

ADMINISTRATOR'S PLUS™ Odyssey

Validated Fields

Address: Current Screen: Standard

Albrecht; Kathy #2 Grade 12 EDIT MODE Specifications

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PARENT/GUARDIAN	Mr & Mrs Julian Albrecht	
STREET	Box 828	
CITY (A)	Hampden	
STATE (A)	MA	
ZIP	01040	
PHONE (AM)	647-3295	
HOMEROOM (AM)		
SEX (SM)	102	
BIRTH DATE (D)	103	
EMER PH (M)	104	
BUS	108	
SPEC. CD (SM)	110	
LOCKER #	112	
LOCK DMB	824	
	19-29-47	
NATIONALITY		
ENTRY (A)	10-27-96	
PHYSICAL		
PARKING	9-1-89	
COUNSELOR (A)	Mrs. Ray	
ADVISOR (A)	Mrs. Howard	

ENTER ID # OR NAME?

Family Screens Fields

ESC	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
ABORT	??							DEL	ACC/NX	ACCEPT

Rediker Software, Inc.

2 Wilbraham Road • Hampden, Massachusetts 01036
1-800-882-2994

Introduction

Administrator's Plus Odyssey's new Field Validation ensures consistency in your student data, and makes the process of data entry faster and more convenient. **Validated** fields display a drop-down menu of possible field entries. Users can either click and select the desired entry from this list or begin typing the desired entry and allow Odyssey to auto-fill the field using the nearest match on the validation list. There are two types of validated fields: **Supervisor Only** and **Anyone**. **Supervisor Only** fields ensure that only specific entries, approved by the Supervisor, can be entered into student records. All other users are forced to select an entry from the validation list set up by the Supervisor. They cannot add to the list or insert a field entry that does not appear on the list. **Anyone** fields provide the convenience of the drop-down list and auto-fill features, but do not restrict the field data to only valid entries.

Once the Supervisor has defined a validated field, there are several options for creating the list of entries which will appear in the validation list. If students already have data in a particular field, Odyssey can generate the validation list based on the existing entries. You can also create a list from scratch using only the specific entries you would like to have appear in student records. Alternatively, entries can be added to the validation list during the process of data entry. Whenever a new entry is typed into a validated field, Odyssey will ask if you would like to add it to the list.

The new Field Validation menus will also allow you to create **Mandatory** and **No Duplicate** fields. In **Mandatory** fields, users are forced to insert an entry before saving the record. **No Duplicate** fields will accept only a unique entry per student ensuring that no two students have the same entry in that field.

Define Fields

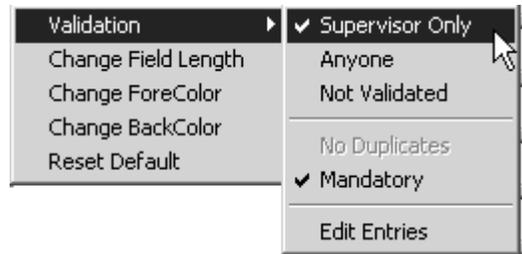
The Supervisor will define validated fields from within the Data Base Plus **Address** program screen. Simply right click on the field name and highlight **Validation**. A new menu with several options will appear.



To create a validated field you must first designate it as either a **Supervisor Only** or **Anyone** field. These settings determine which users will be allowed to add field entries to the drop-down list for the particular field. The default setting for each field is **Not Validated**. You may designate a non-validated field as a **No Duplicates** field, ensuring that each student's entry in this field will be unique. Any validated or non-validated field may optionally be set as **Mandatory**, which means that it cannot be left blank. Once a field is defined as **Mandatory**, users will not be able to save changes to a student's Address record without providing an entry in this field. The new Validation Menu options are described below:

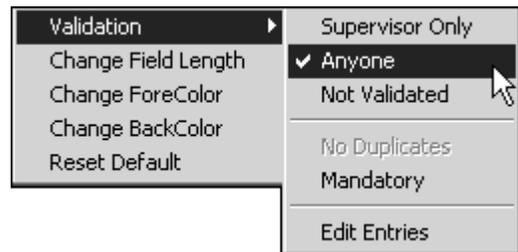
Supervisor Only

A **Supervisor Only** validated field is one in which only the Supervisor can add entries to the drop-down list. When the Supervisor types a new entry into a student's data base field, Odyssey gives the option to add the new entry to the validation list. Others users must click and select, or type in an option that appears on the validation list. They cannot type a new entry into the data base field or add to the list of possible entries.



