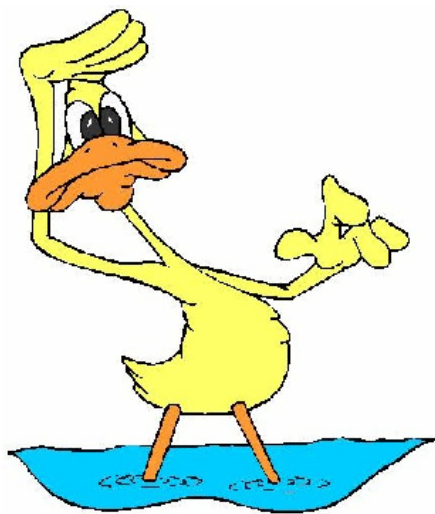


DUCK

SETUP, CONFIGURATION, AND USER GUIDE

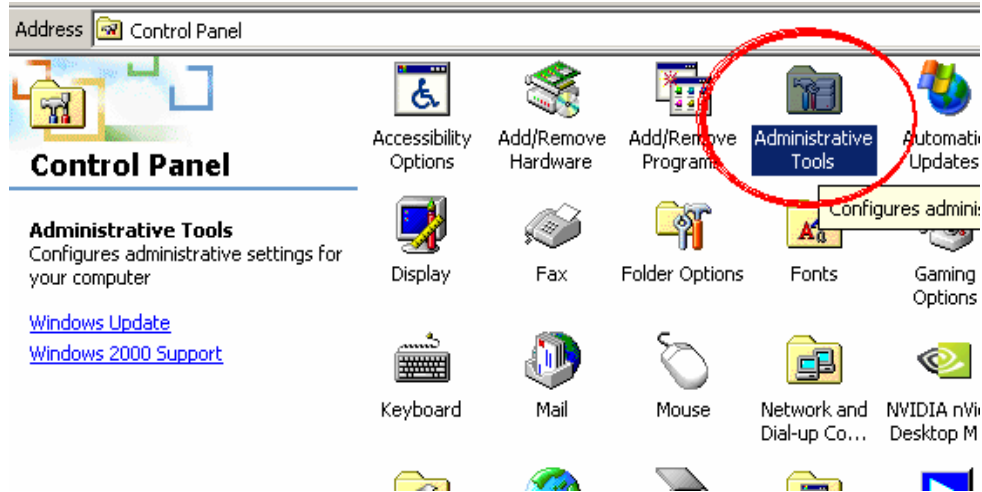


Created By: LNOCA

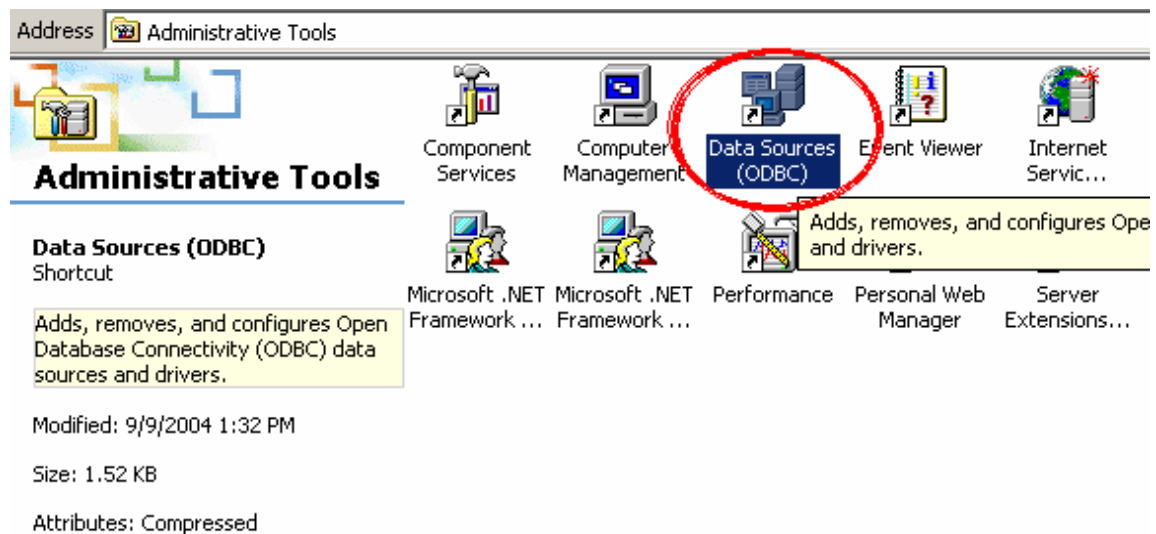
PREINSTALL SETUP

The following instructions must be completed on all computers using D.U.C.K.

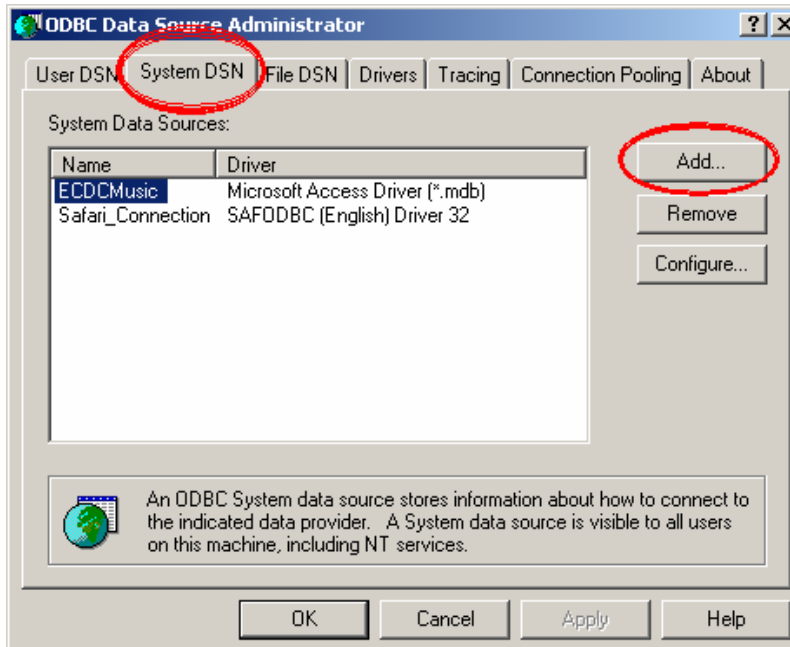
1. Open the Control Panel and Select “*Administrative Tools*”.



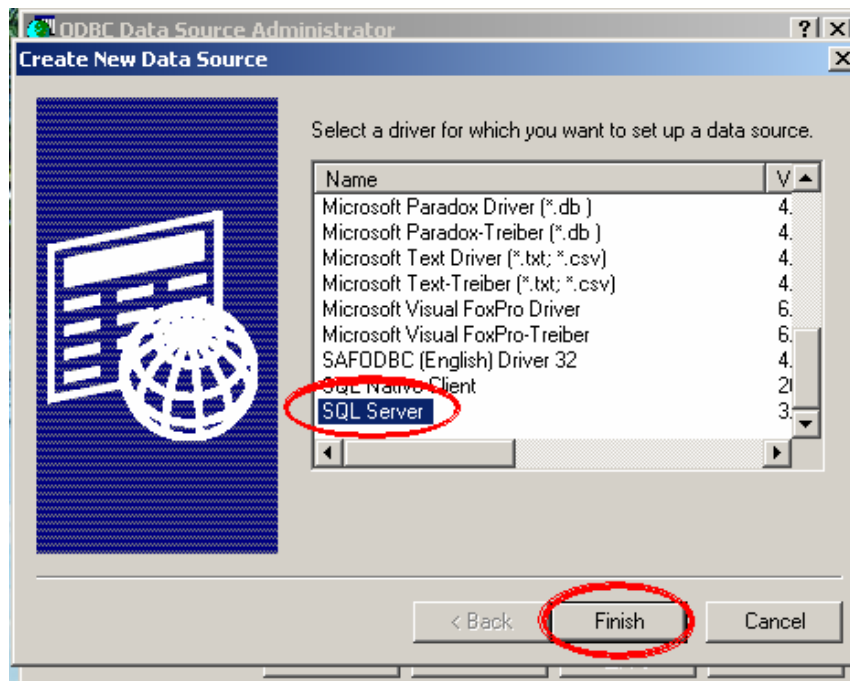
2. Select “*Data Sources (ODBC)*”.



