

AMX Database

High Tech Center Training Unit

of the California Community Colleges at the
Foothill-De Anza Community College District

21050 McClellan Road
Cupertino, CA 95014
(408) 996-4636

www.htctu.net

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AMX Database

Publisher:

High Tech Center Training Unit
Bradley Creamer – Sonoma Designs

Retail Cost:

None – however, it is necessary to agree to the Terms of Use before participating.

System Requirements:

- Web Browser (IE, Mozilla, FireFox, Safari, etc.)
- Internet Connection

Description

Producing instructional materials in alternate formats is an exercise in managing details. After listening to and evaluating the needs of alternate media specialists from the California community colleges, as well as other colleges and universities, the High-Tech Center Training Unit has designed a database that meets these needs.

Designed in cooperation with a statewide advisory group, this web-based resource operates in a UNIX environment and has been written in PHP/MySQL for security and reliability. The program contains more than 30,000 lines of original code and was written by Bradley Creamer of Sonoma Designs.

Ease-Of-Use

The AMXDB has been designed to be fully accessible. Although it is richly featured, users can choose to use as much or as little of the database functionality as they wish. While providing each user college with a discrete and secure working environment, the AMX DB provides a highly developed level of automation and "global" information sharing. Wherever possible, alternate media production requests involving student preferences, publishers, distributors and service providers can be generated and the forms completed automatically.

The AMX DB automatically captures and makes available to all participating members any new information provided by users concerning publishers, distributors and service providers. Additionally, as new book and video titles are added to the database, the alternate media information (i.e. Braille, Daisy, MP3) developed for those titles is captured and shared/not shared for potential request by other participants (depending upon local campus preferences) with the global database during the production tracking process.

Operational Overview

The program provides two levels of integrated operation: global and local.

At the global level, users may employ the AMX DB search features to examine the content of the AMX DB, ATPC and Project Gutenberg databases.

At the global level, users may automatically generate requests for content listed with the AMX DB. The database monitors the status of all requests and provides an easy mechanism for tracking requests critical to the production of alternate media.

At the global level, the AMX DB provides a mechanism for identifying other participant colleges currently working on producing alternate media for book titles or videos so that participating colleges can share the production workload and not duplicate effort.

The AMX DB also provides a globally available listing of book publishers, video distributors and service providers (i.e. transcribers, captioning resources).

At the local level, the AMX DB provides a rich assortment of information management resources:

1. A database of the names, contact information and skills of full and part-time college employees involved with the production of alternate media.
2. A database of student names, contact information, and alternate media preferences
3. A database of books produced by the local college along with the ability to add, edit, delete, share or not share this information with the global database
4. A database of videos captioned by the local college along with the ability to add, edit, delete, share or not share this information with the global database
5. The ability to schedule and track all elements of the alternate media book production process including critical production and completion dates, permissions and responsible staff
6. The ability to schedule and track all elements of the video captioning process including transcription, captioning style, media format, critical production and completion dates. The video job production process also includes a mechanism for tracking and securing permissions from video distributors.
7. The ability to generate a variety of useful reports about local production of alternate media
8. The ability to establish account name/password access levels to AMX DB functionality for various college employees using the resource (i.e. Alternate Media specialist, administrative assistant, student worker)

9. The option to share or not share with the larger AMX DB community any books or videos produced by the local college
10. The ability to provide timely e-mail notification about the production status of alternate media requested by either students or faculty

Student Access

The AMX DB provides a web-based system that allows students to login and check the status of requested alternate media using a unique combination of college name and student ID number. Students are able to view information specific to any requests or jobs they are associated with provided that they are identified in the AMX DB. Students are only able to view the status of their specific content and not able to view the status of other student's requests or jobs.

Getting Started

To leverage the full functionality of the database, we recommend that you spend a few minutes entering staff or student information into the system. This will allow you to update individuals as to the status of job processes or delays by sending e-mail directly from the system.

