

File Utilities

Overview

The File Utilities program resides on the Red Canyon Systems program selection menu. It is to be used for the following purposes.

- Assign Missing Log Out time to all current visits without a log out time.
- Adjust a participant's total time and/or visits in a specific course by any amount.
- Adjust time and or visit totals for all participants in all courses in a specific term.
- Inactivate/Activate one or more participants or all participants in a term.
- Change a participant's primary ID.

Assign Missing Log out Times

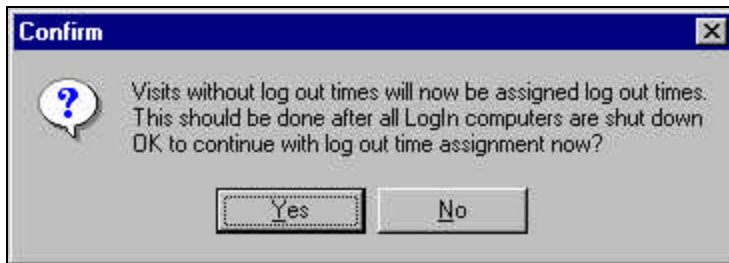
If a participant fails to log out for a visit, a log out time is assigned automatically to that visit the next time the participant logs in. For example, if someone logs in on Monday, forgets to log out and then logs in on Tuesday, when he/she logs in on Tuesday, the Monday visit is given a log out time using Missing Log Out time and then the Tuesday visit record is created. From Monday until Tuesday, or whenever the person logs in again, the Monday visit has no log out time and is not added to totals.

The Missing Log Out procedure in File Utilities can be used to assign Missing Log Out times, and add to visit totals whenever a site wants to ensure at a specific time that all visits with Missing Log Outs have been assigned a log out time and added to participant totals. This might be every night after the facility closes, once a week at the end of the week, or maybe only just before running final grades.

Whenever it is run, it must be done only after all participants have logged out for the day. Otherwise, anyone still in the facility will automatically have his or her visit assigned a log out time.

1. Click **Visits** on the **File Utilities** Main Menu.
2. Click **Assign Missing Log Outs** on the drop-down menu.

The following screen appears, as shown below.



3. Click **Yes** or **No** on the above screen.

Adjust an Individual's Totals for a Specific Course

An example adjustment of totals for a specific course would be if a participant were unable to log in because they are not yet on file, but uses the center five times before being on file. Once the participant is on file, the site can either manually key in five individual visit records to assign this participant the proper time and visits to the center, or they can enter a single total adjustment record via File Utilities. When a participant's totals are increased by this method, it generates a single visit record indicating the added number of visits to the center.

For an explanation of actual visits and awarded visits, see Participants – Daily Operations chapter – Visits, Actual Visits/Awarded Visits Description and Visit Examples.

[Click here for a description and example of actual visits and awarded visits](#)

1. Click **Visits** on the **File Utilities** Main Menu.
2. Click **by Individual** on the sub-menu.

The following screen appears.

	Current Totals	Change by	New Totals
Actual Visits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Awarded Visits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Awarded Time	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Select the desired participant using the **Participant Locator**.
4. Select the desired course for this participant using the **Course Locator**.
5. Enter the values by which you want to change all displayed totals. Use the correct punctuation and formatting.
6. If the **New Totals** correspond to the desired change, click **Change Totals**. If the **New Totals** are not correct, click **Cancel** and start over.

The Status of a record created by File Utilities to adjust a total by course or by Individual has a value of **A** (adjusted).

About Missing Log Outs in Reports

When the missing log out procedure has completed, you will notice the following similar items on any of the reports that show participant visits, visit status, log in location and log out location:

Visit Status = M (missing log out)

Time = amount of time that you have assigned to the course's missing log out time

Log In location = the computer workstation in the lab where the participant logged in

Log Out location = the computer workstation from which the "missing log out" procedure was run

In reports that print visit records, if a visit was not logged out, it has no Log Out time and a Status that is blank. Once it is assigned a missing Log Out time, it has a status of M, and a Log Out time of Log In time plus the Missing Log Out Time the site assigned in Visit Rules.

