JAG National Data Management System

Quick Reference

for 5-Year Programs

provided by

JAG Field Services
Data Management Technical Support Team

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TOOLS OF THE TRADE

Introducing:

JAG National Data Management System
Quick Reference
for 5-Year Programs

This edition of the JAG Data Management Quick Reference has been developed as an aid to specialists implementing 5-Year programs. It is not meant to replace the existing Tutorial and User's Manuals but as an aid to data entry. After your initial database training, use these two manuals as references if you have questions. They not only provide information on entering data but provide helpful hints and troubleshooting information. We hope this reference will be useful as well.

We welcome your feedback. Please include any ideas you have to make this material better. Don't be bashful. We cannot make this beneficial to you, the job specialist, if we do not have your honest feedback. Please direct all feedback to:

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Thanks for your help!

INSTALLATION

BASIC INSTALLATION (4-disk set)

1. Backup existing data.
2. Close all virus checkers and unnecessary programs.
3. Place the JAG National Database Management System Disk 1 into drive A.
4. Click on "**START"**. *(Windows 3.1—Click on "**FILE**".)*
5. Click on "**RUN**".
6. Type "**a:setup**" then click "**OK**".
7. Once the installation program starts, a small window with a progress meter appears to show the progress of the initialization of the installation program. Then an introductory window is displayed. Click on "**NEXT**".
8. At the welcome screen, click on "**NEXT**".
9. Next screen—Program License Agreement. It is important to read this information so that you are aware of changes in the program since the last version or fix. Accept by clicking on "**YES**".
10. Read the Readme information that is displayed. Click on "**NEXT**".
11. Type your name and organization. Click on "**NEXT**".
12. The system will prompt you for the installation directory. Accept the default c:\jag unless you have previously installed JAG in a different directory. If you have or your programs are kept on a different hard drive, choose browse and type in a new name and/or location for this directory (for example d:\jag20).
13. You will be asked to choose a folder for this information; accept the default folder by clicking on "**YES**".
14. Always use "**TYPICAL**" as your installation setup.
15. The computer will review the information and settings you have chosen. Check to verify your choices. If they are correct, accept them by clicking on "**NEXT**". If not, use the "**BACK**" button to go back to the appropriate screen and change the inaccurate information.
16. Insert the remaining disks as requested by the installation program.
17. When you are done, click "**FINISH"** and allow the computer to restart.

CREATING AN ICON ON YOUR DESKTOP

1. After your computer reboots, a JAG National Database window should be open on your desktop. It will have two icons in it. On for the: **JAG v (the number here may vary according to which version was installed)** and **JAG Data Conversion Tool".'**

2. Click once on the icon above the words JAG v#. This selects this item.

3. Put your mouse pointer over the selected area and hold down your RIGHT mouse button.

4. Without releasing the button, drag the icon to the desktop outside of the window.

5. Release the button.

6. Click on **"Make a Copy".**

7. Close the window by clicking on the "**X**" in the upper right hand corner of the JAG National Database window. An icon will remain on your desktop.

WHAT ABOUT UPDATES?

It important to JAG that the data management system continues to function effectively. As problems are identified and new features are developed, update files are created and distributed. These files may be distributed by your program or can be obtained from the JAG website **(www.jag.org)**. Install the software as soon as you receive it. It contains information or instructions to either fix a particular problem or to install new and/or enhanced features.

1. Click on **"START"**.

2. Click **"PROGRAMS"**.

3. Click **"WINDOWS EXPLORER"**.

4. Click on the words **"3½ FLOPPY A"** on the left hand side of the screen.

5. A file will appear on the right hand side of the screen. Double click on it.

6. Click **"NEXT"** and **"YES"** until it is done.

7. Check **"HELP/PRODUCT INFORMATION"** to make sure the update installed correctly. See next page for instructions on how to make sure the update was installed correctly.

STARTING YOUR PROGRAM

Method 1:

Double click on the icon you created on your desktop.

Method 2:

1. Click “**START**”.
2. Click “**PROGRAMS**”.
3. Click “**JOBS FOR AMERICA’S GRADUATES**”.
4. Click “**JAG v#**”.

IS THE INSTALLATION OR UPDATE COMPLETE?

1. Click “**HELP**” on the menu bar at the top of screen.
2. Click **“PRODUCTION INFORMATION”.**
   It should say:
   JAG National Data Management
   System (the current release numbers) **Official Release**
3. Once you have verified that the correct software has been installed, click on “**APPLY CONFIGURATION UPDATE**”. Do this only after the installation of new software. You only need to do it once. If you do it more than once, you may get an error message but no damage to your database will occur.

FYI – BEFORE YOU BEGIN

MENUS – WHERE IS IT?

