -

1. Links to the reports menu where you can select from the following range of reports and charts:



List View and Detail View

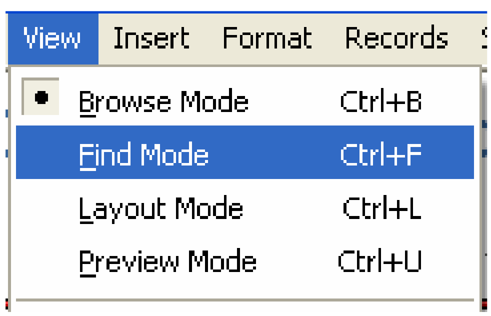
Toggles between a list (down arrow) view and full detail (up arrow) record view.



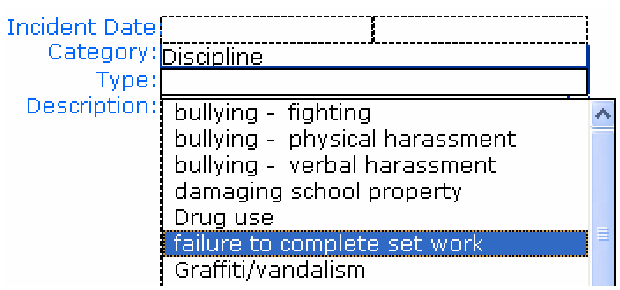
How to find grouped data.

For example, all of those students that have overdue work, or work due on a particular day.

1. When in an incident record go to the pull down menu and select View>Find Mode (see below).

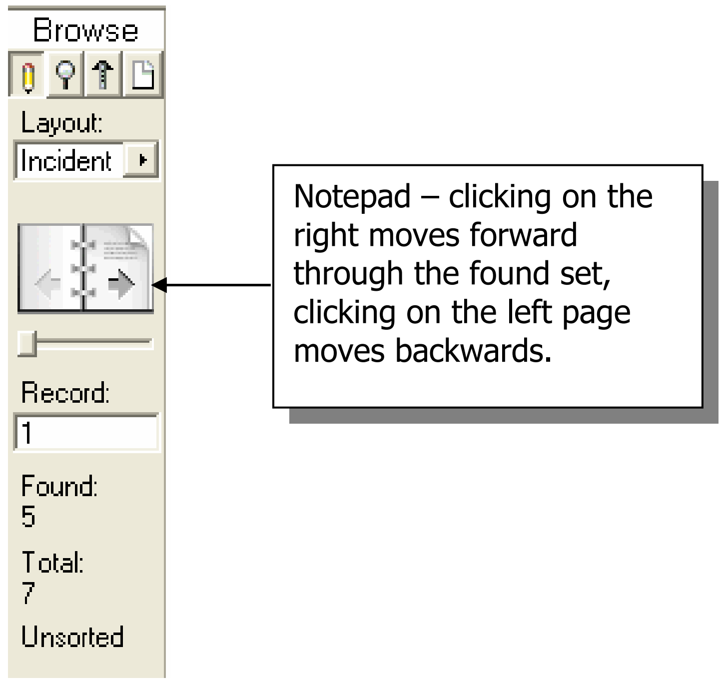


2. Enter your search criteria. For example to find overdue work select the Category: Discipline and choose the incident Type: failure to complete set work.



3. Click find in the left margin (or hit the enter key).

4. The found set now appears. You can switch to list view to see all records. See page 30 List View and Detail View or you can flip through the records by clicking on the notepad in the left margin.



Searching for records by specific dates

Use the same steps outlined in How to find grouped data and then specify the dates by typing in the 'Record date' box. **Note:** dates ranges must be in the format 1/11/2001…15/11/2001. (start and end dates should be separated by three dots). The example above will find all of the records between the first and fifteenth of November 2001.

Printing a Conduct Report for all students

To print a report, click the when you are in the Incident Description screen. This produces the report screen shown on page 29.

Importing and Exporting Data

The database supports all common data export formats. Thus it is compatible with almost any spreadsheet or database application. Importing and exporting data into the database is a simple process.

