

Data Collector Software Help

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1. Introduction

1.1. What is Data Collector Software?

A software which allows to process a profile off-line using intuitive, easy to use interface and submit profiles to the CLC on-line database.

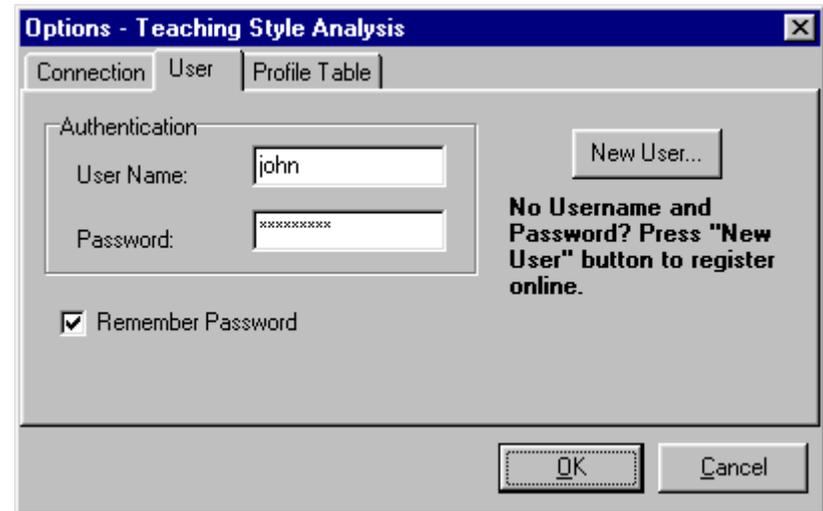
Note:

If at any point when using the software you need help press F1 button on your keyboard to open this help file.

[Starting Data Collector Software for the first time.](#)

1.2. Starting Data Collector Software for the first time.

When you run the Data Collector Software for the first time, it will prompt you to enter your username and password for you CLC account.



If you don't have a username and a password press "**New User**" button to go to the CLC website and register.

After you have supplied the username and password, you will be able to [process profiles](#), [check profile credits](#) left on your account for a specific product and [submit profiles](#).

See also

[Main Screen](#)

2. Process a Profile

2.1. Process a Profile

Click "New Profile" button.

"New Profile" window appears

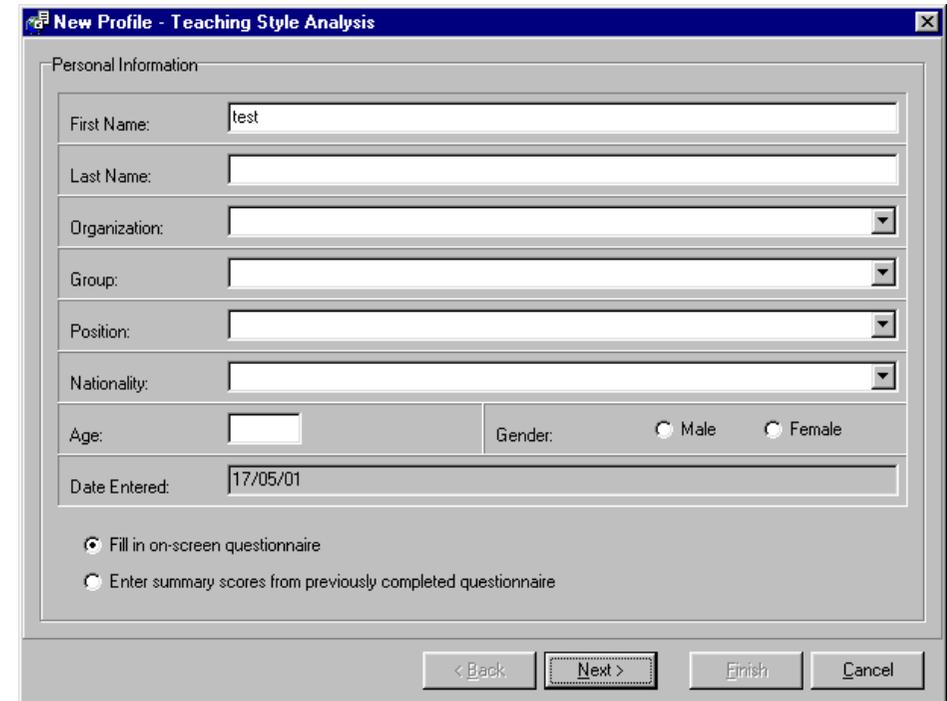
To process a profile follow these steps:

- [Personal Information](#)
- [Online Questionnaire](#)
- [Score Summary](#)
- [Saving Profile](#)
- [Summary](#)

See also

[Printing a Questionnaire](#)

2.2. Personal Information



Fill in the details.

- *Note: In order to process a profile, at least the first name or the last name should be supplied*

Choose one of the following:

- [On-screen questionnaire](#)
- [Summary scores from previously completed questionnaire](#)

2.3. On-screen Questionnaire

Choose "Complete on-screen questionnaire"

Press "Next". The "On-Screen Questionnaire" window will appear.

Answer displayed questions using mouse or keyboard (pressing numbers corresponding to the answer) and press "Next" to go to the next page of questions.

When the questionnaire is completed "Finish" button will become enabled.

Press "Finish" to continue.

See [Saving Profile](#) for further instructions

2.4. Score Summary

Choose "Enter summary scores from previously completed questionnaire".

Press "Next". Score table appears.

Enter your scores and press "Next" button.

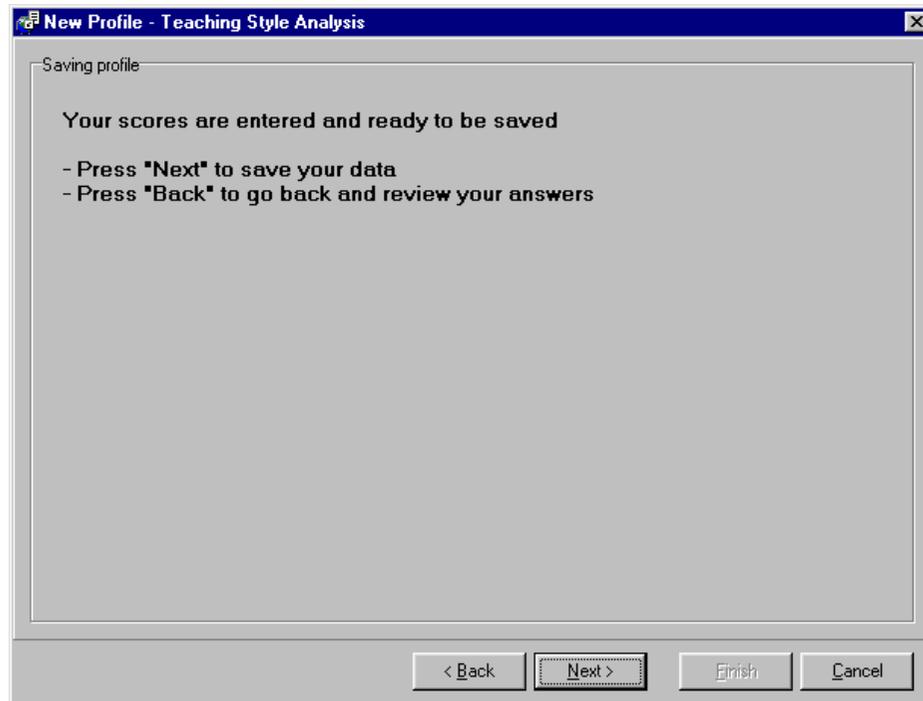
Note: If you are using TSA - Ed Data Collector or TSA - Corp Data Collector there will be a second part of the questionnaire. Enter the scores for the second part and press "Next"

See [Saving Profile](#) for further instructions

2.5. Save a Profile

Next page will be a "Saving Profile" page. At this point you can go back using the "Back" button to review your profile details and answers. When you press "Next" your scores will be saved and one profile credit will be used.