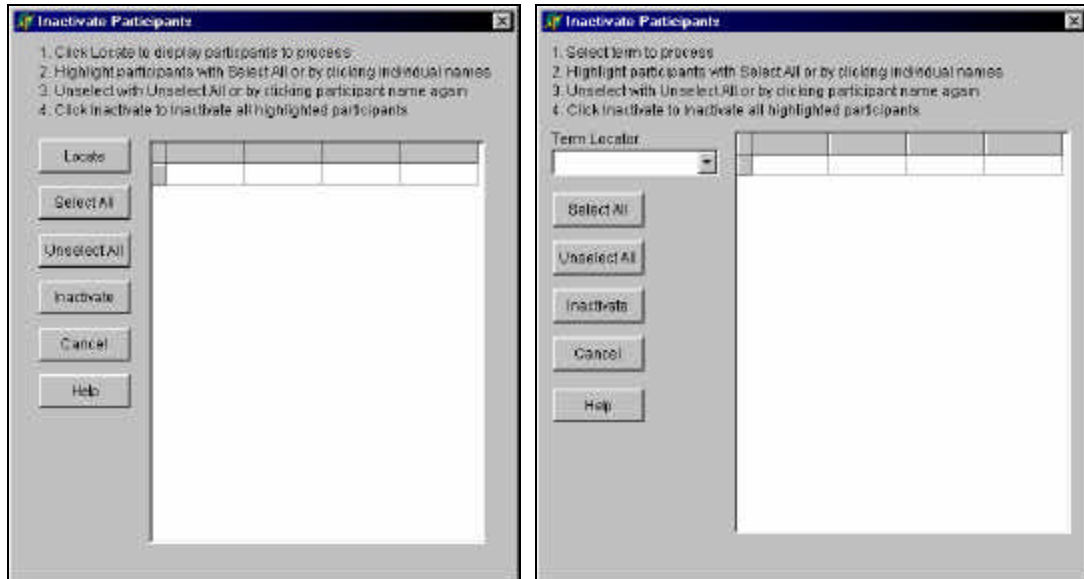
If you notice that the "log out location" shows a computer workstation that has been assigned to another lab, that indicates that the missing log out was assigned because the participant did not log out in the same lab in which they logged in. This situation occurs when a participant does not log out in one lab and then later goes to another lab and logs in. The visit in the prior lab in which the participant did not log out is given the **M** status, closed, and the workstation on which this new log in attempt occurs is noted as the log out location. A new visit record is then started in the new lab with the current computer workstation listed as the log in location.

Inactivate/Activate Participants by Individual or by Term

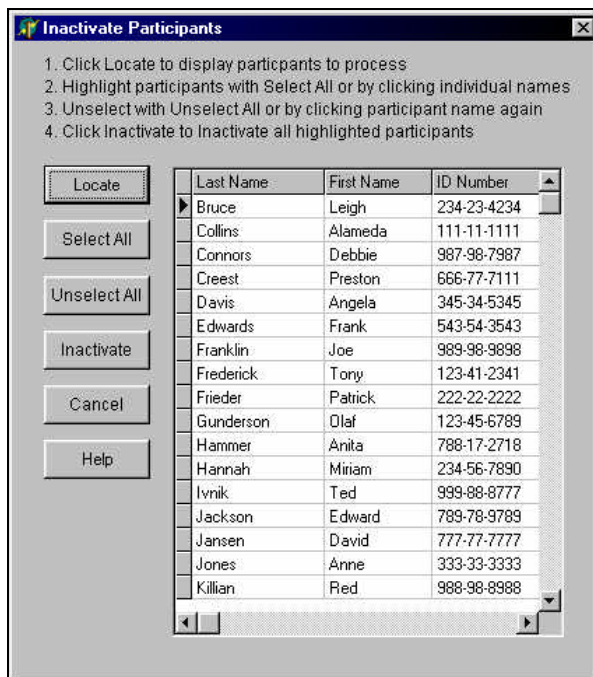
At the end of a term or other time period you may want to inactivate participants to keep them from logging in or being listed on the **Participants Locator** field. Use this function to change the status of one or more participants or all participants in a term.

