

Support Operations Features

The Support Menu allows the user to navigate to a staff profile, labor tracking and detail information on skills, permits and licenses. The support functionality also allows for:

- Labor tracking is completed in an easy to use time sheet that gives quick access to staff and volunteer persons' time, skills and comments.
- The detail staff and volunteer information screen has fields for contacting, permit requirements, available times and skills



- Permits automatically generate a 30-day expiration notice to help protect a center from uncertified staff and volunteer persons.
- Various skill types can be set by the use of the Edit List under the Administrative Menu and used for each staff and volunteer person.
- There are multiple pull-down selections available for most fields
- The staff and volunteer source can be track with the Group Activities screen entries.

SchoolMe provides multiple category edits for staff and volunteer activities tracking. This allows agencies to use their own in-house terms and names.

SchoolMe System Requirements

To effectively use the **SchoolMe** application, **UJIMA** Consultants recommends the following as minimum hardware requirements, based on testing in the lab as well as actual real time Agency use.

- A Pentium III or better CPU with a processing capacity of 466 MHz plus.
- 128 Megabytes of RAM memory.
- A CD-DRIVE is required to install this application.
- 10 Megabytes of Hard disk space for the **SchoolMe** code, help files and online manual.
- 1 Megabyte of Hard disk space for the **SchoolMe** Sample Data files.
- 10 Megabytes of Hard disk space for the User growth in **SchoolMe** Data files.
- There is an additional space requirement for other UjimaSuites applications and Sample Data files that are elected for installation.
- Minimum disk space for **SchoolMe** operation with temp file creation requires 25 Megabytes.

This version of **SchoolMe** requires Windows 95 or later and Microsoft Access 97 is loaded on your workstation or server (run-time version available with CD licensee).

User and Technical Support

UJIMA Consultants administers **SchoolMe** and **The FORUM**, a User Organization. **UJIMA** provides a full range of professional consulting and technical services. **UJIMA maintains** application training and user manuals Other **UjimaSuites** are also available.

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SchoolMe

A School Supplemental Support Management System



Ujima Consultants, Administrator

SchoolMe... A School Activity and Volunteer Tracking System.

SchoolMe Functionality

SchoolMe allows Student service tracking for three types of programs: Standard Student, Group Activities, and Meal Service.



- In addition, the application provides detailed Student information with special Survey of Needs tabs.
- Staff operations and activities can also be monitored in this database
- All the above functions are easily accessible from the Options Menu screen shown below.

SchoolMe also allows for ease of use with graphical user friendly screens that are accessed from clearly titled buttons with a click of the mouse or by tabbing to the desired button

There are administrative controls that allow for editing categories created by an agency. Users can also delete prior visits or enter several visits at a time via the batch visit button. An educational institution can tailor the applications to its in-house terms and jargon.

SchoolMe Student Entry Screen

This screen has both multiple tab access and easy to use data field features that include:

- Entering multiple identification numbers.
- Tracking all Students in a family relationship, even listing as separate for service counts.
- Viewing, changing and adding visits from a pop-up screen.
- Fast sort for finding Students by name or address.

- Warning button with comment notes.
- Record creation by Household or Student
- Postal Zip Code restriction feature.



SchoolMe has many of the database maintenance functions built in. Students not visiting within a 2-year period are automatically made inactive. Former Students can be purged which helps to keep the database small.

Student Personal Profile Screen

Personal Profile screen has built-in functionality that quick selection of:

- Student physical mobility concerns.
- Medical issue typing of Student
- Multi-autos fill data for summary info.
- Quick prints can be made of these screens.



Multiple Contracts

The application has a panel that allows the users to generate up to 5 different contracts on each Student. Contracts can be controlled for cycle period, dates, and renewals.

Special Student Multiple-Tab Feature

The Student Survey of Need feature is designed to allow easy navigation via the use of tabs that are user friendly as the dividers in a notebook. The tabs keep the Student data screens compact. There are eight (8) tabs that allow input to data fields such as: Student Info, Program, Count, Special Info, Service Type, Ethnicity, Language, Student Profile and Contracts, plus family and visit sub-screens.

Activities Management Features

The Activities Management Menu allows the User to create multiple activities panels and associated students with them. The Group Activities screen provides additional features for coordinated group related events and services. The screen is shown below:



Direct Services Features

This function allows easily selection of a specific service charged directly to a student. It is used for quick tracking of student debt to school, which is access from multiple combo drop-down selections.



Detail reports are available under the Reports Menu, based on selected daily, weekly, monthly or yearly distribution. Over 20 edit tables help customize **SchoolMe** for each Agency under the Admin Menu.