ACE 7.0

ACE User Basics Guide

This guide is intended for use with ACE Version 7. Using this guide with other versions of ACE may result in errors.

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Introduction

ACE TRACK is the records management component of the ACE System.

ACE TRACK will help you keep track of your classes, create and edit training records, and prepare documentation for Department of Criminal Justice Services reporting requirements.

ACE TRACK will help you keep tabs on due dates for your personnel and to plan future classes.

1. Starting the ACE System

Double click your desktop shortcut to start the ACE System. The start-up screen (also called the "switchboard") welcomes you. You may click on "Ace Track" or "Ace Score". This guide covers the "Ace Track", training records management module of the ACE System. The "Ace Score", exam construction and testing module is covered in a separate guide.

The ACE home page. You can see the "Ace Track" and "Ace Score" buttons. This guide deals with "Ace Track."

When You Are Done

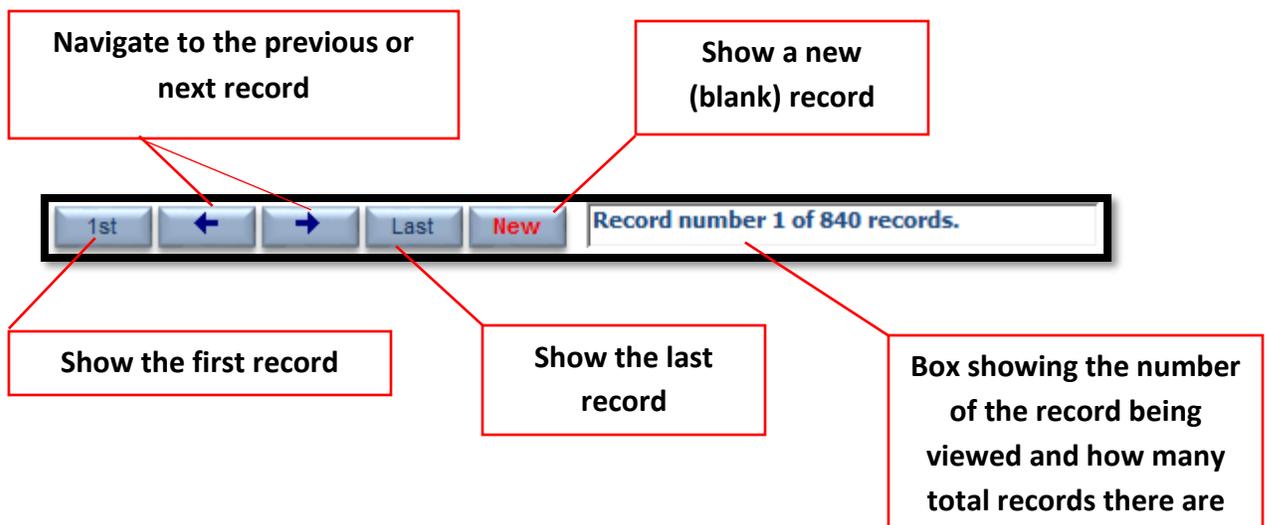To quit ACE, click on the EXIT button on the upper left corner of the screen.

2. Basics

What the Esc Key Can Do

You can think of the Escape key (**ESC**) as the "undo" key or a "go back" key. In Microsoft Access, when you are editing a record or entering data and make a mistake, you can often press the **Esc** key to undo your changes, as long as you do it before you press the **Enter** key.

> The **Esc** key is also useful when you want to cancel operations such as a print-preview of a report.

Record Navigation

Some of the ACE TRACK forms may have record navigation buttons. The navigation buttons are located at the bottom of the window or form. Sometimes when you have a form that has a sub-form, both the form and sub-form will have navigation buttons. You can use these buttons to quickly move between records.

Navigate to the previous or next record

Show a new (blank) record

| 1st | ← | → | Last | New | Record number 1 of 840 records. |

Show the first record

Show the last record

Box showing the number of the record being viewed and how many total records there are

The record navigation bar.

