



Edge View - iView Installation & User Guide

Page 1-2	Installing your new software
Page 3-4	Basic Navigation
Page 5	Basic Navigation - Subject Tabs
Page 6	Basic Navigation - Find & Sort Tabs
Page 7	Basic Navigation - List Functions
Page 8	Reports - Introduction
Page 9	Reports - ID cards
Page 10	Reports - Pictorial Directory
Page 11	Reports - Certificates



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as selected by the Burlington Chamber of Commerce



Edge View User Guide - Installing your new software

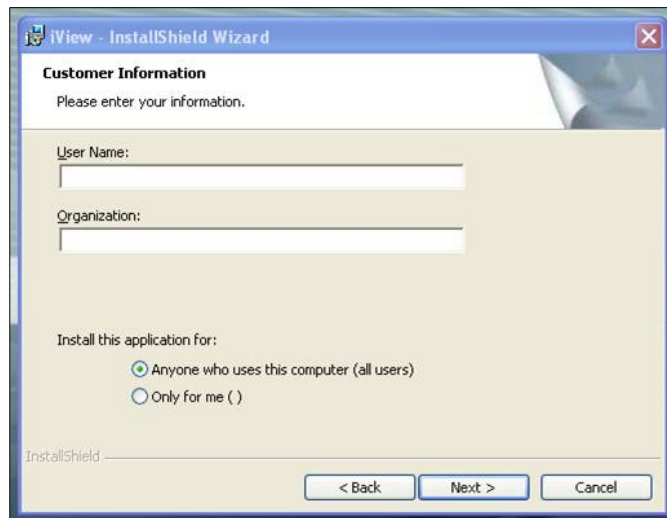
Step 1.

Insert CD into computer. The InstallShield Wizard should start automatically. When the pop up window appears, click next.



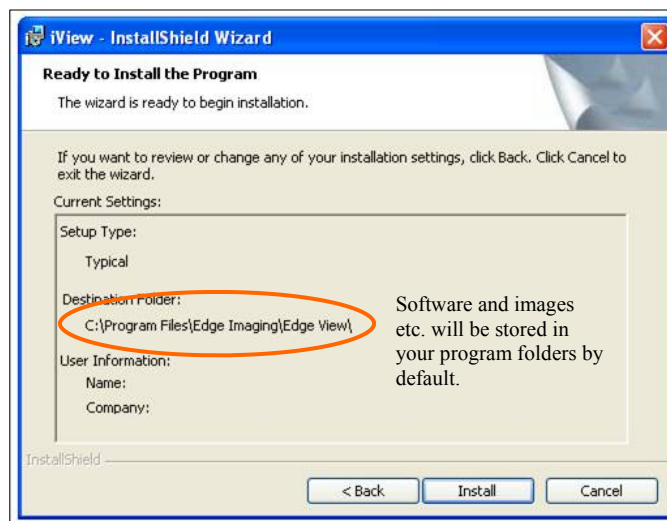
Step 2.

Fill in the User Name and Organization fields and determine who will be allowed to access the iView software, click next when done.



Step 3.

This screen is just a recap, click next when ready.

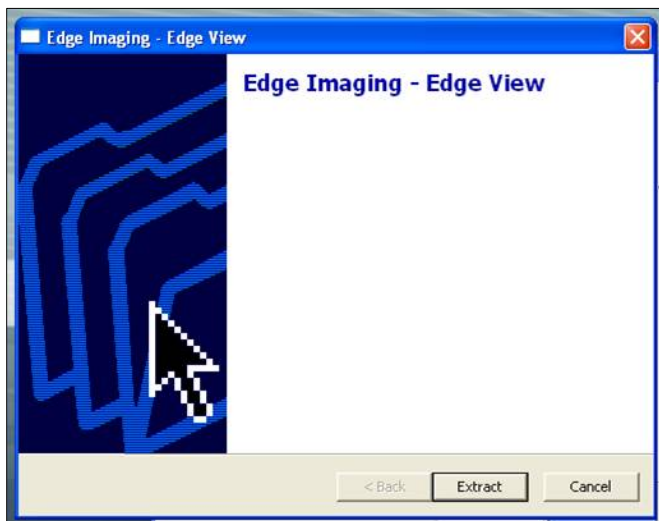


Edge View User Guide - Installing your new software cont.



