# Computer Rotation Program Training Exercises

Pages 3 and 4 below contain the actual computer operator instruction sheets. They are organized to make it easy for you to quickly find the instructions for whatever task you are trying to perform at the moment. The very first section titled "Overall Process Flow" provides an overview of the general process so that you can understand where the various tasks fit into the system. Read that section first so that you can form an overall impression of what is going on. Read through those instruction sheets quickly before trying the following exercises.

While you are familiarizing yourself with the SQROT program in the training session, we suggest you work through the following exercises:

1. Start the SQROT program by double-clicking on the icon in the center of the desktop ![icon] . When the program starts it should show the Current Rotation as "AACE Training". Click on "Current Rotation" to display the *Rotation List* screen for the AACE Training rotation. It will be empty (no dancers). There is a toolbar at the top of the screen. Each button is identified with both an icon and a title. The Rotation List screen looks something like this:
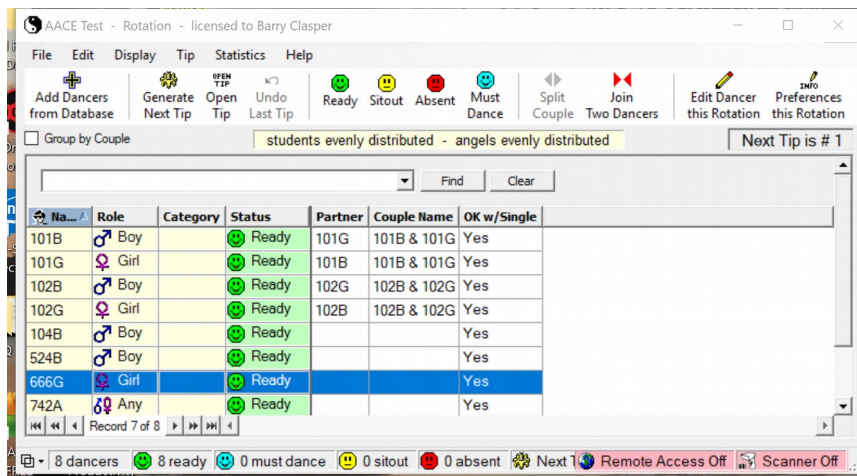
2. At AACE each dancer has an ID consisting of a number and a suffix (e.g. 123B). The suffix indicates the role the person dances: Boy, Girl, or Any. The dancers are given their number when they check in to the convention. On the *Rotation List* screen, click on "Add Dancers" (or press <F1>) to add a number of new dancers to the rotation by selecting them from the Master Database. This will display a list of all the dancers who have yet to sign into your hall. Select enough new dancers from the list to allow 8 or 10 squares to be generated (ie at least 60 to 80 dancers). You may select multiple dancers using standard Windows row selection methods (i.e. click on multiple rows while holding the Ctrl key down, or select a range by clicking on the first row, scrolling to the end of the range and clicking on the last row while holding the Shift key down.) Add the selected dancers by clicking on "Add Selected Dancer(s) to rotation". They will not be added unless you click this button. They will automatically be added in Ready status.

3. Now Generate a tip by pressing <Ctrl-g> (that is, press the "Ctrl" key and "g"key simultaneously). Alternatively, you could click on "Generate Next Tip" at the top of the screen. This will cause the *Tip Display* screen to appear. It looks like:

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Click on the magnifying glass symbols at the top right to either enlarge or reduce the font size until the whole display fills the screen as much as possible without having to scroll to see everything.

4. Leave (Quit) your generated tip by clicking on <Ctrl-q>. This will return you to the *Rotation List* display. Add one or more new dancers from the Master Database (click on Add Dancers or press <F1>). Try adding some single dancers – they will have IDs starting with 5, 6, or 7. You can move to a particular part of the list by entering part of a dancer ID in the find window (e.g. 712), then clicking on Clear.

   After adding these new dancers, select a few random dancers to mark as "Absent". Do this by clicking on their row in the display and pressing "A" or clicking on the "Absent" button in the second toolbar. This is what you do when a dancer puts their ID in the OUT column of the sign-in sheet. (Note that when you change the status of a member of a couple, you will receive a dialog box asking if their partner is to be placed in the same status.) Dancers marked Absent will remain in that status until you manually make them Ready. Select a few other dancers and change their status to "Sitout". This is what you do if a dancer indicates they only want to sit out one tip. Take note of the dancers whose status you change so you can check what happens later.

5. Now generate a new tip with <Ctrl-g>. Confirm that the dancers you changed to Absent do not appear in the tip display. Confirm that the dancers you changed to Sitout status are marked as Out. Leave the generated tip and return to the *Rotation List* screen by clicking <Ctrl-q>. Notice that the dancers whose status you had set to Sitout are now automatically Ready.