Combo Lists

In many cases, it is quicker and easier to select a value from a list than to remember a value to type. With a combo list, you can do either.

Here are a couple of ways you can use combo list:

1. Put your cursor in the field and type the first few letters of the name you are looking for. As you type, the combo list will anticipate who you are looking for and fill in some suggestions.

2. You can pull down the list to see what's in it by clicking on the drop down arrow next to the field.

3. Once the list is open, you can type the first couple of letters of the name you are looking for and the list will scroll to that name or whatever is closest to it.

Tab Key vs. Enter Key - Moving Around Forms

You should make it a habit to use your **`Tab`** key to move from one field to another. The **`Enter`** key often does unexpected things. One of those unexpected things can be saving a record you weren't quite ready to save. If you are typing in a text box and need to separate lines in the box, you can use the **`Ctrl/Enter`** combination to create a new line. That's probably the only time you will need to press Enter unless you are specifically asked to.

Print Preview

The ACE TRACK reports first appear in what is called "Print Preview" mode. After you have previewed the report and decide to print it, the easiest way is to click the printer icon on the top of the report toolbar.
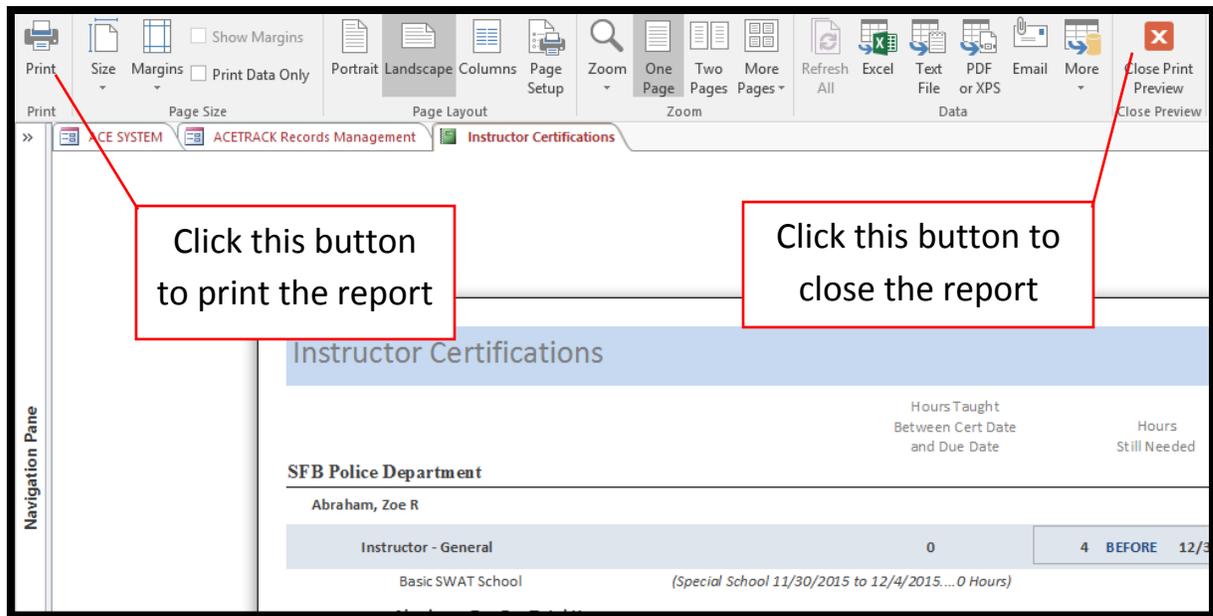
To close the report after you have previewed it, click "Close Print Preview" on your report toolbar or right-click the report and select "Close".

Filtering Using Forms

Sometimes you will be called on to use a form to filter records for reports. For example, to filter the Certifications report you will use the following form:


You do not need to use all of the fields on the filter forms, only the ones that will suit your needs at the moment. You may want to print a report for everyone in an agency or just one person. You may want to print a report for everyone for a certain date range or you may want to print just one person's records for a specified date range. Experiment with the options to see how they affect your results.