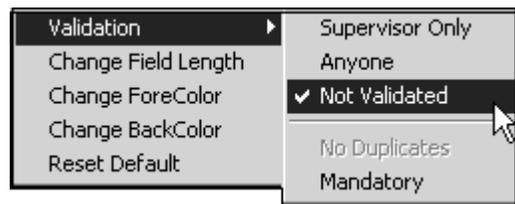
Anyone

An **Anyone** validated field provides the same drop-down validation list and auto-fill option as the **Supervisor Only** field. However, any user can add new entries to the validation list. When the student record is saved, Odyssey will give users the option to add the new entry to the validation list. Users may also choose not to add the entry.



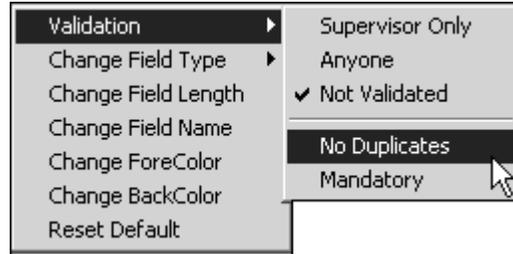
Not Validated

This is the default setting for all data base fields. A **Not-Validated** field does not provide a drop-down list and any entry can be saved.



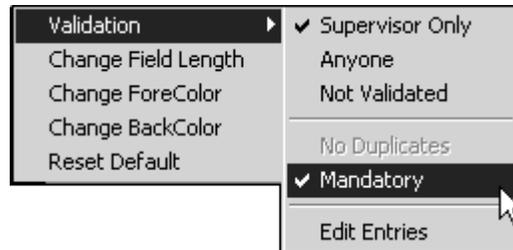
No Duplicates

A **No Duplicates** field must contain a unique entry for each student. If a user attempts to save an entry that already appears in another student's record, Odyssey will not accept it. Because a validated field cannot also be a **No Duplicates** field, the **No Duplicates** option will be greyed-out once **Supervisor Only** or **Anyone** has been selected.



Mandatory

A **Mandatory** field is one that cannot be left blank for any student. Odyssey will not allow users to save changes to the Address record of a student if a **Mandatory** field does not have an entry. Both validated and non-validated fields can be defined as **Mandatory**.



If students have data fields that were left blank before they were defined as Mandatory, users must fill them in then next time they edit the student's Address record. Odyssey will not allow any new changes to be saved until the Mandatory field contains an entry.

Generate Validation List

To generate a list based on existing entries in students' records, press or click **F5 GENERATE**. Odyssey will search the records of all students and display a list of all entries found in the selected field. Press or click **F10 SAVE** to accept this list.



Other Options



Allows you to highlight and change any entry that currently appears on the validation list.



Deletes all entries currently listed in the validation list.



Allows you to highlight an entry and delete it.

Using Validated Fields

Each field that has been defined as **Supervisor Only**, **Anyone**, **No Duplicates** or **Mandatory** will display the selected definitions in brackets to the right of the field name. The abbreviations for a validated field setting are as follows:

- S: Supervisor Only**
- A: Anyone**
- M: Mandatory**
- U: No Duplicates**

Because a field may be set up using more than one option, a combination of these initials may appear.



If the field has been defined as a date or numeric field, you will also see a “D” and/or an “N” inside the brackets.

Select Entries From a List

To view the validation list, click once on the arrow to the right of the desired field. Highlight and select the desired entry by double-clicking on it. If there are more than 8 entries on the list, users will need to use the scroll bar on the right of the drop-down list.

CITY {A}	Hampden
STATE {A}	MA
ZIP	CT
PHONE {SM}	MA
HOMEROOM {AM}	MN
	NH
	VT
SEX {SM}	F

Auto-fill

When users begin typing an entry that already appears on the drop-down list, Odyssey will auto-fill the field with the first matching entry alphabetically. If this is not the desired entry, continue typing until it appears. For example, if *blue* and *black* appear on the validation list for the field **Hair Color**, Odyssey will auto-fill the field with the word *black* until you type “blu.”



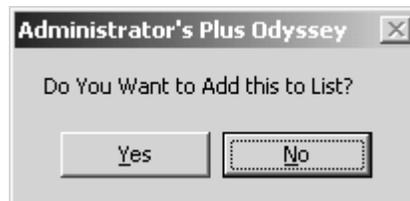
You may type the entry in upper or lower case. Odyssey will automatically change the entry to the correct case when you select F10 (Accept).



A screenshot of a text input field with a dropdown arrow on the right. The text inside the field is "springfield". To the left of the field, the label "CITY {A}" is visible. The field is highlighted with a dark background.

Add Entries to the List

When you type in an entry that does not appear in the validation list and try to save it, the following message will appear.



Select **Yes** to add the new entry to the list. All users will be able to view and select this entry once it is added. Select **No** if you do not wish for the entry to appear on the list.