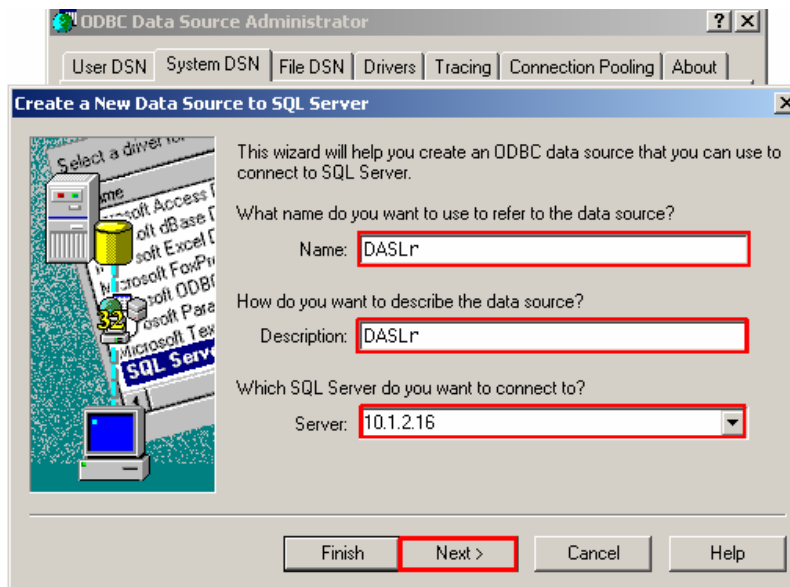
3. Select the “System DSN” tab and click “Add”. (Note: If the “System DSN” tab is unavailable, please select the “User DSN” tab instead.)



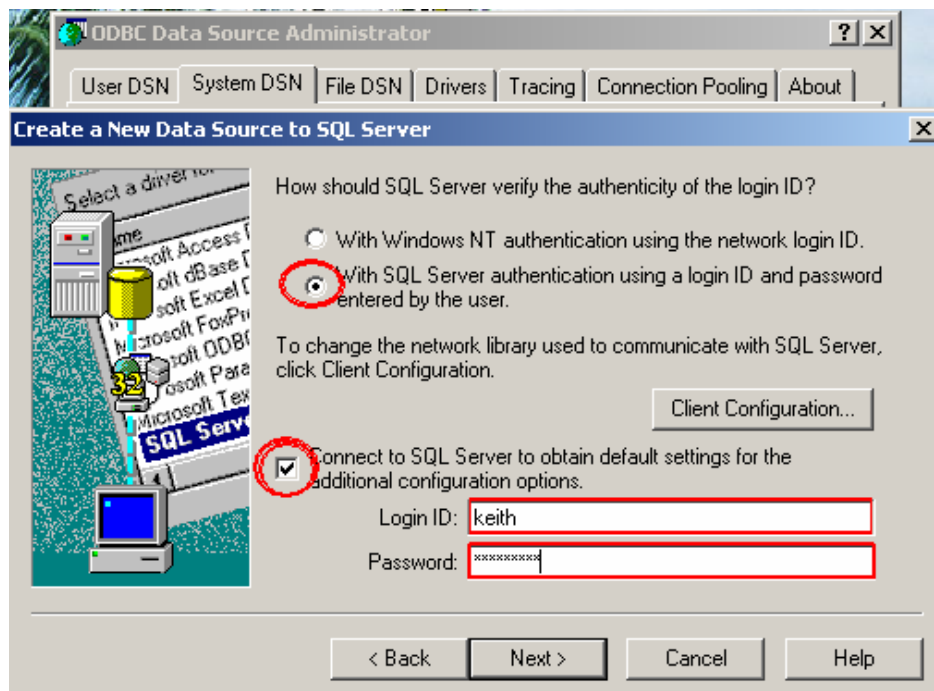
4. Select “SQL Server” and click “Finish”.



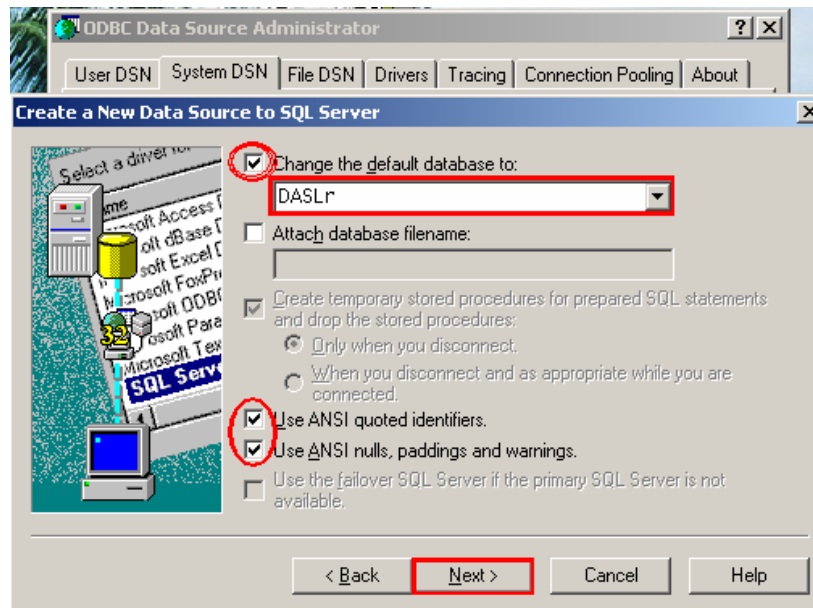
5. Fill in: Name: **DASLr** Description: **DASLr** Server: **10.1.2.16** then click “Next”.