Configuring the Web Browser

Certain functions within your Web browser need to be enabled in order to use the AMX DB system. Specifically, Java Script will need to be enabled and you may need to disable pop-up blockers for the AMX DB website (some versions of Internet Explorer may require this).

1. To disable Pop-up blocking in Internet Explorer, open IE and choose "Tools" from the menu bar.
2. Choose "Pop-up Blocker" and select "Pop-up Blocker Settings".
3. In the Address of Website to allow field, enter www.amxdb.net and select the "Add" button.

Most Web browsers will not require any modification from the default installation settings. However, the pop-up blocking issue may be necessary for some versions of Internet Explorer.

Adding Staff

Adding staff to the AMX DB allows you to send communications to your entire staff as well as assign jobs and tasks to staff members. Staff do not have full administrative authority to the database, but can perform most tasks. To get started, select the "Staff" hyperlink from the main page. You will be able to view a list of all your staff members as well as their contact information.

1. Select the "Create New Staff" hyperlink.

2. Complete the appropriate fields for the name, address, e-mail, etc. You will need to enter a password and provide the appropriate access level. Set the Access Level to "Staff". **(Note – you must enter at least an e-mail address and password in order for individuals to access the system).**
3. When you have completed the profile for the new staff member, select the "Add New Staff Profile" button.

You can also go back to edit staff information and settings. Simply return to the "Staff Listings" page and select the staff member whose profile you wish to edit.

Adding Faculty

Adding faculty to your system may be necessary for the tracking of video materials (or alternate media production) at your campus. Faculty do not have access to the database, rather adding faculty allows the database to track requests and materials specific to a faculty member as well as informing the faculty member when such materials are ready for pick-up. To get started, select the "Faculty" hyperlink from the main page. You will be able to view a list of all your currently entered faculty.

1. Select the "Create New Faculty" hyperlink.
2. Complete the appropriate fields for the name, address, e-mail, etc. You may enter as much or as little of the information as you prefer.
3. When you have completed the profile for the new staff member, select the "Add New Faculty Profile" button.

Similar to the staff information, all faculty information and settings can be edited at a later date. Simply return to the "Faculty Listings" page and select the faculty member whose profile you wish to edit.

Adding Students

Adding students to the AMX DB provides the opportunity to track the production of alternate media for specific students as well as student alternate media preferences. Students will also have the ability to login to the AMX DB to review the status of their alternate media (e.g., completed, delayed, in progress, etc.). To get started, select the "Students" hyperlink from the main page. You will be able to view a list of all your currently entered students.

1. Select the "Create New Student" hyperlink.
2. Complete the appropriate fields for the name, address, e-mail, etc. You may enter as much or as little of the information as you prefer.
3. If you leave the Student ID field empty, the AMX DB system will automatically create a Student ID for you. However, if you subsequently delete this field, the

system **will not** automatically create a new student ID. The Student ID is necessary for students to log in to review the status of their alternate media requests.

3. When you have completed the profile for the new staff member, select the "Add New Student" button.

Local Book Database

The AMX DB is unique in that it provides each institution with a "local" database of alternate media specific to the institution, but also allows for the tracking and searching of alternate media throughout the entire system. Each institution has its own "local" database of alternate media titles and associated alternate media content and this information can either be shared or not shared with the AMX DB community.

To review the materials in your "local" book database, select the "Books" hyperlink from the Main Menu page. This will provide you with a listing of all the printed instructional materials that you have added. To refine your view to a select group of titles, simply select a letter from the drop-down list box to reorder your information.

Book Database

Find titles starting with:

Book records found: **45**

Books and/or alternate media owned by High Tech Center Training Unit (1).

To view a record, click on book's ISBN. (By default, books sorted by title ascending. To sort other columns, click column title.)