The following section lists the functions found under each menu item on the main screen and in each subscreen. You will be taken to the appropriate area to perform the activities you desire by either clicking on the menu choices or using the keystroke designated in the listing. You will note that all functions have alternative keystrokes. You can hold the Alt key down and tap the underlined letter or use the keystroke combinations listed directly below each function. If you see a > in this section, it indicates that there is a submenu whose items are listed directly below that menu item.

Location: Main Screen

File	Data	Mail Merge	Help
Particpant Forms	State	Participant	Product Information
Summary Reports	Site	Employer	Apply Configuration Upates
Import	School	Placement Schools	
Export	Participant	School	
Configure	Employer	Site	
Exit	Placement Schools	State	

JAG School Information Screen **Location: DATA/SCHOOL**

File	Database	Contacts	Window
School Data Ctrl-Shift-S	Top Record Ctrl-T	Open View Ctrl-O	Main Window
Open Advisory Committee	Previous Record Ctrl-P	Add Ctrl-C	Participant Window
Add Advisory Committee	Next Record Ctrl-N	Delete Contact Ctrl-Shift-D	Employer Window
Delete Advisory Committee	Bottom Record Ctrl-B	Update Participants Ctrl-U	Setup Window
Close	Edit Filter/Sort Ctrl-F	Database >Top Ctrl-Shift-T	Exit
	New School Ctrl-A	>Previous Ctrl-Shift-P >Filter Sort Ctrl-Shift-F	
	Delete School Ctrl-D	>Next Ctrl-Shift-N >Bottom Ctrl-Shift-B	

	Save Ctrl-S		

Participant Information Screen **Location: DATA/PARTICIPANT**

File	Database	Forms	Window
Close	Top Record Ctrl-T	Status Reports> >New Status Report Alt-S >Open Status Folder	Main window
	Previous Record Ctrl-P	Groups> >Add Group Alt-G >Open Group	School Window
	Filter/Sort Ctrl-F	Barriers> >New Barrier Alt-B >Open Barrier Folder	Employer Window
	Next Record Ctrl-N	Profiles> >New Alt-P >Delete Selected	Setup Window
	Bottom Record Ctrl-B	Contact> >New Contact Alt-C >Open Contact Folder	
	New Student Ctrl-A	Job Placement> >New Job Alt-J >Delete Job	
	Delete Student Ctrl-D	School Placement> >New Alt-L >Delete Selected Placement	
	Save Student Ctrl-S	Follow-up> >New Follow-up Alt-P >Open Participant Folder >Open Employer Folder >Open Other Folder	
	Roster Filter Ctrl-R	Progress Reports> >New Report Ctrl-Alt-R >Delete Selected	
		Tests> >New Alt-T >Delete Selected Test	

JAG Employer Information **Location: DATA/EMPLOYER**

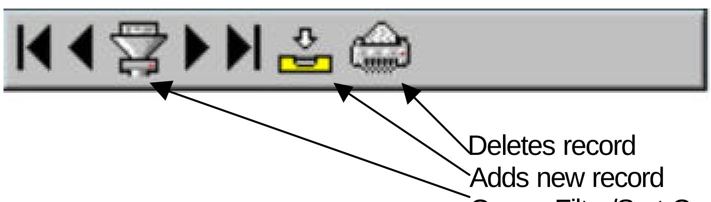
File	Database		Window
Close	Top Record	Ctrl-T	Main window
	Previous Record	Ctrl-P	School Window
	Next Record	Ctrl-N	Employer Window
	Bottom Record	Ctrl-B	Setup Window
	Filter/Sort	Ctrl-F	
	New Employer	Ctrl-A	
	Delete Student	Ctrl-D	
	Save Employer	Ctrl-S	

BUTTON BARS & ICONS

Here are a few button bars and icons that represent those most commonly seen in the data management system.

(From State Information Window)

|< Goes to the first record in the database
< Goes to the previous record
? Opens Filter/Sort Configuration window
> Goes to the next record
>| Goes to the last record in the database
NEW Saves the current record and brings up another record form
DEL Deletes current record from the database
Cancel Cancels current activity, exits & does not save
OK Exit and save

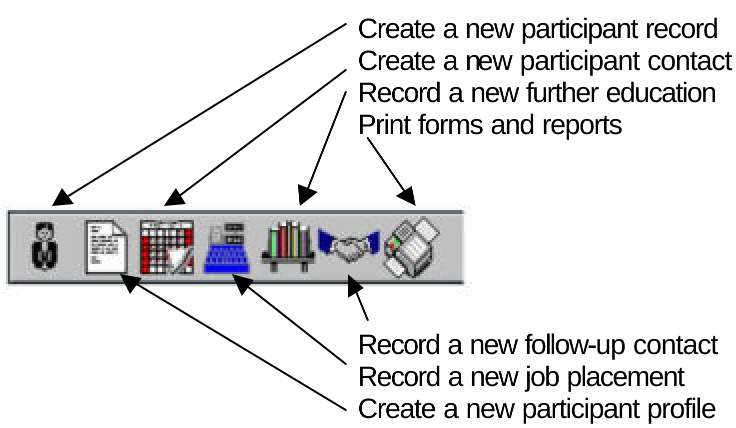


(From Participant Information Window)

