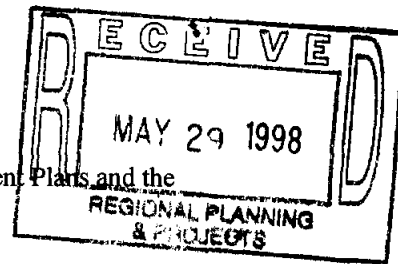# Users Manual
# Guide for Management Plans
Computer Application for the Development of Groundwater District Management Plans and the
Implementation of Senate Bill 1

## I. Install and Uninstall

### 1. Preparing
In order to run the application, you must have the Windows 95 Operation System. At least a Pentium75 system with 16-MB RAM, 60-MB hard disk space and CD-ROM drive is required. Also, your computer needs to have a directory named "My Documents", if not, create one before the installation.

Before installing, close all the applications running on your computer (including the application running in the background). By pressing the <Ctrl>, <Alt> and <Delete> key simultaneously, you will be presented a list of the applications running on your computer. Select an application (besides "Explorer" and "Systray") in the list, and then click on the "End Task" button to close it. Continue the same procedure until there are only "Explorer" and "Systray" left in the list.

### 2. Install
Put the CD disk in the CD-RAM drive, click on the "Start" button (in the lower left corner of the screen) on the task bar, click on the "Run" button, then type "<Your CDROM Drive>: \disk1\setup" in popup window, click on the "OK" button, and then follow the instruction of the setup program.

### 3. Uninstall
Click on the "Start" button (in the lower left corner of the screen) on the task bar, then move mouse to the "Settings" and click on the "Control Panel". In the popup "Control Panel" window, double click on the icon of "Add/Remove Programs". In the newly coming up window "Add/Remove Programs Properties", select the "SB1 Checklist" from the scrolling list by clicking on it, then click on the "Add/Remove" button below the scrolling list, and then following the instructions.

## II. Interface Structure and Functions
The main interface of the application has four sections, and indicated by separate tab dividers.

### Structure
### 1. Tab Checklist
The user can add new records, edit existing records and print the pages of the checklist by clicking on the respective button. When the function of the button is not available, the caption on the button is in gray (this feature applies to the whole application). When you first use the application, only the "New" button is enabled (i.e. reacts to your clicking). After you finishing the checklist, other buttons on the section will be enabled, and the "New" button changes to the "Add" button. Users need to use the "Add" button only when there is a need to create another record for the checklist because you can always make change to the existing information for the checklist through "Edit" button.

### 2. Tab Management Plan
All the buttons in this section are for processing of the information of goals and objectives. When first starting, the buttons are not enabled because there is no any information to process. This section is only for processing existing information such as modifying, deleting, viewing, and printing. You can not add new goals and objectives from here. Adding goals and objectives have to be done through checklist in page 9 in order to maintain the integrity of the information associated with the Management Plan.

### 3. Tab Directors and Officials

Same as all the other sections, the buttons will only be enabled when there is information for the section. Unlike the previous section, you will be able to add, delete and modify the information specifically for this section.

### 4. Tab Other
When you want to transfer your data to another system, you need to export the data. The "Export" button provides the function for this task. By clicking on the button, you will be presented a list from there you can pick and choose which data to export. The "Exit" button will close the application, while the "Fix Consistency Problem" is only for fixing consistency problems when they occur.

### Functions
### 1. The first section is for the checklist itself ("Checklist" tab)
The user can add new records, edit existing records and print the pages of the checklist by clicking on the respective button. When the function of the button is not available, the caption on the button is in gray (this feature applies to the whole application). When you first use the application, only the "New" button is enabled (i.e. reacts to your clicking). After you finishing the checklist, other buttons on the section will be enabled, and the "New" button changes to the "Add" button. Users need to use the "Add" button only when there is a need to create another record for the checklist because you can always make change to the existing information for the checklist through "Edit" button.

### 2 The second section is for the goals and objectives ("Management Plan" tab)
All the buttons in this section are for processing of the information of goals and objectives. When first starting, the buttons are not enabled because there is no any information to process. This section is only for processing existing information such as modifying, deleting, viewing, and printing. You can not add new goals and objectives from here. Adding goals and objectives have to be done through checklist in page 9 in order to maintain the integrity of the information associated with the Management Plan.

### 3. The third section is the personal information for the directors and public officials ("Directors and Officials" tab)
Same as all the other sections, the buttons will only be enabled when there is information for the section. Unlike the previous section, you will be able to add, delete and modify the information specifically for this section.

### 4. The last section is for all other ("Other" tab).
When you want to transfer your data to another system, you need to export the data. The "Export" button provides the function for this task. By clicking on the button, you will be presented a list from there you can pick and choose which data to export. The "Exit" button will close the application, while the "Fix Consistency Problem" is only for fixing consistency problems when they occur.

## III. How to Use the Application
### 1. To Start
In Windows 95, click on the "Start" button in the lower-left corner of the screen, and then click on "Programs". When the list of icons pops up, click on "SB1 Checklist" which will then pop up another small list with only "SB1 Checklist Short Cut" on it, then click on "SB1ChecklistShort Cut". The application will start from this point.

The first page shown is the application welcome page. You have to enter your district name in the box in order to continue. After entering the district name, click on the "Start" button to continue. The "Close" button will terminate the application. Once you entered your district name, it will stay there and can be modified but not erased. After the welcome page is the Main Menu of the application. The structure and functions of the main menu are described in section 1.

