



Brentwood School
Information Management System



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1.0 INTRODUCTION

1.1 The Databases

The databases which make up the system are named as follows:

MENU.FP3	GPA.FP3	SCHEDULE.FP3
LOGIN.FP3	GRADES.FP3	SCHEDSTU.FP3
USERS.FP3	HISTORY.FP3	STUDENTS.FP3
ATTNDNCE.FP3	MESSAGES.FP3	TESTS.FP3
CONTACTS.FP3	NOTES.FP3	TESTSCRS.FP3
CONTSTUS.FP3	PROJECTS.FP3	USERS.FP3
CONFMTRX.FP3	REGISTRA.FP3	WIZARD.FP3
COURSES.FP3	REGMNGER.FP3	VALUES.FP3
COURSTXT.FP3	REGTOOL.FP3	
DATES.FP3	ROOMS.FP3	

The file Menu.fp3 is the control center for all other files, and is the only file needed for most users. This file will launch or use data from other files as needed. We call Menu.fp3 a "viewer" file.

1.2 The Viewer File

The viewer file, Menu.fp3, is a standard browser for all Brentwood information, and functions and appears similarly throughout the solution. It can be seen as five independent sections, each of which controls the others to some extent -- the record controls, the listing, the current selection, the toolpad, and the tabbed detail interface:

- 1) Control** – This portion of the screen is used to control which records will show on the list to its immediate right.
- 2) Listing** – This section contains a list of records matching the parameters specified in the record control feature to the left. Selecting one record in this list will result in that record being highlighted in grey in the list, and appearing as the current selection.
- 3) Selection** - The colored field in the middle of the screen will display the selected record.
- 4) Toolpad** - Next to the selected record field is a series of small buttons to control the record shown. They offer the ability to create a new record for the current section, duplicate the current record, print reports available for this section, or trash the current record.
- 5) Tabs** – This section of the screen contains all of the details for the currently selected record from the above list. The use of these tabs vary from section to section, but handle from four to eight types of data.

2.0 SECTIONS

The sections of the system include:

- **Admissions** – Manage all candidates for admission to Brentwood School, from first contact to acceptance, waitlisting, or rejection.
- **Students** – Manage students currently or recently enrolled at Brentwood School, including their courses, grades, attendance, community service, and college plans.
- **Contacts** – Manage all contacts of Brentwood school, including teachers, staff, parents, colleges, community service agencies, and others.
- **Calendar** – Manage date-specific events at Brentwood School, including all activities, rolling tracks, classes, attendance, and more.
- **Courses** – Manage course offerings at Brentwood School, including their descriptions, master schedules, students, department, statistics, and notes.
- **Rooms** – Manage campus rooms and their usage at Brentwood School, including course usage, after school usage, statistics, and notes.
- **Grading** – Manage student grades, including logged quizzes, tests, & overall performance by class and student.
- **Attendance** – Manage students' attendance by class, day, semester, and student.
- **Supplies** – Manage school supply inventory and details.
- **Routines** – Programs you can run to process your data.
- **Letters** – Correspondence, e.g. transcripts, letters, etc.
- **Reports** – Reports from all areas of the system.
- **Preferences** – System and user-specific preferences.

2.1 Admissions

	Name	Grade	Sex	Age	Date Applied	Prev School	Contract	Status	Flag
1	Abrahams, Mark E.	07	M	11	Feb 07, 1999	JTD		Applied	
2	Adamson, Sandra M.	07	M	11	Feb 07, 1999	Granada Hills Baptis		Admit	
3	Agam, Todd S.	07	F	12	Feb 07, 1999	CEE	Y		
4	Alberti, Olivia	07	M	13	Feb 07, 1999	Carlthorp	Y	Admit	
5	Alexander, Tyler I.	07	F	13	Feb 07, 1999	JTD		Scholarship	
6	Allen, Sharon M.	07	M	11	Feb 07, 1999	JTD		Applied	
7	Allison, Matthew	07	M	11	Feb 07, 1999	Wildwood	Y	Admit	
8	Alt, Lindsay	07	F	13	Feb 07, 1999	Country School		Applied	