Deletes record
Adds new record
Opens Filter/Sort Configuration window

Here is an icon you will see only when doing participant contacts. Click this to update the participant list when entering your participant contacts each day.

The following icon bar is located in the Participant Information window near the top of the screen just below the menu bar. Each icon initiates a different task related to the participants enrolled in your program.



ENTERING INFORMATION

Please note the following instructions. They are essential for the database to function correctly and for the information you enter to be recorded in a useable fashion. In some cases, such as in job placements, if the information is not entered correctly, your information will not be entered into the national database. This will affect your program's statistics.

Confidentiality

- ⇨ It is essential to maintain the confidentiality of each participant. Please take precautions to insure that confidentiality is maintained.

Data Entry

- ⇨ Do not enter information in all caps or in all lower case.
- ⇨ Do not use dashes in Social Security numbers.
- ⇨ Do not use any punctuation such as dashes when entering telephone numbers.
- ⇨ Make sure to include area code with all phone numbers.
- ⇨ You may use dashes in zip codes.
- ⇨ Use complete addresses. Use standard abbreviations for street, avenue, etc. Make sure to use accurate zip codes.
- ⇨ Use standard business English for all narratives. Remember this is a professional document—use appropriate grammar and spelling as well as concise, program specific entries.
- ⇨ If you can't write it on the side of the school, do you need to include it in this narrative.
- ⇨ Check your information for accuracy. Update and/or correct as often as needed.
- ⇨ SAVE! SAVE! SAVE!

Participant Information

- ⇨ Do not use nicknames in the first name field on the Student Profile. If you must add a nickname, add it in the first name field after the participants name. (i.e. Mary "Peepers")
- ⇨ The format for the substitute social security number is: charter number+year of entry+assigned number. Example: OH1549701. This number represents a student from Firelands High School in Ohio who entered a JAG program in 1997. The 01 tells us that this was the first assigned number at that school for that school year.
- ⇨ If you use a substitute social security number and later change it to the correct social security number, notify the person who is responsible for data management. Transmit the following information when you change the social security number: school, participant's name, old social security number and new social security. This will help to eliminate duplicate entries in the database.

Business & School Information

- ➪ Do not use abbreviations for any business or school unless absolutely necessary. Co., Ltd., Inc. and similar entities may be abbreviated. In the business database, please adhere to the following instructions.
- ➪ Use the business' or school's complete name.
- ➪ Do not use local references. They may make perfect sense to you but not to anyone else outside your service area. Example: Do not use Shelly's when it is Shelly's IGA.
- ➪ In the case of malls, please use mall name and provide mall address and zip code on second line. Provide accurate address and zip code.
- ➪ When entering information for a self-employed person in the business database, use their incorporated company name. If that is not available or non-existent, use the person's name + occupation. Example: John Jones, daycare provider or Sandra Cosack, carpenter. Provide store phone number.

TO BEGIN WITH

CONFIGURING YOUR DATABASE

One of the nice features of this database is that you can configure several information categories: status, barriers and categories as well as adding a personal password. Please make sure you do not add or delete any information in these sections without the authorization of your program manager or appropriate supervisor. The additional information collected is not processed by JAG Field Services but is accessible to you, your program manager and/or your state.

PRE-TEST/POST-TEST

1. At the main screen, click on "**FILE"**.
2. Click on **"CONFIGURE."**
3. You should see the Pre-Test/Post-Test configuration screen on the right.
4. Enter the total possible points for each pre- and post-test.
5. To exit, click on **"FILE"** and then **"CLOSE."**

STATUS REPORT

1. At the main screen, click on **"FILE".**
2. Click on "**CONFIGURE**."
3. Under "**SYSTEM CONFIGURATION**", click on "**STATUS REPORTS**".
4. **TO ADD A STATUS**: Click on the "**ADD**" button at the bottom of the screen. Enter the appropriate information. Click "**OK**".
5. **TO UPDATE A STATUS:** Click on status to be updated. Click on " . Enter appropriate information. Click **OK.**
6. **TO DELETE A STATUS:** Click on status to be deleted. Click on " button at the bottom of the screen. You will be asked if you are sure you want to delete this item, click "**YES"**.
7. To exit, click on **"FILE"** and then **"CLOSE."**

PARTICIPANT GROUPS

1.

