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Introduction

What is Scout RecordKeeper

Scout RecordKeeper for Macintosh & Windows was built upon the Filmmaker Pro™ database by the Claris™ Corporation. Users do not need to own this software but users who do, can have access to additional features and customization opportunities offered by the full software product. Users with FileMaker may also develop their own database that interact with Scout RecordKeeper.

Scout RecordKeeper was designed from a Scout Leaders point of view with a focus on the scouts and what a leader needs to track with the scouts. Items of detail in which committee members and other scouters need to track are not focused on in RecordKeeper. These individuals usually work and track their records separately from the leaders who actively track the scouts.

What's Included

Scout RecordKeeper includes the following items:
1. Scout RecordKeeper Quick Start Guide
2. Scout RecordKeeper software install disk(s) or CD ROM
3. Scout RecordKeeper license agreement
4. A software registration card. Fill it out and send it in to Aaron W. Beck Co, to receive update information as well as to register yourself or organization for technical support and upgrades. This also entitles you to use the license agreement.

System Requirements

Macintosh Requirements
1. System 7 or higher
2. 8 MB Memory
3. 8 MB disk storage *(More is required for large units)*
4. Color monitor capable of 256 colors

Windows Requirements

1. 32 Bit windows operating system *(MS Windows 3.x users should install Microsoft's Win32's)*
2. 486 or better
3. 8 MB Memory *(16 Recommended)*
4. 12 MB disk storage *(More is required for large units)*
5. Color monitor capable of 256 colors

INSTALLING SCOUT RECORDKEEPER

Installing for Macintosh

1. Restart your computer while holding down the shift key to disable all extensions.
2. Insert Disk One or the CD ROM
3. Double-click on the Scout RecordKeeper installer.
4. Click continue on the opening welcome screen and to the license agreement screen, upon agreeing to the terms of the agreement.
5. Click install to proceed with the suggested install. If you need to share Scout RecordKeeper over an network, choose Custom in order to choose the network install. Networking is not required to use the Internet portion of Scout RecordKeeper.
6. You will be prompted to choose a location for the installer to create a folder called "Scout RecordKeeper" and to install the program files inside this folder. If you have an Applications folder, select this location to install your files.
7. Upon a successful completion the installer will notify you, Press Restart to complete the install.
8. To start the Scout RecordKeeper each time, click the "Scout RecordKeeper" Program.
9. The first time Scout RecordKeeper is started, the system files within the Scout RecordKeeper folder *(System Folder items & Control Panels)* are moved to the

appropriate locations within the System Folder. These files need not be moved manually.

10. When prompted for a password enter the registration password on the receipt that came with RecordKeeper. The password must be entered exactly as printed. *(See Figure 1a)*

Figure 1a

10. Once the password is accepted and the program is fully loaded you may proceed to change the password by choosing Change Password from the File Menu. At this point you must re-enter the password and enter your new password in twice. The second time is to verify you know and can accurately type your password. You cannot change your password to a blank password and there is no option to disable password checking.

Installing for Windows

1. Insert Disk One or the CD ROM

2. From the File Menu choose RUN or in Windows 95 choose run from the Start menu on the task-bar.

3. Type A:\Setup.exe and press the OK button. In Windows 3.x you may double click on the Setup.exe file from the File Manager. In Windows 95 double click on the My Computer icon on the desktop, then on your disk drive.

4. You will be presented with a license agreement. Click the agree check box in order to continue with installation.

5. You will be prompted to choose a location for the installer to create a directory in which to install the pro-

gram files. At this time you may specify any location to put the program.

6. Then you will need to choose a program group to add the Scout RecordKeeper to or create a new group.

7. The installer will then install the necessary files and upon a successful completion, the installer will notify you.

8. To start the program choose "Scout RecordKeeper" from the Scout RecordKeeper program group. For Windows 95 this will be on your start menu in your task-bar under programs.

9. The first time Scout RecordKeeper is started, system are automatically moved from the "System" directory to the appropriate location within the Windows directory. If running Windows 3.x the necessary files in the "4WinSys" directory are copied as well. TECH NOTE: At each launch the registry files are re-configured, any changes to the file type extensions or registry will be over written.

9. When prompted for a password enter the registration password on the receipt that came with RecordKeeper. The password must be entered exactly as printed. *(See Figure 1a)*

10. Once the password is accepted and the program is fully loaded you may proceed to change the password by choosing Change Password from the File Menu. At this point you must re-enter the password and enter your new password in twice. The second time is to verify you know and can accurately type your password. You cannot change your password to a blank password and there is no option to disable password checking.

