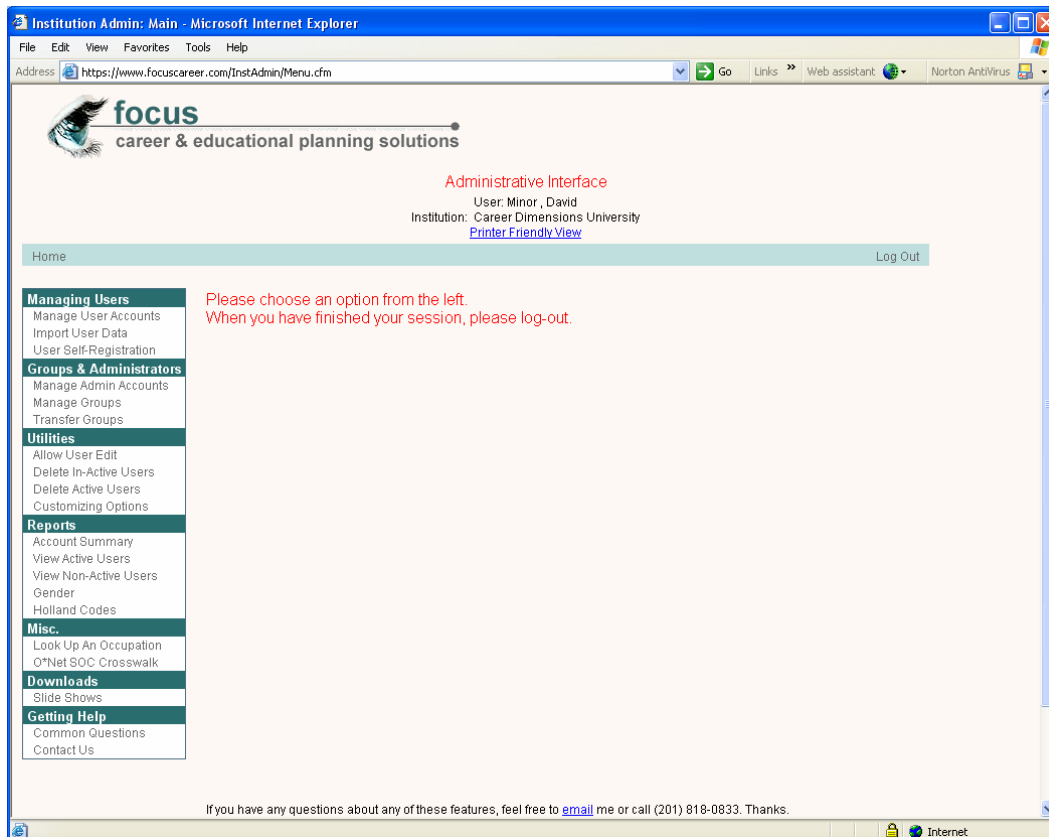


Database Management – An Overview:



Primary navigation and tools for database management are found on the main menu of the administrative interface. This document will provide you with a brief overview of the available functionality. Very important: when you finish your session please “log out”.

Managing Users

Gives you all the tools necessary to add and update individual user accounts. Diagnostic Client Reports are available for every user from this section. Also describes how to create a data file that can be used to import user data. A static non-functional example of self-registration is also available.

Groups and Administrators:

Groups are a useful way of organizing your users within the database. For example, users can be grouped by counselor caseload, instructor, year of graduation, etc. Many of the reports available to you can be run by groups. Before a user can be assigned to a group, you must first define your groups – select “Manage Groups” and follow the instructions. You can assign individual users to a group from the Account Detail Page which can be accessed from the “Manage User Accounts” section. You can also assign an administrator to a group and that administrator can log-in to the admin interface and view information about their groups. You can also move users to different groups (Transfer Groups). Please Note: Deleting a group will permanently delete the group and all the members of that group.

Utilities:

A variety of utilities are provided to manage the database. "Allow User Edit" gives your users the ability to update their account information from the main menu of the client program. Two utilities are provided which allow you to delete users from the database: Delete In-Active Users will purge registered users who have not used the program, and Delete Active Users will give you the capability to remove users that have used the program. Program Customization can also be displayed under this heading.

Reports:

Several reports are provided which allow you to monitor all activity. "Account Summary" gives you an up to date brief summary of all activity. "View Active Users" will display details of the modules your users have completed. "View Non-Active Users" will provide you with a list of registered users that have not used the program. The "Gender Report" will provide you with information about the occupations your male and female users are looking at, and will summarize their personal development needs. The "Holland Code" report details the Holland Codes (RIASEC) for all your users.

Misc:

You can look up information about any of the occupations in the Focus database, and you can display a list of all the occupations in Focus mapped to standardized classification systems.

Downloads:

Gives you access to promotional material that can be used to help your marketing efforts.

Contact Information:

If you have any questions related to managing your database, please contact:

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