2.

3.

4.

5.

6.

7.

BARRIERS

1.

2.

3.

4.

5.

6. button at the bottom of the screen. You will be asked if you are sure you want to delete this item, click "**YES"**.

7. To exit, click on **"FILE"** and then **"CLOSE."**

COMPETENCIES

1. At the main screen, click on **"FILE".**
2. Click on "**CONFIGURE**."
3. Under "**SYSTEM CONFIGURATION**", click on "**COMPETENCIES**".
4. **TO ADD A COMPETENCY**: Click on the "**ADD**" button at the bottom of the screen. Enter the appropriate information. Click "**OK**".

5. **TO UPDATE A COMPETENCY:** Click on competency to be updated. Click on "**UPDATE"**. Enter appropriate information. Click **OK.**

6. **TO DELETE A COMPETENCY:** Click on status to be deleted. Click on " button at the bottom of the screen. You will be asked if you are sure you want to delete this item, click "**YES"**.

7. To exit, click on **"FILE"** and then **"CLOSE."**

STATE INFORMATION

1. At the JAG National Database main screen, click "**DATA**".
2. Click "**STATE**".
3. Enter this information for your state.

Note: *Every effort must be made to enter this information accurately. To avoid problems with importing and other functions, all databases must have the same information. V2.0 requires the state postal code in the state to match the state postal code in the site. It also requires the site charter to match the site charter in the school.*

4. When you are done, click "**OK**".

Record your state information here:

State:______________________________

CSA Representative:______________________

Address Line 1:____________________________

Line 2:____________________________

City:_______________________________

State:________________ Zip:__________

Phone:_____________________________

Extension:__________________________

Fax:_______________________________

E-Mail:_____________________________

SITE INFORMATION

1. At the JAG National Database main screen, click "**DATA**".
2. Click "**SITE**".
3. Enter this information for your site.
4. When you are done, click "**OK**".
5. If you have more than one site, click on "**NEW SITE**" at the bottom of this window.

Note: *All site information must be entered exactly without variation.*

Note: *Both State and Site screens must be filled in before attempting an import.*

Record your state information here:

Site:_______________________________
(full site name)

Charter:____________________________
(see User's Guide, pg. 38)

Program Manager:___________________________

Address Line 1:_____________________________

Line 2:_____________________________

City:_______________________________

State:_______________ Zip:___________

Phone:_____________________________

Extension:__________________________

Fax:_______________________________

E-Mail:_____________________________

SCHOOL INFORMATION

Note: *Please remember that the site and the school are not the same. Site refers to the program/agency. In some cases, the site information may be the same as the state information. If you are confused, ask your program manager.*

1. At the JAG National Database main screen, click "**DATA**".
2. Click "**SCHOOL**".
3. The state and site information should appear in the first two fields. If they are not there, you have not entered the information correctly. If they are there, go on to step 4.
4. Enter your school information. The only personal information entered here is your name.
5. When you are done, click "**FILE**" in the menu bar at the top of the screen.
6. Click "**ADD ADVISORY COMMITTEE**".
7. Check to make sure the correct school year is listed.
8. Add information.
9. If you wish to add another person, repeat process.
10. To save, "**DATABASE**", then "**SAVE**".
11. To exit, click the "**X**" in the upper right corner. The computer will then ask you if you want to save. If you want to save, click "**YES**". If you have made an error or do not wish to save, click "**NO**". Clicking "**CANCEL**" will keep you where you were.

Note: *If you have a blank screen and try to exit, always click "**NO**", otherwise you will not be allowed to leave. The program will ask you to enter the remainder of the information.*

ADVISORY COMMITTEE

ADDING AN ADVISORY COMMITTEE MEMBER

1. Click on "**DATA"**.
2. Click on "**SCHOOL"**.
3. Click on "**FILE"**.
4. Click on "**ADD ADVISORY COMMITTEE"**.
5. Enter information.
6. Click "**DATABASE",** then "**SAVE"**.
7. To continue entering Advisory Committee Members, repeat steps 3 through 6.

8. To quit, exit and be sure to save.

DELETING AN ADVISORY COMMITTEE MEMBER

1. Click on "**DATA"**.
2. Click on "**SCHOOL"**.
3. Click on the **"+"** in front of the folder by Advisory Committee.
4. Open appropriate folder.
5. Click on member to be deleted.
6. Click on "**FILE"**.
7. Click on **"DELETE ADVISORY COMMITTEE."**

PARTICIPANT INFORMATION

DATA ENTRY – STARTING THE YEAR

PARTICIPANT RECORD

1. At the JAG National Database main screen, click "**DATA**".
2. Click "**PARTICIPANT**".
3. Click on the icon with the little man on it. This opens the participant's record. The school information should appear in the first field. If it is not there, you have not entered the information correctly. If it is there go on to the next step.
4. Fill in the data.