Step 4.

The InstallShield Wizard will begin to install the iView software. The status bar will indicate how much time is left before the install is complete. Click next once complete.



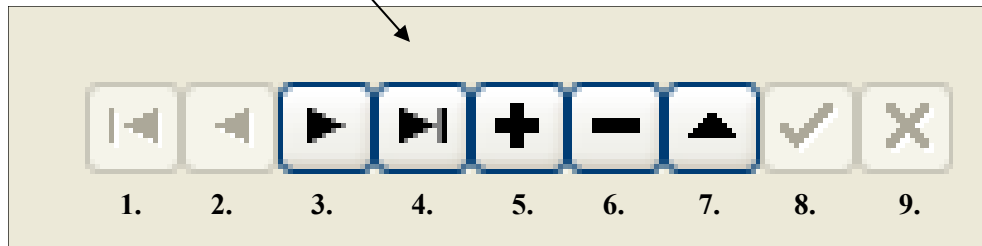
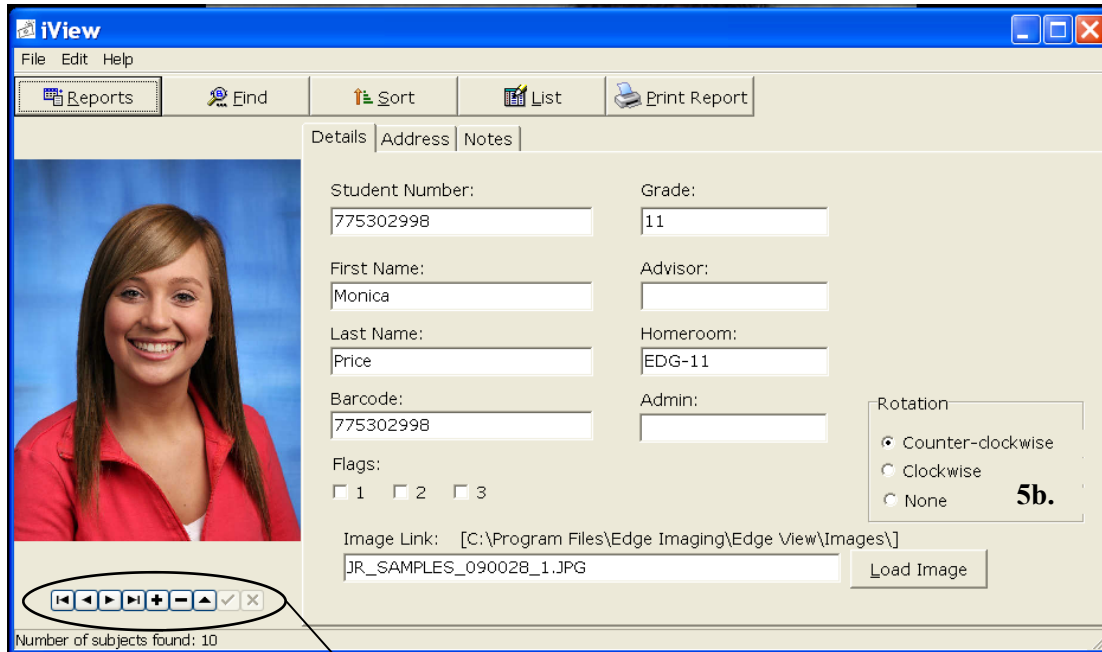
Step 5.

The final step is to extract the images. Click the extract button.