CHECKING VERSION NUMBER

To check the version of RecordKeeper go to the Scout Info screen and press the help button to view the About Record-Keeper screen.

Getting Started

Introduction to Databases

Databases like Scout RecordKeeper consists of what are called "Records". Each record has "fields" which store information that go together. Fields are where users enter data for storage. Databases are much like a stack of index cards. Each card is a record and the information on the card are fields.

Databases allow the cards or records in them to be sorted by any information entered on the card or record. Also databases can search for information entered into the fields and separate these field from the rest. When a search is performed the records that match the criteria of the search are separated from the rest of the records, this is called the found set. After a search is done, remember that in order to see all the records again you need to click the Find All button to see every record.

Databases can be sorted by any item in the database. When a sort is done the user must select which items to sort and the order to which they are important. For instance, to sort by last name then first name, the last name would be used for sorting. If both last names were the same then the next field is used to finish the sort which is the first name.

Passwords and Security

When starting up the Scout RecordKeeper program you are asked for a password *(See Figure 1a)*. The password required is included with your product order receipt or registration card. This password can be changed at any time by selecting Change Password from the File Menu. Be sure however that after changing the password you keep the new password in a safe location. If the password is forgotten the database must be shipped back to Aaron W. Beck Co. to be unlocked. Also the original password must be kept on file since it will be required to upgrade the product in the future.

If you received Scout RecordKeeper as a demonstration or if you would like to share the program with a another unit; you may do so, as long as Scout RecordKeeper is given in its

original form and without the password. Demo users, when asked for the password can enter a blank password.

ENTERING DATA

Information can be entered by simply clicking in the field box. Most fields which hold only text can hold long sentences even though the box may be small. Other types of fields are: Date - which can hold only a valid date, Time - which holds a valid time, Number - which holds numbers only *(text can also be entered but is ignored)* and Container - which holds pictures, sounds, movies and OLE objects.

Some fields have pop-up lists which can aid in entering data *(See Figure 4a)*. Once the list has popped up you can start typing the first few characters of what you are looking for to jump down the list to the specific item you are entering for.
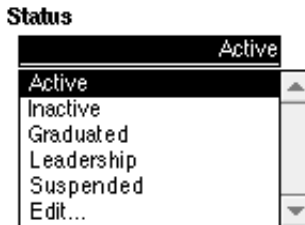
Status

	Active
Active	▲
Inactive	
Graduated	
Leadership	
Suspended	
Edit...	▼

Figure 4a

Most pop-up fields are brought up only when the rectangle to the left of the field is pressed. Some fields automatically change the contents of the pop-up list based on what has been entered already such as the school and church fields.

Another form of data entry is the automatic lookup of addresses. Fields with green description labels automatically lookup data from elsewhere in the program based on what is typed. For example, if the parent/Guardian phone number is the exact same phone number as entered on the scout's screen, then the scout's address is copied into the parent/guardian

address fields.

NAVIGATING

Navigation through Scout RecordKeeper is done mainly through the folder like tabs across the top of the window. The upper row of tabs are category tabs with the lower tabs being sub categories. By clicking an upper tab you navigate through the different categories. As you move through the categories the sub categories change to reflect the chosen category. Each sub category offers data entry or function options.

To tell where you are at any time, you can check by looking at which tab is lighter in color across the top. The lighter colored tabs indicate which category and sub category you are in. NOTE: *if you do not see different colors on the tabs then your computer may not be set to use the 256 color setting. The color is not required but makes navigation more difficult. To increase your color settings refer to your operating system or graphic cards instructions.*

Note that there are some special times where there is an additional third level to the categories. In the Ranks & Achievement area, the top two rows of tabs shift up, and a third level appears to let the user select a new set of categories. To go back, click an tab in the upper to shift the user back to normal view of the categories and sub categories.

CREATING NEW RECORDS

New records can be created only if a registration password is entered. Blank passwords for demonstration purposes do not allow users to import data or create new records. It will only let the user edit the existing few records and preview all other features. To create new record click the new button in the lower row of tabs or press Ctrl N for Windows and Command N for Macintosh users. It is best to create new records for each scout rather than changing the data of an old scout for the newer one.

DELETING RECORDS

Deleting records will cause a scout to be permanently removed from the database. Also, related data throughout the database such as their attendance, activity/camping & badge records will be deleted as well. If you would rather not delete old scouts, you may mark a scout inactive which will exclude the scout from most reports.

If you plan on archiving old scouts data. It is recommended that you print out all the data and reports of the older scouts for a paper record.

