OPS Training Topics

Parent Tools

CONTENTS

INTRODUCTION

PARENT INTRODUCTORY INFORMATION
• Log in on behalf of individual students using the credentials (user ID and password) provided by your school.
• Do NOT attempt to login on behalf of two different students from the same computer simultaneously in different windows.

BROWSERS
Use of the web is complicated by the availability of a large number of web browsers each of which have been developed without necessarily taking into consideration the loose standards defined for html and browsers. This means that different browsers may interpret web pages in slightly different ways. Sometimes, usually in the case of older browsers, certain perfectly legitimate code will cause a browser to fail or crash. OPS has been developed with these facts in mind, and while an attempt has been made to make all the functions of the Staff Resources work correctly on all browsers, this is not perfect. It is recommended that you use a relatively recent version of your favorite browser. Google Chrome and Mozilla Firefox are fully supported by OPS X.6 on both Mac and PC computers, however versions of Internet Explorer older than 5.0 on the Mac are not supported. If any of the tools do not work as described in these help pages contact your OPS administrator with the following information:

- Computer platform (PC or MAC)
- Browser (Google Chrome and Mozilla Firefox)
- Browser version number (you can find the version by clicking on the "Help" menu and selecting "About Chrome", "About Mozzila Firefox" etc.)

In addition to use of a supported browser, you must have your browser set to allow cookies, and you must have Javascript enabled on your browser. The order system depends on Javascript in many places for validation, computation and other functionality.

LOGGING IN AND PASSWORD USAGE
Your User ID and password will be assigned to you so that you may access the OPS module.
If you would like to change your password, please choose something between 8 and 16 characters mixing upper and lower case letters and numbers. It is important to keep your password secret. Some of the information in the databases to which you will have access is confidential. Please respect the trust given to you by your school.

LOGGING OUT
It is important to log out of OPS Parent Resources. This ensures that no unauthorized person can access the private site using your computer while your time-out period is still active. Logging out ends the session and performs behind-the-scenes cleanup. The logout button is available at all times while you are logged into the Parent Resources section. So, please log out when you are finished.

TIME-OUTS
Your login session has a generous time-out period and, during certain operations it is automatically extended. In particular, when working on requests, your session will not time out as long as orders are being updated. This will be covered more fully in the section on Requests.

PARENT TOOLS

Parent login

1. Bookmark this login page: https://www.ops-online.com/year19/parent_login.htm
2. Type in your username and password, then click "Submit".
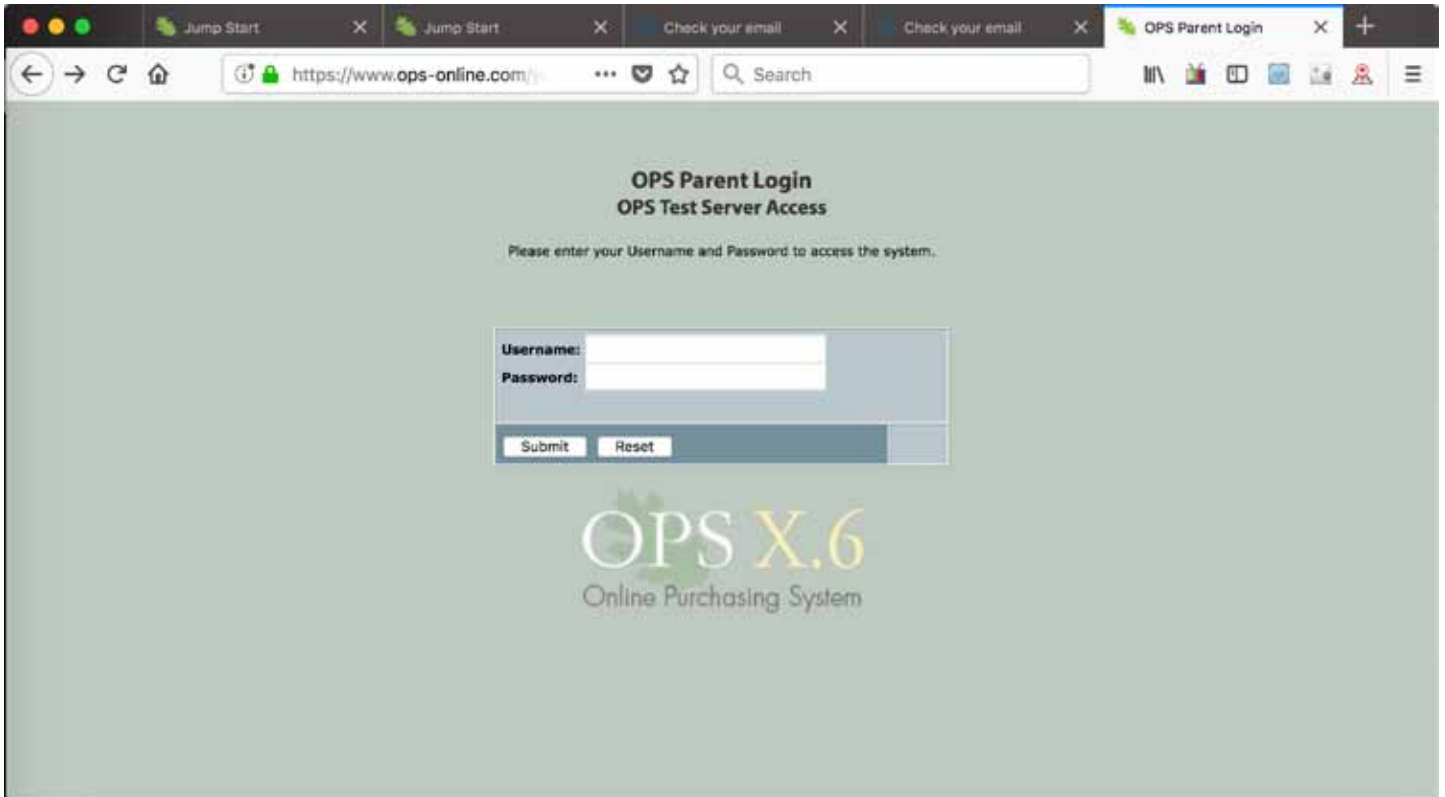
Navigation Bar