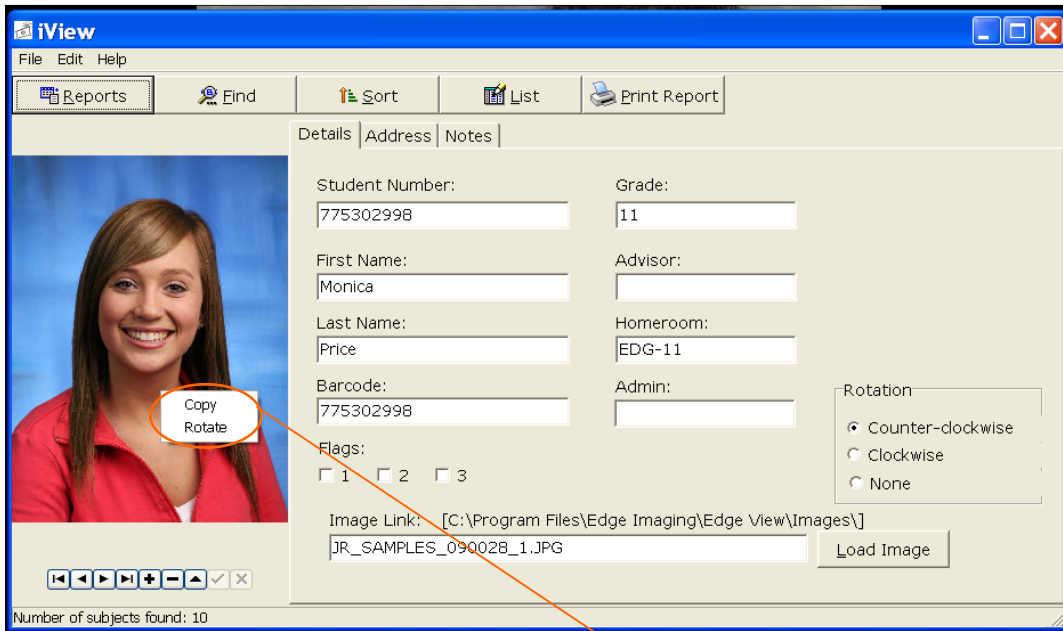
You should now have an Edge View icon on your desktop...installation is complete. Double click on the Edge View icon to launch the software.

Edge View User Guide - Basic Navigation

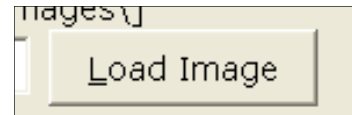
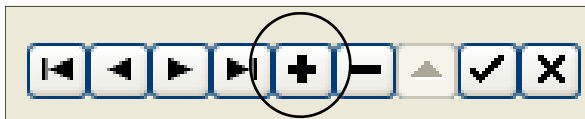


1. Scroll to first subject
2. Navigate to previous subject
3. Advance to next subject
4. Scroll to last subject
5. Add a new subject. When a new image is loaded, you can automatically rotate the image (see 5b.)
6. Remove selected subject (delete selected subject)
7. Enter edit mode - This button is not required to edit, you can simply type in any field and it automatically switch to edit mode.
8. Save Changes (you must save any changes made)
9. Do not save changes (undo)

Edge View User Guide - Basic Navigation cont.

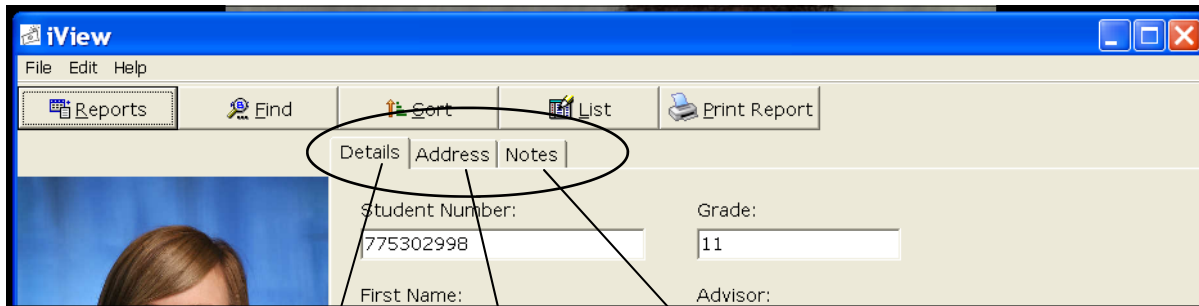


Right click:
You can copy the selected image or rotate the image this way as well.



You can add your own students and images manually. To start, press the [+] button and fill out all the applicable fields (Name, student number etc.). You can also load your own image. Click the load image button and locate the image that you wish to use. Be sure to load the image last and iView will automatically save the manual entry. Right click the image to rotate if necessary.