Importing Data into the database

1. From the pull down menus select File > Import Records >File

2. Select the file you wish to import.

3. Match the fields you wish to import on the left, with those in the student database on the right. See example in importing student records. You can line the fields up with the import data by dragging the field names running down the right hand side of the box until they are aligned with the correct data. Consult your FM pro manual for further details in importing and exporting data.
4. Click IMPORT and click OK for auto-enter options.

Exporting Data from the database

1. From the pull down menus select Export Record.

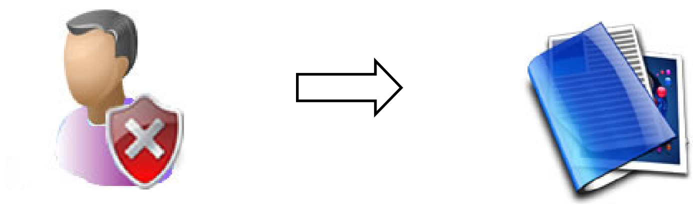
2. Select the location you wish to export to.
3. Choose the format **tab separated text .tab** from the save as type menu.
4. Name the file to be exported. For example incident records.
5. Click Save.
6. Select Clear All
7. Click on the first field you wish to export in the left-hand side of the box.
8. Click Move
9. Select a second field.
10. Click Move. Continue this process until you have selected all of the fields you wish to export.

11. Click Export, the data is exported as tab separated text to the location you determined in step 10.

NOTE: You can move all fields in one go by selecting the Move All option.

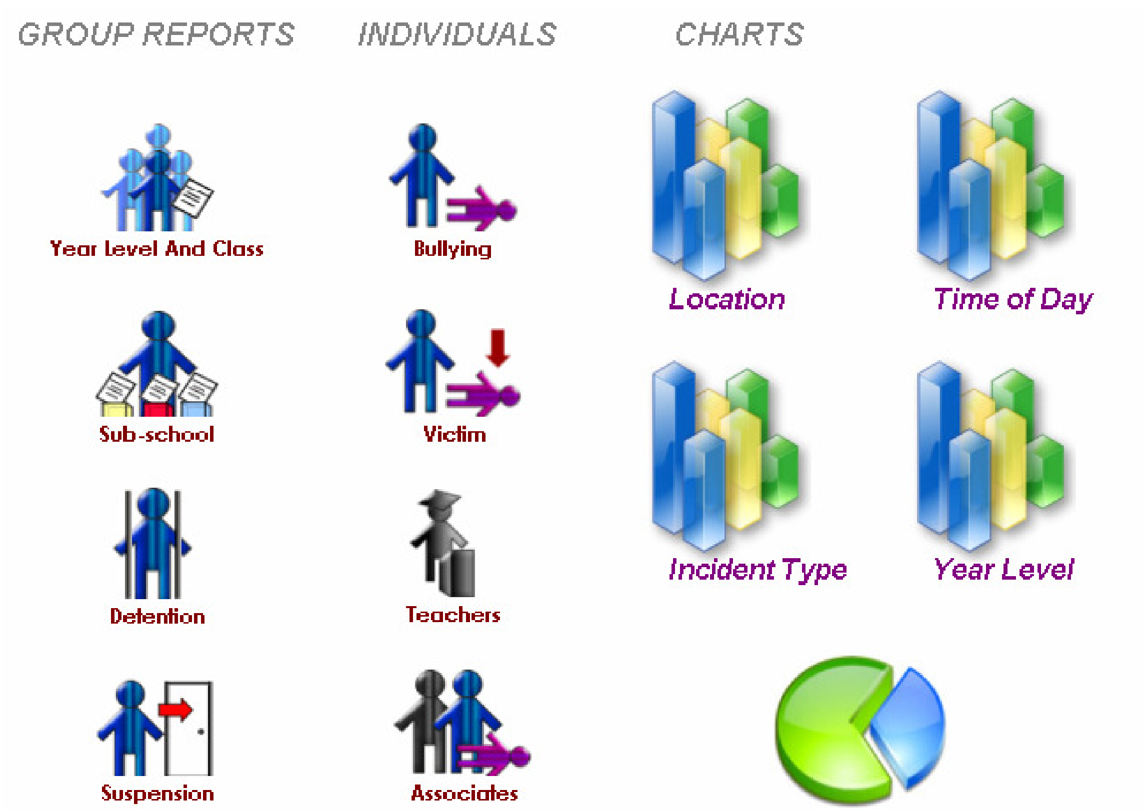
Statistical Reports

A useful application of the software is generating statistical reports at any time on the categories shown below. These figures can be exported into external spreadsheet and database applications for graphing or printed as they appear on the screen.