- *Note: If you did the on-screen questionnaire and if you press "Back" you will go back to 'On-Screen Questionnaire' window where you can review your answers. To go to the first page (Personal Information) press "Cancel" when in 'On-Screen Questionnaire' window. To accept the answers press "Finish" when in 'On-Screen Questionnaire' window*



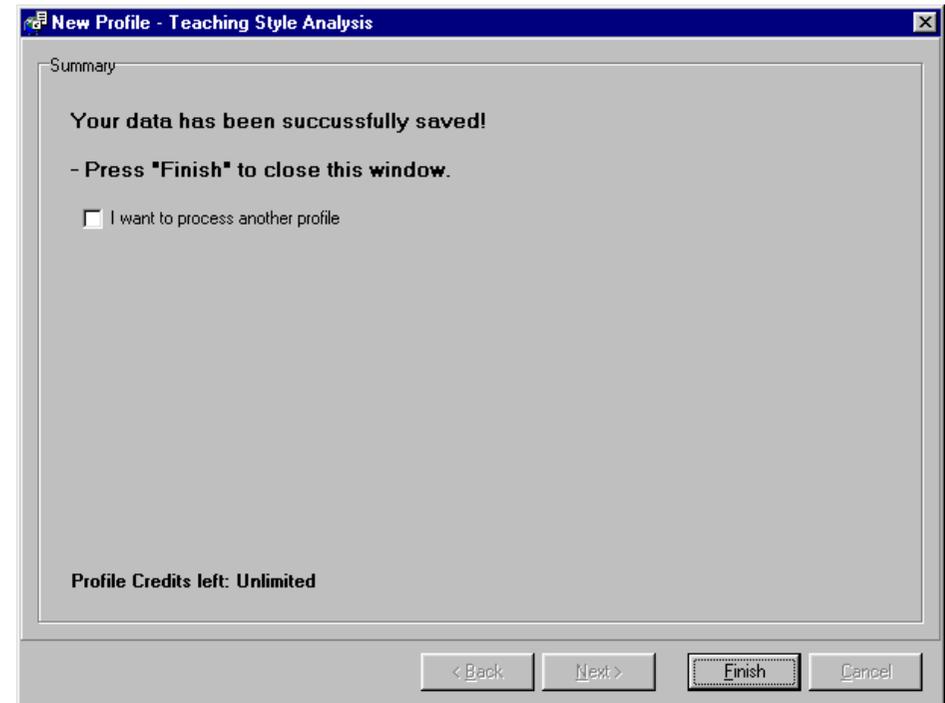
To save scores press "Next".

See [Summary](#) for further instructions

2.6. Summary

When the profile is saved, "Summary" page will appear.

- *If you want to create another profile select 'I want to process another profile'.*



Press "Finish".

- *If selected 'I want to process another profile' you will go to the [first page](#).*

3. Main Screen

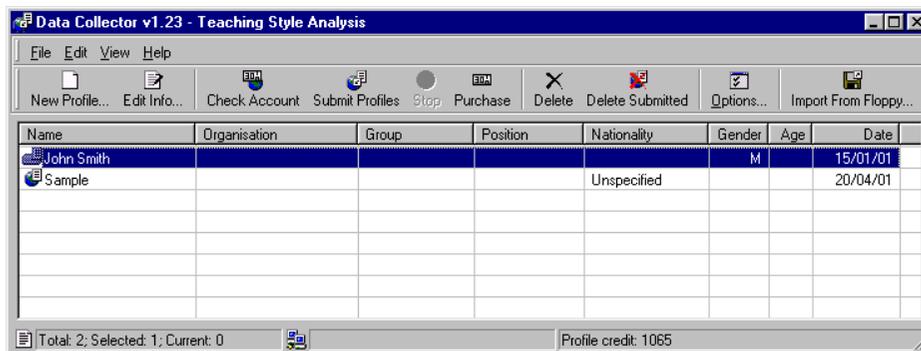
3.1. Main Screen

User Interface of the Data Collector Software was carefully designed to provide ease of use yet maximum functionality.

The state of the program is saved when you exit the program, so that when you open it again it is in the same state that you left it. All windows that you had open will open automatically next time you run the program.

To access a function for a specific item (e.g. [Toolbar](#) or [Profile Table](#)) right click (press right mouse button) on the item. A pop-up menu will appear with functions/options for this item.