At the top of all pages in the Parent Resources section, is a navigation bar that looks like this:

From here users can navigate to and from any of the 8 main sections of the application. The sections are;

- Searches
- Purchasing
- Documents
- Reports
- Online Help
- Change Password
- Log Off

SEARCHES

This section of the site is available to parents (teachers and administrators have a separate set of search tools). Clicking on the "Searches" button from the navigation bar of any page on the Parent Tools section will take you to the parent search page. All searches that parents need to perform can be accessed from this page. Searches performed by parents access information only for the student logged in on behalf of. Order searches can be grouped by Order Status, Order Type, Vendors or by PO Number.
The image below shows the Parent Search Tools

ORDER SEARCHES

To locate orders there are two types of searches you may perform. The top portion of the figure above shows the Order search tools for a parent.

Combination Search by order status/type/vendor number. You may select any combination of order status, type, and vendor number. Click the Search button for this search to display all orders matching the criteria you have selected.

By PO number. If you know the PO number (order number) you can search for a single order. A PO is for a single vendor.

Clicking the search button for any of these two searches displays all orders matching your search criteria. Each line in the resulting display represents one order and shows various details about the order as a whole.
The figure on the following page illustrates a search of all EMR orders.

If you click on the order number for any of these orders, a page is displayed showing every line item in the order and allowing you to make changes where your are permitted to do so. One which has been approved and one that was disapproved.
The figure below illustrates an example of an order with 2 line items.

STUDENT INVENTORY

Student inventory provides a list of all non-consumable EMR items and a list of all computer items received by the student during the year.

VENDOR SEARCHES

There are seven different searches possible for vendors each using different criteria. Each row of the vendor searches table permits one kind of search.

The first row provides a search of all vendors. The resulting display lists in tabular form, all vendors with whom you may place orders. The information displayed for vendors in this table includes contact info, type and category, whether they are ship or pickup vendors, and web site if available. The web site entry is a link to the vendor's web site and will open their web site in a new window. Remember to close this window (it will not affect your login session) when you are finished at the vendor's web site. Notes about the vendor can be accessed from a button for each vendor in the table.

The second row of the vendor searches table on the Searches page permits a search for a single vendor when you know the vendor's name. The same information as above is supplied on the resulting page.

The third row allows you to search on either the vendor's company name, or the person's last name if there is no company name. For example you might search for "Addison" and retrieve the record for Addison Wesley. Note that this is a "fuzzy" search. "Addison" will retrieve Addison Wesley. "Books" might retrieve Borders Books, Chinaberry Books, and other vendors with the word "books" in their company name. If there is nothing in the company field, the search will expect to find something in the name field. This is an exclusive-or search meaning that if the program finds something in the company field, it will ignore whatever is in the name field.