6. Sometimes after generating a tip you will realize that something is wrong – perhaps you missed signing somebody in or out, for example. In such a case you want to "take it back". You can do this by Undoing a Tip. To Undo a tip you must be in the *Rotation List.* Take back the tip that you just generated in the section above by doing any one of the following: Press <Ctrl-u>, or click on "Undo Tip" in the top toolbar.

   <u>Do not use the "Undo All Tips"</u> function. This will set everything back to the beginning of the dance.

7. When you have a large number of dancers, it is easier to find a particular dancer ID using the "Condensed Display" version of the *Rotation List* display (button on top toolbar). Now you can change the status of a couple simply by clicking on their couple number and pressing "r" for Ready, "s" for Sitout, or "a" for Absent. Try a few.

8. When an Open tip is scheduled (see the Table of Open Tips sheet on the table with the computer), you can change the computer display to read "Open Tip". Do this by clicking on the "Open Tip" button in the toolbar of either the *Rotation List* or *Tip Display* screens. You will be presented with a menu of phrases that could be displayed, select "Open Tip" and click on OK. When the open tip is finished, you can escape the screen either by clicking on the "Close" button at the bottom right, by pressing the "Esc" key, or pressing <Ctrl-q>

9. If you are the last operator before a meal break, or at the end of the day, reset all the couples to Absent status. Do this from the *Rotation List* display by clicking on Edit on the menu bar, and selecting "Set All Dancers to", then selecting "Absent".

10. Sometimes two single dancers will ask to be paired as a couple. In the *Rotation List* select a single dancer and click on "Join Two Singles" in the second toolbar. From the displayed list select another dancer to pair them with. The reverse operation is "Split Couple". Try that as well. Sometimes one member of a couple leaves and the remaining person wants to be permanently paired with a specific single dancer rather than rotating as a single. In that case you must first "Split" the original couple and then "Join" the two who wish to dance together.

11. Sometimes couples prefer never to dance with another partner. To do this you must reverse a flag for both dancers. In the *Rotation List* display right-click on a dancer and select "Not OK w/Single" from the list presented. Remember to do that for each partner.

The Computer Rotation Program Instructions contained on the following two pages are duplicates of the laminated instruction sheet you will find beside the computer in your hall.

Computer Rotation Program Operator Instructions

1. Overall Process Flow

Use this general process flow to understand the overall process of using the computer. Each step below contains references to more detailed paragraphs on how to perform the action. It will be easier to understand with an explanation of some basic terminology. Each dancer has a dancer ID, consisting of a 3-digit number and a suffix (e.g. 123B). The suffix may be B for Boy, G for Girl, or A for Any (the person can dance either part). There are two lists of dancers. The _Master Database_ contains all the dancers at the convention. The _Rotation_ contains all the dancers who have ever signed in to your hall.

1. At the beginning of a session (i.e. morning, afternoon, or evening) all dancers should initially be marked "Absent" in the _Rotation_ list. (See para 11).
2. Dancers sign in on the sign-up sheet as they come into the room. Some will already be in the _Rotation_ list for the hall: they just need to be set to "Ready" status. (See para 5). If they are not in the _Rotation_ list for the hall, you add them by selecting them from the _Master Database_. (See para 4).
3. Dancers sign out on the sign-up sheet when they leave the room, or when they wish to sit out the next tip. Their change in status must be entered into the Rotation for the hall. (See para 5).
4. When all sign-ins and sign-outs have been processed, generate the next tip. (See paras 5, 6, 7, 8, and 9).
5. Some tips are open. Next to the computer will be a sheet containing a Table of Open Tips to tell you when they are. Change the computer screen to show this. (See para 10)
6. At the end of each session, set all dancers to "Absent". (See para 11).

There are two primary screens you will use during following actions: the _Rotation List_, which lists all the dancers who have ever signed into the hall, lets you add new dancers from the _Master Database,_ and lets you change dancer status; and the _Tip Display_ which displays the square assignments for the current tip. In the following action descriptions, where applicable, the screen from which the action is performed is included in the title of the paragraph. For example: _[Rotation List Display]_, or _[Tip Display]_.

Hint: The _Rotation List_ has two displays: the Standard Display (default) shows more details, but the Condensed Display permits many more dancers on the screen at once. It is easier to find dancers and change their status using the Condensed Display (see para 2, Condensed Display)

2. Condensed Display [_Rotation List Display_]

To view a more concise _Rotation List_ display listing only the dancer numbers and their status, click "Condensed Display" in the toolbar at the top of the screen. All changes in status may then be entered quickly. Left-click on the dancer number and then press **A** for Absent, **S** for Sitout, **R** for Ready, or **M** for Must Dance. If the dancer is part of a couple you will get a dialog box asking if their partner should be set to the same status. Unless the dancers involved instruct you otherwise, reply "Yes". See para 5 for fuller information.

