

User Manual for ParentEve 3.0

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September 2008

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Chapter 1

Summary

This is the manual for version 3.0 of the *ParentEve* program from Millerchip Software Ltd. which organises the bookings for parents evenings in secondary schools. This manual describes the operation of the Microsoft Windows build of the program (for Windows 98 and all later versions). The product is also available for Linux, please contact Millerchip Software if you wish to use that version instead. Please note that this manual covers the Professional version of the software (*ParentEve Pro*). If you are using the "Pay As You Go" version instead then some of these features may not be available to you.

Chapter 2

Getting Started

2.1 Requirements

For the Microsoft Windows version of the program, the following system requirements must be met in order for ParentEve to work properly:

- An IBM PC compatible computer running Microsoft Windows
- Access to a printer, either local or on a network
- About 10Mb of free hard disk space is needed to install and run the program.

ParentEve is known to run well on many different versions of Windows; as long as you have a fairly recent version you should be fine. If you wish to check, the version of Windows should be one of the following:

- Windows 98
- Windows ME
- Windows NT
- Windows 2000
- Windows XP
- Windows 2003 Server
- Windows Vista

If you are running a version of Windows that is not on the list, please contact Millerchip Software to check whether ParentEve will work correctly.

2.2 Trying ParentEve

ParentEve can be easily installed, run and uninstalled, making it simple to try the program before you decide to use it.

2.2.1 Installation

The program is supplied online at <http://www.parenteve.com/> as a self-extracting EXE file. Simply download the program and run it; it will extract itself and present a simple installer. Just press the 'Next' button and the program will install itself.

2.2.2 Running the Program

The program will put a submenu called "ParentEve" into the "Programs" section of your Start Menu. The program can be run from there simply by clicking on its icon. It also installs an icon on your desktop so you can start it from there as well.

2.2.3 Uninstalling the Program

The program can be uninstalled either from the "Uninstall" menu option in your Start Menu programs, or from the Control Panel's "Add/Remove Software" section.

2.3 Licensing

ParentEve is licensed on a yearly basis, and it uses *unlock codes* to verify that you are currently licensed to use the software.

When you download the software, it will not have an unlock code and so it will be in *demo mode*. In demo mode you will only be able to define five teachers, five parents and five pupils. However, apart from that restriction the full functionality of the software will be available to you. You will be able to evaluate how to use the software and whether you wish to make use of it.

2.3.1 Registering the Software

To make the program work with full parents evenings, you will need an unlock code to be emailed to you — please contact Millerchip Software to obtain one. Once you have your unlock code, you need to import it into your demo copy of ParentEve. All you need to do is open the unlock code entry window by selecting "Enter Unlock Code" from the Action menu. Simply copy and paste the email into this window and press "OK". The software will extract and store your unlock code, and enable you to define as many teachers, parents and pupils as you want.

The unlock code also defines the name of your school — this name gets printed on the handouts, so please make sure this is correct when you place your order. You can view the current registration information in the "About" window.

Chapter 3

Important Concepts

3.1 Events

The central concept in ParentEve is that of an *event*, which is a single parents evening, parent consultation or other function that you wish to schedule. Events are stored by the program in simple text files and when you use ParentEve you load and save these files just as you would any other document; you can alter your event as much as you like, and your changes are only made permanent once you save your file.

The event file contains all the information needed to create the schedule for one parents evening:

- The start and end times for the event
- The names, initials and time constraints for all the teachers
- The names and time constraints of all the sets of parents
- The list of pupils which the parents have — most of the time, each set of parents has only one pupil (child) attending the event, but the program can cope with more than one for the case where there are twins
- The form or house that each pupil is in
- The list of teachers that need to be seen for each pupil
- The time at which each parent is seeing each teacher
- Any notes which need to be included on the parents printouts, for instance “Coffee is available from the machine in the corner.”

3.2 Schedules

A *schedule* is an event with appointment times filled in for each parent’s requests. One of ParentEve’s most powerful features is that it can optimise schedules to minimise waiting times — a schedule is optimised by moving the appointments around but keeping the rest of the event’s details unchanged.

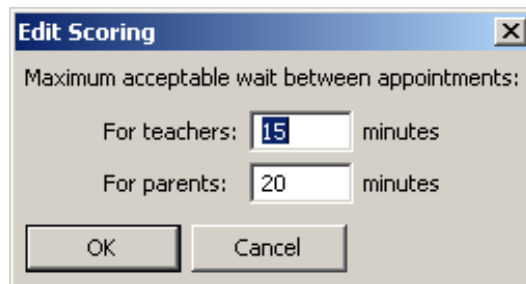
3.2.1 Schedule Scoring and Optimisation

An important ability of the program is its ability to score and optimise a schedule. Schedules are given a score, which indicates how good they are at removing waiting times. The default scoring method is as follows:

- If the schedule is valid and every parent's request to see a teacher can be satisfied, the schedule scores 1,000 points.
- Each teacher's appointments are scanned — by default a break of 15 minutes is considered acceptable. For every break which is longer than 15 minutes, the schedule loses two points for every five minutes the break lasts extra.
- Each parent's appointments are scanned — by default a break of 20 minutes is considered acceptable. For every break which is longer than 20 minutes, the schedule loses one point for every five minutes the break lasts extra.