Selected: **Matthew Allison (07th grade, 2/7/1999)**

Info Parents Tuition History Notes

ID: 05339
 Name: Matthew Allison
 Nickname:
 Address: 1644 Roscomare Road, Los Angeles, CA 90077
 Birthdate: June 8, 1987 Age: 11
 Sex: Male
 Student Phone:
 Relations: Allison, Heidi Primary
 New Family: Siblings: Parent Count: 1

Apply Grade: 07
 Apply School: MC
 Status: Admit
 Contract Paid: Y N
 Date Applied: February 7, 1999
 Expt'd Date Start: August 26, 1999
 Expt'd Graduation:
 Prev School: Wildwood

EMeserow Enter/edit data for currently selected candidate for admission. All Schools

Back Admissions Contacts Courses Grading Supplies Letters Preferences
 Menu Students Calendar Rooms Attendance Routines Reports Quit

The first section of the system, Admissions, handles incoming students of Brentwood School. On the main screen of the Admissions section you'll see the following key elements:

- 1) Record Control and List.** The record control portion of the screen offers four search fields: year, grade, status, and name. These menus can be used in any combination to control who appears in the list of students to the right. Leaving any of the controls empty will not constrict the search for that parameter, displaying all records, no matter what data appears in that field for any student. Note, only 1999 admissions records exist, therefore any other year in this field will result in no records appearing in the list. Try entering 1999 in the year field, and immediately note the list is populated with nearly 500 records. Then change the grade field to 07, and you'll see the list slim down significantly. Next, enter the letter "B" in the name field, and you'll receive only the 07th grade admissions candidates in 1999 whose last names begin with B.
- 2) Tab Options.** The admissions tabs are: Info, Parents, Tuition, History, and Notes.

- Info* – The main screen of the admissions section, here standard status, grade, school, name, phone, and related adult information is tracked. Students are tracked without addresses of their own, so you cannot enter

information into the address field in the center of the screen (note: all fields with a slight grey tint are calculated, and you will not be able to enter into them). Most fields here are self-explanatory.

The “Related” adult list on this screen does require a bit of explanation. First of all, it is to be used to associate any adults who play a role in the life of this student that should be tracked as “contacts” in the contacts section of the system. Clicking “New,” you’ll be presented with a menu of all people in the contacts database, and any of these adults may be associated with this student simply by choosing them from this menu. Next, you’ll be asked to assign this person a role – if parental, either joint, primary, or secondary. You may also note grandparents or other non-immediate family, if you’ve created a record for the contact in the contacts section of the system (grandparents were specifically requested by the lower school). Finally for each contact you’ll be able to designate if this is the adult with which the student lives. The contact who is designated with this label will be fed into the “address” field. Once a contact has been entered into the related list, you can click on that contact name and receive a quick summary of her/his information in a pop-up Wizard window. From there, you can choose to edit the contact’s information (and click the “back” button to return to the admissions record). Finally, to edit a contact name once you’ve entered it, simply click the “e” button next to that contact’s name.

- *Parents* – On this screen, you’ll be able to investigate more thoroughly parents who have been added via the previous screen’s related list. Their contact information can be browsed and edited, and other children of each parent (siblings) can be reviewed. The first parent listed will automatically selected, but simply click on the second parent to review/edit it. To receive Wizard information on a sibling, simply click the blue underlined name.
- *Tuition* - This screen is used to track tuition responsibility, payment methods, financial aid, scholarship, etc.
- *History* - This screen is a new concept added to handle checklist needs for the entire admissions process. Simply click in the first blank line of the activity column, and choose from the menu an event in the application process to add it. The item will automatically be time/date stamped, along with the user stamp of the user entering the item. The records will be sorted in descending date/time order, showing the most recent event first.
- *Notes* – This screen handles freeform notes on the candidate, time/date/user stamped and sorted in descending order. To add a note, simply click in the first blank line in the list (if empty that’s the first line of the list) and type a note about the candidate.