Finding and Limiting Data

Sometimes you need to be able to find records in long lists. An example would be trying to find one class in a list of 200 classes.

Most forms will allow you to use the "Find" feature. There are two ways you can activate the "Find" feature:

1. Type CTRl/F.

2. Use the Magnifying Glass (Find) icon on your Access™ toolbar.
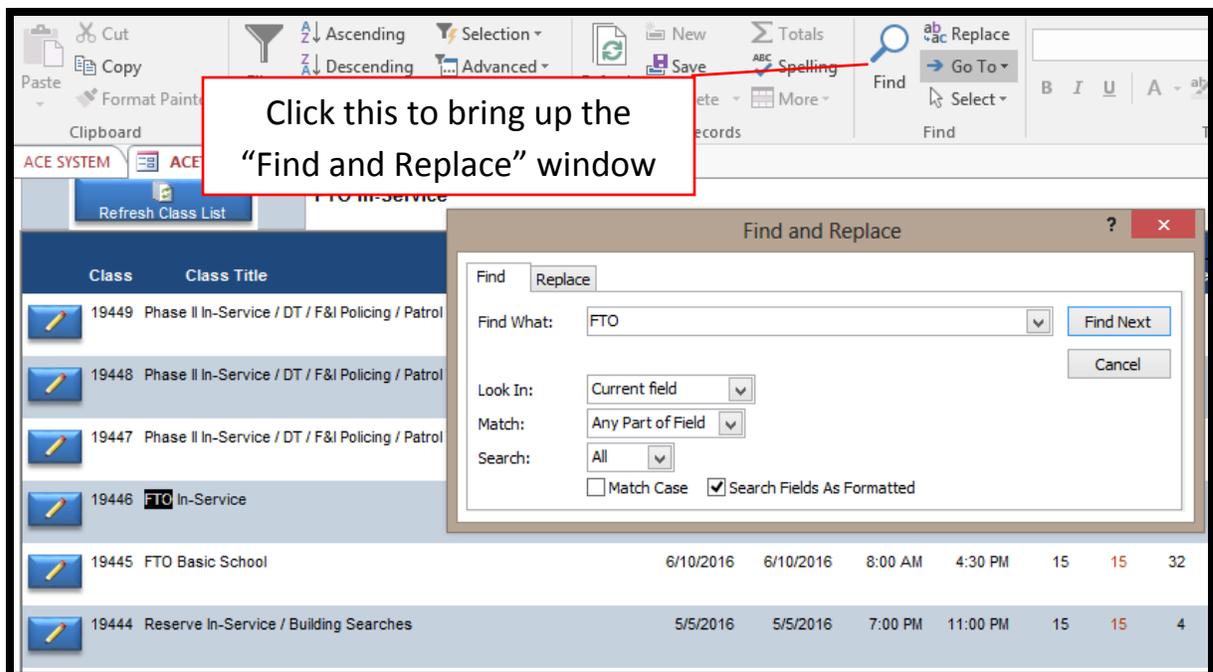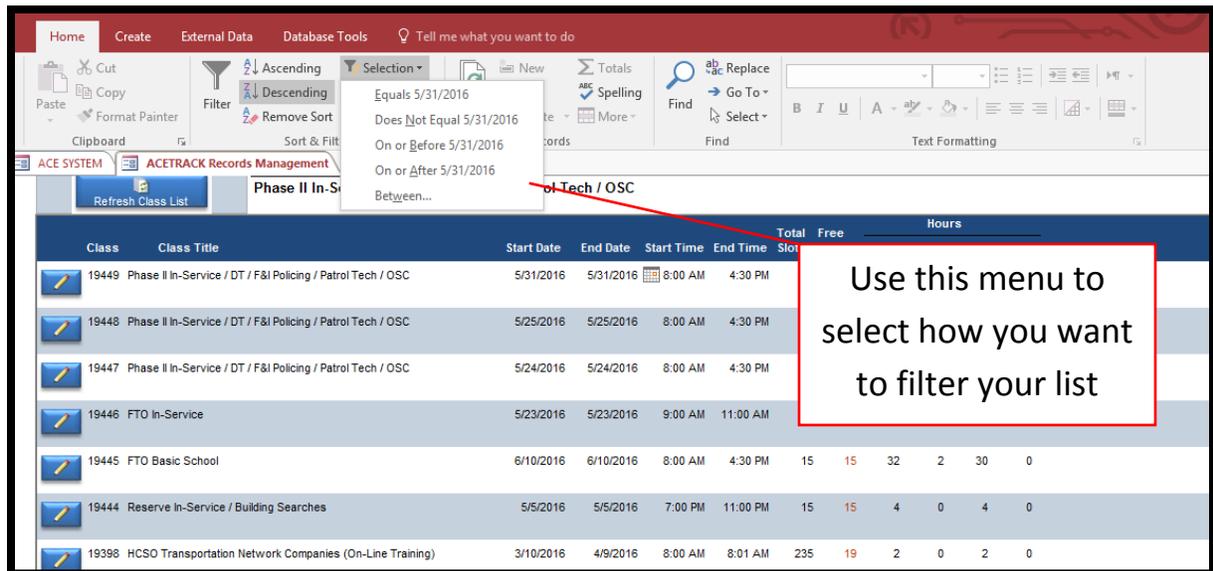