Consequently, the most a schedule can ever score is 1,000 which represents a "perfect" schedule in which nobody has to wait around for too long. A typical default schedule created initially from an empty file scores around 300, whereas a typical optimised schedule which is used for actual parents evenings may score as highly as 980 or 985, depending on the length of time the program is given to optimise the schedule.

The scoring method can be changed if your school has different requirements. If you wish to change the acceptable wait times, select the "Edit Scoring..." menu option from the "Edit" menu and the following window will appear:



This allows you to set the maximum acceptable waiting time for both teachers and parents.

3.3 Twins

ParentEve knows that one set of parents may have two children in the same year and consequently it needs to know which children belong to which parents. In the case of twins (or other such situations) it is vital that ParentEve should know that both twins belong to the same parents, as that way it can ensure that appointments relating to individual twins are held at different times.

Appointments are entered against pupils, but it is their parents which are scheduled to see teachers. An appointment made against a pupil represents the fact that the parent wishes to talk to a teacher about the pupil in question. It is quite possible for twins to have very different academic needs and ParentEve accomodates this.

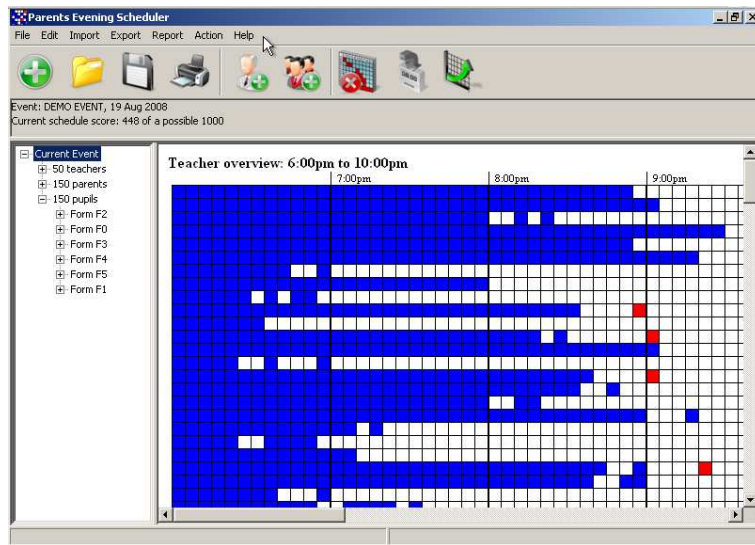
Consequently the parents of twins will nearly always have around twice the number of appointments than parents with only one child — this way there can never be a clash or overlapping appointment for parents of twins.

Chapter 4

ParentEve's Interface

4.1 The Main Window

The primary interface to the ParentEve program is its main window as shown below:



It is composed of three areas:

- A summary area at the top (underneath the menu and toolbar), which displays the description of the current event being edited and the score it currently has
- A “tree” on the left, which displays all of the parents, teachers and pupils
- An overview area on the right, which provides a graphical overview of the whole event.

4.1.1 The Toolbar

The toolbar contains icons representing some common operations and actions, and allows you to quickly perform these actions without having to select them from the menu. The buttons are, in order:



New event: allows you to create a new parents' evening, as described in section 5.1.

Load event file: loads an event file from disk that you have previously worked on.

Save: saves the current event to your disk. If you have not yet chosen a filename for the file to be saved under, the program will ask you to choose one. Once the program knows the name of the file it will not ask you again. It is good practice to save your work often.

Print: starts the print process for printing out all of the handouts. Pressing this button will make the program show a "Print Preview" window which shows you what your handouts will look like. From this window you can choose which ones to print, how many copies you would like and which printer to print them on.

Import teachers: reads in a list of teachers from file. This is the most common way of telling ParentEve about your teachers — you export a file from your MIS system and ParentEve reads it in.

Import pupils: reads in a list of pupils and parents from file. This works in the same way as the teacher import, except that the file contains pupil definitions. Most MIS systems can export a pupil's parent at the same time, so ParentEve will use this list to create parents too if possible.

Rebook: clears all of the current appointment times and rebooks all the parents back in on a first-come-first-served basis.

Book Unbooked: searches for any unbooked requests, and books them in. This leaves the existing appointments untouched and should be used after entering any new requests for parents to see teachers.