USING THE ON-LINE MANUAL

To view the on-line manual which offers more in depth descriptions on using Scout RecordKeeper click the help button at the bottom of the data entry screens. The Manual index in the Help database is the best means for finding what your are looking for. The Help guide lists topics preceded by the general topic. By browsing the topics you can quickly find the item you are looking for. Clicking a topic will display the detailed description about the topic.

SEARCHING

Scout RecordKeeper has three modes, Browse, Find and Preview. The Browse mode, which is the default mode, is used when entering data. The Find mode is the mode used when you click the find button. The Preview mode is used to preview reports and printouts. When in the find mode all the fields go blank and let you type in the criteria to use for the search. When at this point enter as little information as possible to complete the search, such as only a name, date or age. The more data entered as criteria, the harder it is to find a scout that matches all the criteria. Scout RecordKeeper is very exacting when searching text.

After entering the criteria, pressing the enter key performs

the find and returns you to the browse mode with only the records which matched the criteria displayed. If you decide not to continue with the find and wish to exit, press CTRL B *(Win)* or Command B *(Mac)* at any time, or choose Browse from the Mode Menu.

Searches omit scouts who do match your search criteria and only display the "Found Set" of scout records. To display all the records again, press the Find All button.

PRINTING, SORTING & REPORTS

Under the Function Tab category there are many options available for Sorting, Printing & Import/Exporting records. RecordKeeper has a number of standard searches that will help you narrow your scouts down to those you are looking for. To find a specific scout to enter data for There are three options. 1. Click the List tab under the Scout category to view a list of scouts. Clicking the magnifying glass next to a scouts name will display the selected scouts information. 2. Search for a scout by pressing the Find button and entering a scouts name followed by the enter key. 3. Flip through the available scouts records by clicking the left and right arrows at the bottom left of each screen.

The Sorting and Finding function built in were designed to handle most scouters needs, but when the time arises for something special or advanced consult the on-line manual for details. The online manual goes into detail about how to perform custom sorts & finds. If you wish to delve deep into the capabilities of RecordKeeper you may wish to get a book on using FileMaker Pro from your local computer or book store. RecordKeeper was built using this powerful software tool and has all the advanced features of this powerful database available to users who wish to learn. Most of these features are NOT documented in our documentation, since we are striving to keep RecordKeeper simple and easy to use.

When printing reports for All scouts, note that you may need to manually select the option "Records Being Browsed"

in order for all the records to print. Since different print drivers do not support this option in the same way. Normally and for most printers these option will automatically be selected when the report is ready to print.

SCRIPT MENU

Key functions such as sorting, networking, finding and other often used functions are available on the menu bar under the "Scripts" Menu. This menu offers some functions not available anywhere else and can be a real time saver.

GETTING TECHNICAL SUPPORT

After reviewing this Quick Start manual and the on-line manual if you still need further assistance with Scout Record-Keeper, you can get assistance from the following locations. Tech support is available free for a total of 30 minutes with the purchase of RecordKeeper. Issues dealing with any bugs found to be an oversight on our part do not count against the 30 free minutes.

World Wide Web: http://www.recordkeeper.com/
                         http://www.awbeck.com/
eMail: support@recordkeeper.com
Telephone: 1-888-251-BECK

ADVANCED FEATURES

IMPORTING DATA

Scout RecordKeeper has an extremely easy to use but powerful import/export feature. If you have data in another program that can export into the Comma,Tab,SLYK or many other popular formats for transferring data;Scout RecordKeeper can import the data. Choose Import/Export from the File menu. RecordKeeper will prompt you for a file to import. After selecting a file, your are given a matching screen to match the fields from your import file to the Scout RecordKeeper fields.
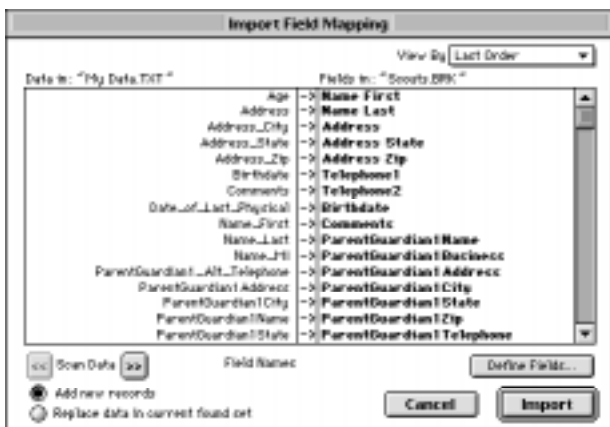

Figure 2a

There are hundreds of fields in Scout RecordKeeper. To match the data elemeents drag the RecordKeeper fields on the left to the same row as the import field on the right. Note that if a RecordKeeper field is dim, the field cannot be used, however there generally is a similar field in the list which is more appropriate which can be used. The arrows in the column between the two lists of fields indicate whether a row will be imported or not. It is important to remember that after matching the fields, these arrows must be checked in order for the data to be imported.