If we want to find all classes that have "FTO" in their title, we can place our cursor in the "Class Title" field and then either click on the Magnifying Glass or type CTRL/F to open the "Find and Replace" dialog box. We typed "FTO in the "Find What" box and then clicked "Find Next".

It's a good idea to specify "Look In:" as "Current Field" and "Match:" as "Any Part of Field". This will give you better results than trying to do an exact match on any field.

A good way to use the find feature is to narrow your list of classes down to ones that are scheduled to start on a particular date. If put your cursor in the "Start Date" field and then use the find, you can find the first class that starts on the date you entered. Then you can use another great feature, the "Filter by Selection" button.

With your cursor still in the "Start Date" field, click on the "Filter by Selection" tool.

Sorting Records

Sorting records is useful too. You can put your cursor in any field on a form then sort the list using the sorting options on your toolbar. As an example, you might want to sort your class list alphabetically. You would put the cursor in the "Class Title" field and then select the "Sort Ascending" tool. You have control over how your lists are arranged using the tools in the "Sort & Filter" options group.
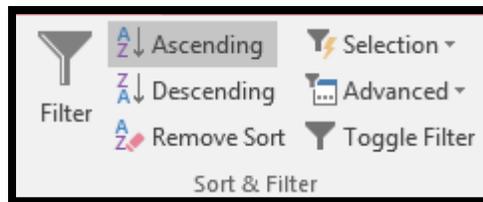
3. ACE Track Screen Introduction

When you first open ACE Track you may see the class "Tickler" screen form. Any classes that need your attention will be displayed on this form.
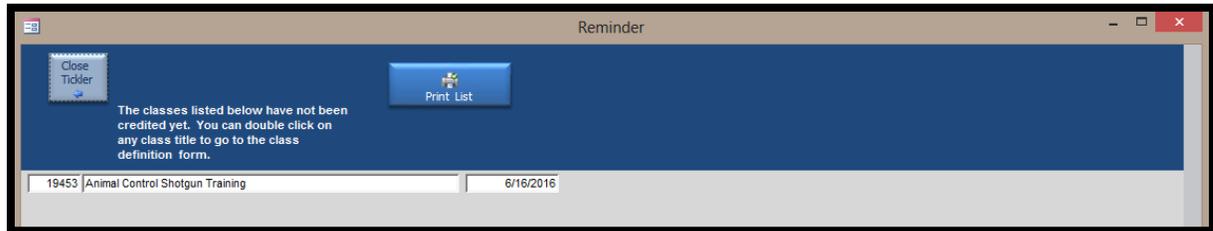
This form will list any classes where the end date is less than today's date and where you have not either credited or closed the class. You can take action immediately by double clicking on the class title or you can bypass this form and deal with the class(es) later by clicking the arrow on the upper left.