Optimise: moves existing appointments around, trying to reduce the length of time that both parents and teachers have to wait.

4.1.2 The Overview Area

This area shows a graphical overview of the current schedule. If you have a small screen it may not all fit on, but you can scroll it around using the scroll bars on the left and bottom edges in order to see the whole thing.

The overview area consists of two grids, one representing the teachers and one representing the parents. The grids list people against time, so teachers

and parents are listed down the side (the vertical axis) and time is considered to be the horizontal axis.

Each square represents a single appointment slot, with the start of the evening on the left hand side and the end on the right. Each square can be one of three colours:

White: a free slot with no appointment

Red: a booked slot where there is an unacceptable delay directly before it

Blue: a booked slot with no delay or an acceptable delay beforehand

A perfect schedule with a score of 1,000 will have no red squares, as the red squares represent penalty points which reduce the score. The overview is very useful for quickly seeing where there are problems in a schedule.

Chapter 5

Organising a Parents' Evening

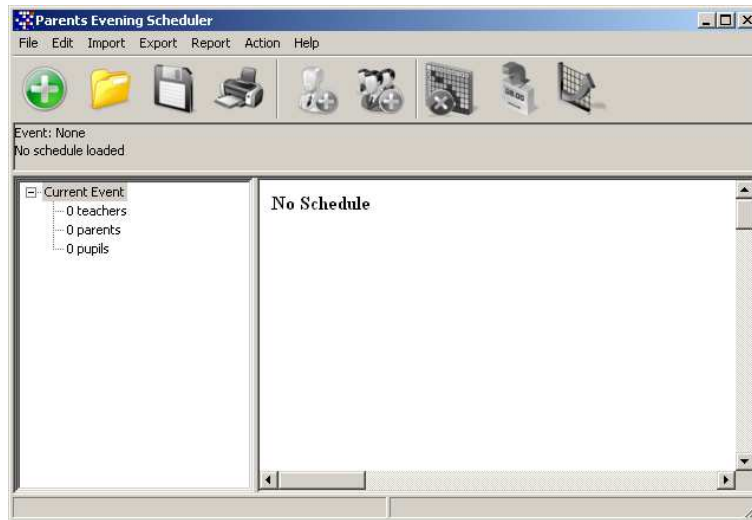
In this section we will run through the recommended way to use ParentEve to organise a successful parents' evening. In overview, the steps are (in order):

- Start working on an event (section 5.1)
- Import teachers (section 5.2)
- Import parents and pupils (section 5.3)
- Send request letters to parents (section 5.4)
- Enter information in replies (section 5.5)
- Optimise the schedule (section 5.6)
- Print the schedule (section 5.7)

The following sections describe these steps in more detail.

5.1 Start Working on an Event

When the program starts up, no event is defined and the main window will appear in its default state as shown in the picture below:



In order to start working on an event you have two options:

- Create a new event by selecting the *File / New Event* menu option or clicking on the green “plus sign” toolbar button
- Load an existing event by selecting the *File / Load Event* menu option or clicking on the yellow “folder” toolbar button

When creating a new event, a new window will open which will allow you to enter the details of your new event:

You can enter the following pieces of information in this window:

Event description: this is the name of your event — something like “Year 10 Parents’ Evening” is usual for this field. It gets printed out on the title area of all ParentEve’s printed handouts, so make sure it is something that is descriptive.

Event date: the date that your event takes place. Again this gets printed on the handouts so it is important to get this correct otherwise parents may not come on the correct day.

Start time and End time: these two fields define when your event starts and ends. They default to 6:00pm and 10:00pm respectively, but you can change them to the correct values if necessary. When inputting a time you must put it in in 12-hour format, with a colon separating the numbers and with "am" or "pm" directly afterwards. For example, "6:00pm" is a valid entry.

Appointment length: this defaults to five minutes but you can enter as short or as long a time as you like. All appointments will be made the length you specify and parents will receive this length of gap between each appointment.

Notes for parents: parent notes are small pieces of text that are printed at the bottom of each parent handout. You can enter as much text as you like here, but be aware that if you enter too much text it may be lost off the bottom of the printout.

Email server: this is only needed if you want ParentEve to send emails to parents. If you do, this specifies the Internet name of your mail server. If you do not know this you will need to get it from either your system administrator or your ISP.

Email from address: if you are sending emails, this is the address that ParentEve's emails appear to come from. It must be a valid email address that you control.

Logo filename: this is the name of a file with the school's logo in it. You do not have to specify it, but if you do the logo will be included on the top of all printouts. It can be in any common image format.

Leave gaps between parent appointments: if this box is ticked it tells ParentEve to attempt to leave a gap between each parent appointment. This is the default behaviour, which allows parents time to get from one appointment to the next. If this is not what you need then simply clear the box — ParentEve will then book parent appointments next to one another when it can.