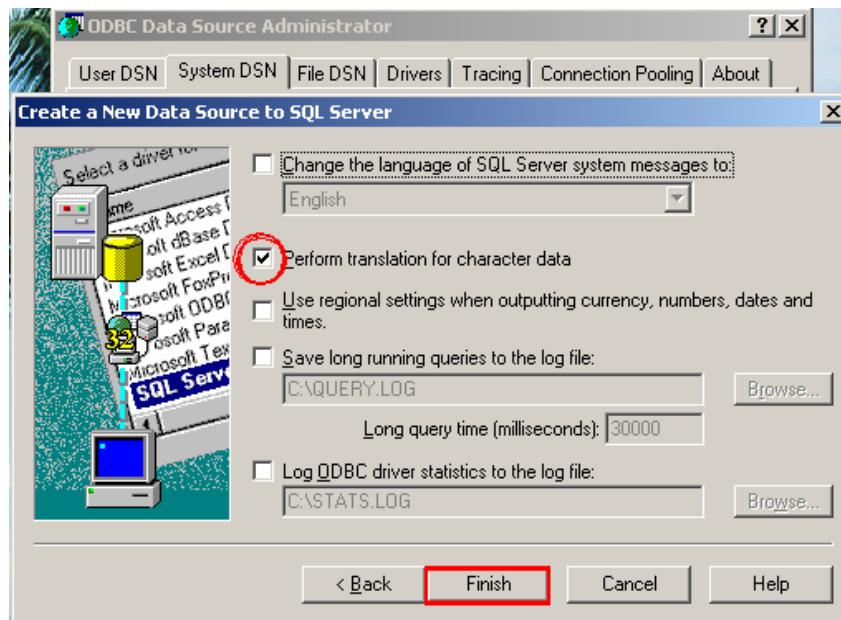
6. Select “SQL Server authentication”, leave “Connect to SQL Server to obtain default Settings” checked, enter the provided LoginID (username) and Password (password), and click Next.



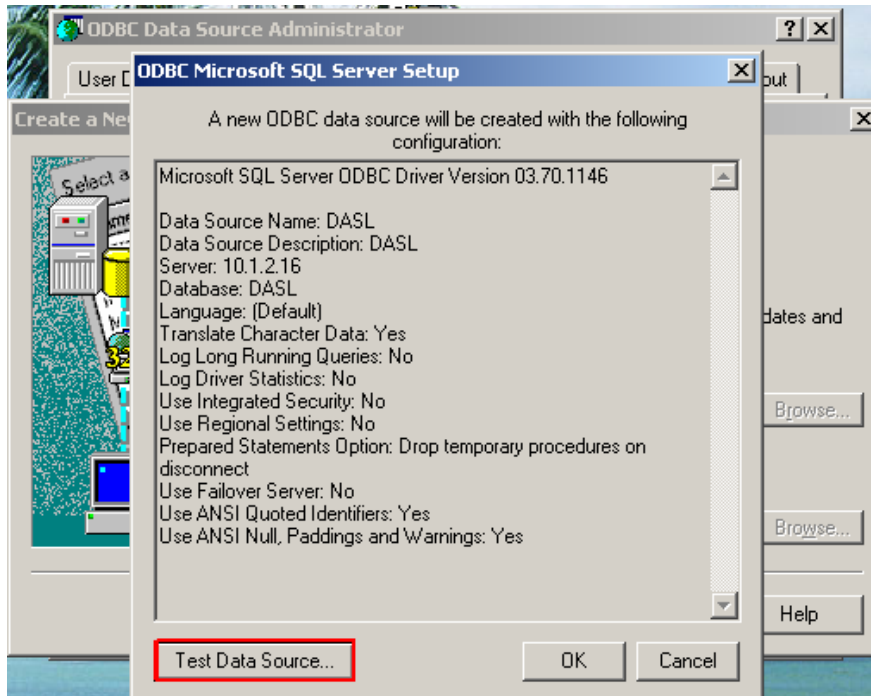
7. Check “*Change default*” db to DASLr, leave the use ANSI boxes checked, and click “*Next*”.



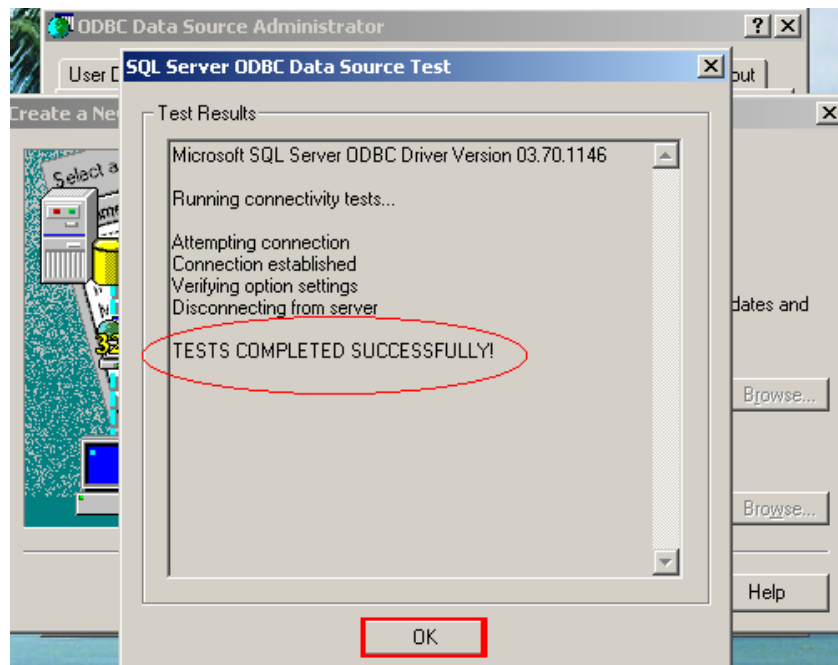
8. Leave “*Perform translation for character data*” checked and click “*Finish*”.



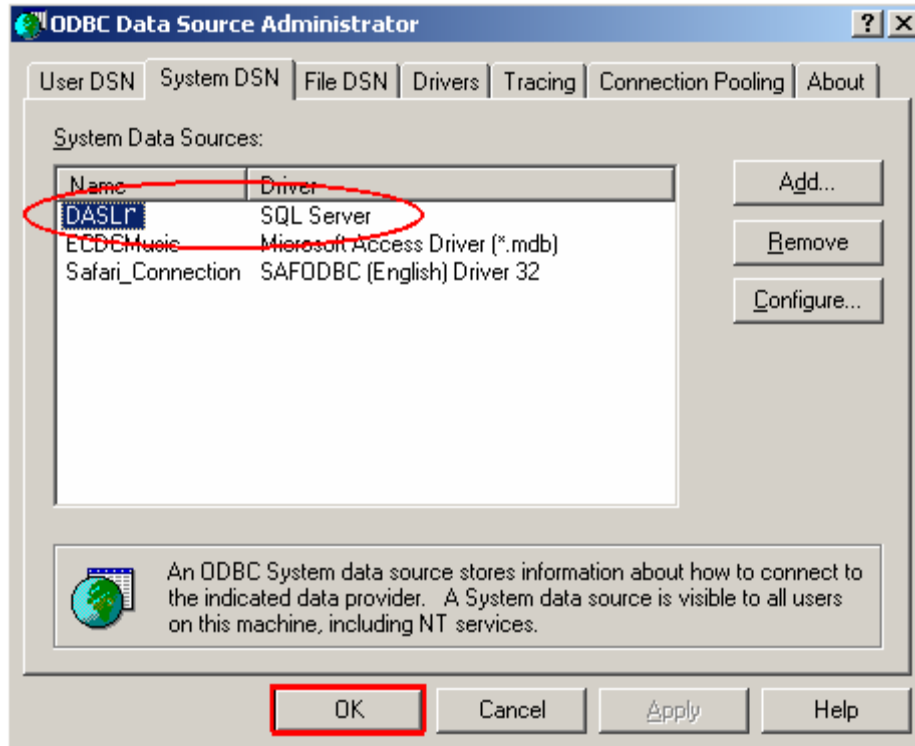
9. Click “Test Data Source”. After it completes click “OK”



and then click “OK” again.



10. You should now see the DASLr connection you created listed here. Click “OK”



11. Setup for the ODBC connection is complete now. Extracts can now be pulled.



GOOD JOB!