ISBN	<u>Title</u>	<u>Author</u>	<u>Category</u>	Delete
B143000126	1984	George Orwell	Social Science	Delete
B249000058	A Book Title	Authoritarian	Art	Delete
3B57567999	A Year in the Life of a Brain	Albert Einstein	Biological Sciences	Delete
1244A61023	Advanced Linear Algebra	Alvin Touring	Other	Delete
A1237559BQ	Alice in Wonderland	Lewis Carroll	Language Arts	Delete

Adding a Book Title

1. Select the "Add New Book" hyperlink.
2. Enter the ISBN for the material. If there is no ISBN associated with the book, then an ISBN will be automatically created. **This field is only for one (1) ISBN number. The ISBN should be 10 characters and contain NO dashes.**
3. Enter the Title, Author, Book Edition, Year, and Category.
4. Select a Publisher or, if the Publisher is not listed, enter the Publisher's information.
5. Select the "Finish New Book Record" button. You have now added new materials to your local book database.

Book record information:

ISBN: B159000137
Title: Maximum Accessibility: Making
Your Website More Usable for Everyone
Author: John Slatin
Edition: 1st
Year: 2003
Category:
Record created: 06/20/2005

Book entered by: [Sean Keegan](#)

[Edit book record](#)

Alternate Media:

College	Source	Scope	Alt-Media	Reformatted Location	Action
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No alternate media records associated with this book.

Publisher Information:

Adding Alternate Media Content

Once you have added a book (or other printed material), you will need to associate any alternate media content with that specific title.

1. Select the "Add Alternate Media to this Title" hyperlink at the bottom of the detailed book record.

2. Identify if this alternate media content is to be shared with others in the AMX DB community. If you do NOT wish to share the content, please check the checkbox. (Unshared content will be displayed for your information, but other AMX DB participants will not be allowed to request this material).
3. Enter in the appropriate information as to the alternate media content, amount of the book processed, location, etc.
4. When you have entered the appropriate information, press the "Add Media" button. You will be returned to the detailed book information page and will be able to view your newly associated media.

Alternate Media:

College	Source	Scope	Alt-Media	Reformatted	Location	Action
1 High Tech Center Training Unit (1)	In House	Entire Book	Braille	Yes	CD-1	Delete
Entered by: Sean Keegan						

Deleting a Book Title

For each title that you enter into the database, you also have the ability to remove that specific title from your system. However, if you have entered a book title that others in the AMX DB community have associated alternate media with, you will not be able to delete that specific title from the database. Rather, you remove yourself as owner of the book and it will no longer appear in your "local" book database.

1. Find the book or printed instructional materials that you wish to delete by selecting "Book Listings" from your books database or selecting "Books" from the Main Menu.
2. In the same row as the title of your listed material, select the "Delete" hyperlink on the right side of the Web page.
3. Check the checkbox marked "Yes, delete this book record and all alternate media" and press the "Deletion Confirmed" button.
4. If you do not wish to delete the material in question, select the "Don't Delete, go back" hyperlink.

If you any alternate formats associated with a book or other printed material, you will need to first delete the alternate formats before you can remove the book. This applies to any job where the alternate formats are either Shared, Not Shared, or Production Only. Once these alternate formats are removed, then you can remove the book from your "local" book database.

It is also important to note that the individual who entered the material is the only person who can remove the content. In other words, if the Administrator entered the alternate media format, then only the Administrator can remove the alternate media format. If a Staff member entered the alternate media format, then only the Staff member can remove this title.

Publishers

The AMX DB is preloaded with a large number of publishers as well as the contact information for that specific publisher. If you are certain that a publisher is not available, you may contact the HTCTU and ask the system administrators to add the publisher information to the AMX Database. If you believe a publisher to have the incorrect contact information, please contact the High Tech Center Training Unit as soon as possible with the corrected contact information.

When adding a new book to the AMX DB, you will initially be asked to select a Publisher from the list. If no publisher is available, you can e-mail the HTCTU staff in order for the system administrators to enter the appropriate Publisher name and contact information. Please provide as much information as possible.