Edge View User Guide - Basic Navigation - Subject tabs



Student Number:	Grade:
<input type="text" value="775302998"/>	<input type="text" value="11"/>
First Name:	Advisor:
<input type="text" value="Monica"/>	<input type="text"/>
Last Name:	Homerroom:
<input type="text" value="Price"/>	<input type="text" value="EDG-11"/>
Barcode:	Admin:
<input type="text" value="775302998"/>	<input type="text"/>

Details:

Edit selected subjects Name, Grade, Homerroom etc.

Allergic to peanut products and shellfish.
--

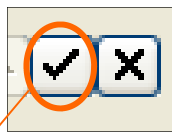
Notes:

You can add personal information to each subject like adding allergy information etc.

Address:	
<input type="text" value="920 Sheldon Crt."/>	
<input type="text"/>	
Town:	Phone Number:
<input type="text" value="Burlington"/>	<input type="text" value="1-866-707-3343"/>
Province:	Contact Name:
<input type="text" value="ON"/>	<input type="text"/>
Postal Code:	Contact Number:
<input type="text" value="L7L 5K6"/>	<input type="text"/>

Address:

You can add personal information to each subject like adding addresses, phone numbers and contact information.

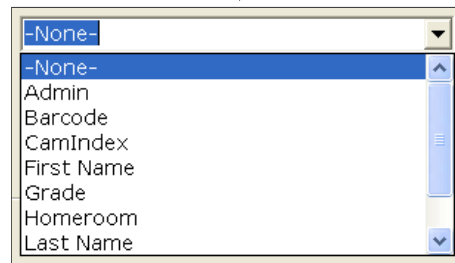
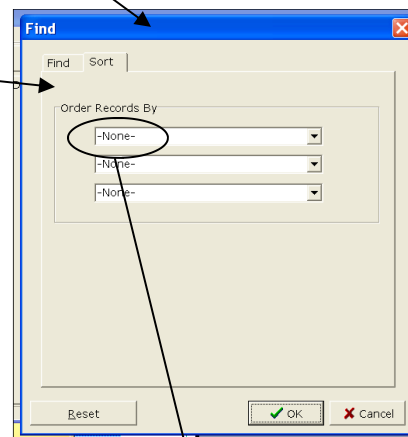
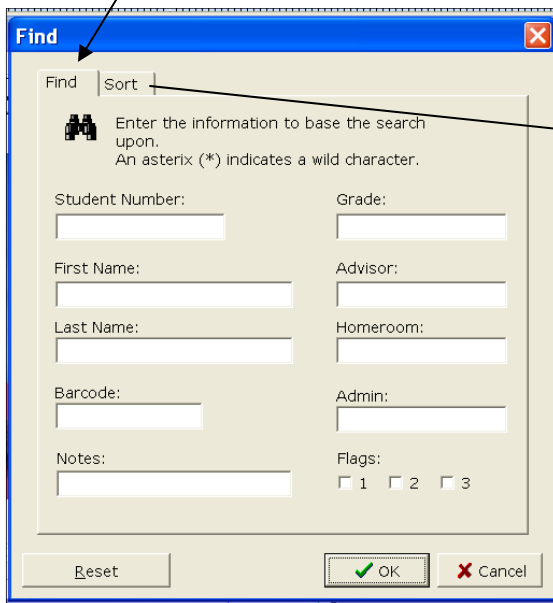
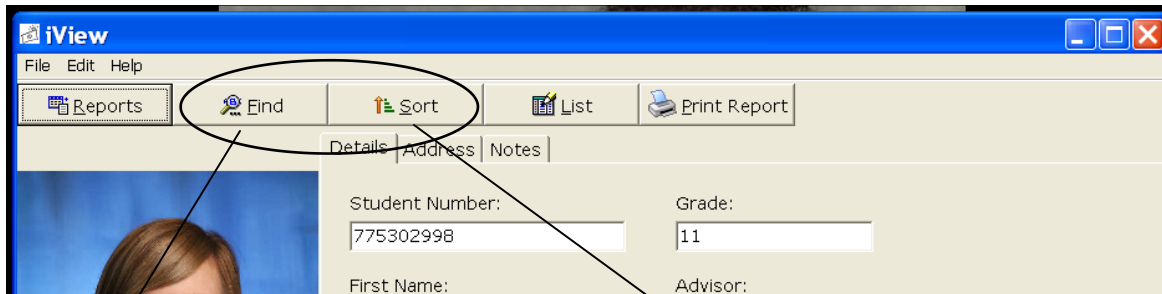


*Save your changes

* Remember to save your changes!

