IT Violations

Manual

V1.3 R1

Contents

System Requirements

IT Violations requires a PC running Windows 2000 or later, we recommend a modern processor, at least 256MB memory (preferably 512MB) and 50MB of free hard disk space.

Licence

The licence distributed with this product permits you to use IT Violations on an unlimited number of computers within your organisation. However should you choose to run IT Violations across your network it will only allow one concurrent connection, hence only one person can use IT Violations at any one time. Please refer to our full Terms & Conditions available on our website for further information.

Installation

Before you can use IT Violations you need to install the software on your computer. This can be done either on a stand alone computer or on your server and run across your network.

Stand Alone Computer Installation
Should you choose to install IT Violations on a single computer this will be the only computer that can access the data you enter. Please insert the CD into your CD/DVD Drive and follow onscreen instructions during the quick installation process. We recommend installing using default options, once complete you will be able to launch IT Violations from a shortcut in the Start Menu located within a 'Bransoft' program group.

Network Installation
IT Violations can be installed on your network server and then accessed by any number of computers within your organisation (providing they can access your server). In order to perform the installation on your server you need to physically be at your server and install as per 'Stand Alone Computer'. When you are prompted for an installation directory it is important you consider the following points:

- You need to install IT Violations into a folder that is, or can be, shared out across your network so that your workstations can access the program directory, your users need to have full read/write access permissions to this folder.
- We recommend your workstations access the above shared area via a mapped drive letter on their workstation as this will allow the program to perform faster.
- We strongly recommend backing up the IT Violations program directory on a regular basis, you may choose to install IT Violations within a shared area that is regularly backed up or add the IT Violations program directory to your backup selection.

Once IT Violations has been installed on your server you need to visit each of your workstations and browse to the IT Violations program directory on the server (via your mapped drive letter). Run '_Workstation Setup.exe' from within the program directory, this will create the 'Bransoft' program group and a shortcut to IT Violations.

If required, please seek further advice from your network administrator.

Running IT Violations

To run the program click on the IT Violations shortcut in the Start Menu located within a 'Bransoft' program group.

The first time you run IT Violations you will see the following box.

Please enter your name in this box, perhaps in the form 'Mr J Smith'. This is only used when you print out from IT Violations. The system will print this name along with the date and the time it was printed.

Please be patient when you run IT Violations for the first time as loading the program for the first time takes a few moments longer.

IT Violations is designed to run best using a screen resolution of 1024 x 768, the product will work correctly if you are using a different screen resolution however, if you are using a smaller screen resolution such as 800 x 600 you may need to use the scrollbars to see the whole screen.

Every two weeks you will see a message reminding you to backup your data, if your server automatically backs up the program directory you can click 'Ignore' to this message. Please refer to the online support for more information about backing up.

Using IT Violations

IT Violations is designed to record IT related violations, by recording these events electronically they can be analysed to identify repeat offenders. In addition IT Violations can be used to write letters to inform relevant people such as Parent/Guardian, Teacher or Headteacher of the violation.

Fields used to Hold Information

The boxes within IT Violations that are used to contain information are called fields, each field is labelled to show what type of information should be stored within that particular field. Often similar fields are grouped together into sections. Within a database your violations are called 'Records'.

Violation Details
The Violation Type is very useful to classify your violation, at the bottom of the list you will see Edit, click on edit to enter your own Violation Types. Please record the pupil name and their class, again the class list can be edited. It is also important to record the staff name as this is the name that can be printed at the end of the letter as if the letter had been written by this member of staff.

When and Where
Please record the Date, Time and Location of when the violation took place.

Details (used in letters)
Please record the full details of the violation, this information is automatically used in letters which can be printed out.

Action Taken
The outcome of the violation is very important, please record what action was taken.

Notes
Any other information can be entered into Notes.

Standard Tools

List & Form View
The main screen for IT Violations is the one where all information is shown for a single violation, this is called the 'Form' view. The other popular view is a list view where the most popular fields are shown across the top of the screen and information from multiple violations are shown on one screen, if you have a lot of violations you will be able to scroll down this list. A list is similar to a spreadsheet. The first of the standard tools toggles between list and form view. When you are in list view you can click on the green arrow on the left hand side to toggle to form view, this will show the violation which was alongside the green arrow you clicked.

Find
The find or search functionality of a database is very powerful especially if you have hundreds or even thousands of violations. The find functionality will find records that match the search criteria in which you type in. When you click on 'Find' you will be taken to a screen just like the form view but without any information. For example if you want to find a particular violation and you know the pupil name you can click on find and then type in the name of the pupil in to the appropriate field, click on 'Continue' or press 'Enter' to display violations that match your search criteria. When you have performed a Find always look at the number of records you have found, this is called your 'Found Set', this is shown just below the navigation arrows and has a green background, it will look something like 'Record 1 of 10'. When you have searched on a pupil name you may find one or more violations, if you are looking for one violation in particular you will need to scroll through the items to find the one you want. When performing a find you can enter information into more than one field, for example you may search for 'Inappropriate Website' in the violation type field and '1' in the class field, this will display all violations which involved an inappropriate website by pupils in class 1.