***Note**: The Social Security Number is an essential piece of information. A participant record cannot be entered without one. There are some cases in which you are not able to obtain this information. In this case use the following formula to make up a temporary Social Security Number: (charter number)(school year)(random number) – for example, OH4349801. When you get the true Social Security Number, enter it and notify your data management person so that JAG Field Services can be notified and the correct information entered.*

5. This completes the first section of the participant record. Whenever you want to see this information click on the participant's name next to file drawer on the left.
6. Click on the icon that looks like a piece of paper. This will take you to the participant profile
7. The program will ask what type of program in which you are entering this participant. By doing this, the program will present the correct form for that type of program.
8. Make sure you have the correct entry date. The date entered tells the computer which school year to enter the participant in.
9. Fill in the Data

***Note**: Be sure to fill in the white boxes for GPA and absences in the barrier section <u>for all participants</u> whether the gpa or absences are their barriers or not.*

***Note**: This completes the participant profile. There are a few areas which cannot be updated such as the barrier section. You must go to another section of the record to update* *this information. For example, if you need to amend your barrier selections, you must make these changes in **BARRIER TRACKING**.*

RELATIVES AND FRIENDS

1. Click on the words “**RELATIVES/FRIENDS**” on the left hand side.
2. Click on “**ADD**”.
3. Do not fill in the Relative ID nor Social Security Number fields. They are assigned by the program.
4. Fill in the rest of the data.
5. Click “**OK**” if you are done or “**NEW**” if you need to add more contacts.

STATUS TRACKING

You should check this section to make sure that it has registered the correct information (i.e. 5-Year program not Senior program or vice versa). This information is on the right side of your screen.

To correct an error, highlight the entry containing the error and click on UPDATE. Change the information and click “OK”.

Note: *The following statuses are used for the 5-Year program. Participants should be assigned as needed.*

5-Year Program Enrollment
5-Year Program Continuation
Deceased
Graduated from High School
Received a GED
Program Termination
End of School Year; Enrolled in Same High School
End of School Year; Enrolled in Different High School
End of School Year; Left School
End of School Year; Graduated Early
Sept. 30th; Enrolled in Same High School
Sept. 30th, Enrolled in Different High School; Same District
Sept. 30th; Enrolled in Different High School; Different District
Sept. 30th; Did not Return; in GED
Sept. 30th; Did not Return; not in GED
Sept. 30th; Did not Return; Status Unknown
Sept. 30th; Graduated Early

Note: *Roster entries correspond to status tracking entries. Participants can be moved from one roster to another by updating or correcting their status tracking entries.*

Note: *In the 5-Year program, status tracking should be updated at the end of the school year and the beginning of the school year. At the beginning of the school year, be sure to list the appropriate Sept. 30th status as well as 5-Year Program Continuation. When listing 5-Year Program Enrollment or Continuation, be sure to enter the appropriate grade.*

Note: *Roster entries correspond to status tracking entries. Participants can be moved from one roster to another by updating or correcting their status tracking entries.*

Note: *If a person is missing from a roster, it is probably due to a missing or inaccurate status entry.*

GROUPS

1. Click on the words "**GROUPS**" on the left hand side.
2. Click on "**ADD**".
3. Fill in the date.
4. Choose the group affiliation.
5. Click "**OK**" if you are done or "**NEW**" if you need to add more contacts.

BARRIER TRACKING

Check this information to make sure all barriers are listed.

1. To add a barrier, click "**ADD**". The SSN is the participant's social security number and should appear automatically. Enter the date identified and use the pull down menu to choose a barrier.
2. When completed, click "**OK**" or choose "**NEW**" to enter another barrier.
3. To delete, select barrier to remove by clicking on it and then click "**DELETE**". When asked, click "**YES**".

Note*: On occasion, you may find that you have omitted a barrier that existed when the participant entered the program. You cannot add it by going back to the barrier section of the Participant Profile. You can add it in barrier tracking. To insure that it shows up on the profile, use the same date entered on the original profile. You may not use this procedure once the profile has been submitted to your state office.*

Note*: Remember to add new barriers as they are identified and mark barriers that have been removed. Do not delete the barrier, use the update function to mark them as removed.*

DATA ENTRY - THROUGHOUT THE YEAR

PARTICIPANT CONTACTS

***Note**: Participant contacts should be entered in the JAG School Information screen. Participant contacts can only be deleted from the JAG School Information screen.*

