

# Table of Contents

## COPYRIGHT

## SOFTWARE LICENSE AGREEMENT

## CHAPTER 1: INTRODUCTION ----- 1

## CHAPTER 2: RALCDB SETUP PROCEDURES----- 2

Introduction-----	2
Estimated System Requirements-----	2
Setup-----	2
Starting RALCDB -----	3

## CHAPTER 3: USING THE PROGRAM ----- 4

Introduction-----	4
The Tour -----	4
Chapter Format-----	5
Main Switchboard -----	6
File Menu -----	8
Edit Menu -----	10
View Menu -----	12
Records Menu -----	14
Tools Menu -----	16
Help Menu -----	18
System Tables Switchboard -----	20
LEA Unit Numbers and Names-----	22
License Areas-----	24
Competencies-----	26
Race-----	28
Regional Offices -----	30
School Years -----	32
Sex Categories -----	34
States -----	36
Titles -----	38
Basic Data -----	40
Area Plan of Study -----	45
Pedagogy Plan of Study-----	48
Reports Switchboard -----	51
Applications Switchboard -----	53
Letters and Memos Switchboard-----	58
System Table Reports Switchboard -----	63

**CHAPTER 4: BACKUPS AND RESTORES-----67**

Backups -----	67
Rule of Thumb -----	67
Microsoft ® Backup-----	67
Backup Series -----	67
First Backup -----	67
Subsequent Backups-----	68
Storage of Backups -----	68
Other Backup Options -----	68
Restores -----	69
When to Restore -----	69
Microsoft Backup/ Restore -----	69
Selecting the Backup Series to Restore -----	69
How to Restore-----	69

**SAMPLE REPORTS-----70**