Print
When you are in the Form view you will print the information on screen, you will be asked if you want to print the current record or the records being browsed, if you select current record just one page will print showing the information on screen. If you select records being browsed this will print one page for each record in the found set. The found set is shown in the record ## of ## (the later number is the number of records in the found set). Alternatively if you are in List view a list will be printed.

Edit
In order to change information on a record (or violation) you must first go into Edit mode, when complete click on 'Finished'.

New
To add a new violations click on New, this will create a new record or violation and allow you to enter information, when complete click on 'Finished'.

Delete
To delete a record click on Delete, please note that this cannot be un-done. This delete function should only be used in rare occasions to permanently delete a record from the program. Deleting the record is just for when a record has been created by mistake. The violation displayed will be the one that is deleted.

Actions
This button takes you to the Actions Menu where a range of actions can be carried out, most of them relate to the item you were previously viewing. Please note the Actions button is only available in form view. Please see later for more information on Actions.

Reports

This button takes you to the Reports Menu where a range of reports can be carried out, most reports summarise your violations. Please note the Reports button is only available in form view. Please see later for more information on Reports.

About

The about button takes you to the About screen where you can see contact details for Bransoft along with the version number of the software you are using.

Exit

The Exit button closes down the program, alternatively the standard windows cross in the top right corner of the screen can be used. All information is saved automatically, a save button is not required.

Navigation Tools
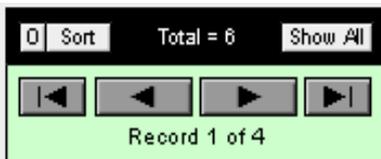
The navigation area provides you with several pieces of information along with a number of tools, At the top the total number of records or violations that you have in your database is shown, in this example there are 6 records in your database. At the bottom it shows how many records you have in your current found set and also which record you are viewing, in this example you are on record 1 of 4.

The arrows are used to navigate around the found set of records, the first button will take you to the first record, the second button takes you to the previous record, the next button takes you to the next record and the last button takes you to the last record in the found set.

When you have finished looking at the records in the found set and you want to see all records again you need to click on the 'Show All' button.

In the top left corner of the navigation tools there is a button labelled 'O', this button is used to omit the current record from the found set, in this example after you clicked omit you will just have 3 records in the found set and what was the second record will become the first. This does not delete the record in any way, it simply hides it. This could be useful if you want to print a specific list of violations and the violations you have found include some that you don't want to print out, you can simply omit the ones you don't want to include.

There are two ways to sort your violations, the first is to go to the list view where you can sort the found set on any column by clicking on the column heading, the first time you click it will sort the violations in ascending order, click again and it will sort the violations in descending order. For some fields it will also sort them in a custom order based on a list of pre-defined values. If the field you want to sort your records by is not in the list view then you can use the sort button to select the field names you want to sort on. To do this move the fields you want to sort on to the right hand side, select whether you want them ascending or descending and click on sort.

Actions Menu

Print Letter (x3)

Within IT Violations you have the option to store up to 3 letters which can be printed off for any violation at any time. We have written the first letter for you and it is a letter home to the pupil's parent or guardian (letter 1). You have the ability to write two further letters of your own choice (letters 2 & 3). Click on the letter you want to print off. On the next screen you will see the letter, if you selected letter 1 you can edit this letter if you wish, for either of the other two letters you will initially need to write them. It is important the letter is a generic letter as far as possible and variables are used to add information from the violation in to the letter, the list of available variables are listed in red to the right of the letter.

You then have four ways you can print your letter, the first is designed to be printed onto your own school letter headed paper, alternatively you can click on the yellow button to add your own school logo and school details. The other three ways are different letter designs using the logo and information you have added.

Re-enable Screen Resolution Check
When IT Violations opens you may have seen a message warning you about using a screen resolution other than 1024 x 768, if you clicked Ignore to this message then the message will not appear again, however if for any reason you wanted to see the message again click on this button.

Re-enable Backup Reminder
When IT Violations opens you may have seen a message reminding you about performing a backup, if you clicked Ignore to this message then the message will not appear again, however if for any reason you wanted to see the message again click on this button.

Reports Menu

When running most reports you will see the report on screen first to check it is what you want, you can scroll through the pages of the report using the book icon (see right). When you are happy click on Continue located below the book icon and you will then be given the option to print out your report.

Class Summary (for Records being Browsed)
Before running this report you need to have found the violations you want to include in your report. This report will then group the violations you have found by class. This is particularly useful for the headteacher if you have found violations that have taken place in the last month and require an overview of the violations that are taking place within school.

Additional Support

Please refer to our website (www.bransoft.co.uk) for online support, you can also go directly to our support website by clicking on the orange 'Online Support' button which can be found on the 'About' screen.

Alternatively please contact Bransoft directly by email (info@bransoft.co.uk) or telephone (01457 821212) for further support.

If you have any comments or suggestions to improve this product we would like to hear from you.