2.2 Students

Name	ID	Grade	Status	Sex	Date Entered	Date Left	Graduation	Flag
1 Alpert, Jackson G.	98096	09	Active	M	Sep 01, 1992	Jun 15, 1995	Jun 15, 1998	
2 Anderson, Brittany A.	10500	09	Active	M	Jun 10, 1996	Jun 16, 2002	Jun 16, 2002	
3 Andrews, Alan	10501	09	Active	F	Aug 26, 1996	Jun 16, 2002	Jun 16, 2002	
4 Anthony, Theodore	10502	09	Active	M	Aug 26, 1996	Jun 16, 2002	Jun 16, 2002	
5 Aranguri, Kenneth E.	10457	09	Active	M	Aug 26, 1996	Jun 16, 2002	Jun 16, 2002	
6 Assanti, Jeffrey	10459	09	Active	M	Aug 26, 1996	Jun 16, 2002	Jun 16, 2002	
7 Azoff, Adriana J.	11039	09	Active	M	Aug 26, 1998	Aug 26, 1998	Jun 16, 2002	
8 Balak, Candice A.	10826	09	Active	M	Aug 26, 1997	Jun 16, 2002	Jun 16, 2002	

Selected: Theodore Anthony (9th Grade , 1996-2002)

Info Courses Attendance Service College Parents History Notes

ID: 10502 Grade: 09 School: MC
 Name: Theodore Anthony Status: Active
 Nickname: Academic:
 Address: 332 24th Street Santa Monica, CA 90402 (310) 458-9969 (310) 458-9969 Contract Paid: Y N
 Birthdate: December 29, 1984 Age: 15 Financial Aid: Amount:
 Sex: Male Female Scholarship: Amount:
 Student Phone: (310) 458-9969 Tuition Payment Method: Insurance: Y N
 Prev School: Carthorp Date Entered: August 26, 1996
 SS Number: Date Left: June 16, 2002
 Graduation: June 16, 2002
 Relations: Stone, Elizabeth Primary
 new Basmagian, Daniel Advisor
 Stone, Oliver Joint
 New Family: Siblings: Parent Count: 2
 Photo:

EMeserow Enter/edit data for currently selected student. All Schools

Back Admissions Contacts Courses Grading Supplies Letters Preferences
 Menu Students Calendar Rooms Attendance Routines Reports Quit

On the main screen of the Students section you'll see the familiar interface from previous builds, changed in several key ways:

- Record Control and List.** The record control portion of the screen now offers the same four search fields found in the admissions section: year, grade, status, and name. As in admissions, these menus can be used in any combination to control who appears in the list of students to the right. Also as with admissions, leaving any of the controls empty will not constrict the search for that parameter, displaying all records, no matter what data appears in that field for any student.
- Tab Options.** The students tabs now consist of: Main Info, Courses, Tests, Attendance, Service, College, Parents, History, and Notes.
 - Info** – The main screen of the students section appears much the same as the main screen of the admissions screen, tracking standard status, grade, school, name, phone, and related adult information. See admissions above for information on how to use this screen.
 - Courses** – On this screen, you can investigate courses the student has taken, either as an entire transcript, or just the current year or semester. Selecting the 12th graders in the record control area, you'll see the power of

this tool. In future builds, this screen will additionally show final grades for these classes.

- *Attendance* - This screen is to be used to track a student's daily and class-by-class attendance, but is still under construction until that module is more fully explored
- *Service* – Community service records can be tracked on this screen, including the student's entire history, just this year, or only this semester. Clicking the new entry button allows you to add a community service record at any time, choosing the agency from a menu of agencies found in the contacts database. Additionally, any record can be edited using the “e” button found next to the agency name.
- *College* - This screen lists the schools to which the student has applied, if any. Tracking college name, application status, and whether the student chose each school, this screen contributes to stats that can be reverse navigated in the Contacts section of the system (described below).
- *Parents* – Much like the Parents screen discussed above for the Admissions section of the system, this screen tracks and allows editing of those adults assigned a parental designator in the “Related” list on the info screen. For more information on navigating this screen's list of parents or siblings, see the Admissions instructions above.
- *History* - This screen is a new concept added to handle events in the student's time at Brentwood. From tuition payments and honor roll awards to correspondence with the student, this screen will be a useful tool for tracking a student as s/he learns at Brentwood. In future builds, letters will be automatically logged here as they are sent to a student. Each entry is date/time/user stamped automatically.
- *Notes* – This screen handles freeform notes on the student, time/date/user stamped and sorted in descending order. To add a note, simply click in the first blank line in the list and type a note about the student.

