

PackMaster 2000 Instructions for Den Leaders

Introduction

PackMaster is a commercial application used to keep track of Pack membership data, including leadership records, individual cub records, and cub advancements. It also includes an automated method for submitting cub advancements and den record changes from the Den Leaders to the Pack Leadership. The following procedures should be used to coordinate this transfer of data between the Den Leaders and the Pack Leadership.

The Pack Leader provides a downloaded loaner diskette to each Den Leader every month at the Pack meeting. The Den Leader is responsible for updating these data files with the latest achievements and cub information status and returning the updated data diskette back to the Pack Leader (or Pack Advancements Coordinator) at the monthly Pack Leaders Meeting. The control and proper use of data diskettes is required to prevent conflicts between the Pack's master database and the den data files maintained by the Den Leaders. This is done by controlling the "downloading" and "uploading" of each den's data from/to the master database. Figure 1 illustrates the data exchange process. (Reference pages 46-48 in the PackMaster 2000 User's Guide for Den Leader Instructions.)

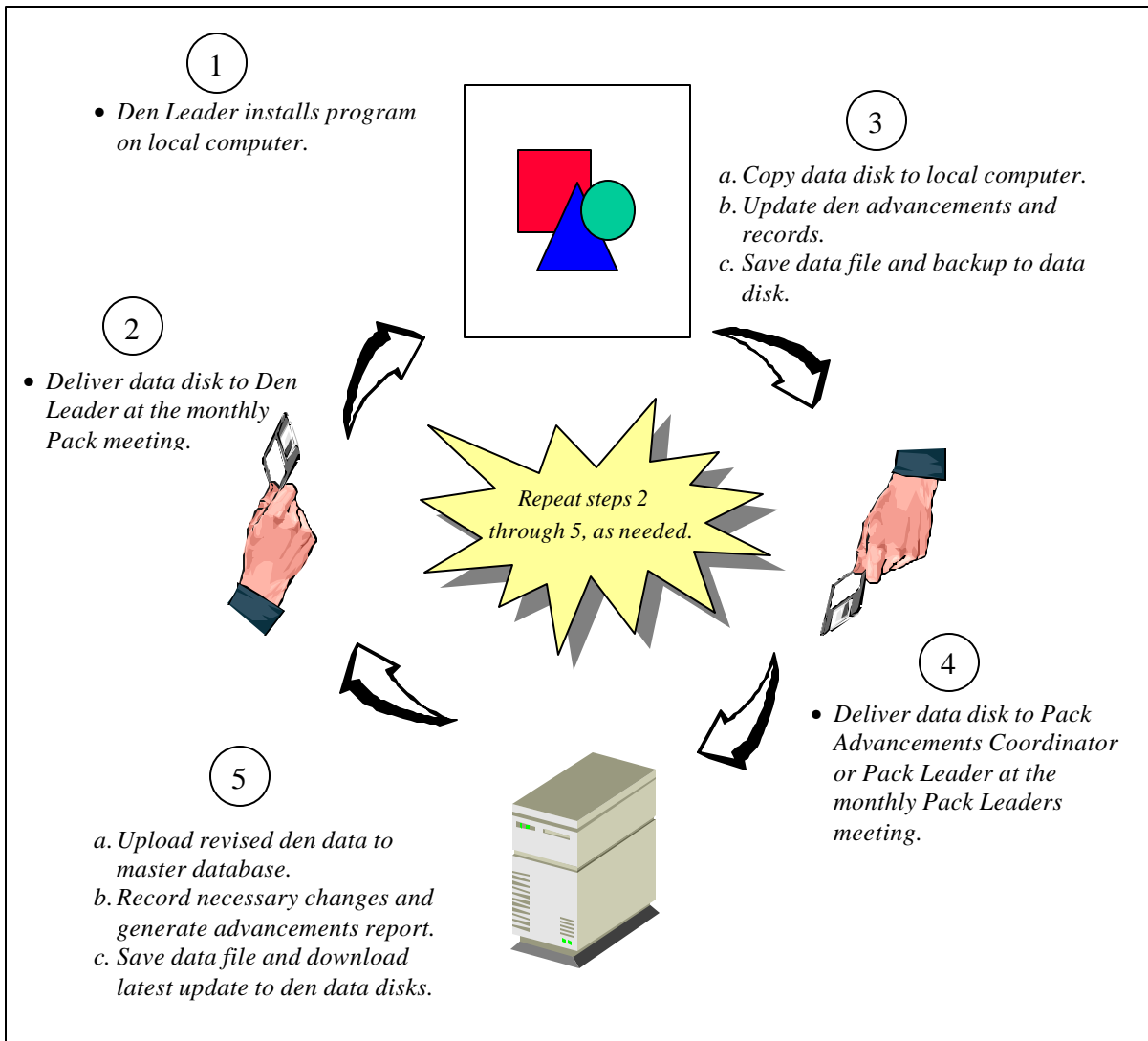


Figure 1. PackMaster Data Exchange Process

Step 1. Install Program (1st time only)

Initially, the Pack Leader provides the Den Leader with a copy of the PackMaster program diskette and a data diskette containing downloaded den data. The Den Leader should install these on their local computer by running "SETUP" and selecting the "Den Leader" option. SETUP installs the PackMaster programs and then copies the downloaded den data files from the diskette to the hard drive on the local computer.

Step 3a. Copy Data From Diskette (for editing)

An updated data diskette is provided to each Den Leader at the monthly Pack meeting. This diskette contains the latest download of the den's data from the master database. The Den Leader installs this update onto his local machine and makes any necessary updates.

PROCEDURE:

Start the PackMaster program.

Select menu "File/Restore Data Files..."

In the dialog box:

Select Restore Type: "Active Den Data"

Select Backup Files From: "A:"

Click on the "Proceed" button

Insert data diskette and click the "OK" button.

Select the "OK" button to overwrite the existing files on the local computer.

Select the "OK" button when the Restore Successful box is displayed.

Edit each boy's Individual Advancements and Scout Management data, as needed.

Step 3c. Saving Data Back to Diskette (for submitting to Pack Leader)

When the Den Leader is finished editing the den's data, it should be saved to the local computer (automatically), and then backed up to the data diskette (manually).

PROCEDURE:

Select menu "File/Backup Data Files..."

In the dialog box:

Select Backup Type: "Active Den Data"

Select Backup Files To: "A:"

Click on the Proceed button

Insert data diskette and click the OK button

Select the OK button to overwrite the existing files on the diskette

Select the OK button when the "Backup Successful" box is displayed.

Exit the program and give the data diskette to the Pack Leader or Pack Advancements Coordinator at the monthly Pack Leaders Meeting. The Pack Leader will then upload the data from your backup file on the diskette into the master database maintained by the Pack.

Important Notes:

- Regardless of the actual date of completion, new achievements must be recorded with a current date to ensure they are included in the Pack's monthly advancements report. Otherwise PackMaster will assume the achievement was already accounted for. To be safe, it is best to use the date of the next Den Leader's meeting.
- Even if the Den Leader has made no changes, the data disks must be returned at the Den Leader's meeting every month to allow the Pack Leadership to update it with changes from the master database.
- PackMaster allows Den Leaders to access and edit data for their den only. All Leadership information is also visible, but not editable by the Den Leader.
- The addition and deletion of new boys to the den must be done in the master database first (by the Pack Leader). An updated download from the master database is then provided to the Den Leader.