

# Chapter 1: INTRODUCTION

DIP2K4 is a relational database application designed to facilitate and encourage development, and regular maintenance, of effective School District Improvement Plans. It is designed to assist the user in processing and analyzing data to be used in preparing the improvement plans.

DIP2K4 operates in a Microsoft® Access environment. Two versions of DIP2K4 require that MS Access be installed prior to its use. The third version of DIP2K4 comes with a Run-Time version of Access and, therefore, installation of Access on the user's computer is not a prerequisite. See chapter 2 for further explanations.

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DIP2K4 is adaptable to individuals with a wide range of computer and/or mathematical computational skills. The program is designed for ease of use without sacrificing key elements of data analysis and effective planning.

This manual serves as a guide for the user in preparing the DIP2K4 District Improvement Plan. It is divided into six (6) chapters:

1. Introduction
2. DIP2K4 Setup Procedures
3. Program Tour
4. Data Entry
5. Reports
6. Backups and Restores

DIP2K4 Setup Procedures provide the user with step-by-step instructions on how to install DIP2K4 and to start the program. Program Tour takes the user through a detailed description of the various components of the program. It is **strongly recommended that the user take the time to proceed through this tour prior to entering data in the program.**

Data Entry guides the user through the process of actually developing the District Improvement Plan and entering data. Reports give the user an overview of the various reports available in the program.

This manual concludes with a description of a typical process of backing up and restoring data. The user's computer may be running a different type of backup program; if so, the user should refer to the operating system manual for his/her computer.

Questions, comments, and recommendations are welcomed. Please forward any correspondence to:

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