You can alter/add information to any of these tabs and alter information to any or all subjects.

Edge View User Guide - Basic Navigation - Find function



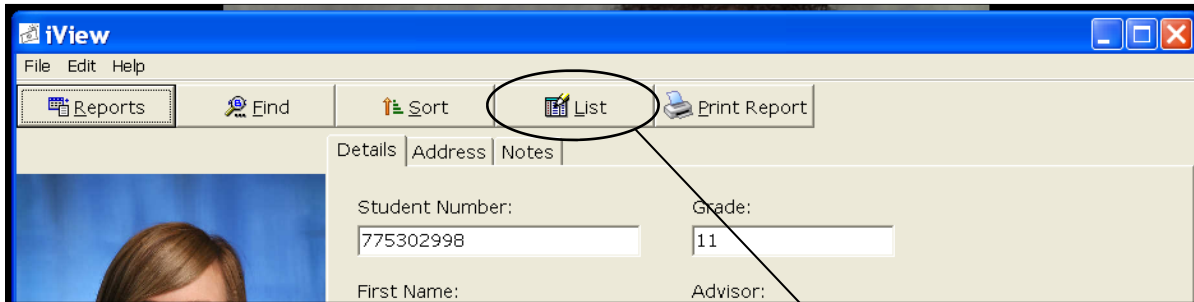
The find button has many useful functions. You can search for a specific individual by name or student number. You can also search for an entire grade or homeroom. An asterisk (*) can be used as a wild card.

You can sort the database with this feature. For example, you can sort iView alphabetically by last name or by grade or homeroom. This feature is very useful for sorting and printing Reports.

Tip: The find button is very useful if you are planning on viewing the list feature or printing reports.

***Remember to use the Reset Find button to clear your sort criteria.**

Edge View User Guide - Basic Navigation - Sort & List



The List button simply provides all the data in iView in an easy to view list format.

Use the find/sort functions to organize the list by Student Number, Last Name, Grade or Homeroom. You can also isolate one homeroom or grade and preview them in list view.

Student Number	Barcode	First Name	Last Name	Grade	Homeroom	Advisor
223556741	223556741	Molly	McButter	12	EDG-12	
897564231	897564231	Peter	Chiu	10	EDG-10	
015456123	015456123	Marsha	Mallow	09	EDG-09	
894522301	894522301	Stan	Roper	11	EDG-11	
		Mrs.	Dash	Staff	Staff	
745112014	745112014	Armin	Hammer	12	EDG-12	
452856338	452856338	Sally	Smith	10	EDG-10	
785448792	785448792	Will	Green	09	EDG-09	
230254192	230254192	Phil	Morrison	11	EDG-11	
775302998	775302998	Monica	Price	11	EDG-11	

Find | Sort

Enter the information to base the search upon.
An asterisk (*) indicates a wild character.

Student Number: Grade:

First Name: Advisor:

Last Name: Homeroom:

Barcode: Admin:

Notes: Flags: 1 2 3

Reset OK Cancel

Student Number	Barcode	First Name	Last Name	Grade	Homeroom	Advisor
745112014	745112014	Armin	Hammer	12	EDG-12	
223556741	223556741	Molly	McButter	12	EDG-12	

