

## RSVP for Randolph-Sheppard Vending Programs

**Overview:** RSVP<sup>®</sup>, is a fully integrated solution to managing a state's vending program. RSVP is a client-server application using Microsoft<sup>®</sup> Windows 98 or XP, Microsoft Office, and MS SQL server database. The application is available to local clients or statewide over your wide area network.

RSVP is developed around a program philosophy concerned with facility improvement, increased customer satisfaction, and increased profitability for operators. We know that with increased availability to accurate program information, field staff and home office staff will take a new approach to effective and profitable program management.

Here are some frequently asked questions...

**What does RSVP do?** RSVP manages all aspects of the operator, facility, contract, and program rules/relationships within your vending program. It maintains all history related to transactions you process. Analysis of virtually all aspects of your program's operation is available at your fingertips.

**What if I have a data management system now?** Often, the data contained in existing systems is migrated to RSVP for you by SyLNx as part of the installation process. Because RSVP is so comprehensive, data from various aspects of the program probably do not exist in your current system. These data will require manual entry during the installation phase.

**Does this mean I will need to add staff?** No, current staff can bring your current data up-to-date and, after that, a few days of monthly report data entry and simple maintenance are all that is required. RSVP becomes a new and powerful tool for each of your staff.

**What makes RSVP unique?** First, RSVP has been designed to be as comprehensive as possible. This means that virtually all conceivable aspects of a state's vending program, operating under the Randolph Sheppard Act, are managed in a totally integrated package. Next, it is a transaction based system that checks business rules and refuses a transaction if the rules disallow or triggers associated processes if the transaction is approved. Also, program history is maintained over time so you can instantly see, not only who is operating the facility today, but who has operated since it opened. These are just a few examples of the robustness of the program.

### **Is this an accessible program for blind and visually impaired persons?**

Yes, RSVP works with JAWS<sup>®</sup> and font preferences may be customized to individual preferences within the Grid of the program.

### **Can my field staff access the program from their offices?**

If they are connected to the home office over an existing local or wide area network, they will be able to access information in the system. As changes are made, everyone will see those changes immediately. RSVP can also be made available over the Internet.

**What about security?** Security features are configurable within the database. The program administrator will set access levels for all staff with respect to whether they may read-only, or read and update certain data, or read and update all data.

## Using RSVP

When you enter data into RSVP, it stores it into a large and complex database. RSVP serves as a window into the database and arranges the information you want to see into "views". RSVP comes with over two dozen views from which you may look at data. You may create as many additional customized views as you find useful. Views are displayed to you through three built-in screens.

### The Grid

First, the Grid displays data in a column and row format. The Grid permits you to drag as many as four column headers into an area that organizes the corresponding data into groups relating to the column headers you selected. Grouping by facility type places all cafeterias, snack bars, vending, etc. facilities in groups for easy viewing. From that point, you can filter out types you don't want to see and sort the remainder.

Data may be entered, updated, and deleted directly into the Grid from the keyboard. As changes are submitted, the database is updated and all users are able to see the changes. Grid screens are implemented for all views within RSVP.

Once you have grouped, filtered, and sorted a Grid, you can instantly export the data to Microsoft Excel™, manipulate it further to meet your requirements, and print a report or a chart. A completely customized and properly formatted report can be generated in a few minutes without the need to master complicated procedures.

Facility Type ID	Facility No	Facility Name	IP-CLASS
-Dining Food Prep			
Dining Food Prep	492	CA CAFE/STRAWN No. 492	Open Place
Dining Food Prep	418	SOJICE CTR POP No. 418	Open Place
Dining Food Prep	217	WA LOCKBOLT CAFE No. 217	Open Place
Dining Food Prep	297	KENNY WAREHOUSE/ENT No. 297	Open Place
Dining Food Prep	498	DEPT OF CORRECTIONS No. 498	Available
Dining Food Prep	491	CRAWFORD JUSTICE CENTER No. 491	Open Place
Dining Food Prep	472	FED COURT HOUSE CAFE No. 472	Available
Dining Food Prep	468	HOUME STATE UNIV CULDEE No. 468	Open Place
-Snack Bar			
Snack Bar	401	HUNNICK SERRIN TELLER No. 401	Open Place
Snack Bar	498	TRANSFERTOR UNIVERSITY No. 498	Open Place
Snack Bar	296	STATE OFFICE BLDG No. 296	Available
Snack Bar	495	ANDREW JACKSON ET OFF BLD No. 495	Open Place
Snack Bar	228	HOUMERUS A. BULL No. 228	Open Place
-Vending			
-Vending (Group)			
Vending			
Vending	472	12th No. 472	Available
Vending	411	PARSON No. 411	Available
Vending	495	DEPT OF TRANSPORTATION No. 495	Available
Vending	434	WALCUMB CENTER No. 434	Available
Vending	451	JASPERVILLE No. 451	Available
Vending	442	4th St No. 442	Available
Vending	440	TRANSFERTOR UNIVERSITY No. 440	Available
Vending	419	14th & W No. 419	Available
Vending	438	CATER CORWOLF CAMP No. 438	Available
Vending	431	HUNNICK SERRIN TELLER No. 431	Available