Below is the screen shot of the Data Collector's Main Screen:



Buttons:

- New Profile* - to [Process a Profile](#)
- Edit Info* - to modify [personal information](#) of a profile. A profile must

selected.

[Check Account](#) - to check the profile credits left on your account for a specific product

[Submit Profiles](#) - to submit selected profiles to the CLC on-line database.

[Stop](#) - to stop the communication process. Use this button only if there is no response from the CLC on-line database for a long time.

[Purchase](#) - to go the CLC website and purchase profile credits.

[Delete](#) - to delete selected profiles from the table.

[Delete Submitted](#) - to delete all profiles from the table that have been marked as Submitted.

[Options](#) - to open *Options* window

[Import From Floppy](#) - to import profile credits and/or completed profiles from floppy disks.

See also

[Toolbars](#), [Personal Profile Table](#), [Printing a Questionnaire](#)

3.2. Toolbars

A *toolbar* is the collection of buttons and sometimes other controls for quick access frequently used functions (it's usually located on the top of the window).



Toolbars can be customised to have Icons and/or Text Labels. Right click (press right mouse button) on any toolbar. A pop-up menu will appear with options for the toolbar.

Toolbars can be rearranged according to your preferences. Click the mouse on the toolbar (not on the button), and drag the toolbar where you want it to be (still holding the mouse).

See also

[Profile Table](#), [Check Profile Credits](#), [Submit Profiles](#)

3.3. Personal Profile Table

"*Profile Table*" table can be customized. That is the view style can be changed. Right click (press right mouse button) on it and then click one of the following:

- *Large Icons*
- *Small Icons*
- *List*
- *Details*

You can sort the data in the tables by clicking on the column by which you want to sort the data. E.g. if you want to see the profiles not in the order they have been entered (default view), but by name, just click on the columns "*Name*" and the profiles will be rearranged in the order required. If you want to reverse the order of items (E.g. from ascending to descending) click on the same column again.

Columns that you don't need can be hidden so that you have more usable space. To hide/show columns go to "[Options](#)" window and select [Profile Table](#) tab. Select items that you want to show and unselect the items you want to hide. Press "**OK**"

To process a new profile, see [Process a Profile](#).

To modify [personal information](#) of a profile, select a profile and press "**Edit Info**" toolbar button.

See also

[Toolbars](#), [Check Profile Credits](#), [Submit Profiles](#), [Options](#)

3.4. Check Profile Credit

Press "**Check Account**" button.

Wait while the program communicates with the CLC on-line database.

Profile credits will be displayed in the bottom right corner of the window.

See also

[Toolbars](#), [Profile Table](#), [Submit Profiles](#)

3.5. Submit Profiles

To submit profiles press "**Submit Profiles**" button.

Wait while the program communicates with the CLC on-line database.

Submitted profiles will be marked, and will not be submitted again.

You can delete submitted profiles by pressing "**Delete Submitted**" button.

See also

[Toolbars](#), [Profile Table](#), [Check Profile Credits](#)

4. Print a Questionnaire

4.1. About Questionnaires

The Questionnaire is provided in PDF (Portable Document Format). To view/print PDF file you will need Adobe Acrobat Reader installed. It's available as a free download on <http://www.adobe.com/>

See also

[Printing a Questionnaire](#)

4.2. Printing a Questionnaire

Once you have [Adobe Acrobat Reader](#) installed press "**Print Questionnaire**" menu in "*File*" menu on the "*Main Screen*" window. This will open the questionnaire in Adobe Acrobat Reader.

In Adobe Acrobat Reader go to "*File/Print*" menu, specify the printer you want to print to and press "**OK**".

5. Options

5.1. Options

The "Options" can be accessed from the [Main Screen's](#) toolbar of the "File" menu.