***Note**: If you are updating participant contacts in the Participant Information screen, the program will take you to the School Information screen where you enter your information. When you're done, you can either enter a new contact or click the "**X**". When you "**X**" out, you will be returned to the Participant Information screen. If you started entering the participant contacts in the School Information area, you will be taken to the Main Menu screen if you click "**X**".*

TO RECORD PARTICIPANT CONTACT ACTIVITIES

1. At the Main Screen, click "**DATA**" then "**SCHOOL**".
2. Click "**CONTACTS**".
3. Click "**ADD**".
4. Click "**NEW CONTACT**". This will open a new screen which is divided into 2 sections. You will be working in the right section. The icons which you will use are located at the bottom of the right section.
5. Fill in the data.
   ***Note:** *Under contact narrative, list the source and/or location of the materials used, include book, chapter, page, worksheet, etc.*
   ***Note:** *Use only level one or two when documenting service delivery.*
6. When the information has been entered, click on the red check mark at the bottom of this section. This takes you to the screen which allows you to choose the participants who participated in the contact you are recording.
7. Make sure that the correct program type and school year are listed.
8. Select the participant(s) by clicking on their name in the left panel and click the "**ADD-→**" button. If you want to select all of them use "**ADD ALL--->**". This will move the participant(s) to the right panel. If you make a mistake, highlight and use the "**←-REMOVE**" or "**←-REM ALL**" buttons.
9. Click "**DONE**" to finish.
10. Click "**DATABASE**" and then "**SAVE**".
11. If you wish to enter another contact, click on the yellow icon with the arrow pointing to it at the bottom of the center panel.
12. Click "**X**" and save. This will take you back to the Participant Information Screen.

TO DOCUMENT COMPETENCY ATTAINMENT

1. At the Main Screen, click "**DATA**" then "**SCHOOL**".
2. Click "**CONTACTS**".
3. Click "**ADD**".
4. Click "**NEW CONTACT**". This will open a new screen which is divided into 2 sections. You will be working in the right section. The icons which you will use are located at the bottom of the right section.
5. Fill in the data.
   Note: **Enter 0 for time.*
   Note: **Under contact narrative, cite the materials or activities that document that the participant has attained the competency listed, for example, a resume on file.*
   Note: **Use only level three when documenting service delivery.*
6. When the information has been entered, click on the red check mark at the bottom of this section. This takes you to the screen which allows you to choose the participants who participated in the contact you are recording.
7. Make sure that the correct program type and school year are listed.
8. Select the participant(s) by clicking on their name in the left panel and click the "**ADD-→**" button. If you want to select all of them use "**ADD ALL--->**". This will move the participant(s) to the right panel. If you make a mistake, highlight and use the "**←-REMOVE**" or "**←-REM ALL**" buttons.
9. Click "**DONE**" to finish.
10. Click "**DATABASE**" and then "**SAVE**".
11. If you wish to enter another contact, click on the yellow icon with the arrow pointing to it at the bottom of the center panel.
12. Click "**X**" and save. This will take you back to the Participant Information Screen.

Note*:* *Competencies will appear as completed in the Participant Contact window in the participant's record until "level 3" has been entered.*

UPDATING & REMOVING BARRIERS IN BARRIER TRACKING

Check this information to make sure all barriers are correct and up-to-date. You may add, correct or remove (not delete) a barrier which is no longer a barrier for this participant.

1. To add a barrier, click **"ADD"**. The SSN is the participant's social security number and should appear automatically. Enter the date identified and use the pull down menu to choose a barrier. When completed, click **"OK"** or choose **"NEW"** to enter another barrier.
2. To update a barrier, highlight the barrier. Click on **"UPDATE".** Make correction. Click on **"OK."**

3. To remove a barrier, highlight the barrier. Click on **"UPDATE".** Click in the box next to "**CHECK IF BARRIER IS REMOVED".** Enter date removed. Click on "OK."

DATA ENTRY – AFTER GRADUATION

FOLLOW-UP INFORMATION

1. Click on "**FORMS**".
2. Click on "**FOLLOW-UP**".
3. Click on "**NEW FOLLOW-UP**".
4. Enter information.
5. Click "**OK**".

***Note**: SSN is assigned by program. Be sure to change the date to the date that the follow-up is made—the default is date of entry.*

***Note**: Make sure the information in the narrative tells more than you talked to individual? Provide information that is meaningful to you and the job specialist who comes after you. Where are they working? If not, what is their goal? How is their performance on the job? What is the next step in their development?*

JOB PLACEMENTS

1. Click on "**DATA**".
2. Click on "**PARTICIPANT**".
3. Click on "**FORMS**".
4. Click on "**JOB PLACEMENT**".
5. Click on "**NEW JOB**".
6. Fill in the information.
7. To select an employer, click on the "**SELECT EMPLOYER**" button.