In most cases you with lastly be prompted as to whether

you wish to have automatic functions performed at import such as lookups and serial numbers. Always answer yes if this option is available. Not doing so can cause RecordKeeper to not work properly since key fields will be left empty or invalid.

EXPORTING DATA

When exporting data you must be in the database from which you want the data exported. To export Committee records for example you need to be in Committee database. Choose Export Records from the Import/Export menu item of the File Menu. The first step requires your name the data file to export as well as the location to where the file will be saved. Step 2 is the hard part, you must select what data fields will be exported as seen in figure 3a.

Figure 3a

By default ALL fields will be set for export unless an automatic export was recently done *(in Calendaring for instance when using the planner export).* It is best to click Clear All to start over and select the fields you want exported by double clicking the field on the left. The order the fields are in when

exported is set by dragging the ⬍ arrow next to the field to export up and down the list. If you plan on exporting to a word processor and want the data in the fields to have the same format as in the program such as dates and currency then choose the Format output option.

NETWORKING

Scout RecordKeeper can be shared and multiple users can use the database at the same time by networking the database across a simple Internet connection, peer-to-peer networking or a file server. To QuickStart your networking;

Figure 4a

1. Choose Preferences from the edit menu.
2. Select the network protocol to use and click Done.
3. Choose Multi-User from the Script menu to set each database to multi-user mode.
4. Restart RecordKeeper.

The specifics of how this networking works and needs to be setup is outlined in the On-line Help under the networking topic. NOTE: RecordKeeper in Multi-User mode can take significantly longer to open than normal. If Multi-user mode not required, choose Single-user from the Script menu to stop networking.

Damaged Data Files

Data files can become damaged by power failure during the operation of the database or from a system crash. If this occurs RecordKeeper will inform you if a file is damaged and must be repaired. In this case, simply note the name of the damaged file and cancel out of all windows and prompts until you have fully exited the software. *(NOTE: Do Not try to proceed by skipping the damaged file and using the program as this could further damage the program).* Once the program has been exited, reopen RecordKeeper while holding down the Ctrl and shift keys at the same time. On a Macintosh hold down the Command and option keys instead. You will then be prompted to select the file which is damaged. This is the file you noted earlier when RecordKeeper said the file was damaged. Upon selecting the file RecordKeeper will rebuild the file. When finished exit the software and start RecordKeeper again. If more than 1 file was damaged you may need to repeat the process for each damaged file, otherwise RecordKeeper is ready to be used again at this point.

Improperly Closed Files

When RecordKeeper opens it's data files it may inform you that a file was not properly closed. In this case no action is required but RecordKeeper will check the file. This is caused by turning off or crashing your computer without exiting the software first. Always be sure to exit the software first before turning off your computer since data can be lost. RecordKeeper saves automatically but uses a cache to save changes to be made. This cache is saved to disk when the computer is idle or when RecordKeeper is exited. If improperly exited the cache may be lost and changes not made.

Automation & AppleScript

Macintosh users who wish to automate RecordKeeper and exchange data with other programs automatically can explore the AppleScript possibilities. Using AppleScript, ALL functions of RecordKeeper can be automated and/or controlled by remote control. To learn the available functions we recommend opening RecordKeeper's AppleScript dictionary from within Apple's own Script Editor *(The Dictionary is the Application itself)*. Also there is a good series of books called the Tao of AppleScript which are excellent guides to applescripting.

Claris the maker of FileMaker pro which RecordKeeper is built on has sample scripts as well and many scripts that work with FileMaker Pro. These scripts also work with RecordKeeper without much modification.

Common System Problems

Databases require the hard drive of your to be in good shape in order to avoid problems. Disk checking utilities can be used to analyze your hard drive for potential problems before you install RecordKeeper. If your computer crashes or hangs frequently, you may have disk problems. Below is a list of utilities which can check your computer for problems before installation or anytime problems arise. The order of the utilities are listed is the order in which we suggest using these products.

Macintosh
   Disk First Aid - Apple Computer
   Norton Disk Doctor *(Part of the Norton Utilities)* - Symantec

Windows
   Scan Disk - Microsoft
   Norton Disk Doctor *(Part of the Norton Utilities)* - Symantec