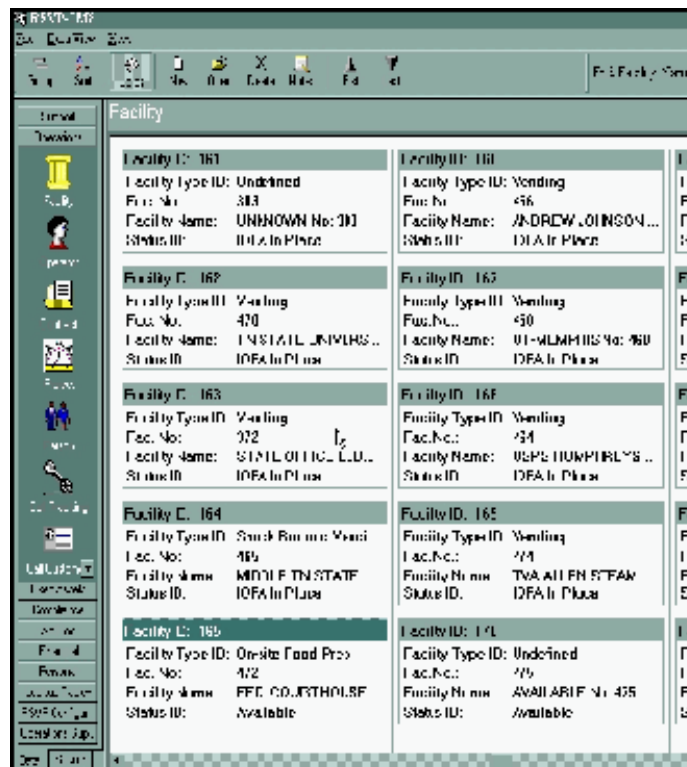
## Summary Features of the Grid

- User configurable display
- User selection of data fields to display or hide
- User selection of header/data font type and size
- Saving of user custom views in a personal folder
- Grouping for up to four data heading types
- Four level sorting by single or multiple columns
- Filtering by data entry, date/month, or date/year
- Aggregating data by group, sum, count, or average
- Count of records displayed
- Ad-hoc notes for each record with date stamp
- Expand or collapse groups for easy viewing
- First/last record navigation
- One click export to Excel

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## Cards

Since the Grid presents data in a column and row format, all data may not be available on the screen at one time for any given entity. Simply by clicking the "Cards" button on the menu bar, a set of file cards appears. All data for the entity are visible on each card. To view more Cards, you simply scroll to the right. Data may also be entered, changed, and deleted from the Card screen. Features available in the Grid are also available in Cards.



## Forms

RSVP has another and even more powerful screen with which to enter and record your data. When viewing data in the Grid or the Cards screens, you can select the entity you wish to view and then open the "Forms" screen (figure 3). Forms are available from many views. The powerful feature of Forms is in its ability to bring multiple views of the data to your desktop. In addition to the view you are in, you can switch to other views of the data by clicking file folder tabs on the form. For example, if you were viewing information on an operator and wanted to see how many training classes he/she has attended or which facilities he/she has bid on since beginning the program, you simply click the desired tab and that information is displayed on the form.

For data entry purposes, many people prefer to enter data on a form rather than, for instance, in the Grid view. Forms provide a concise summary of information in one place rather than scrolling or navigating a large area of data. Forms also have the look and feel of paper forms, which most people are accustomed to using. As with the Grid and Cards screens, Forms has pop-up lists of commonly entered data. These data are maintained by you in lookup lists. Instead of typing repetitive information into fields, these lists give you a choice to click from a set of pre-described data. This feature cuts typing significantly, reduces error, and makes your data look clean and orderly.

The screenshot shows a software form titled "Facility 473". At the top, there is a menu bar with icons and labels: "File", "Edit", "View", "Print", "Format", "Tools", "Options", and "Help". Below the menu bar, there are several input fields and dropdown menus. The "Location" field is set to "999". The "Public Users to whom Available" checkbox is checked. The "Manager" field is set to "Wagner, Daren". The "Company" field is set to "Compton, Dan". The form is designed to look like a paper form with a light green background and a dark border.

# Minimum System Requirements for SyLNX Product Line

## Server

- ✿ 1. Operating System: Windows 2000 Server (Latest Service Pack)
- ✿ 2. Note: For installations of 5 or less users, Windows XP Professional will suffice.
- ✿ 3. For an **existing server** minimum requirements call for a Pentium III computer 800 Mhz
- ✿ 4. For a **new server**, it is recommended that the server is equipped with a Pentium Xeon CPU. A fast CPU should be selected for high use environments.
- ✿ 5. 512 MB Memory (1GB Preferable)
- ✿ 6. 9 GB Available Disk Space (RAID Preferable)
- ✿ 7. Monitor
- ✿ 8. Network Interface Card
- ✿ 9. CD-ROM Drive (DVD Preferable)
- ✿ 10. Tape Backup Device and Software (Compliant with Microsoft SQL Server)
- ✿ 11. Microsoft SQL Server 2000 (Latest Service Pack)
- ✿ 12. Internet Connection Recommended
- ✿ 13. Depending on Installation Options:  
(\*) Modem

## Client Desktop/Laptop

- 1. Operating System: Windows 98, NT 4.0 Workstation (SP5), Windows 2000 Pro or Windows XP Pro
- 2. Pentium computer (800 Mhz or better recommended)
- 3. 128 MB Memory
- 4. 4GB Disk Storage
- 5. 17" Monitor (19+" recommended)
- 6. Network Interface Card
- 7. Microsoft Office 2000 or XP Professional
- 8. Access to Laser Printer
- 9. Internet Connection Recommended

## Recommended Customer Knowledge/Training Pre-requisites

- 1. Windows NT Workstation, Windows 2000/XP Professional, XP (depending on target operating system)
- 2. Microsoft Office Professional