DUCK Application Setup

1. Please go to the following address you're your internet browser...

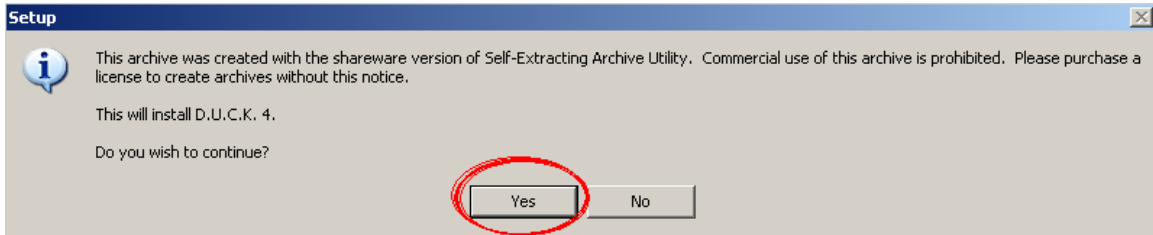
<http://www.inoca.org/departments/student/files/ducksetup.exe>

NOTE: You may get a popup message box asking if you would like to "RUN", "SAVE" or "CANCEL". Please click "RUN".

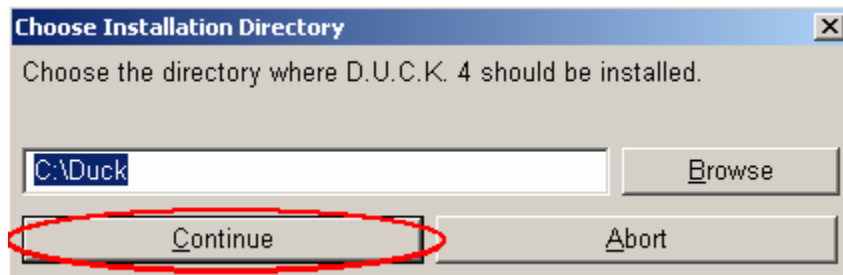
2. If the install has started already please skip to Step 3. Otherwise Double Click on the file that was downloaded to begin the install.



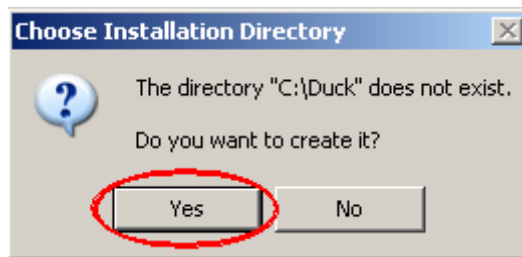
3. Click the “*Yes*” button.



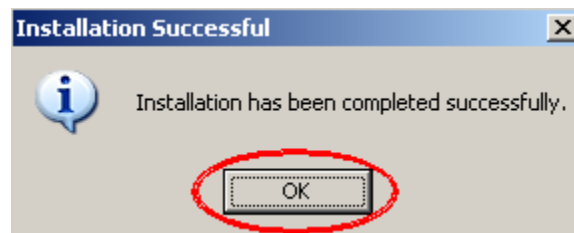
4. Click the “*Continue*” button.



5. Click the “*Yes*” button.



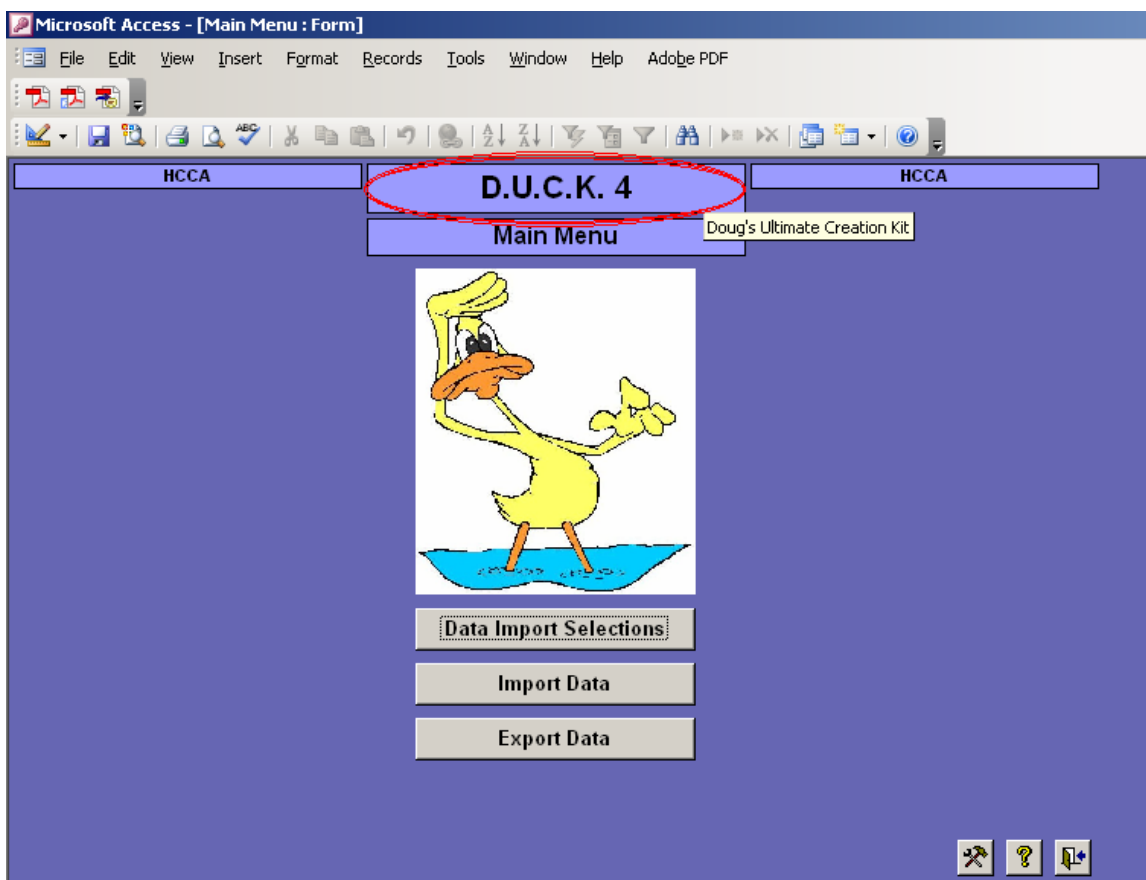
6. Click the “*OK*” button.



7. The DUCK application has now been installed. You should have an icon on your desktop. Double Click that icon to start the application.



