

RedNMX™
General Usage

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Starting the Program

Starting the RedNMX System is done by simply double clicking on the **RedNMX System** icon. *This icon might be labeled something else, depending on your system administrator.*

The program will automatically start logged in as:

- Start Up User set by system administrator, or
- No user with no security.

On the bottom of the RedNMX system desktop (main page) are labels that display information relevant to your system and session. It includes the agency, username and session start time.

Note: *The program may prompt you to download an update, say Yes.*

Logging On

Press the **Lock** icon to bring up the login screen. Enter your user name and password and then click the **Login** button. This will log you on. Additional system icons will activate depending on your login credentials.

A floating tool bar will also display. This tool bar is configured by Alpine personnel. The tool bar includes several functions that provides one click access to various functions. The tool bar can be resized and moved anywhere on the screen. The location is based on your user ID.

Changing User Password

To change your user password click the **Login** button, enter your username, click the **Change Password** button and complete the required information.

Exiting the Program

Press the **Exit** button on the top toolbar. All databases and forms will be closed.

Main Screen: Components

There are four main components to the main screen. Going from top to bottom:

- **Main Menus.** The main menus are found across the very top of the screen. This menu contains mostly system setup functions.
- **Main Tool Bar Titles.** This is the second row in the main screen. The number of choices depends on what modules you have access to. They include General, Auxiliary, Fire Prevention, and Tool Bar (optional). Selecting one of these changes the **Primary Tool Bar** icons.
- **Primary Tool Bar.** The primary tool bar contains all icons that you currently have access to. Select the Main Tool Bar Title to access additional icons. You can display a hint by hovering over the button.
- **Floating Tool Bar.** The floating tool bar is only displayed if the Show Tool Bar check box is checked on the User Entry screen of Security Setup menu. By default it is displayed on top. You can resize and move the Floating Tool Bar to your liking. The system “remembers” the location of the tool bar, even when logging out and back in. The location setting is based on computer name and user.

Viewing Data (General)

Viewing data is done by clicking one of the primary module icon buttons. For example, click on the personnel icon to view personnel. This will bring up the primary view that includes all personnel that meet the default query.

Components of a view include:

- **Title Band.** This tells you which view is being displayed.
- **Header Band.** This lists all of the field names being displayed.
- **Data Band.** This lists all of the data.
- **Query Band.** Enter information into the query fields to return a subset of available data. Press the Find Records button to submit the query to the database.
- **Find Records Sort Band.** The Find Records button submits the query parameters to the database. Clear Criteria removes all information entered into the query fields. The Select Sort Order allows you to select the order the queried data is displayed.
- **Button Band.** The New, Edit, Print and Delete buttons are active depending on the security settings for your user ID.

From the primary view screen, records can be edited, added and deleted. Click the appropriate button to perform the required operation.

Note: *This is very important! The RedNMX system is a relational database that utilizes cascading deletes, constraints etc. Remember that if you delete a record, it will also delete all sub tables associated with that record.*

Adding Records

Press the new button found on the bottom of the view screen. This will bring up a blank record. Several default fields will be filled out based on the module.

Editing Records

The RedNMX entry screens use standard windows short cut keys to cut and past data. In addition, the following features have been implemented:

- **Date field default entry.**
 1. Place cursor in the blank date field.
 2. Press the space bar.
 3. While viewing the calendar, press enter. This will enter the default date.
 4. Goto the next field.
- **Accessing Look ups.**
 1. Place the cursor in the blank lookup field.
 2. Press the space bar.
 3. This will bring up the lookup table for accessing code entries.
 4. Press enter or double click on the highlighted record.
- **Memo, Note, or Narrative Fields.**
 1. Memo fields can be any size. They are straight text.
 2. Several memo fields have a spell check button. In addition, if you right click on the memo field, you can access the spell check menu choice to spell check the memo field.

Deleting Records

Press the delete key to delete the highlighted record.

Note: *This is very important! The RedNMX system is a relational database that utilizes cascading deletes, constraints etc. Remember that if you delete a record, it will also delete all sub tables associated with that record. This is repeated for a reason.*

Printing Individual Records

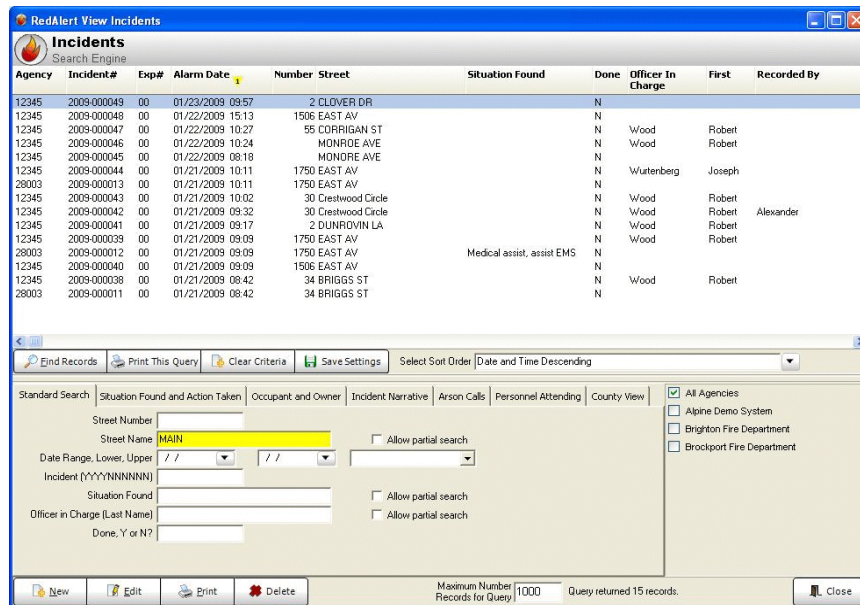
Press the print button to bring up the individual print menu for the highlighted record. This brings up the RedAlert Report Generator for the selected record. You can:

- Enter date range if it is a date range type report such as scheduling history for a person.
- Preview individual reports by selecting the preview button next to the report title.
- Check off individual sections and then click the print button.