The Book Job Process

A new feature of the AMX DB is the capacity to track the production of alternate media. The Book Job Process provides a customized interface specific to the creation of alternate media tasks as well as the ability to assign specific jobs or tasks to staff and student-workers.

Creating a Book Job

1. Select "Create New Job" from the Main Page and then select the hyperlink "New Book/Printed Material Job".
2. Select the title of a book from the list. If you do not see the book title information, then you can enter a new title by selecting the "Create a new book record" hyperlink.
3. Identify if you wish to share this job production with the rest of the AMX DB community. By sharing this job production, you can collaborate with others who may wish to work on the creation of alternate media.
4. Identify the responsible person associated with this book job.
5. Enter the "Job Start Date" (date when production is to begin) as well as the "Job Completion Date".
6. Press the "Continue with Job Setup" button to complete the book job process.

Adding Alternate Media to a Job

Once you have created a job, it is necessary to identify the alternate media content that will be part of this job process. You may wish to identify each discrete step of the process (i.e., identify each specific file format you will create) or you may wish to simply identify the completed file format that will be provided to the student.

1. Select the "Add Media" button under the Alternate Media and Job Notes heading.
2. Identify if the alternate media content is to be shared with the rest of the AMX DB community, it is for production only, or if it is to not to be shared. Content set to "Shared" **is** visible by other colleges. Content set to "Not Shared" or "Production Only" **is not** visible to other colleges.
3. Enter the scope of the materials to be converted. For instance, is this the entire book, chapters 1-12, etc. Identify the alternate media type that you will be creating.
4. Identify if the materials are to be edited or reformatted, the location in your office, and any production settings that are necessary for the creation of this specific piece of alternate media.
5. You may select a student by pressing the "Select Student" button and choosing a student from the new browser window. After you identify the student, press the "Select Student" button in the new browser window (it will automatically close).
6. Identify if the student has a legal copy of the book and identify if you have received a copy of the syllabus from the student. Enter the appropriate dates for completion.
7. Identify the Staff member that is assigned to this task. You may also enter the date the task was assigned as well as the completion date.
8. When you have entered the necessary fields, press the "Add / Edit Alternate Media Job" button. This will add this specific alternate media information under the "Alternate Media and Job Notes:" heading.

Each of these specific alternate media tasks can be viewed by selecting the "V" button within the same row. This will open a new browser window in which you can review the information specific to that alternate media content.

You may also edit the alternate media task after it has been created. Press the "E" button in the same row as the alternate media task and you will be able to change any information specific to that alternate media. You also have the option of deleting the current task as well as the current alternate media.

Note – Staff members are only able to Edit materials for which they are assigned. Staff are unable to make the changes to the alternate media tasks assigned to other staff members.

If you wish to notify the student the materials are ready for receipt, you can notify a student by e-mail when the content is available. Select the checkbox next to the appropriate student and press the "Notify" button. This will prepare and automatically send e-mail to all selected students. You can also send a Blind Carbon Copy to Staff or the Administrator.

Sample E-mail Message

AMXDB Job Notice:

Materials ready/completed: 08/05/2005
Title of material: Advanced Linear Algebra
Alternate Media format: Braille

Thank you and for additional information please contact:
Sean Keegan
skeegan@htctu.net
(408)996-6044

Local Video Database

The video database is very similar to the book database in that it also acts as a "local" database of information specific to your institution. Institutions can add video and/or multimedia titles into the AMX DB that have been captioned in order to alert other institutions as to the existence of captioned content.

Video Database

Find titles starting with: 

Video record found: 27

Videos and/or alternate media found owned by High Tech Center Training Unit (1).

To edit a record, click on video's title. (By default, videos are sorted by title ascending. To sort on columns, click column title.)

<u>Title</u>	<u>Director</u>	<u>Category</u>	<u>Year</u>
1984	Sean	---General Movie---	1873
24		Action/Adventure	2001
A Crazy Puppy Named Abbey	Julie Hammon	Comedie	2005
Attack of the Killer Tiger	Max the Monster	Horror/Suspense	2005

Adding a Video

To review the materials in your "local video database", select the "Videos" hyperlink from the Main Menu page and select the "Add New Video" hyperlink.