When a new event is defined it initially has no teachers, no parents and no pupils defined. You may add up to five of each if you are using the demo version of ParentEve, or an unlimited number if you have a valid unlock code.

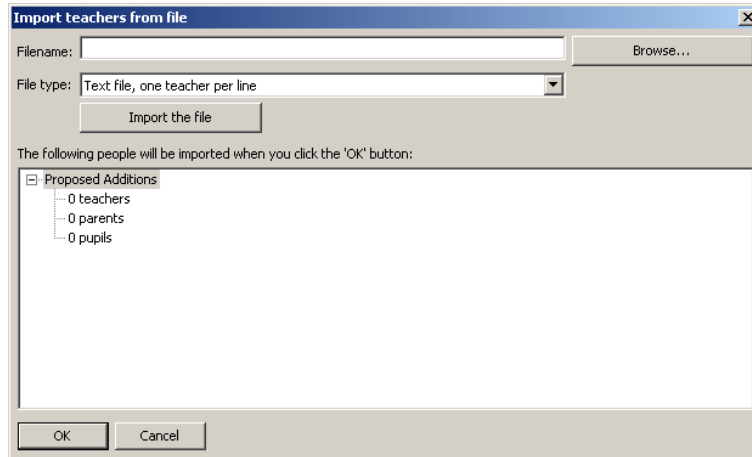
5.2 Import Teachers

You can import lists of teachers, parents and pupils from files. This saves lots of time as it is quicker than typing in all the data manually. It also ensures that the data is correct, reducing the possibility of typing errors.

Firstly, you need to export the list of teachers from your MIS system. Both text (one teacher per line) and CSV formats are supported by ParentEve for teacher imports.

Once you have the data file, you need to import it into ParentEve. Either press the button on the toolbar (shown in section 4.1.1), or go to the "Import"

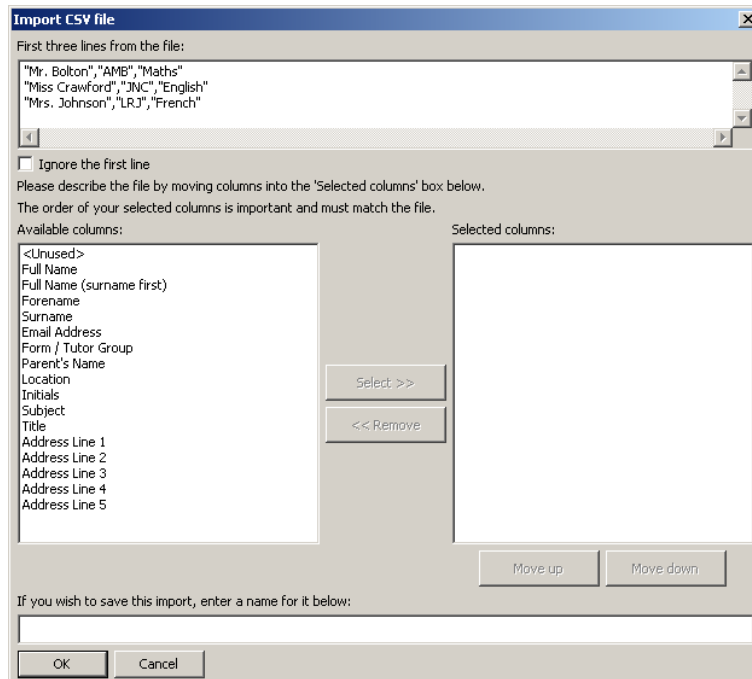
menu and select "Import Teachers from File". The following window will appear:



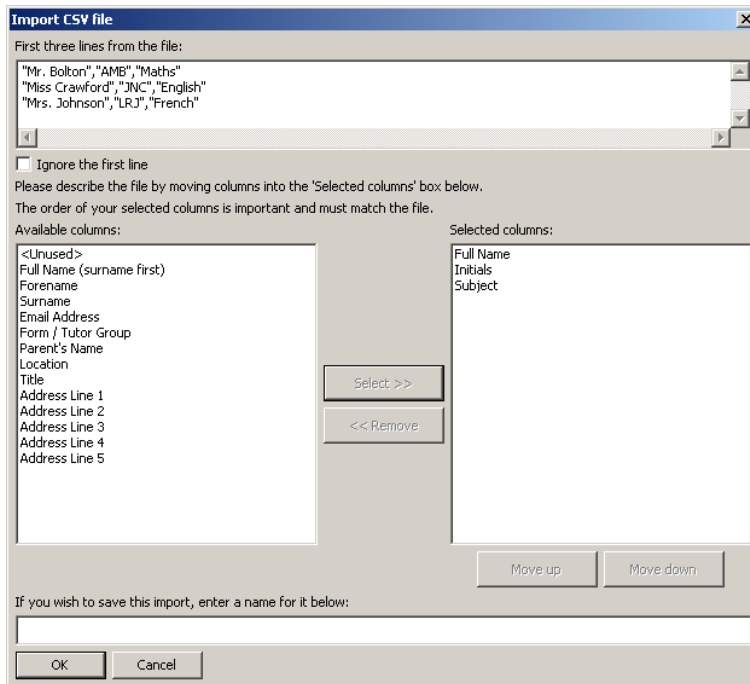
The "Filename" box stores the name of the file to be imported. Simply press the "Browse" button next to it and select the file that you wish to import.