To get a statistical report at any time:

1. From the Main Menu click 'Incident Files' then select 'Reports'
2. Choose the statistical category you want (See below).



Filemaker Pro Databases

This manual is by no means comprehensive. Other sources of information are shown below:

- Filemaker Pro 7 or later manual.
- www.zdata.com.au (Zenith Data web site)
- www.filemaker.com.au
- Filemaker Forums – try a Google ® search
- Most good bookshops carry Filemaker Pro 7 or later ® 'How To' texts.

Recovering damaged files

Power failures, hardware problems, and other factors can damage a Filemaker Pro file. If a file is damaged, you can use the Filemaker Pro recovery feature. Filemaker Pro attempts to repair and salvage as much of the information in the file as possible, and then creates a recovered file. You can open and use a recovered file just like any other Filemaker Pro file.

Important Before you begin, be sure you have enough disk space for the recovered file. If there isn't enough space, the recovered file won't be usable.

To recover a damaged file (network version):

1. Be sure the damaged file is closed.

2. Choose Recover from the File menu.

3. In the Open Damaged File dialog box, select the damaged file, and then click Open.

In the Name Recovered File dialog box, Filemaker Pro adds Recovered to the filename (which might be truncated).

4. If you want to rename the file, for *Name new recovered file*, type a name.
5. Click Save.

A status message tells you about the recovery process. A second message reports the success of the recovery—how many bytes were salvaged, the number of records and values skipped, and the number of lost field definitions that were rebuilt.

6. Click OK.

To recover a damaged file (runtime version):

1. Be sure the damaged file is closed.

2. **On Windows machines**, press Ctrl+Shift while double-clicking the runtime application icon. Hold the keys down until you see the Recover File dialogue box.

3. In the Open Damaged File dialog box, select the damaged file, and then click Open.

In the Name Recovered File dialog box, Filemaker Pro adds Recovered to the filename (which might be truncated).

4. If you want to rename the file, for Name new recovered file, type a name.
5. Click Save.

A status message tells you about the recovery process. A second message reports the success of the recovery—how many bytes were salvaged, the number of records and values skipped, and the number of lost field definitions that were rebuilt.

7. Click OK.

During the recovery process, the Filemaker Pro runtime application:

- creates a new file
- renames any damaged file by adding Old to the end of the file names (for example, Contact Manager is renamed to Contact Manager Old).
- gives the repaired file the original name

If users experience unusual behavior in the recovered files, they should revert to a backup copy that was made before the file became corrupt, or contact ZENITH DATA on (03)51455307 for technical assistance.

When a file has been recovered:

1. Recover the damaged solution file.

2. Open the recovered solution file in the runtime application.

3. Save a compressed copy—choose File menu> Save a Copy As. In the dialogue box, choose Compressed Copy (Smaller) from the Save As (Windows) or Type (MacOS) pop-up menu, name the file, and click Save.
4. Give the compressed file the same name as the original file name. E.g if you recovered a file called *discp* then the compressed file should be saved as *discp.*

Recovering files - keep these points in mind:

- To ensure you always have a file that's up to date, make frequent back up copies of your files, and don't write over the most recent copies.
- If a file is severely damaged, you might not be able to recover it.

A file can grow or shrink in size. A file can grow if the indexes were damaged and repaired. A file can shrink when data deleted by the user, like a paragraph, has finally been deleted from the file.

Sharing databases on a network

Filemaker Pro 7 or later contains built-in support to allow you to share files over a network. By sharing files, you can work simultaneously with others in your work group, and save disk space by keeping files in a central location. Filemaker Pro supports sharing of up to 10 files with up to 10 concurrent users. In certain instances, you can share a single Filemaker Pro file with up to 25 other concurrent users, with this number dropping as you share more files. For greater networking performance and capacity, FileMaker, Inc. recommends the use of FileMaker Server if you need to share files with more than 10 concurrent users on a network.