7. On the **File Utilities Main Menu**, select **Participants/Activate** or **Inactivate – Individual or Term** (to select participants in a specific term).

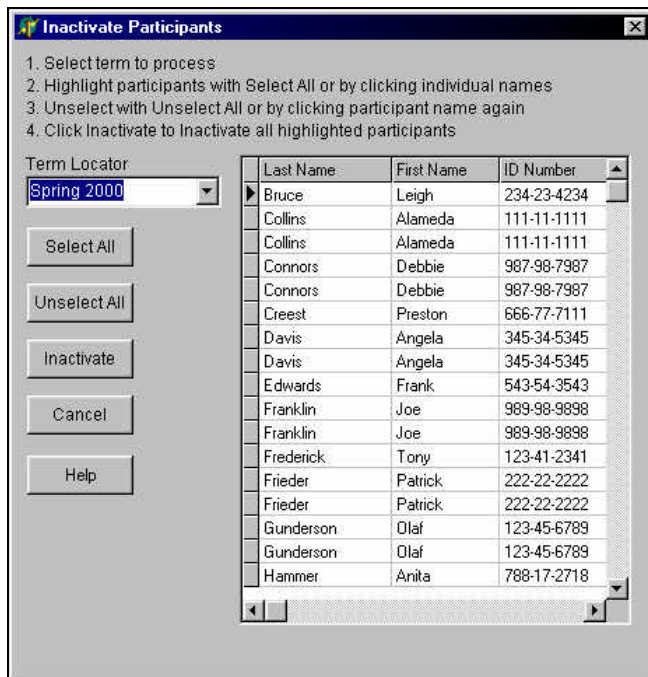
One of the following screens appears. The screen on the left appears when you select by **Individual**. The screen on the right appears when you select by **Term**.



8. To select individual participants, click **Locate**. A list of participants who are active/inactive displays, depending on which option you selected.



9. For selecting participants by Term, click in the **Term Locator** field to select a term.



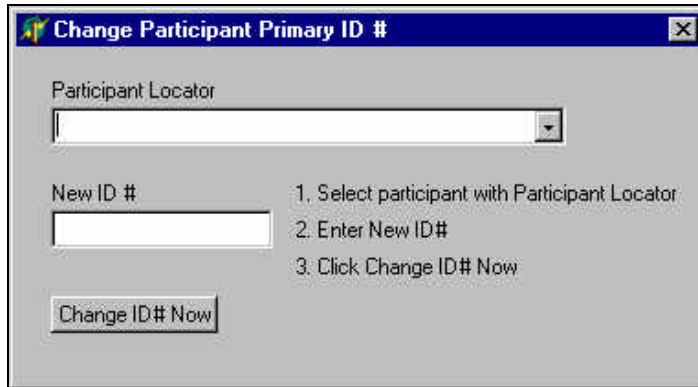
10. Click on **Select All** to highlight (automatically select all) all participants.
If there are some participants whom you do not want to select, click on their names individually.
11. Click **Activate** or **Inactivate**, depending on the action you have selected.
12. Close the screen when you are finished with the inactivate/activate process.
Any errors in processing can be immediately corrected by selecting the opposite action (**Activate** or **Inactivate**) from the menu and performing the steps to reverse the action.

Change a Participant's Primary ID

During normal use, you cannot change a participant's primary ID. However, there is a utility available for this purpose. You can only change IDs one at a time. Follow these steps to do so:

13. On the **File Utilities Main Menu**, select **Participants/Change Primary ID#**.

The following screen appears:



The screenshot shows a dialog box titled "Change Participant Primary ID #". It contains a "Participant Locator" dropdown menu, a "New ID #" text input field, and a "Change ID# Now" button. To the right of the input fields, there are three numbered instructions: "1. Select participant with Participant Locator", "2. Enter New ID#", and "3. Click Change ID# Now".

14. Find the participant by clicking in the **Participant Locator** field.
The list of participants and IDs displays for your selection.
15. In the **New ID #** field, type the participant's new ID, according to the format that you selected for the **Primary Participant ID #** in **Set Up/ID # Format**. You must use the same format.
16. Click **Change ID# Now**.

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