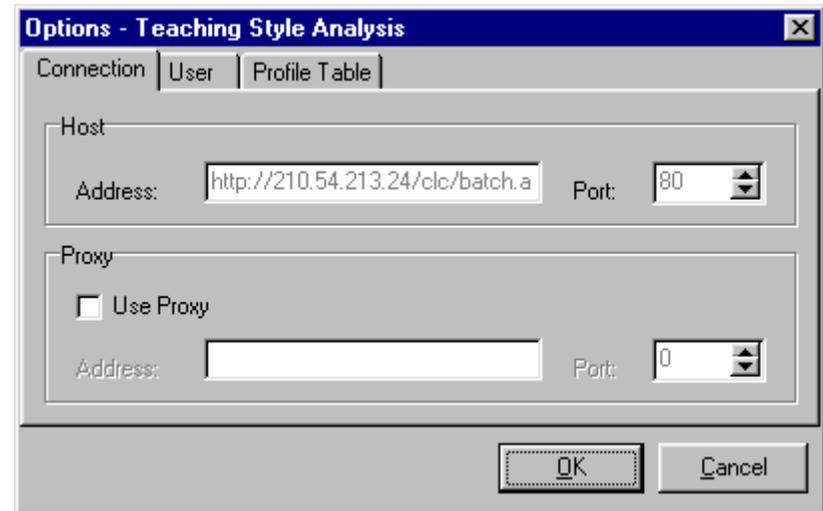
There are different categories of options:

- [Connection](#)
- [User](#)
- [Profile List](#)

5.2. Connection

This section of options is for advanced users.

Here you can specify the proxy server address and port to connect to the Internet through.



Proxy

Use Proxy

- if selected Data Collector will be connecting to the Internet through the proxy server specified.

Address

- specify the address of the proxy server to connect to the Internet through.

Port

- the port of the proxy server to connect to the Internet through.

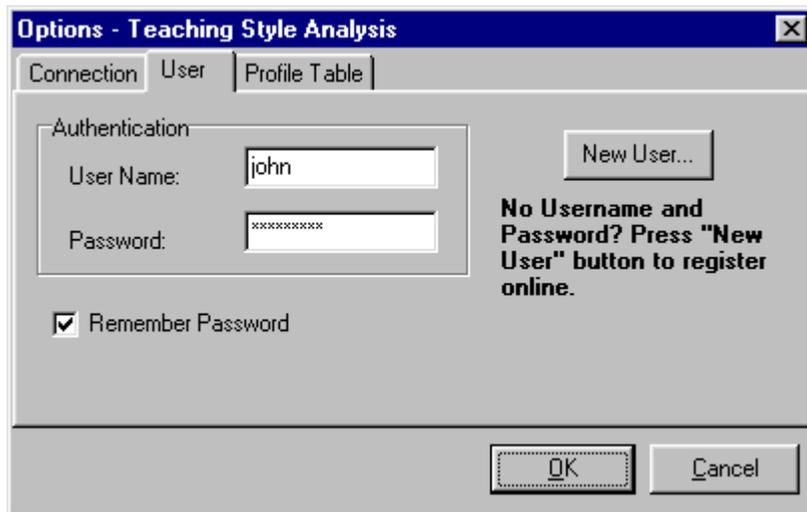
See also

[User](#), [Profile Table](#)

5.3. User

In this section the "registration details" are entered. These are your username and the password you used where registering on the CLC website.

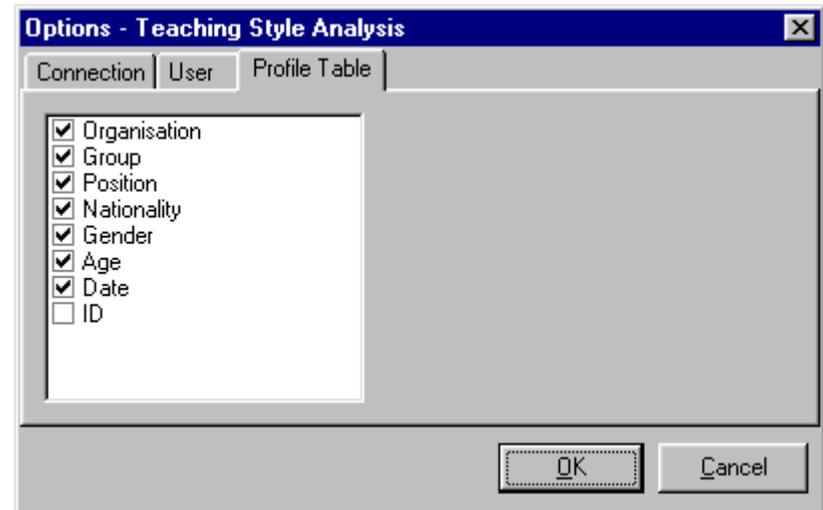
If you don't have a username and a password press "**New User**" button to go to the CLC website and register.