3. Signing In To The Hall

As dancers come into the hall, they should add their ID to the "In" column on the sign-up sheet. Dancers registered as a couple can sign-in on one line (e.g. 123BG), indicating they are both there. Single dancers will sign in separately. (e.g. 745A)

4. Adding New Dancers To The Hall – <F1> _[Rotation List Display]_

To add dancers not already in the _Rotation_ for the hall, click on "+ Add Dancers" or press <F1>. This will bring up a list of all dancers who are not yet signed into the hall. The "First Name" column shows the available dancer IDs. Select a dancer to add by putting the cursor on their row and left-clicking to highlight the row. You can select multiple dancers by holding down the Ctrl key as you left-click. If you wish to minimize scrolling type the dancer ID you're looking for in the search bar. If a couple has signed in on the same line in the sign-in sheet (e.g. 333BG) be sure to select them both – they will show up as separate rows in the selection list.

As you enter the dancers listed on the sign-in sheet, cross off their number so you'll know it has been entered in the computer.

Computer Rotation Program Operator Instructions

5. Changing Dancer Status and Other Attributes *[Rotation List Display]*

Before generating the next tip you need to process all the status change requests entered on the sign-in sheets (i.e. dancers signing in as ready to dance, signing out as leaving the room, or requests to sit a tip out). There are two main ways to alter a dancer's status:

1. **Highlight and Type:** Left-click on one or more entries (hold the Ctrl key down for multiple selections) to highlight them. Then **type "R" to make them "Ready", "A" to make them "Absent", or "S" for a 1-tip Sitout**. If the dancer is a member of a couple you will see a dialog box asking if their partner should be set to the same status. Unless you have been instructed otherwise by the dancers involved (for example by them writing only 234G), reply "Yes". Remember that if a signed-in dancer is not displayed in the *Rotation List* you need to add them from the Master Database (para 4).

2. **Quick Update**: To handle a long list of changes more quickly press <F5> or select "Quick Update" from the Edit menu. Enter a list of dancers in each of the status entry areas displayed (e.g. 101g;101b;788A). Entries are not case-sensitive but it is important that entries be separated with a semicolon (;). After entering all changes press <F10> or click on "Apply" to process the changes.

3. **Other Attributes**: Three less commonly requested attributes may be accessed by "Right-clicking" on a dancer entry to pull up a dialog box that provides access to:
   1. **Not OK w/Single:** is used to indicate the dancer does not wish to be paired with singles, only with their partner.
   2. **Split Couple:** is used to make a couple two single dancers.
   3. **Join Two Dancers:** is used to join the selected dancer with another single as a permanent couple (if one of the new couple is part of a couple, that couple must first be split).

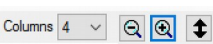## 6. Generate the next Tip – <Ctrl+G> *[Rotation List Display]*

To generate the next tip, type <Ctrl+G>, or click on "Generate Next Tip" in the tool bar at the top of the screen

7. Undo Generated Tip - <Ctrl+U> *[Rotation List Display]*

To undo a tip you are viewing so that you can change something and regenerate, you must return to the *Rotation List Display* (type <Ctrl+Q> to exit *Tip Display*). Once in the *Rotation List Display* press <Ctrl+U>, or click on "Undo Tip" in the tool bar at the top of the screen.

Do NOT click on "Undo All Tips" – that will undo ALL previously generated tips and start everything from scratch.

8. Most Readable Tip Display [*Tip Display*]

To get the most readable but complete display of the square assignments on the *Tip Display* screen, you may need to adjust the size of the font and/or the number of columns. The controls for that are at the top right of the screen. They look like this: Columns 4 ⌄ 🔍 🔍 ↕ For the number of squares in most halls, 4 columns is probably optimum. If there is space available, click on the 🔍 symbol until the display is as large as possible. If all squares are not displayed click on 🔍 until they all fit. You can get slightly more space by clicking on ↕ to remove a couple of header lines.

9. End of Tip – <Ctrl+Q> [*Tip Display*]

At the end of the tip, type <Ctrl+Q> to move from the *Tip Display* screen back to the *Rotation List Display*.

10. Open Tip   [either *Rotation List Display* **or** *Tip Display*]

To show an Open Tip, click on the "Open Tip" box in the tool bar at the top of the screen. When the dialog box appears, click on "Open Tip", and then "OK".

At the end of the Open Tip, click on "Close" at the bottom right of the screen or type <Ctrl+Q> to go back to the *Rotation List* screen.

11. End of Session   *[Rotation List Display]*

At the end of each session, set all dancers to "Absent" before leaving. Click on "Edit" in the Menu Bar at the top of the screen, and then click on "Set all dancers to", then select "Absent". Alternately you can select all dancers and type "A".