***Note**: Selecting or adding the correct employer is very important. It is essential to connect to the correct employer in the existing Employer Database or to enter complete and accurate information on a new entry.*

8. To find out whether the employer you wish to use is in the database, use the search function. This is in the upper left corner of the Employer Selection window.

***Note**: From <u>Jobs for America's National Data Management System v2.0 User's Guide</u>, page 28: "..Tabbing through each of the search fields found in the upper left of the dialog will display help on the screen [in center of screen next to these fields]. In most cases,* *a fairly general search of business names will yield the results desired. For instance to search for Burger King, the most reliable method is to enter "Burg%" into the business field. This would display in the Employers Found list any employer with a business that started with "Burg"…You can make the search more specific by adding some fields to the search such as state or phone number….."*

9. Enter the first 3 or 4 letters of the employer followed by the "**%**" sign.
10. Click on "**RUN SEARCH**". If you found it, GREAT! If not try another search.

Note*: Remember to look for different spellings or partial names. Be creative. Try different spellings, punctuation, and spacing. For instance, something listed as U. S. may be listed as US or U.S. or U. S.*

11. If you find the employer you are looking for, click on the employer in the Employers Found" list. This will bring up a list of locations.
12. Click on the appropriate location. If it is not there, click on "**ADD LOCATION**" and add the information. Then click on "**OK**".
13. If the business is not listed, please add the business. Click on "**ADD EMPLOYER**" button on the right hand side of the window.
14. This brings you to the EMPLOYER INFORMATION window. It is divided into three sections. Enter the information in the section in the lower left hand corner to begin. Do not add an ID, this is supplied by the program.
15. Once you have completed the information in that section, click the "
bottom of the screen.

Note*: Adding the correct employer information is essential. You must enter complete and accurate information. This means you must spell the <u>full business name</u> correctly using correct punctuation. No all caps or lower case. No abbreviations. Do not make an entry if you do not have the business name, complete address and phone number. In most cases this can be found in a telephone book or by a quick call to the business. Please make sure a contact person is included also.*

16. This brings you to Employer Locations window. Do not change the information in the "**EMPLOYER"** box. Enter either the "**STORE** #" or "**LOCATION NAME**" if you have them. For example, the business may be listed under IGA and have the location name of Gene's IGA.
17. Click "**OK**".
18. Click "**DATABASE**" then "**SAVE CURRENT EMPLOYER**".

Note*: Use the **DATA/EMPLOYER** section to edit information regarding the businesses in the database. Editing this information in either the **DATA/SCHOOL** or **DATA/PARTICIPANT** sections will result in duplicate entries.*

SCHOOL PLACEMENTS

1. Click on "**DATA**".
2. Click on "**PARTICIPANT**".
3. Click on "**FORMS**".
4. Click on "**SCHOOL PLACEMENT**".
5. Click on "**NEW**".
6. Fill in the information.
7. If you cannot find the appropriate school, please click on "**ADD**" and enter the appropriate information. Do not make an entry if you do not have complete information.

***Note**: Use the **DATA/PLACEMENT SCHOOLS** section to edit school information. Editing this information in either the **DATA/SCHOOL** or **DATA/PARTICIPANT** sections will result in duplicate entries.*

TOOLS OF THE TRADE

FILTER/SORT

1. The filter/sort function is activated by pressing the "**FILTER/SORT**" button at the bottom of the screen. This brings up the Filter/ Sort Configuration window.

Note: *This window is divided into two sections. The one on the left is responsible for filtering information while the one on the right is responsible for sorting information. The filter function allows you to filter out all information but for that which you specify. Sort organizes your data according to the fields you select.*

2. To sort information click in the box next to the word "**FIELD**". A drop down menu will appear. Choose the field you wish to use to organize your information (i.e. charter number, last name, city, etc.) Click "**ADD**" and then "**OK**". If you wish to eliminate a field, highlight it by clicking on it and press "**DELETE**".

3. Filtering information is easy. Click in the box next to the word "**FIELD**". A drop down menu will appear. Choose the field you wish to use. Click in the box next to comparison. Choose the comparison method you would like to use. Click in the box labeled "**VALUE**", enter the information you wish to find. Click "**INSERT**", then "**OK**".

ROSTER FILTER

The roster filter helps you filter out the specific participants for which you want to enter data. Information is filtered by school year and program.

1. Click on **"DATA".** Click on **"PARTICIPANTS"**. Click on **"DATABASE"** and then **"ROSTER FILTER"**. Enter the correct year and choose the program. Click **"OK"**.