Find | Sort

Order Records By

Last Name

-None-

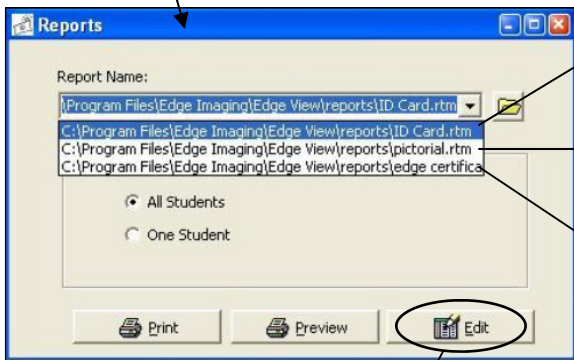
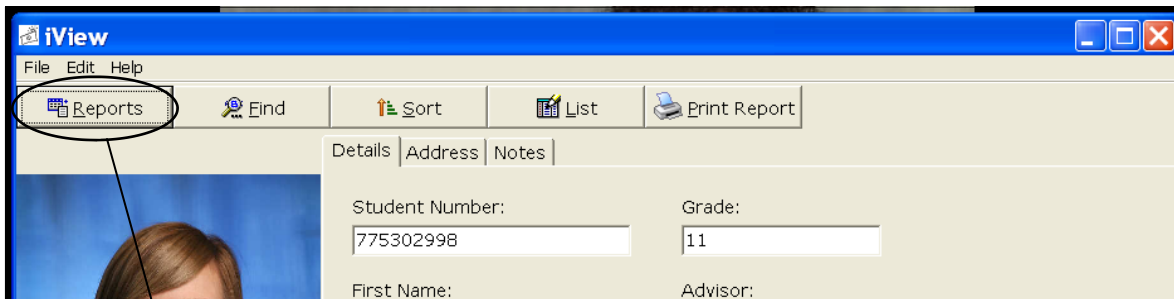
-None-

Reset OK Cancel

When you enter search information in the find tab, the list view will automatically pop up.

Edge View User Guide - Reports - Introduction

The Edge View software is pre loaded with three different reports that you can print. Your ID card design is loaded, a pictorial directory can be printed and a certificate report is also available.



Information about the student card design can be found on **page 9** of this manual.

Information about the pictorial directory can be found on **page 10** of this manual.

Information about the certificate can be found on **page 11** of this manual.

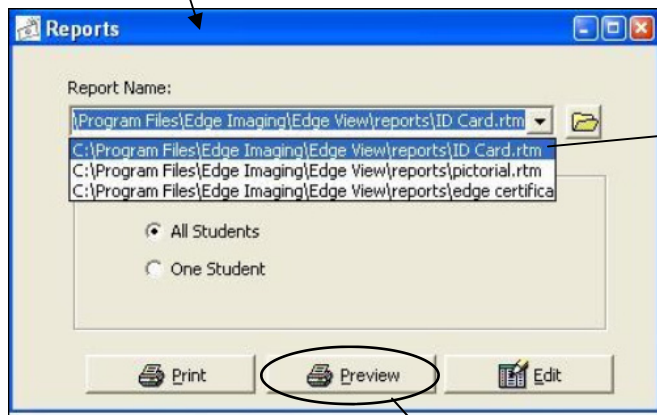
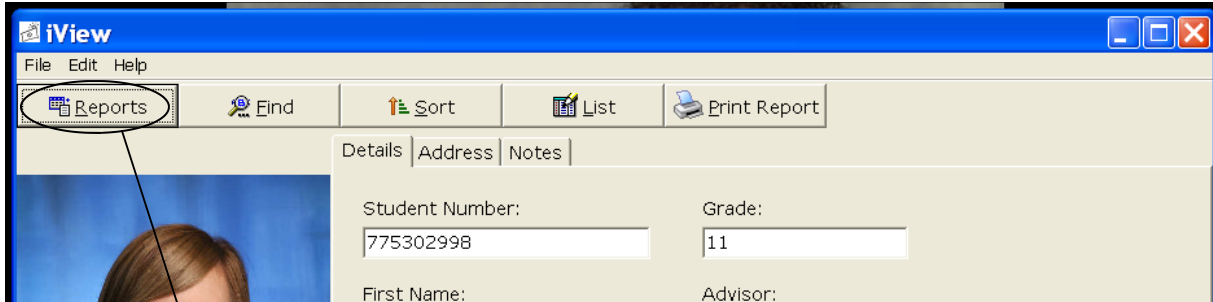
Select the report that you want to print/edit then select preview.

Tip:

Please remember to use the find function to limit your search to a home room or a grade etc. before selecting your report. It can save you a lot of time!