2.3 Contacts

The screenshot shows a software interface titled 'Menu.fp3' with a 'Contacts' section. At the top, there is a table listing various contacts. Below this, a detailed form for the selected contact, 'Abrahams, Peggy (Parent)', is displayed. The form includes fields for ID, Name, Company, Title, Address, City, State, Zip, Country, Phone, Email, Website, Sex, Birthday, Nickname, SS Number, and Photo. A navigation bar at the bottom contains buttons for 'Back', 'Admissions', 'Contacts', 'Courses', 'Grading', 'Supplies', 'Letters', 'Preferences', 'Menu', 'Students', 'Calendar', 'Rooms', 'Attendance', 'Routines', 'Reports', and 'Quit'.

Type	Name	City	Phone	Other	Flag
1 Agency	AIDS Project in L.A.	Los Angeles, CA	(213) 993-1600		
2 Agency	Alliance for Survival	Santa Monica, CA	(310) 399-1000	Jerry Rubin	
3 Agency	American Cancer Society	Culver City, CA	(310) 390-8768	Gail Berlant	
4 Agency	American Diabetes Assoc.	Los Angeles	(310)		
5 Agency	American Heart Assoc.	Los Angeles, CA	(310) 385-4231		
6 Agency	American Red Cross	Los Angeles, CA	(310)	Mark Taper	
7 Agency	Amnesty International				
8 Agency	Angel Flight	Santa Monica, CA	(310) 390-2958	Jim	

Selected: **Abrahams, Peggy (Parent)**

Info | More Info | Students | Classes | Projects | History | Notes

ID: 001289 Active: Category: Parent

Name: Ms. Peggy Abrahams Subcategory:

Company: School: MC

Title: Email:

1st Address: 1047 11th Street No. 10 Website: http://

Address Line 2: Sex: Male Female

City, St, Zp, Cntry: Santa Monica CA 90403 Birthday:

2nd Address: 1047 11th Street No. 10 Nickname:

Address Line 2: SS Number:

City, St, Zp, Cntry: Santa Monica CA 90403 Photo:

Phone 1: (310) 451-4453

Phone 2:

Phone 3: (310) 451-4453

Phone 4:

EMeserow Enter/edit data for currently selected contact. All Schools

Back Admissions **Contacts** Courses Grading Supplies Letters Preferences

Menu Students Calendar Rooms Attendance Routines Reports Quit

On the main screen of the Contacts section you'll see the following elements:

- 1) Record Control and List.** The record control portion of the screen offers three fields: category, active, and name. As in above sections, these menus can be used in any combination to control who appears in the list to the right. Also as with previous sections, leaving any of the controls empty will not constrict the search for that parameter, displaying all records no matter what data appears in that field for any student.
- 2) Tab Options.** The contacts tabs now consist of: Main Info, More Info, Students, Classes, Projects, History, and Notes.
 - *Info* – This main screen of the contacts section handles information generic to all types of contacts, functioning much like a rolodex card.
 - *More* – Not all information tracked about a contact is generic, thus the more info screen handles information specific to the contact type – personnel departments, offices, etc.; trustee spouse information; community service organization need descriptions; parent spouse information.
 - *Students* – This screen is helpful in tracking students associated with the currently selected contact. Try each type of contact, as they each display different student information on this screen – parents allowing reverse edit (like the parents edit screen in the students section); colleges giving listings

of students, their gpas, sat scores, etc; community service agencies display hours tracked; etc.

- *Classes* – Tracking classes associated with the currently selected contact, this screen is a useful tool in browsing teachers and community service agencies.

- *Projects* – This screen is intended to manage current projects of the staff, community service agencies, trustees (committees are viewed as projects), etc.

- *History* - This screen is a new concept added to handle events associated with the contact, from letters sent to calls, interviews, meetings, and other trackable events. To serve as example data, each staff member’s hire date (and departure/return dates if applicable) have been moved to this interface.

- *Notes* – This screen handles freeform notes on the contact, time/date/user stamped and sorted in descending order. To add a note, simply click in the first blank line in the list and type a note about the contact.