The "File Type" box allows you to tell ParentEve what sort of file you are importing. A suitable default choice will be selected for you but if this is wrong you can change it by pressing the small arrow on the right hand side of the box and then selecting the correct type.

After selecting the file and its type, press the button marked "Import the file". This will read the file's contents into the preview window below the button. A text file will import immediately but a CSV file will open a new window so you can define what the columns mean:

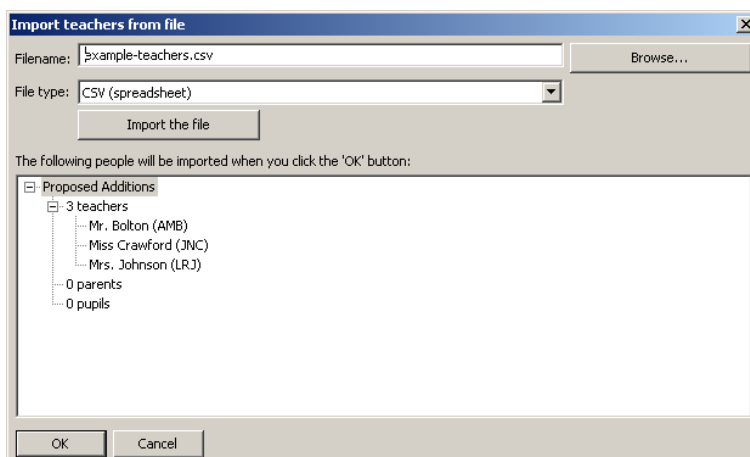


The first three lines of the data file are shown at the top so that you can see what is in the file. You should now transfer columns from the “available” list on the left to the “selected” list on the right. For the example above, the final configuration should look like this:



The columns selected are “Full Name”, “Initials” and “Subject” which matches the data in the top area. It is important to get the order of the columns right or the import will not be correct.

Once you are happy with the column order, click the “OK” button and the import window will change to look like this:



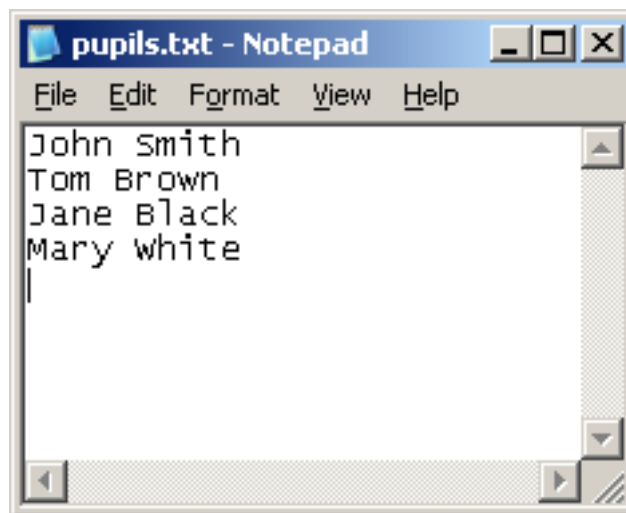
The preview window shows that three teachers, no parents and no pupils were found in the file. At this point, the import has not actually happened

and you can cancel out of this window without affecting your event. However, if this import looks correct then simply press the "OK" button and the new teachers, parents or pupils will be merged into your event.

5.3 Import Parents and Pupils

Importing parents and pupils is done in the same way as for teachers. Either press the button on the toolbar (shown in section 4.1.1) or go to the "Import" menu and select "Import Parents from File".

Both teachers and pupils can be imported from text files where one person is stored per line. These sort of files can be typed manually or exported from a suitable system — an example is shown below being typed in Notepad:



However, the pupil import also supports "XML" format files. This format is a UK government standard that all major school computer systems use for exchanging information. If you have a system such as Capita's SIMS you can export lists of your pupils in this format and ParentEve will be able to read them in.

One important thing to note is that if the file is a text file, it should contain pupils only — parents will be automatically created for each of the pupils found in the file. Also note that this will happen too for CSV files if no parent name is given.

In the preview window the parents and pupils will be shown in alphabetical order, not the order they occurred in the file.

5.3.1 Correct for Twins

Once the parents and pupils have been entered, it is vitally important that you check that the right number of parents have been created and that the pupils have been assigned correctly.