8. Double Click the box that says "D.U.C.K. 4".



9. Fill in your District Name into both fields (*District Name* and *Building Name*).

The screenshot shows the Microsoft Access interface for the 'D.U.C.K. 4 Setup' form. The 'General Parameters' section contains the following data:

District Name	Your District Name	Application Title	D.U.C.K. 4
Building Name	Your District Name	Post Import Form	
1		5	
2		6	
3		7	
4		8	

The 'Utility Setup' section contains buttons for: Servers Setup, Software Setup, Build Definitions, Databases, Data Import Selections, and Duck Applications. The 'Connections' section contains a table with the following data:

Software	Connection	
DASLr	0001	X
DASLr	0002	X
DASLr	0003	X
DASLr	0004	X
DASLr	0005	X
		X

10. Now click the “*Servers Setup*” button.

The screenshot shows the Microsoft Access interface for the 'D.U.C.K. 4 Setup' form. The 'General Parameters' section contains the following data:

District Name	Your District Name	Application Title	D.U.C.K. 4
Building Name	Your District Name	Post Import Form	
1		5	
2		6	
3		7	
4		8	

The 'Utility Setup' section contains buttons for: Servers Setup, Software Setup, Build Definitions, Databases, Data Import Selections, and Duck Applications. The 'Connections' section contains a table with the following data:

Software	Connection	
DASLr	1060	X
DASLr	1065	X
DASLr	1070	X
		X

11. In the location pictured here in this image (2nd set of info) please fill in the following information.

Server Type: **SQL**
Server Name: **DASL**
Server: **10.1.2.16**
Driver: **SQL Server**

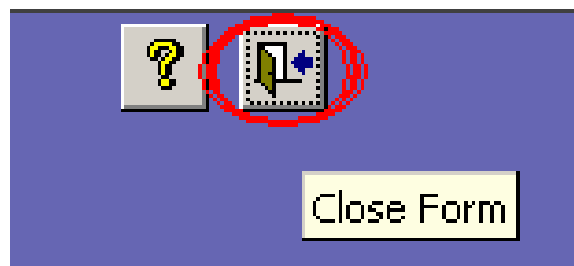
Microsoft Access - [frmServers : Form]

D.U.C.K. 4

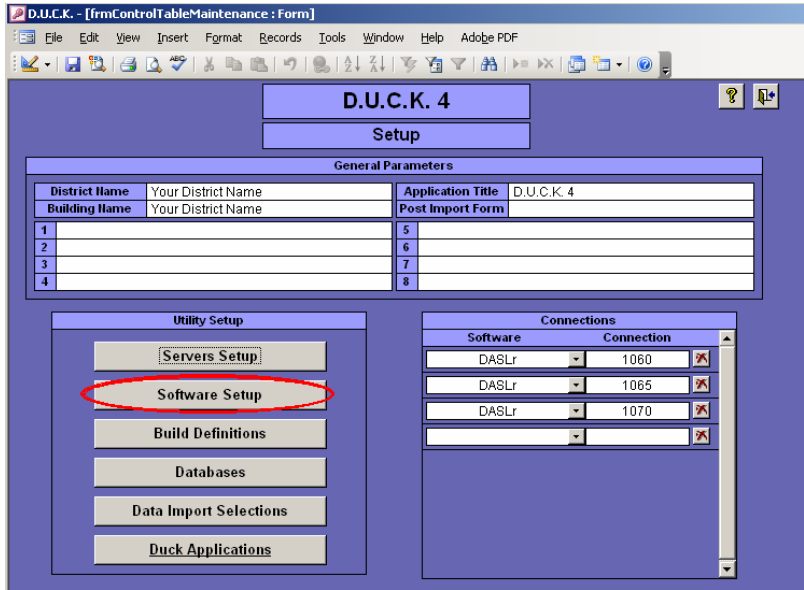
Servers

Server Type	Server Name	Server			Driver
VMS	HCCA1	hcca1.hccanet.org			{SAFODBC (English) Driver 32}
Safari Path		Port Number	Service	Protocol	Path Format
oecrn\$:safari		#23341	udmssrv	SOCKETS	Connection Database
Sel Test Level	Debug Level	IPC Client Debug	Dsp Debug	Ipc Server Debug	
0	0	0	0	0	
Server Type	Server Name	Server			Driver
SQL	DASL	10.1.2.16			SQL Server
Safari Path		Port Number	Service	Protocol	Path Format
Sel Test Level	Debug Level	IPC Client Debug	Dsp Debug	Ipc Server Debug	
Server Type	Server Name	Server			Driver
SQL	PB	sql01.hccanet.priv			SQL Server
Safari Path		Port Number	Service	Protocol	Path Format
Sel Test Level	Debug Level	IPC Client Debug	Dsp Debug	Ipc Server Debug	

12. After the information has been entered, please click the “Doorway” in the TOP RIGHT of the window. This will close this window and return you to the previous menu.