Edge View User Guide - Reports - ID cards

Using the ID card report



Select the ID Card.rtm report then select the preview button.

Remember to use the find function to limit your search to a homeroom or a grade etc. before selecting your report.

Subject Image

First & Last Name



Grade

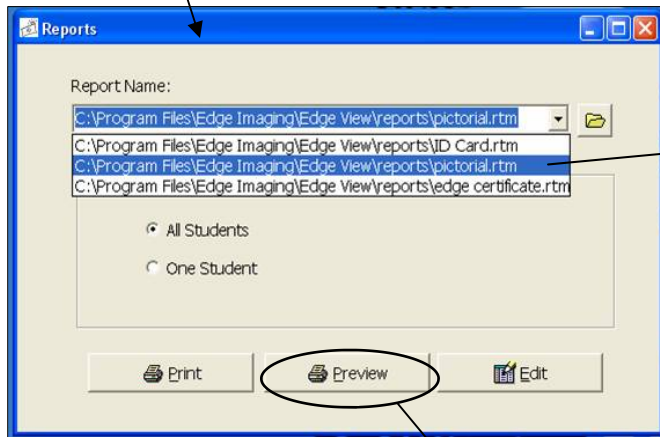
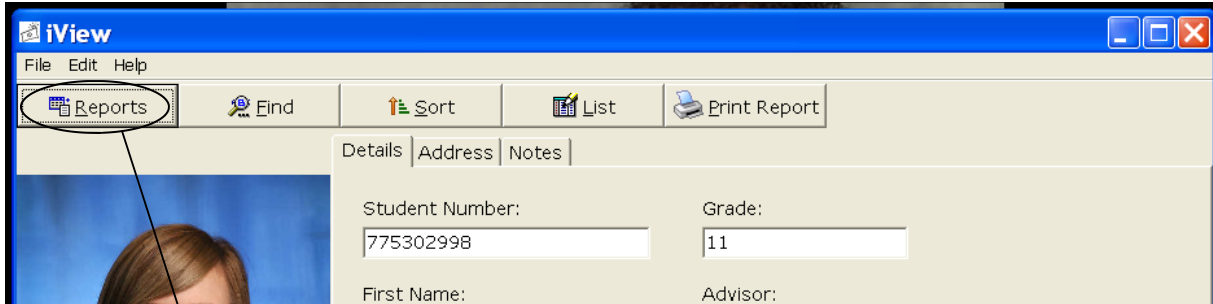
Homeroom

Barcode and/or Student Number

All of the above variable fields will automatically populate using the data within the iView software.

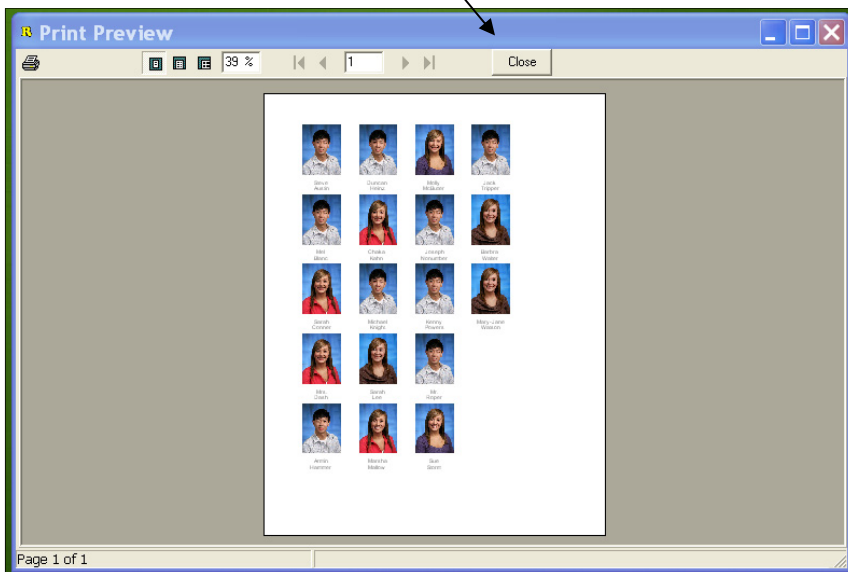
Edge View User Guide - Reports - Pictorial

Using the Pictorial Directory report



Select the pictorial.rtm report then select the preview button.