### 2. Welcome Page
You have to enter your district name in the box in order to continue. After entering the district name, click on the "Start" button to continue. The "Close" button will terminate the application. Once you

entered your district name, it will stay there and can be modified but not erased. If you click on the "Start" button without entering your district name, you will be prompt to enter the district name. After the welcome page is the Main Menu of the application.

### 3. To Work on the Checklist
All the information (including those for Checklist, Directors and Public Officials, and Goals and Objectives for management) has to first be created through the Checklist interface. Click on the "New" (or "Add") button to start a blank section of the Checklist. Follow the directions of the application, which will instruct you to enter data to each page.

It is import to remember that you have to enter data on every page before you close the Checklist. Failing to do so will cause an inconsistency problem, which will force you to fix the problem and erase the data you have already entered. If the application is terminated before the Checklist is finished, an inconsistency problem will occur. When the checklist is new, all the radio buttons for the answer appear in gray. Once a question is answered, the radio will appear in solid black in a circle with the respective answer, and the radio buttons for other questions will appear the same under "No". There will are couple of the buttons will stay gray until you actually clicking on it. But these fields have no affection to the consistency of the Checklist. If you have to stop the process in the middle, you can check only one question with either "Yes" or "No" in each page then close the application. You can always go back to make changes.

Some questions in the Checklist need backup information when the answers for the questions are "Yes". If you do not provide backup information, you will be reminded once for each of the questions when you try to leave the page (i.e. goes to previous/next page or closes the section).

A finished checklist is treated as one record in the application. It can not be deleted once created, but can always be changed. The "Edit" button on the main menu" provides access to the existing checklist records. When you click on the "Edit" button, the interface will change and display a list, from there you can choose to edit an individual page or all pages.

The "Print" button lets you print a finished checklist. After clicking on the "Print" button, you will see the same list that comes up after clicking on the "Edit" button. You can choose to print an individual page or all pages from there.

Note:
The questions in black text are required by the Senate Bill 1, and are phrased with the words of "must" or "shall" in the law. If the questions are applicable to your district, the answer must be "YES".
The questions in blue text are not required by the Senate Bill 1, and are phrased with the word of "may" in the law. Please double check with the Senate Bill 1 while working on the checklist.

### 4. To Work on Personal Information about the Directors and Public Officials
The information about the Directors and public officials can be added, deleted, and changed through the "Director Information" tab on the main menu after the record is created. In order to maintain the integrity of the data, the record must first be created through the Checklist. When you answer "Yes" to the first question on the first page of the Checklist ("About the Board of Directors"), an input form will popup for you provide more information about the Directors. Because this question is only about the Directors, you can only enter the information for the Directors. You can use the "Edit Director Info" button in the upper right corner on the same page to add non-director information.

On the "Information about the Directors and Public Officials" input form, you can navigate through the records by clicking on the "Next" and "Previous" button if there are more than one personal information pages. When there is only one personal record, the navigation buttons will not show up. There are three ways to add new record. If you see the "Add New" button, you can click on the button to obtain a blank record. The "Add New" button will show up only when you bring up the form by clicking on buttons directing you to edit the records (such as the "Edit Director Info" button on the first page of the Checklist, and the "Edit" button on "Director Information" tab of the main menu). When there is not an

"Add New" button, you can use "Next" button, if you are at the last record of the record set, to add a new record. Or you can add new record at the end of the existing record set by pressing the Enter key on the last data field.

Sometimes some data fields on the form will disappear or become inactivated (i.e. you can not enter data to it) because they become not necessary or not applicable under certain situations. These fields will contain no data. Use the "Delete" button with caution, there is not an undo function to recover a deleted record. Once it's deleted, it is lost forever.

### 5. To Work on Goals and Objectives

Goals and Objectives for the management plan, like the information about the Directors and Public Officials, have to be created through the "The Management Plan" page of the Checklist. You can delete and change the data through the "Goals, Objective, and Performance Standards" input form. You are only allowed to add records (i.e. add new goals) through the Checklist. There is not an "Add" on this form. After entering a data in a field, the active field will automatically move to the next field.

By pressing Enter key, you are able to jump to next field in the same record. When you are at the end of a record, you can go to next record by either clicking on "Next" button, or pressing Enter key twice. When you at the last record of the "Goals and Objectives", you can add a new record by hitting Enter key twice in the last field, if adding new records are allowed.

There is not a "Delete" button either. Because the TWDB basically requires you to provide information in all fields for each goal, any goal with blank field will be deleted automatically. Therefore, removing a data from one field can cause that goal to be removed. You will always be prompted to confirm such an action. If you really want to leave some fields blank and do not want that goal to be deleted, you only need to click on "No" when being prompted. The blank field will be filled in with "<Space Holder>" until you can complete the form with the required information later.

There are two buttons on the main menu dealing with the previously created Goals and Objectives. These buttons will be activated only when your have created and saved multiple copies of the management plan. This situation happens only when you have created another set of data for the Checklist.

### 6. To Export Your Data

If you need to transfer your data to other system, you have to export your data first. The "Export" button on the main menu in the "Other" tab will allow you to complete the job. You will have a choice to export only the Checklist, Goals and Objectives or Directors' information, or all the data. All the data will be exported into MS Excel (in the tabular format) so your data can be opened in Excel and then transferred to other systems. However, the Goals and Objectives can also be exported into a rich text format (RTF) in order to keep its report-type layout, which can be opened in MS Word or other word processors.

### 7. To Close

Just click on the "Exit" button to close the application after you have entered all required data.