The Adorer Attendance History Program Instructions

This program has been designed to work in conjunction with the daily sign-in sheets. The main menu has six functions.

    A. Exit
    B. Edit – Add/Delete/Change
    C. Mark Weekly Attendance
    D. View Attendance History
    E. Print Attendance History
    F. Set Sunday Start Date &
       Delete Attendance History

<u>PLEASE NOTE:</u> After you have installed the program and you bring up the Main Menu for the first time, the only functions that are active are A and F. The Adorer Attendance Program assumes the normal week goes from Sunday to Saturday. Since you must set the Sunday Start Date before you are able to enter any data, you have to do function F first. Therefore the Sunday Start Date is the Sunday date of the beginning of the first week you plan to start entering the Adorers' attendance data. After you have set the Sunday Start Date, the system automatically calculates the next 26 Sunday Start Dates for a total of 27 weeks of history for each Adorer and then all the functions are activated.

A. **Exit.**   Exit the program.

B. **Edit – Add/Delete/Change.**   Enter "B" to add, delete or change a current Adorer's information.

    F2 - Exit the edit function and go back to the Main Menu.

    F9 - Lists all the valid keys and field functions associated with the edit.

F1 - You may either enter a valid day or time or you may choose to select a valid day or time with this function key. You must be on the Day or Time field to be able to use the F1 key.

F5/F6 - These keys work in conjunction with each other. You must use the F5 key before you may use the F6 key. To locate someone's name, enter a partial or full name and then press Enter. For example, to locate the name *SMITH, CAROL* enter the name *smith, carol* and the program will look for an exact match to what you specified.

You could enter *car* or *carol* or *smith* or *smi*. If you entered *car*, the F5 key would locate the first *car* it finds and that may be someone named *JONES, CAROLYN* or *CARSON, MARK* instead of the *SMITH, CAROL* you were looking for. However, if you use the F6 key after you have used the F5 key, then the program will locate the next *car* it finds and so on and so on until it finds the *SMITH, CAROL* you are looking for.

Insert Key - Use this key to add an Adorer. Remember when you key in the Adorer's name the format is Lastname, Firstname. All your additions are automatically put in sequence after you exit the edit.

Delete Key - Use this key to delete an Adorer or a blank record.

C. Mark Weekly Attendance.   When you enter this function, you must first tell the program which week you want to update the attendance for all the Adorers that signed-in for that week. This function should be used at the end of the week after all the Adorers' attendance for that week have been completed. Once you select a week, the program locks you into the week you selected for the entire marking session. If you need to update just a few Adorer's attendance here and there for this week or that week, you should use the edit function B.

F2 - Exit.   Exit the marking session and go back to the Main Menu.

Any letter, number or special character may be used to mark your Adorer's

attendance. Devise your own marking system. You could, for example, make something up like the following:

X = Adorer was present for their hour.
A = Adorer was absent – did not sign-in or show up.
U = Adorer had an excused absence.
S = Adorer was sick.
V = Adorer was on vacation.
B = Adorer just started.
E = Adorer left and gave no reason.
M = Adorer moved away.
D = Adorer died.
0-9 = An accumulative numbering system for everytime an Adorer uses a substitute so you can see at a glance how many times that Adorer has used a substitute.

You could, if you so choose, mark your attendance for a week multiple times a week or at a later date or at several different sessions. In which case you would want to use the F5/F6 key to locate where you want to start. See section B above for an explanation of how to use these keys.

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D. View Attendance History.   When you enter this function, the program allows you to view the entire Adorers' Attendance History file on the screen.

   F2 - Exit to the Main Menu.

   F5/F6 - See section B above for an explanation of how to use these keys.

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E. Print Attendance History. This function will print the entire Adorers' Attendance History file. When you enter this function, the program asks you, "Are you sure you want to print the Attendance History?"

   Enter Y and the entire Attendance History file will print out.

Enter N and you will return back to the Main Menu.

F. Set Sunday Start Date and **Delete Attendance History**.   Use this function when your current Adorers' Attendance History file is filled or when you want to start a new history file for whatever reason. You should probably print the complete current Adorers' Attendance History file (see function E) before you delete the Adorers' Attendance History because once you use this function the current Adorers' Attendance History file is gone forever and a printout would be your only record of what happened to date.

Please note. This function does not delete the Adorer's name, day or time but it does delete every Adorer's entire attendance history.

When you use this function, you will get the following messages.

Enter the Date of the Sunday that you want to begin your attendance history.
(Only a Sunday date will be accepted)
(mm/dd/yyyy)

Are you sure you want to delete the Attendance History? Please Note: When you delete the Attendance History, the adorer's name, day, and time are never deleted.
(y/n)

Enter Y and the program will delete the entire Adorers' Attendance History file. Then the system automatically calculates the next 26 Sunday Start Dates for a total of 27 weeks of continuous history for each Adorer.

Enter N and you will return back to the Main Menu. No action will be taken.

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