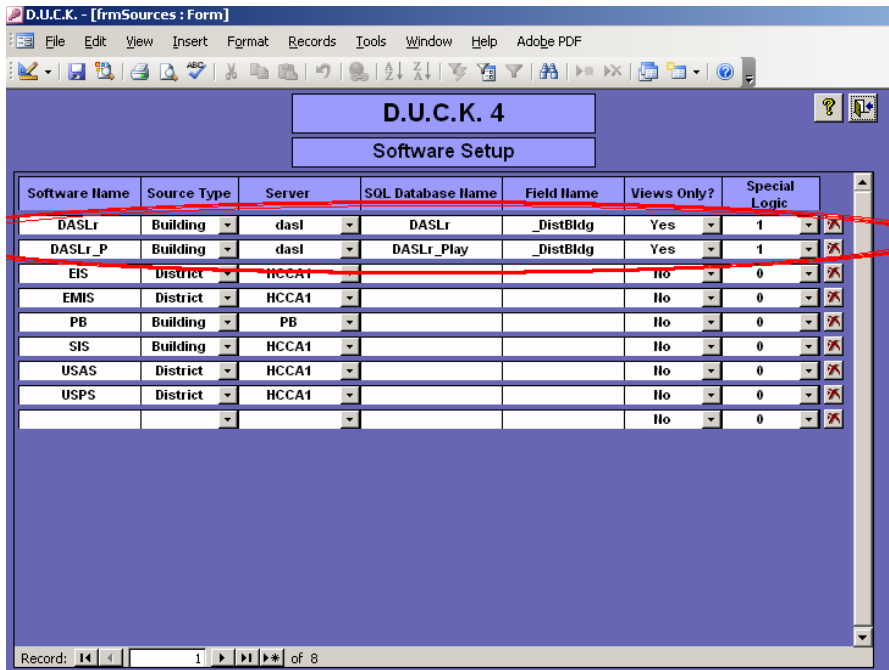


13. Once you have returned to the main menu click the “Software Setup” button.

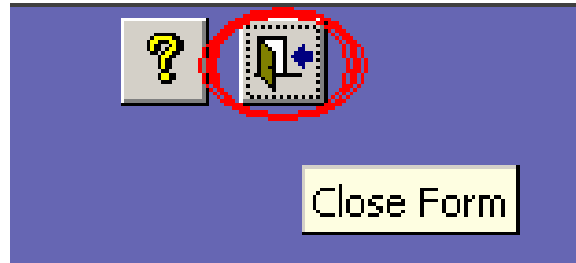


14. In the first 2 rows, enter the following information.

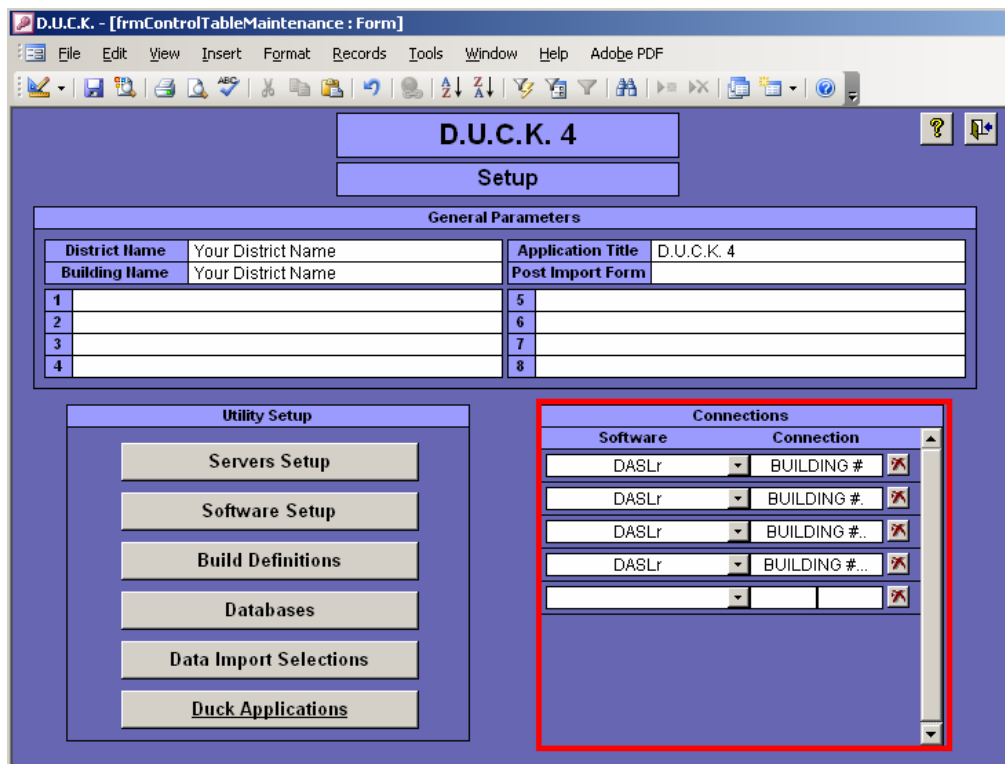
Software Name	Source Type	Server	SQL Database Name	Field Name	Views Only?	Special Logic
DASLr	Building	DASL	DASLr	_DistBldg	Yes	1
DASLr_p	Building	DASL	DASLr_Play	_DistBldg	Yes	1



15. After the information has been entered, please click the “Doorway” in the TOP RIGHT of the window. This will close this window and return you to the previous menu.



16. Once you have returned to the main menu please go to the “Connections” box in the lower right corner of the screen. Please select “DASLr” for the Software and enter one of your building codes in the connection box. Repeat this process for all of your buildings you will be using.



17. After entering the connection information, click the “*Build Definitions*” button.

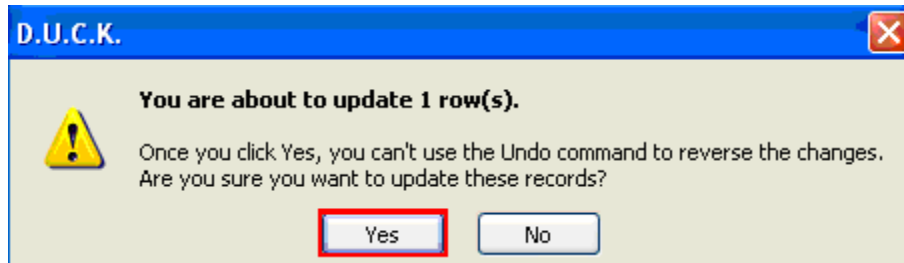
The screenshot shows the 'D.U.C.K. 4 Setup' window. At the top, there are buttons for 'D.U.C.K. 4' and 'Setup'. Below is a 'General Parameters' section with a table for District Name, Building Name, Application Title, and Post Import Form. The 'Utility Setup' section contains several buttons: 'Servers Setup', 'Software Setup', 'Build Definitions' (circled in red), 'Databases', 'Data Import Selections', and 'Duck Applications'. The 'Connections' section shows a table with columns for Software and Connection, with entries for DASLr at ports 1060, 1065, and 1070.

18. Fill in the information for Software, Username, and Password.

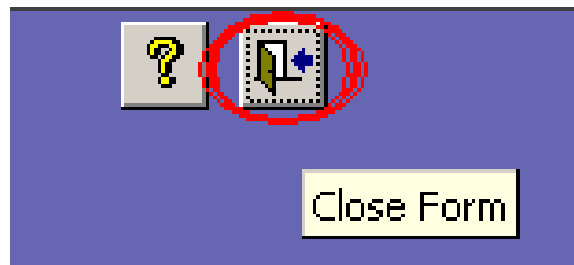
Software: DASLr
Username: (provided to you)
Password: (provided to you)
and then click the “*Build Definitions*” button.

The screenshot shows the 'D.U.C.K. 4 Build Definitions' window. It features a 'Build Definitions' button at the top. Below it are fields for 'Software' (set to DASLr), 'Last Build' (0/31/2000 1:58:57 PM), 'Connection', 'Username' (set to steve), and 'Password' (masked with asterisks). The 'Build Definitions' button and the 'Software', 'Connection', 'Username', and 'Password' fields are circled in red. A 'View Error Log' button is located at the bottom.

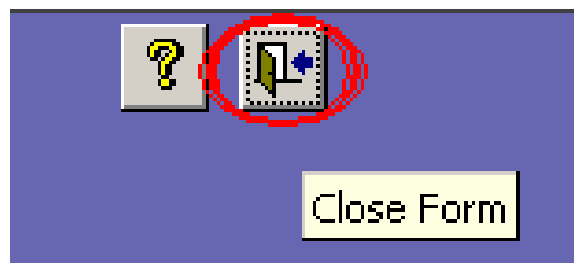
- 19.** Note: You may get a popup window that looks like this figure. If you do receive this popup, the click “Yes”



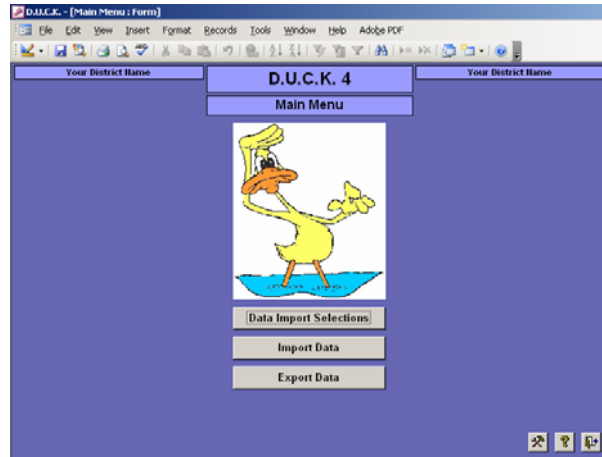
- 20.** After the information has been entered, please click the “Doorway” in the TOP RIGHT of the window. This will close this window and return you to the previous menu.



- 21.** At the “SETUP MENU” screen please click the “Doorway” once again to take you back to the start.



22. After clicking the 2nd doorway, you will be returned to the start screen. At this point your D.U.C.K. system has been installed and configured and you may now exit the program by clicking the doorway at the bottom right or by closing the window.