1. Enter the Title, Director, and Year for the video. Press the "Continue" button to move the next screen.
2. Enter the Subject information as well as the type of film in the Category.
3. Identify the Distributor from the list, or enter the distributor information if the desired information is not found in the list. Press the "Finish New Video Record" to complete the video information.

Adding Alternate Media Content

Once you have added the video title, you will need to associate any captioned content with that specific title.

1. Select the "Add Alternate Media to this Video" hyperlink at the bottom of the detailed video record.
2. Identify if this alternate media content is to be shared with others in the AMX DB community. If you do NOT wish to share the content, please check the checkbox. (Shared content is for everyone to view and request. Unshared content will only be displayed for your information).
3. Enter in the appropriate information specific to the Caption Style, the Transcript type, the Media Format, the Caption File, and the type of Audio Description (if present). Enter where you will store this information in the Location field.
4. Press the "Add Media" button to add the information to the video title.

Alternate Media:

College	Caption Style	Transcript	Media Format	Caption File	Audio	Location	Action
1 High Tech Center Training Unit (1)	Pop Up	Caption Only	Standard VHS	.cap		CD-2	Delete
Entered by: Sean Keeqan							

Deleting a Video

For each video title that you enter into the database, you have the ability to remove that specific title from your system. However, if you have entered a video title that others in the AMX DB community have associated alternate media with, you will not be able to delete that

specific title from the database. Rather, you remove yourself as owner of the video and it will no longer appear in your "local" video database.

1. Find the video that you wish to delete by selecting "Video Listings" from your video database or selecting "Videos" from the Main Menu.
2. In the same row as the title of your listed material, select the "Delete" hyperlink on the right side of the Web page.
3. Check the checkbox marked "Yes, delete this video record and all alternate media" and press the "Deletion Confirmed" button.
4. If you do not wish to delete the material in question, select the "Don't Delete, go back" hyperlink.

Distributors

Similar to adding publishers, the AMX DB allows individuals to enter information about specific distributors and content providers that is then available to the AMX DB community. Adding a new distributor is as simple as selecting the "Add New Distributor" hyperlink and entering the appropriate information to the various fields. It is important to be as specific as possible in order to provide the entire AMX DB community with the correct publisher contact information.

The Video Job Process

A new feature of the AMX DB is the capacity to track the creation of captioned or audio described videos. The Video Job Process provides the functionality to track the permission to caption a video as well as any transcription and captioning services.

To get started, select the "Create New Job" hyperlink, and choose " New Video/Electronic Material Job". This will begin the Video Job Process and allow you to select the video title as well as track permissions and captioning/transcription services.

Creating a Video Job

1. Select a video title from the list box. If you do not see the video title, then you can create the video title by selecting the "Create a new video record" hyperlink.
2. Identify if you wish to share this job with the rest of the AMX DB community. Also identify if you have a legal copy of the video.
3. If you do not wish to share this alternate media information with the AMX DB community, select the checkbox. Remember, "Shared" materials are visible to other

- colleges. "Unshared" materials are not visible to other colleges and are for your purposes only.
4. Enter information specific to this video job, such as the Caption Style, Transcript type, Media Format, Caption File type, and type of Audio Description file.
 5. Identify the Distributor and if permission has been granted to caption this video. You can enter a date when permission has been granted. There are also three text regions that you can use to track your interactions with the Distributor.
 6. Identify if you will be completing the transcription and captioning in-house, or will be outsourcing the transcription and captioning process. You can also identify a scheduled completion date.
 7. Review the information specific to this video job. You can edit many of the regions in order to provide more "up-to-date" information about Distributor interactions as well as when permission is obtained.