Searching for Records

Searching for data using the following steps:

1. Press the clear criteria to remove the previous search criteria.
2. Enter the desired search criteria in the available search fields.
3. If the Allow Partial Search check box is available, you can enter partial searches for that field. For example, entering mith would bring up the last name Smith.
4. Press the **Find Records** button to submit the search to the database. The SQL Database will return all records that match the search criteria.
5. Press the Save Settings to save the current search criteria for future searches. The search criteria will be saved until the criteria is changed or deleted and the save settings button is clicked again.



RedNMX Report Manager

Access summary reports by clicking the printer icon found on the primary tool bar. All reports are separated into modules, as represented by the icons on the left side of the report window. Click an icon to view a list of available reports for that module. The reports available to you may be limited by your security settings. Please contact your system administrator if you have any questions about report availability.

On the left side of the Report Management is a list of module headings. Follow these steps to preview and/or print a report.

1. Select a module heading.
2. Click on the report you would like to view or print.
3. Enter the parameters as desired. Some reports do not require any parameters.
4. Press the preview button to preview the report, or press the print button to print the report.

Press the preference button to save all of the parameter settings for future use. These settings are based on your user ID.

Included in the report list is a report called **RedNMX System Reports**. The report is found under the **General Reports** heading. Print this report to list out all of the reports found in your system. Included is a brief description of each report.

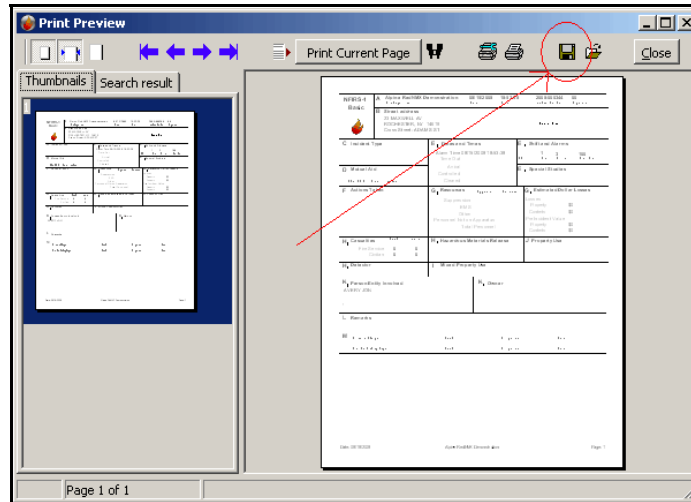
Saving Reports to other File Formats

It is possible to save file to the following three formats.

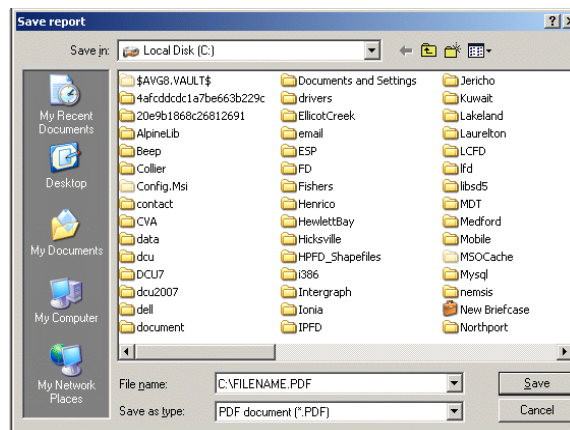
- .PDF. Allows for saving a file to be read in Adobe.
- .XLS. Allows for saving a file to be read in Excel.
- .RTF. Allows for saving a file to be read in Microsoft Word (Rich Text Format).

Follow these steps to save a file in any of the three formats:

1. Preview the report.
2. While viewing the report, press the save button, see figure below.



3. Enter a file name in the space provided.
4. Select the filename type using the drop down window in the file dialog box.



5. Save the file by pressing the Save button on the file dialog box.

RedNMX Internet Functions, Downloading User Manuals

The RedNMX System has may Internet enabled functions. Select the main menu choice **Internet**. The following is a summary of the Internet function found in this menu.

Menu Choice	Function
User Manual	Select this choice to download user manuals from the Internet. The user name and password: User Name: user-manual Password: 1324
What is my IP Address	Select this choice to determine your IP Address.

Appendix I: Updating the RedNMX application

The RedNMX System is updated by a self deploying method that starts at your server. Follow these steps to get an update:

1. Contact Alpine Software to request an update to the server app. Alpine personnel will perform the update on your server.
2. While sitting at your desktop, exit the RedNMX System.
3. Restart the application, when it prompts your for an update, say Yes.

Exact updating procedures may vary based on the network environment at your location.