The fourth row in the vendor searches table on the Searches page is a pull-down menu where vendors can be selected by name.

The fifth row in the vendor searches table on the Searches page is
multi-criteria allowing you to create complex searches on the type, category, and county of the vendor. For example, you might wish to find all VCI vendors in a particular County, or all EMR vendors in the math category. There are many different combinations of the three fields. You may search on any single field, any pair of two fields, or all three.

The sixth row of the vendor searches table on the Searches page permits a search for a single vendor when you know the vendor's number. The same information as above is supplied on the resulting page.

PARENT PURCHASE REQUESTS

Parents may submit requests for the student of whom they are logged in on behalf of. To submit a request click on the Purchasing button on the navigation bar at the top of any page while you are logged into the Parent Tools section of the web site.

OVERVIEW OF REQUEST/ORDER SYSTEM

When a parent on behalf of a student fills out the request form, he or she can request items from any vendor and for any order type available (Catalog, EMR, VCI, COMP, College Course, Activity). When the request is completed all information for this one request goes into a database with ONE REQUEST NUMBER. These records are organized by vendor and type so that each vendor is issued a separate Purchase Order. Each PO is given a distinct ORDER NUMBER. Thus one request contains one or more orders. One order contains one or more line items.

FILLING OUT THE FORM

The request form allows a parent to request any type of item from any vendor in the system for one student at a time. The form is divided into six sections, one for each type Catalog, EMR, VCI, Computer/ISP, Curriculum, and Activity. The form displays the available credits for the selected student and keeps a running tab of credits as you add items to the request.

When you start a request the student's available EUs are displayed in a box under the student's name.

EMR

The EMR section of the form allows you to request items from EMR vendors. . To access the EMR request form you must first select an EMR vendor from the full down list then click the "Request" button.

The EMR request form is shown in the figure below

Fill out an EMR line item as follows:

- Select a vendor from the drop-down select box [required]
- Select a category from the drop-down select box
- Type the item number [required]
- Type a description
- If the item is consumable, check the box in the "con" column
- If you are requesting more than one of these items, type the number you wish in the text input box.
- Type the cost [required]. This field must contain numeric character only or a period. Do not enter a "quote; or other alphabetic characters.
- Once satisfied with your entries, click the 'Add to Request' button.

When you enter a cost and click anywhere on the page OFF the cost box, the total column will be automatically updated. If you change a quantity, the total column will also update automatically. Do NOT change the total column yourself, it will be changed automatically by the program. Manually changing the total column can cause errors.

Additionally, it subtracts this grand total from the student's available funds and displays the results in the box under the student's name. If the total cost of items requested exceeds the student's available funds, a row of asterisks (**********)will be displayed in the student's available funds box. Note that at this point, the program does not calculate shipping or tax so take care when your student's funds near zero that including shipping and tax may result in requesting more than the available funds can cover.

VCI

The VCI section of the form is similar to EMR. Differences are that there is no column for quantity, that there is a field for month and the application will generate a separate Purchase Order for each month.

The required fields are;
- subject category
- description
- month
- cost
- Once satisfied with your entries, click the 'Add to Request' button.

An example of the VCI request form is shown below

COLLEGE COURSE MATERIAL

This section of the form (CCOURSE) can be used to request college courses and related materials.

The required fields are:

- course/material
- vendor
- cost

COMPUTER/ISP/CURRICULUM

The Computer/ISP/Curriculum (CIS) section of the form contains a field in which you must identify whether the item is a computer, and ISP, or a curriculum.

The required fields for this section are:
- vendor
- type of item
- cost

ACTIVITY

An activity request must contain
- description
- cost

SUBMISSION

When you have filled out the request form to your satisfaction, check to see that your request does not exceed the student's available EUs. Then click the 'Proceed to Checkout' button and you will be taken to the 'Unconfirmed Request Form' (shown below).

If you filled out the request form correctly with all required fields, you will be given an opportunity to view the items you requested on the Unconfirmed Request Form. If they meet your satisfaction, click on the Confirm Request button. If, however, you wish to make changes, such edits can be performed on the Unconfirmed Request Form.

When you click the Confirm Request button, the request is processed and entered into the order database.