The ACE Track Main Menu

The ACE Track Main Menu is the form that opens after you close your tickler form. This is a tabbed form and the first tab displayed is always your "Class Management" tab.

There are seven tabs, each of which will be described in detail in separate chapters:

- Class Management
- Trainee Management
- Reports
- Instructor Management
- Admin/Settings
- Firearms Scores
- Programs/Utilities

The Class List

Because most of your work will be focused around the class list, this form will be briefly discussed in this section.

The class list is organized in groups of Current (open) classes and Old (closed) classes. Clicking one of these options will toggle between open and closed classes view.

When you place your cursor anywhere on one of the class records, the title at the top of the form will change to show you which class you are working with.

How to Find Classes on the List

There are several ways you can find your classes on this list. The biggest help will be the "Find" button on the toolbar. The "Find" button will help you find things. With the blinking cursor on the field you want to search through (for example, Class Title), click the "Find" button.
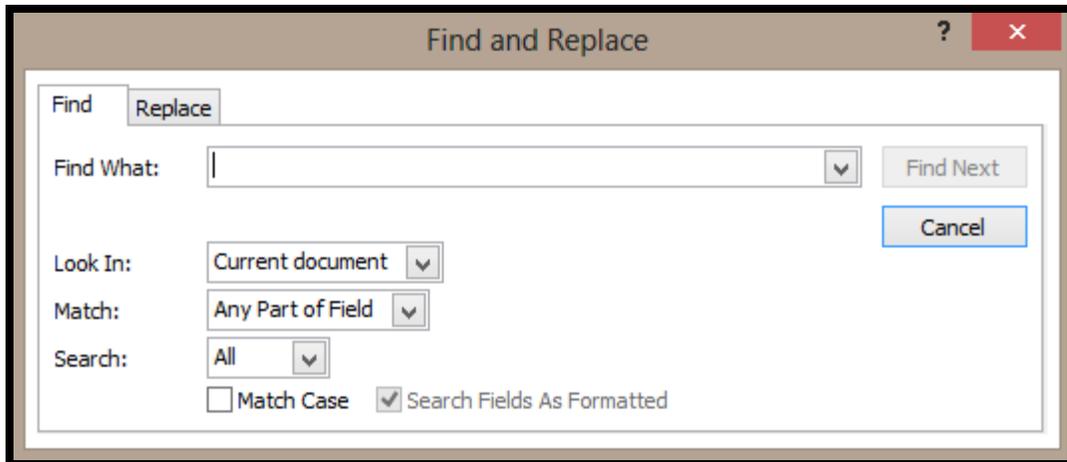
In the "Find and Replace" box, type all or part of what you are looking for. I find it easiest to type part of what I am looking for, although you should make it specific enough to narrow down the possibilities. In this example, my search would yield classes with the word "February" in their titles.

Then click the "Match" drop-down menu and select "Any Part of Field." This is best because you don't need to be precise. Then click "Find Next". If the first one you come to isn't the right one, keep clicking "Find Next" until you come to the one you want.

The "Find" button is really useful when you want to search for dates. You might want to see only classes that start or end on a particular day. If you want to find by date, click on the Start Date or End Date field then click on the "Find" button, type the date you want, and then click Find Next.

The "Find" and "Filter" buttons are powerful tools. Suppose you want to look at all the classes that start on 1/1/2011. Use the Magnifying Glass as described above. When you find the first class that starts on 1/1/2011, use the "Filter by Selection" button on the toolbar. It looks like this:

Click the Filter button and you will see only the classes that start on 1/1/2011! Click it again and you will see all of the classes again. If you have a lot of classes, this can help you find what you are looking for more easily.

Another useful set of buttons are the "Sort" buttons. They look like this:

When your cursor is on a field such as the Class Title, you can click one of the "sort" buttons to sort the list either in ascending order (A to Z) or descending order (Z to A).