PRINTING FORMS: PARTICIPANT

1. At the main window, click on "**FILE**".
2. Click on "**PARTICIPANT FORMS**".
3. Select one or more forms you wish to print by clicking on the boxes in front of them.
4. Make sure the right printer is chosen.
5. Click on "**SELECT PARTICIPANTS**".
6. You can either highlight individual students and click "**ADD**" or you can use the "**ADD ALL**" button to select them all.

7. Click on "**DONE**" when you have selected everyone you desire.
8. Click on "**PRINT**" or "**PRINT PREVIEW**". If you use "**PRINT PREVIEW**" you don't have to start over to print this information, just click on "**FILE**", then "**PRINT**".

PRINTING REPORTS: SUMMARY

1. At the main window, click on "**FILE**".
2. Click on "**PARTICIPANT FORMS**".
3. Make sure the information at the top of the window is correct. Is it the correct school, group, date and year?
4. Select one or more forms you wish to print by clicking on them.
5. Select the type of program for which these reports are being generated.
6. Click on "**SCHOOL**".
7. Click on "**INDIVIDUAL MODE**".
8. Make sure the correct printer is listed.
9. Click on "**PRINT**" or "**PRINT PREVIEW**". If you use "**PRINT PREVIEW**" you don't have to start over to print this information, just click on "**FILE**", then "**PRINT**".

IMPORT

1. At the main screen, Click on "**FILE**".
2. Click on "**IMPORT**".
3. Click on "**ADD FILE**" button.
4. Find and choose the appropriate file. It should end in "**.jag**".
5. Click "**OK**".
6. Click on "**IMPORT**".
7. The program will now begin to import your information. You will be asked to confirm the employer information that is being imported by either allowing the system to import the information—choose "**CONTINUE**", redirect it to an existing database entry choose "**REDIRECT**" or not to allow it to import the information **SKIP**".
8. It will next import the school information. Use the same keys to route information.
9. The next information will be the student information. If some "Sybase" errors show up and scroll by, do not panic unless it stops and says the import has been aborted.

10. When it is done importing, it will tell you that the import is completed.

EXPORT

1. At the main screen, Click on "**FILE**".
2. Click on "**EXPORT**".
3. Put a disk in drive A.
4. Make sure the information in the window is correct. The level should have a dot in front of "**SCHOOL**".
5. Click on the "**EXPORT**" button. The computer may seem like it is not doing anything at this point. Just leave it alone. Depending on the processor speed it may take a long time to digest the information internally before you see it scrolling across the screen. This will also tell you when it is done.

Note*: Make sure the disk you are exporting to is empty. If it is not, you will get an error message saying that the program is not able to compress your data. You haven't done anything wrong, there just isn't enough room on the disk to use to compress the data.*

MAIL MERGE

There are two things you have to accomplish to create a mail merge document.

1. Create a data file.
2. Perform a mail merge using a word processing program.

HOW TO CREATE A DATA FILE

1. Click on **"Mail Merge".**
2. Click on type of data you wish to merge. Your choices are: Participant, Employer, Placement Schools, School, Site and State.
3. Choose the drive on which you wish the data file created.
4. Choose the folder in which you wish the data file to be created.
5. Type a name for the data file. The format is filename.txt. The filename is limited to 8 characters not including .txt.
6. Click okay.

7. Close JAG Data Management program.
8. Mail merge using your word processor.

HOW TO USE MICROSOFT WORD TO PERFORM A MAIL MERGE (AN EXAMPLE)

1. Start Microsoft Word.
2. From the **“TOOLS”** menu, select **“MAIL MERGE”**.
3. Click on **“CREATE”** under **MAIN DOCUMENT**.
4. Choose **“MAILING LABEL”** from the **“CREATE”** menu.
5. Choose **“NEW DOCUMENT”** from the next panel unless the current document can be used for the mailing labels. If so, choose **“ACTIVE WINDOW”.**
6. Click on **“GET DATA”**.
7. Choose **“OPEN DATA SOURCE”**.
8. Type the file name of the data file you created earlier to retrieve the file.
9. Click **“SET UP MAIN DOCUMENT”** to finish formatting the labels.
10. Choose from the list of labels the type of labels you wish to use. If the type of label is not listed, you may choose custom laser and modify the size setting.
11. On the **CREATE LABELS** window, you must insert fields that you would like to appear on the label. Click on **“INSERT MERGE FIELD”** to insert fields. Remember to use spacing so the information won’t be squeezed together.
12. The **“CREATE LABEL”** window should list the fields that you have chosen.
13. Click **“OK”** to accept changes to the labels.
14. Once back at the **MAIL MERGE HELPER**, click **“MERGE”** to merge the participant information into the mailing labels document.
15. Click **“MERGE”** from the Merge window to complete the operation.
16. You may now print the resulting document to finish preparing the mailing labels.