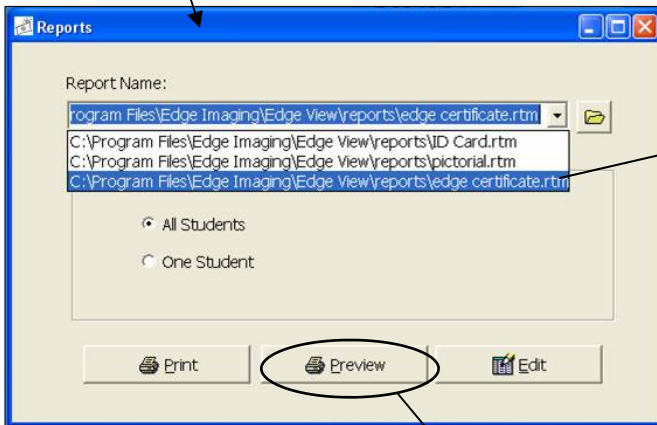
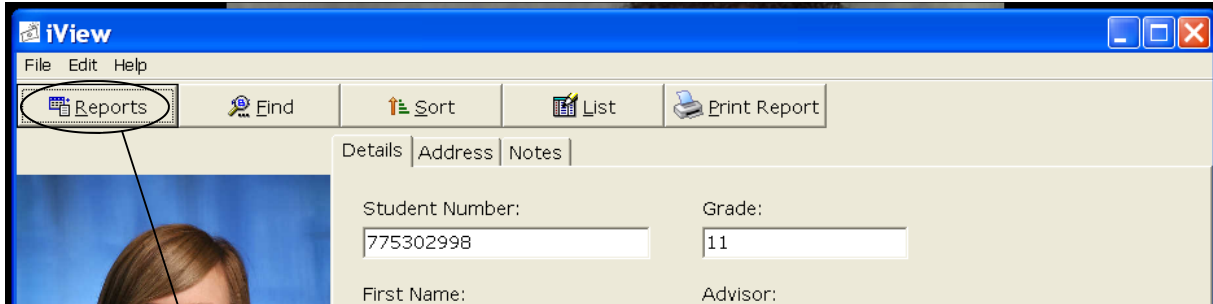
Remember to use the find function to limit your search to a homeroom or a grade etc. before selecting your report.



Here is a sample of the pictorial directory. It will display the image for each selected subject plus the full name.

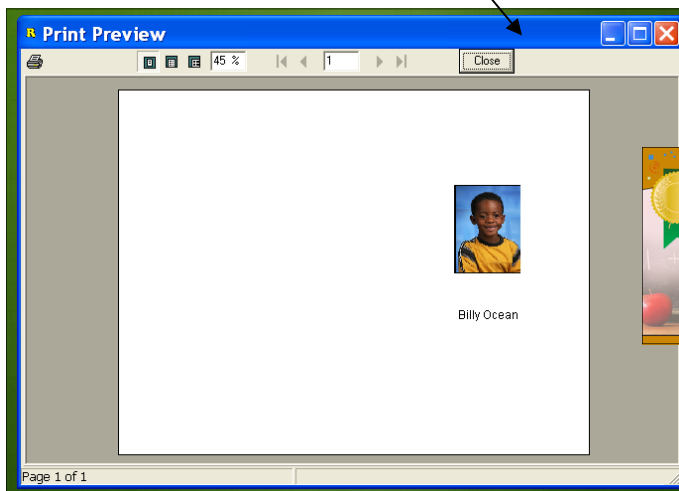
Edge View User Guide - Reports - Pictorial

Using the Pictorial Directory report



Select the certificate.rtm report then select the preview button.

Remember to use the find function to limit your search to a homeroom or a grade etc. before selecting your report.



This report is designed in conjunction with our pre-printed blank certificates.

Available certificates include:

Great Job Award, Principal's Award, Team Player Award, Kindergarten Celebration, Certificate of Attendance and Student of the Month Award.