The most common error at this point is that there are not enough parents and ParentEve has misidentified twins. This is caused by the presence of duplicates in the "Parent Name" field — for example if there are two unrelated

pupils with a common surname like “Smith” and with their parents both defined as “Mr. & Mrs. Smith”. In this example ParentEve would see the identical parent names and assume that the two children were twins — there would be only one set of parents defined (instead of two) and this set of parents would be marked as having twins.

If this happens, the best fix is to re-export the data from your MIS system but with more detail in the “Parent Name” field — for example, “Mr. A. and Mrs. B. Smith”. Once you clear and reimport the data this should remove the duplicated parents.

If you wish to fix it manually instead, simply define a new parent manually for the parents that are missing (see section 6.2.1), delete the incorrect pupil from the first parent and then add the deleted pupil back in to the new parent (see section 6.2.2).

5.4 Send Request Letters to Parents

At this point you need to know which parents wish to see which teachers about which pupils. The vast majority of schools choose to send a request letter to parents to ask them this, although your school may be different in this regard.

You will need to get the following information from the parents:

- Which teachers do they wish to see
- Whether they will arrive late or leave early

ParentEve works best when only a few parents have late arrival or early leaving times, so it is best to word the letter so as to make it more likely for them to specify the whole event — maybe using a sentence like *“If you cannot arrive in time or if you must leave early, please specify the times you are available.”*

5.5 Enter Information in Replies

Normally the replies to the letters will be received back within a few days. As they come back in you must enter the information that is supplied.

5.5.1 Start and End Times

Only some parents will need their start and end times changed, so this step is optional. For those parents that do need different times, simply select the parent in the tree on the left-hand side of the main window, then right-click and select “Edit Parent”. A window like this will appear:

To enable a late start or an early departure, click on the appropriate tick box and then select the time from the drop-down menu next to it. You can define a late start and an early departure if necessary.

5.5.2 Appointments

The easiest way to edit the appointments requested by a parent is to find the pupil in question in the tree on the left-hand side of the main window — it has to be through the pupil because of the case of twins, where ParentEve needs to know which pupil is involved in the request. Right-click on the pupil and select “Edit Appointments” — a window like this will appear:

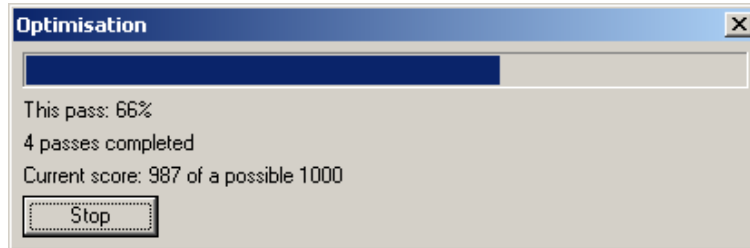
The window shows all the teachers — the pupil’s current appointments will be ticked and you can simply click on the appropriate teachers to make or unbook appointments.

5.6 Optimise Schedule

Once all of the replies have been received you will need to produce an optimised schedule so that people are not waiting around for too long. The “Optimise” option will start improving the schedule you currently have from the

state it is currently in; you can stop and start optimisation as many times as you like and it will not break anything.

When you click the “Optimise” button in the toolbar, the following window will appear and will instantly start optimising your schedule:



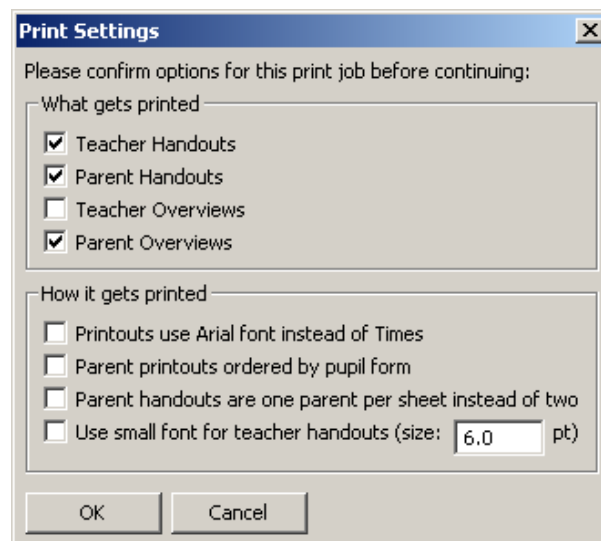
It is guaranteed that the schedule cannot get a worse score if you pick this option. The optimisation process will continue until the score reaches 1,000 (a perfect score), but it may be safely stopped at any point by pressing the “Stop” button.

You do not have to wait until the score reaches 1,000 — indeed, it may not be possible for the program to find a perfect solution. This doesn’t matter, as you can still run a quite acceptable parents evening with a high but not perfect score.