Use these features together or alone and you will have plenty of power when you are searching the list of classes. You can search, filter and sort, all at the same time. An example would be if you wanted to see all the classes that start on 1/1/2011, sorted by start time. Don't be afraid to try out different combinations. If you get the list too mixed up, click the "Done" button on the ACE TRACK screen, come back in and the list will be back in its original order.

Filtering Using Right-Click

You can also right-click using your mouse to filter lists. When you right click on an entry, you will see a list of commands. Many of them will be inactive and look faded. The commands we will be looking at are very similar to the commands discussed in the previous section. The benefit of using the right-click method of filtering is that you can easily find items that are similar to the entry you click on. This is useful if you've already found one of the classes you're looking for.

When you right-click on a column of an entry, you will see buttons similar to those in the "Sort & Filter" tab and the "Find" tab. You can use these to show similar entries.

> Useful columns to sort using right click are the "Class Title" column and any columns that sort by date such as "Start Date" or "End Date"

Buttons

There are two buttons on the top of the Class List Form
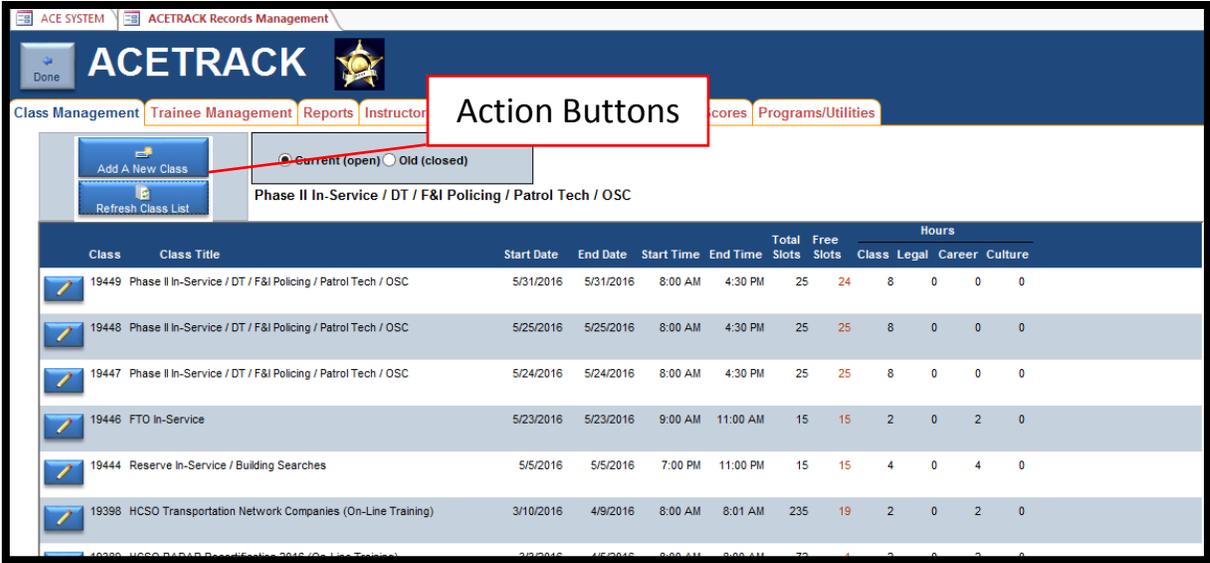
These Action Buttons allow you to "Add A New Class" and "Refresh Class List". The Refresh Class List button is useful if you've done sorting or filtering on your class list as described above. This will return the class list to its original state.

You can use the "Add a New Class" button to start a new class.

To view a class, click on the pencil button next to the class name or simply double click on the name of the class.

4. Conclusion

Each tab on the ACE Track form will have a variety of subforms, buttons, and other controls. These will be covered later in documents specific to those tabs. Understanding the basics of how to use the controls and some of the useful features of Microsoft™ Access© will give you many powerful ways to add, edit and view your training data.