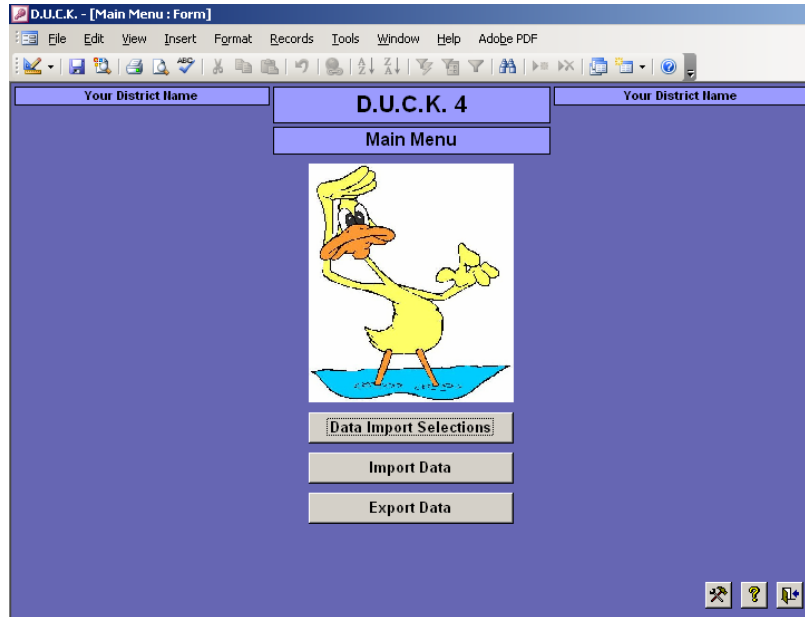


23. At this point your DUCK system has been configured and ready for use.

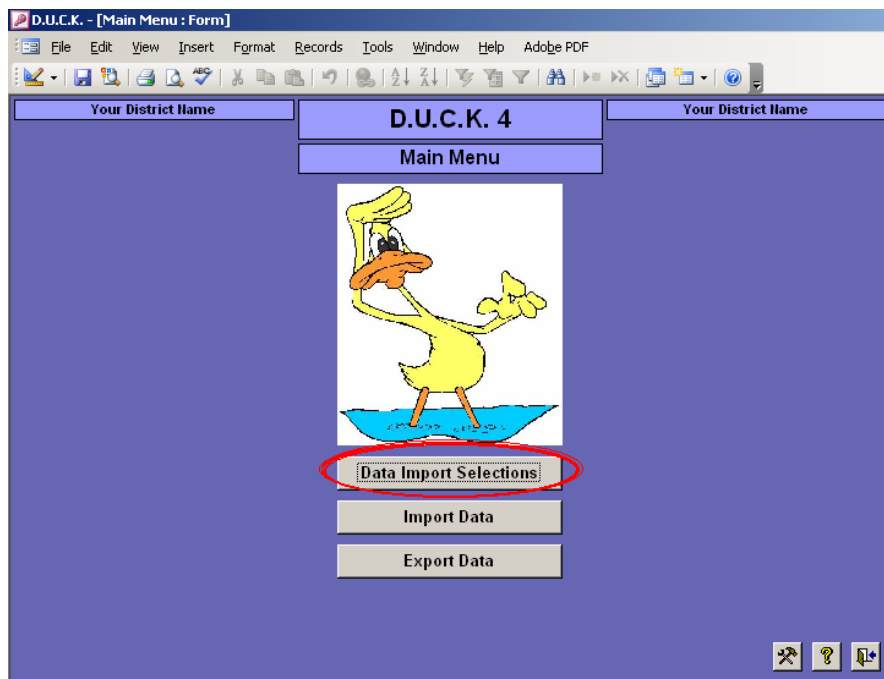


USING DUCK

1. After starting up D.U.C.K. you will be taken to the main menu screen.



2. Please click the menu button labeled “*Data Import Selection*”



3. This is the section where you will select what data you would like to get. Putting a check mark in the “*Import*” box to the right of an item will tell the system you would like to get that data. This form should be filled out from left to right, ending with the bottom section. You may select multiple items to be imported.

Software: this should almost always be DASLr and should ALWAYS be checked

Connection: these are your building codes.

Dbase / Year: these are the years you would like to use.

DASLr: these are different templates of information which you can select from.

clicking on one of these will populate the lower window with multiple fields from which to pull data. (NOTE: not selecting the combine button will generate a separate report for each building and/or year).

Lower Window: here you may select what specific information you would like to be pulled in.

Software **Import**

DASLr	<input checked="" type="checkbox"/>
-------	-------------------------------------

De-Select All ?

Connection **Import**

0001	<input checked="" type="checkbox"/>
0002	<input checked="" type="checkbox"/>
0003	<input checked="" type="checkbox"/>
0004	<input type="checkbox"/>

De-Select All ?

Dbase / Year **Import**

2006	<input checked="" type="checkbox"/>
2005	<input type="checkbox"/>
2004	<input type="checkbox"/>
2003	<input type="checkbox"/>
2002	<input type="checkbox"/>
2001	<input type="checkbox"/>

De-Select All ?

DASLr **Import** **Combine**

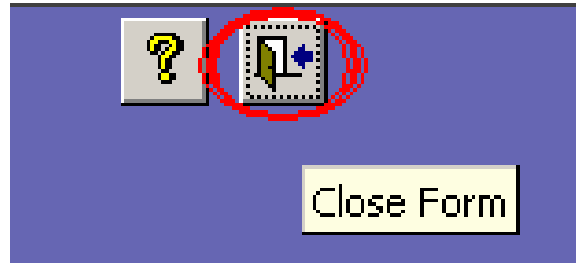
ABSE_REC_duck	<input type="checkbox"/>	<input type="checkbox"/>
ABSE_WM_duck	<input type="checkbox"/>	<input type="checkbox"/>
ADWM_REC_duck	<input type="checkbox"/>	<input type="checkbox"/>
ADWM_WM_duck	<input type="checkbox"/>	<input type="checkbox"/>
BED_FoodPOS_duck	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BRK_PADR_duck	<input type="checkbox"/>	<input type="checkbox"/>
BRK_SCT_duck	<input type="checkbox"/>	<input type="checkbox"/>

De-Select All **Display Selected** ?

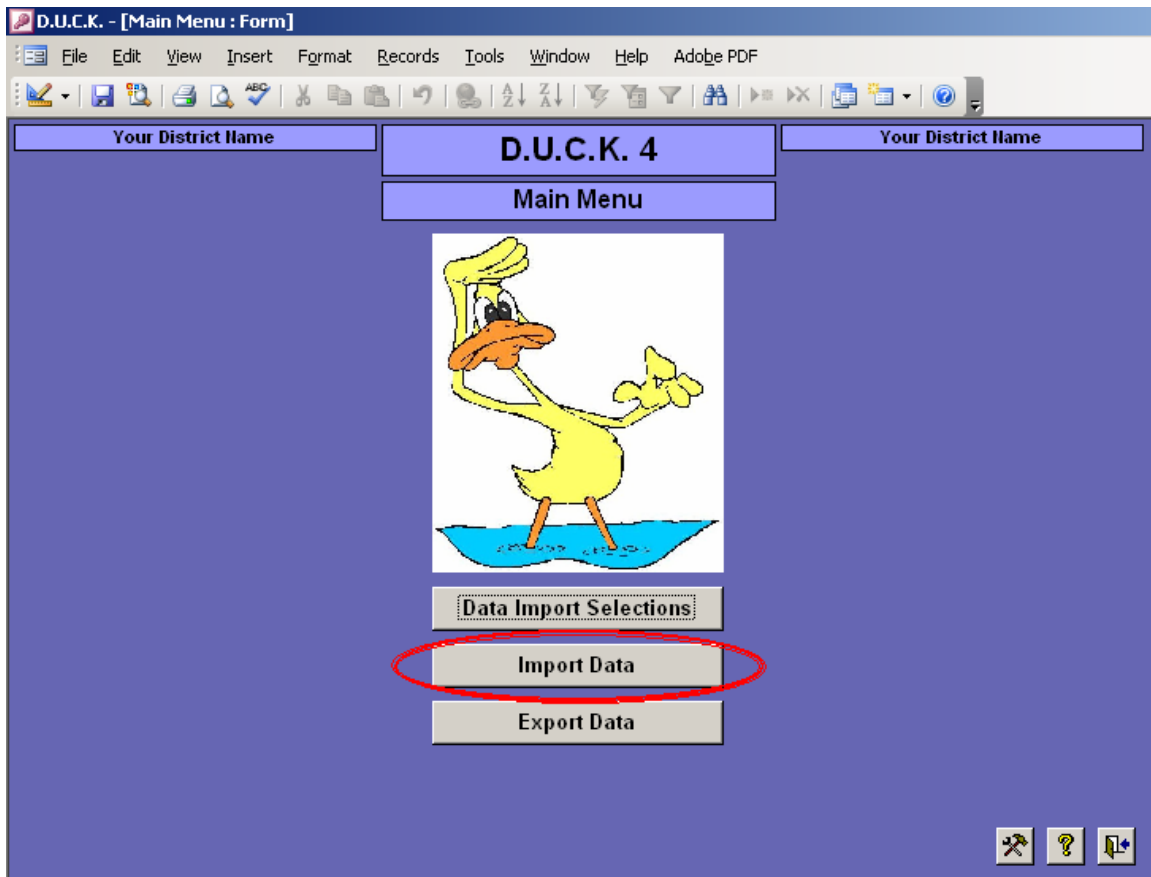
Import	BED_FoodPOS_duck	Criteria	Convert
<input type="checkbox"/>	Address1		<input type="checkbox"/>
<input type="checkbox"/>	Address2		<input type="checkbox"/>
<input type="checkbox"/>	Birthdate		<input type="checkbox"/>
<input checked="" type="checkbox"/>	City		<input type="checkbox"/>
<input type="checkbox"/>	EmailAddress		<input type="checkbox"/>
<input type="checkbox"/>	FirstName		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Grade		<input type="checkbox"/>
<input type="checkbox"/>	Guardian		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Homeroom		<input type="checkbox"/>
<input checked="" type="checkbox"/>	LastName		<input type="checkbox"/>
<input type="checkbox"/>	Lunch_Status		<input type="checkbox"/>