As the optimiser runs, the overview area will constantly update to show the optimiser’s progress. You can watch the squares turn from red to blue as the appointments get reshuffled in a more and more efficient way.

5.7 Print Schedule

In order to print, click on the small printer in the toolbar (shown in section 4.1.1). You will see a “Print Settings” window open, which will look like this:



The window will allow you to see all the handouts which will be printed. There are four types of handouts, which appear in the following order:

Teacher handouts: one per page, these are to give to the teachers so that they know who they are seeing

Parent handouts: two per page, these are to give to the parents so that they know which teachers they need to see

Teacher overviews: 4 per page, these are small copies of the teacher handouts which are useful for staff who forget to bring their schedule handouts

Parent overviews: These are small copies of the parent handouts (16 per page) which enable helpers (e.g. prefects) to guide parents during the evening

You do not have to print out all the handouts — if you only wish to print some, note down the page numbers you wish to print. Then when you hit “Print” you can select the page range to print.

5.7.1 Locking the Schedule

After you request a printout the software will ask you if you wish to lock the schedule. If a schedule is locked then no existing appointments can be changed — it is possible to add latecomers in but they will be assigned to free slots wherever possible.

The advantage of locking the schedule is that it ensures your parent printouts will not become invalid. You can safely send the printouts to parents once you have locked the schedule — if anybody requests appointments after this point then the existing printouts do not have to be changed.

Chapter 6

Advanced Features

6.1 Defining Teachers Manually

Normally teachers are imported from a file; however, it is sometimes necessary to add a teacher manually. To add a teacher, select the “Add Teacher” menu option from the “Edit” menu. The following window will appear:

The screenshot shows a "Teacher" dialog box with the following fields and options:

- Teacher's name: Miss Ardley
- Teacher's initials: JMA
- Teacher's location during event: Main Hall, Desk 7
- Subject taught: French
- Timeslots per appointment: 1
- The teacher arrives late
- Arrival time: 6:00pm
- The teacher leaves early
- Departure time: 6:00pm
- Breaks: 7:00pm, 8:00pm
- Buttons: Add Break, Remove Break
- Appointments: Mr. and Mrs. Gutteridge about Francois Gutteridge (F0) at 6:00pm, Mr. and Mrs. Haule about Deborah Haule (F4) at 6:05pm, Mr. and Mrs. Blinker about Earnie Blinker (F1) at 6:10pm, Mr. and Mrs. Collingridge about Samuel Collingridge (F2) at 6:15pm, Mr. and Mrs. Holliday about June Holliday (F2) at 6:20pm, Mr. and Mrs. Creed about Sanjay Creed (F4) at 6:25pm, Mr. and Mrs. Bassett about Horst Bassett (F5) at 6:30pm, Mr. and Mrs. Creswick about Chris Creswick (F3) at 6:35pm, Mr. and Mrs. Baqnall about Bobby Baqnall (F3) at 6:40pm
- Buttons: OK, Cancel

6.1.1 Names and Initials

Teachers are defined by their “display name” and optionally by their initials. The teacher’s “display name” must be defined — this is the name that will be

printed on the parents' schedules, and it must be unique (i.e. no two teachers may share the same display name).

Optionally you may also define initials for each teacher. These merely give an alternate name or string of initials that this teacher may be known by. This is used to ease the inputting of the teachers that the pupils want to see. Again, each "initials" value must be unique, i.e. no two teachers may share the same initials. If an initials section is not supplied, the teacher must always be referred to by their display name.

6.1.2 Time Constraints

Two other optional sections may also be supplied — the "before" and "after" sections. These both supply time constraints for the teacher in question, and their use tells the program when the teacher can accept appointments. Therefore, if a teacher cannot get in until 7pm, you should specify "after 7:00pm" or "after 19:00" for that teacher. It is possible to specify both a before and an after constraint for a teacher.

6.1.3 Locations

Teachers can optionally have locations defined for them — a location is simply the name of the place where the teacher will be for the event, for example a room name or a desk number. If you choose to define locations for your teachers the location names will be included on all printouts, allowing teachers to know where they are meant to be and allowing parents to find them easily.

Typical examples of locations include things like "Room M1, Maths Block" or "Desk 12". You can be as descriptive as you like as long as you do not run out of room on your printouts.

6.1.4 Subjects

You can optionally specify the subjects taught by your teachers. If you do specify subjects they will be included on the parent printouts against the relevant teacher's name.

The subject field is free-format text and you can type anything you like in there. Again, you can be as descriptive as you like as long as you do not run out of room on your printouts.

6.1.5 Breaks

You may also define breaks at specific times for individual teachers. A break takes up a single timeslot, so if you wish to define a long break you have to specify each timeslot in the break. For example, to define a 10-minute break at 8pm you must put in two breaks as "8:00pm" and "8:05pm".