2.4 Calendar

Not yet available.

2.5 Courses

The screenshot shows the 'Courses' window with the following data:

Subject	Number	Name	Grade	Units	Flag
1 Arts	001	1999 2 1 E Orchestra A(7)	Brian Vaughn	5	
2 Arts	001	1999 1 1 E Orchestra A(7)	Brian Vaughn	5	
3 Arts	002	1999 2 1 E Orchestra B (8)	Brian Vaughn	5	
4 Arts	002	1999 1 1 E Orchestra B (8)	Brian Vaughn	5	
5 Arts	003	1999 2 1 E Inter. Orchestra	Brian Vaughn	5	
6 Arts	003	1999 1 1 E Inter. Orchestra	Brian Vaughn	5	
7 Arts	004	1999 2 1 E Inter. Orchestra II	Brian Vaughn	5	
8 Arts	004	1999 1 1 E Inter. Orchestra II	Brian Vaughn	5	

The 'Info' section for the selected course 'INTER. ORCHESTRA II (1999/1/004/1/E, Vaughn)' includes the following fields:

- Number/Name: 004 INTER. ORCHESTRA II
- Subject: Arts
- School: MC
- Type: Required Elective
- Grade Level: [] [] []
- Units per Sem: 5
- Length: Full Year
- Honors/AP: Y N
- Req Prereqs: [] []
- To be used in calculation of GPA: Y N
- Counts toward req num of courses per sem: Y N
- Approved by the Univ of California: UC Honors:
- Description: This is a filler description until the descriptions from the curriculum guide can be imported.
- Year: 1999
- Semester: 1
- Section: 1
- Teacher: 000378 Brian Vaughn
- Room: MUSC
- Track: E

The navigation menu at the bottom includes: Back, Admissions, Contacts, Courses, Grading, Supplies, Letters, Preferences, Menu, Students, Calendar, Rooms, Attendance, Routines, Reports, and Quit.

The Courses section functions as both a tool to look at the general course offerings of the Brentwood School and also the year-specific instances of each course. On the main screen of the Courses section you'll see the following elements:

- 1) Record Control and List.** The record control portion of the screen offers four search fields: subject, year, grade, and name. Leaving all of the record control fields empty, try clicking the sideways arrow next to one of the courses in the listing. You will see all instances of the class appear below it as the arrow turns downward. In this way, the information about the course is not repeated through each instance but is more logically displayed in relation to the master course record.

However, if you prefer to investigate just one year of the Brentwood master schedule (rather than looking at all instances of any designated course), simply enter 1999 into the Record Control "year" field. When you do so, and tab or click out of the field, you'll see the list change significantly. Now it lists each scheduled class for 1999 listed with their semester, section, track, room and teacher (without the turn-down arrows to the right).

- 2) Tab Options.** First of all, the Info tab contains field information for the "parent" course, as well as the "child" schedule data if a child is selected. As usual, the data displayed corresponds to the selection in the listing above.

To test this functionality, clear the year you entered into the record control section so that we're looking at the parent/child view in the listing. Next, try selecting a "parent" record by clicking on one of the records with a sideways arrow next to it. The data below on the info tab should then correspond to the line you've selected. Next, click on the arrow next to the selected parent record, and then click on one of the children of the selected record. You will then note that a whole area of the info screen will appear, displaying the year, semester, section, teacher, track, and room of the selected instance of the course.

In this structure, the data about the course is stored only once, and only the year, semester, section, teacher, track, and room are stored repeatedly each semester when the course is offered. Therefore, changes to requirements, course name, grade level, or other settings stored separately from the year/sem specific data, will universally change throughout the system.

The tabs of the Courses section are as follows:

- *Info* – The main screen of the courses section, where school, subject, name, number, grade, type, prerequisites, and more is tracked. (Note: all fields with a slight grey tint are calculated, and you will not be able to enter into them). Most fields here are self-explanatory. Please take note of their value lists and provide us feedback about these.
- *Schedules* – This screen allows you to look quickly at all instances of this course in the past, including year, semester, section, teacher, track, room, etc. In addition using the buttons in the lower left, you may filter this information to merely look at this year's schedule, or this semester's.