Remember Password- is selected the password you specify will be remembered, so you don't have to enter it again next time you run the program. If not selected you will be required to enter password each time you run the program.

See also

[Connection](#), [Profile Table](#)



See also

[Connection](#), [User](#)

5.4. Profile Table

Columns that you don't need can be hidden so that you have more usable space. To hide/show columns go to "Options" windows and select "Profile Table" tab. Select items that you want to show and unselect the items you want to hide. Press "OK"

6. Import from Floppy Disks

6.1. Why Import from Floppy Disks

Store your profiles on the CLC on-line database which you can access from anywhere in the world.

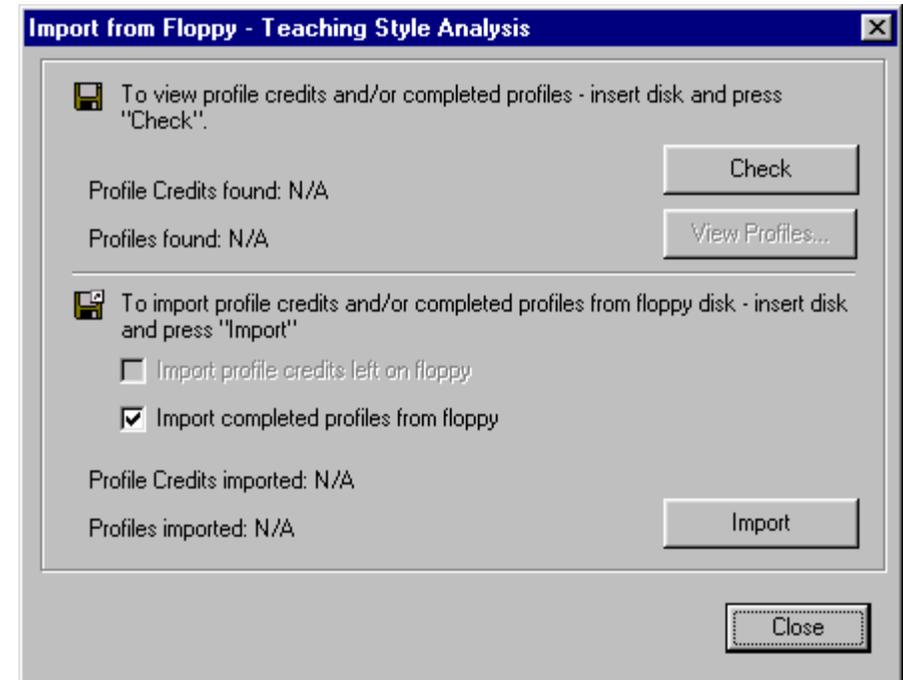
Creative Learning Company ensures that the profiles you print out are generated by using the most up to date software and algorithms.

To continue choose on of the following:

- [Check the contents of the disk.](#)
- [View profiles on the disk.](#)
- [Import credits/profiles from the disk.](#)

6.2. Check Contents

To check profile credits and/or completed (saved) profiles on your floppy disks go to "*Import From Floppy*" window (press "**Import From Floppy**" on the [Main Screen](#)).



Insert the disk in the floppy drive. Make sure that the software type on the floppy is the same as the software you want to import credits/profiles to.

To check the contents of the floppy disk press "**Check**" button.

- *Once the floppy disk has been analysed, number credits left and number of profiles entered will be displayed.*
- You can [view profiles](#) that exist on the disk. Just press "**View**" button.