Select All **De-Select All** **Display Selected** **Delete All Criteria** **Display fields by Field Number** ?

4. After you have selected the information you would like to be pulled, please click the “Doorway” in the TOP RIGHT of the window. This will close this window and return you to the previous menu.



5. After returning to the main menu, click the “Import Data” button.



6. Input the information into the following fields.

Server: **das1**

Username: (this will be provided to you)

Password: (this will be provided to you)

and then click the button at the bottom labeled “*Import Data*”

The screenshot shows a software window titled "D.U.C.K. - [frmBuildTables : Form]". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", "Help", and "Adobe PDF". Below the menu bar is a toolbar with various icons. The main area of the window is blue and contains the following elements:

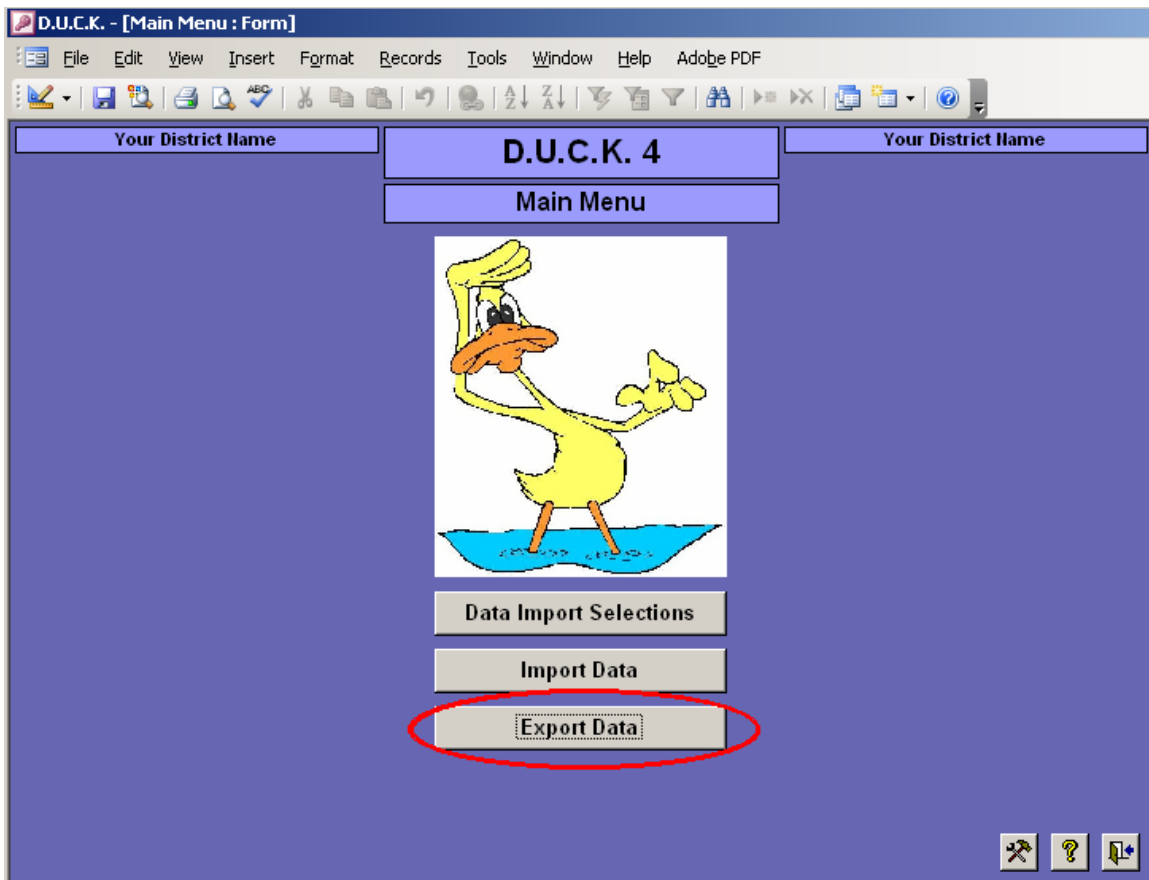
- A title bar: "D.U.C.K. 4"
- A button: "Import Data"
- A label and value: "Last Import 8/31/2006 1:58:09 PM"
- Three input fields: "Server" (value: "das1"), "Username" (value: "steve"), and "Password" (value: "*****"). These fields are circled in red.
- Two buttons at the bottom: "Import Data" and "View Error Log".

7. After the “*Import Data*” button has been pressed, a red line should flash across the middle of the screen, and a popup window will show letting you know that the system has pulled the data. After this has happened please click the “*Doorway*” in the TOP RIGHT of the window. This will close this window and return you to the previous menu.

The screenshot shows a dialog box with a blue background. It contains the following elements:

- A button: "Close Form"
- Two icons in the top right corner: a question mark icon and a doorway icon. The doorway icon is circled in red.

8. Once you have returned to the main menu, click the button “*Export Data*”.



9. The “Select Table or Query to Export” will contain a list of your reports created. Selecting a report and then clicking the “Export To Excel” button will create the report as a file and a popup window will give you the location of the file created. (Note: in most cases the file will be stored in C:\Duck\). Clicking the “Open With Excel” button will proceed to open the Excel file.

D.U.C.K. 4

Export Data

Select Table or Query to Export

BED FoodPOS duck 0001 2006

Export To Excel

Open With Excel

Export Type

Comma Tab

Include Field Names?

No Yes

Export

Open With

10. This is a brief overview of using the DUCK system. For additional information please contact the support staff.