6.2 Defining Parents and Pupils Manually

As with teachers, it is normal to import parents and pupils from a file. Sometimes it is necessary to add parents and pupils manually; in this case, the parent

must always be entered first and then the pupils should be added to the parent.

6.2.1 Parents

To add a parent manually, select the “Add Parent” menu option from the “Edit” menu. The following window will appear:

A set of parents is defined by their “display name” in the same way as for Teachers. Time constraints can be defined in exactly the same way as for teachers too, so late arriving or early departing parents can be catered for.

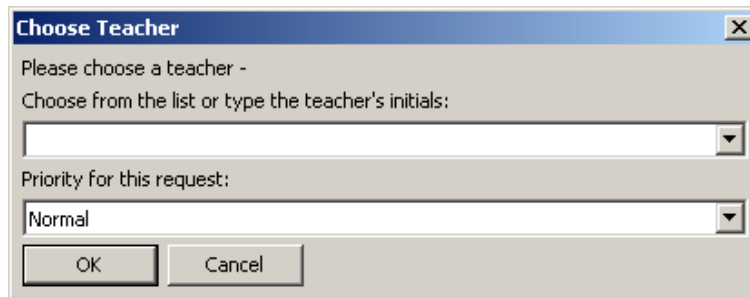
You can also optionally define an email address for parents. If you define one then you can send the parent’s schedule to them automatically via email instead of having to print it out, saving postage and admin costs.

6.2.2 Pupils

You then need to define the pupils for each set of parents. In the vast majority of cases, each set of parents only has one pupil, but the program fully supports multiple pupils per parent (i.e. twins, triplets, non-twin siblings in the same school year and so on). To add a pupil, press the “Add Pupil” button on the right-hand side of the parent window. The following window will appear:

Pupils are defined by name, and you can optionally specify the form (i.e. house or tutor group) they are in. If you define a form for a pupil, the program will print the form on all handouts and will also group the pupils into forms on the left side of the main display, making it easier to find pupils.

For each pupil, a list of requested teachers needs to be given. These specify the teachers that the parents wish to see for each pupil. In order to add a request to see a teacher, press the “Add Appointment” button. The following window will appear:



The teachers can be chosen quickest by typing their initials into the box, but this will only work if you have defined initials for each teacher. You can also choose teachers from a list by pressing the small arrow on the right and selecting the required teacher.

A priority can also be set against each request to see a teacher. The available priorities are:

High: high priority requests are all booked in first before any others

Normal: the default priority for appointments

Low: low priority appointments are booked in last, after the rest of the parents’ evening has been set up.

The priorities are only relevant if you have too many appointments and they do not all fit in the parents’ evening. In this case the priority system is used by ParentEve to automatically choose which requests do not get an appointment booked for them.

6.3 Booking In

As you find out which teachers need to be seen and fill in the appointments, you will notice that the program will put the phrase “Not booked yet” against the appointment in the pupil window. This is because the program has not yet worked out an appointment time.

In order to place the new requests into the current schedule, click the “Book Unbooked” button in the toolbar. This ensures that all outstanding requests have times booked for them. The program will warn you if you try to print with unbooked requests — this is allowed (if you have an overbooked evening) but if you need all appointments booked then click this button.

6.4 Restarting Optimisation

It is occasionally desirable to restart the optimisation process, because sometimes the optimisation gets “stuck” at a score like 960 or 970, and cannot get up to good scores like 985. This is more likely to happen when you have added some new information from late parent slips.

If this happens, the “Rebook” button is needed. Selecting this option will clear out all of the current appointments, and will rebook them all in using a “first-come-first-served” method.

The resulting schedule will score very low, but it allows you to start the optimisation again from scratch. The overview area will show a large block of blue squares against the left-hand edge (resulting from the first-come-first-served booking), and there will be many red squares as the appointments tail off towards the end of the evening. However, the situation will rapidly improve with a short run of the optimiser and a good score is more likely.

6.5 Reusing the Teacher List

A common situation is where you have entered all of the school’s teachers in one event, and you wish to reuse this list for another event — for example, when setting up new events for the youngest year in the school.

In order to do this, select the “Delete Parents and Pupils” option from the “Edit” menu. This will remove all of the parents, pupils and requested appointments, leaving just the teachers. This schedule can then be saved to a different filename using the “Save As” option from the “File” menu.

6.6 Reusing Last Year’s File

Another common situation is where you held a parents evening last year, the pupils in question have now moved up a year and you wish to reuse the old file as a basis for the new parents evening.

This is done by selecting the “Delete Appointments” option from the “Edit” menu. This removes all requests for parents to see teachers, and all the overview squares will turn white. As the parents send in the information about who they wish to see, you can book the appointments in as usual.