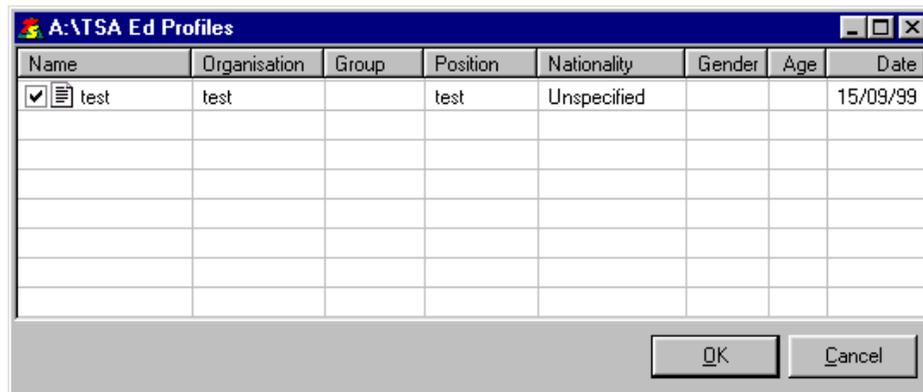
See also

[View Profiles](#), [Import](#)

6.3. View Profiles

To view the profiles the contents of the disk have to be [analysed](#) first. Once the contents of the disk are analysed press "**View**" button.

- The "View Profiles" window will have all the profiles that exist on the floppy. Check a profile you want to import and uncheck the ones you don't and press "OK".

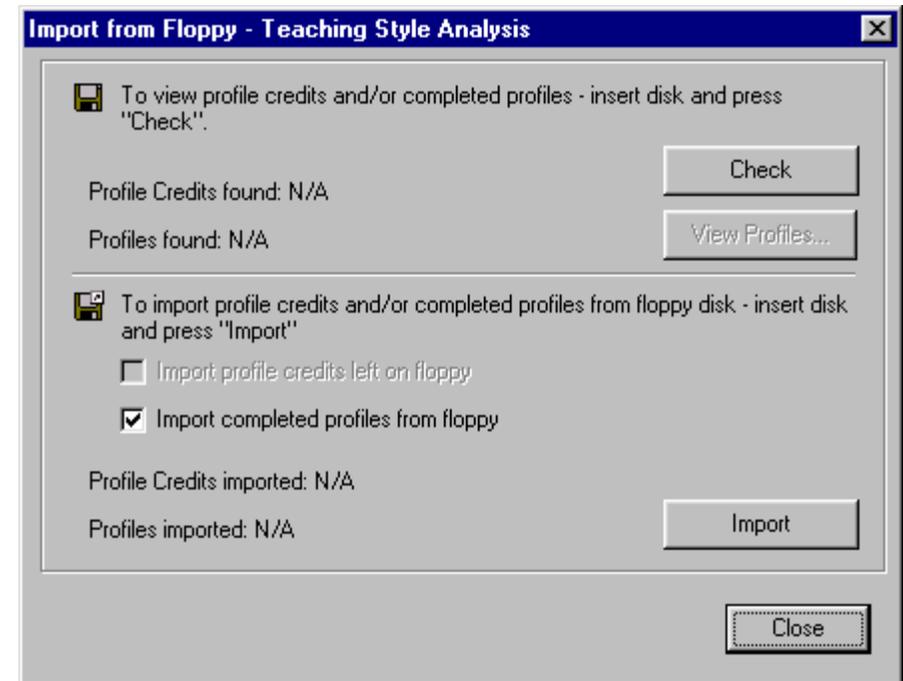


Name	Organisation	Group	Position	Nationality	Gender	Age	Date
<input checked="" type="checkbox"/> test	test		test	Unspecified			15/09/99
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See also [Check Contents](#), [Import](#)

6.4. Import

To import profile credits and/or completed (saved) profiles from your floppy disks go to "Import From Floppy" window (press "Import From Floppy" on the [Main Screen](#)).



Insert the disk in the floppy drive. Make sure that the software type on the floppy is the same as the software you want to import credits/profiles to.

To import select the items you want to import and press "Import" button.

- Select "Import completed profiles from floppy" to import profiles.

See also [Check Contents](#), [View Profiles](#)

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