- *Students* – This screen allows you to scroll through all students who have ever taken this course, or just this year, or this semester. Additionally you can look at students who are registering for this course next semester — though this data is faked as a part of the dummy system we've established using the new RegTool and Registra.fp3 databases.
- *Department* – On this screen, all teachers teaching the same subject as the subject of the course currently selected are displayed. Other information about the department can be added to this screen if necessary.
- *Statistics* – This screen is planned to give you a quick view of the importance, status, level, and usage of this course in the Brentwood curriculum. Our ideas for quick stats are shown (though non-functional since they primarily have to do with attendance and grades, sections not yet completed in the system. Please supply us with additional ideas for statistics you might use in reviewing the curriculum, in general or specifically for schedule-creating tasks.
- *Notes* – This screen handles freeform notes on the course, time/date/user stamped and sorted in descending order. To add a note, simply click in the first blank line in the list (if empty that's the first line of the list) and type a note about the course.

3) Toolpad buttons.

- *Routines button.* Several major programs have been written to batch process course records, including:
 - *Edit Student Registration* - Edit the courses students signed up for prior to processing through the scheduling program.
 - *Enter New Master Schedule* - Create next semester's master schedule.
 - *Import Registration Bubble Sheets* - Import registration after scanning. This program will automatically bring the most recent student bubble sheet scan set into the system.
 - *Perform Scheduling* - Begin scheduling the most recently imported registration. Will assign students to courses/sections according to their grade level, number of honors/AP courses requested, and then randomly. Note: see feedback for questions about semesters and alternates.
 - *Reset Registration/Scheduling* - Delete newly imported registration bubble sheets & scheduled course assignments for students currently in registration for the new semester. Note: This is done automatically when you run "Import Registration Bubble Sheets."

These programs, new to this build, are available through the "routine" button on the right hand side of the screen, alongside the new, dup, buttons, etc.

Try clicking the "routine" button, and you'll be prompted to select from a menu the batch process you'd like to run. Change the menu selection a few times, and you'll see that a description of each program appears. This method of offering routines will allow us very flexible growth as new programs are required to maintain the data.

The registration and scheduling programs are for the most part self-explanatory, or only understandable by analyzing the reports outlined below. However, the "Enter New Master Schedule" program might take a bit of explanation. Try running this program, and you'll be asked what target year you'd like to create a schedule for, and what source year you'd like to use. Once selected, the program will check to see that the source year exists and that the target year does not yet exist, and then will allow it to run. Try choosing 2001 based on 1999, and click OK. This program will take a little while, but you are able to use the progress bar to know how long you have to wait. When it is done, you will be dropped back into the courses browser, with the year 2001 already designated in the record control section of the screen, controlling the list view to show only 2001 records. You can then use the previous and next buttons to go through the records and edit them. Again, any changes made to the main data of the record -- everything but the year/semester, track, room, section, or teacher -- will be made throughout the system, so that semester 1 to semester 2 changes are automatic for the majority of the information.

Try running each of the other programs. The results of their work will be available in the reports outlined below.

• *Reports*. The following reports are available in the reports/courses section of the system, or by clicking on the "Print" button on the right hand side of the screen:

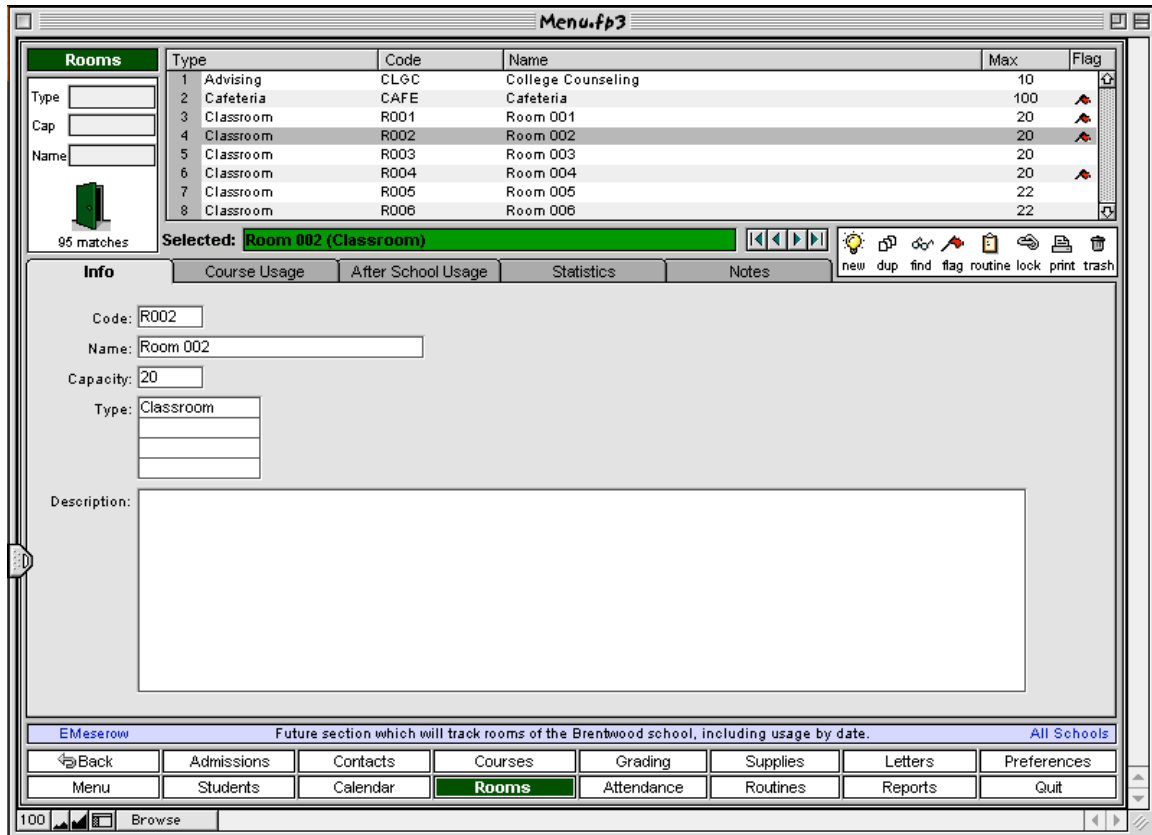
- *Course Tally Report* - Number of scheduled students in each course.
- *Scan Tally Report* - Number of scheduled students requesting each course on their scan bubble sheets
- *Student Course Requests* - Course requests made on bubble scan sheets for registration.
- *Student Course Assignments* - Students assigned to each class scheduled.
- **Registration Exception Report** - Errors found in running registration scan bubble sheets.
- **Conflict Matrix** - Courses listed with the courses its students are taking and how many of the students are in each.

These reports should be familiar to you as they seem to be the core of the registration and scheduling process.

To pull any of these reports, simply click the printer icon on the button pad and you'll get a simple pull down list of available reports. Select one and click OK, and you'll be shown a preview of the report before you can go on (by clicking "Continue") to print the report.

Try each of these reports to test the results of the above routines. Please note, the more complex of the routines and reports require your scrutiny and a bit of discussion before they will be perfected. See the feedback section for specific queries.

2.6 Rooms



The rooms section of the system functions similarly to other sections you've been introduced to above. The record control fields are type, capacity, and name, and the list then displays matching rooms. The selected list item displays in the tab interface below, including the tabs:

Tab Options. The rooms tabs consist of: Info, Course Usage, After School Usage, Statistics, and Notes.

- **Info** – The main screen of the rooms section, where the code, name, capacity, types (up to four), and description.
- **Course Usage** – This screen gives a listing of the uses of this room, in descending chronological order.
- **After School Usage** – This screen allows you to log usage of the room after school (or outside master schedule usage). Simply add a record by entering data into the date, time, and activity fields.
- **Statistics** – This screen is planned to give you a quick view of the importance, status, level, and usage of this room in Brentwood School. There are very few fields here thus far, and ideas are welcome. In future

(esp. with FileMaker 5.0) we have plans to have graphing data and other statistical info to help capture at a glance usage information about the room.

- **Notes** – This screen handles freeform notes on the room, time/date/user stamped and sorted in descending order. To add a note, simply click in the first blank line in the list (if empty that's the first line of the list) and type a note about the room.