Notifying Faculty

If this video job process was for a faculty member, then you can associate a faculty member and their contact information with this Video Job Process. Simply select the "Change" button under the "Faculty Member" heading. Once a faculty member is associated with the job, then you can select the "Notify" button and the AMX DB will prepare e-mail on a new Web page. If you are satisfied with the e-mail contents, you can select the "Send Notification" button to automatically send the e-mail to the faculty member.

Sample E-Mail Message

AMXDB Job Notice:

Job ready/complete: 08/09/2005

Job requested completed: 08/10/2005

Title of material: The New Adventures of Buck Rodgers

Thank you and for additional information please contact:

Sean Keegan

skeegan@htctu.net

(408)996-6044

Searching for Materials

A core component of the AMX DB is the ability to search for books, printed instructional materials, videos, or other multimedia created in alternate formats. If a selected item is found, individuals can then review the various forms of alternate media that are in existence and make a request from the listing institution. It is important to note that the AMX DB does not contain the alternate media formats itself, rather the AMX DB simply provides a listing of the materials that have been created in the alternate formats.

In addition to searching for materials available in alternate formats directly through the AMX DB, it is also possible to search outside databases for the desired content. For instance, if content cannot be located through the AMX DB community, it may be useful to check if the content is available through resources such as the Alternate Text Production Center (ATPC), Project Gutenberg, Bookshare, etc. While it is not currently possible to request materials from these entities directly through the AMX DB, you may search for the existence of the desired content.

Performing a Search

1. Go to the Main Menu page.
2. Select the "Search Databases" hyperlink to search for alternate media.
3. Enter the appropriate information for either the book or video content and press the "Search" button.
4. Review the search results for your desired content and alternate media format.
When you have identified the information you are searching for, you can select the Book ISBN number or Video Title.

Upon selecting the desired content, you will now be able to review specific information about the book or video and have the capability to make a "Request" for these materials. Please review the next section on how to make a "Request" for desired media.

Book Database

Search by ISBN: **No dashes.**

...OR, enter in search criteria below...

Title:

Author Last:

Author First:

Book Edition:

Year:

Category: ▼

Alt Format: ▼

Find Jobs In Progress

Making Requests for Alternate Materials

After you have searched and located the desired materials, you can make a request for the materials from within the AMX DB. Pressing the "Request" button next to the desired format will prepare an e-mail to be sent to the individual listing the material. At this step, it is also possible to identify a student for whom this request will be processed (student information is not sent in the e-mail).

Upon submission of a request, the request is now considered "active" and the individual listing the material will receive an e-mail identifying your desire to obtain the materials in the appropriate format. Ideally, a college will inform you (the requestor) when the materials are "in route" using the "Request In Route" function of the database. However, you may receive materials without any feedback from the individual listing the material.

Requesting Content

1. Perform a search for the desired material as described in the previous section.
2. When you have identified the appropriate format you wish to obtain, select the "Request" button on the right side of the page. Each "Request" button is specific to the different alternate media formats listed.

3. Verify the content you are requesting as well as associate a student with this request. You do not have to identify a student during the request process. No student information will be sent to the college you are requesting from.
4. You will be able to review the e-mail that will be sent to the individual listing the material and make any changes necessary to the e-mail message. Press the "Confirm and Submit" button to send the e-mail request.
5. After confirming the request, you can now view the "Active Request" and track the status of this request.

Note – Requests for alternate media take place through the AMX DB. Because the AMX DB is open only to participating colleges and institutions of higher education, all requests should be from participating members. If you suspect a request is coming from an institution that is not part of the AMX DB system, please contact the High Tech Center Training Unit.

Request Functions

There are several functions that are available for active (or completed) requests. These functions are designed to improve the tracking and identification of pending, delayed, or completed requests. It is also possible to begin a new job process using the information about the specific request.

Request In Route

When you receive a request from another institution for alternate media content, you can indicate to the requesting institution that the material is "in route". This alerts the requesting institution that the alternate media format should be arriving soon.

Force Complete Request

Sometimes you will receive alternate media content before the sender indicates that the material is "In Route". Ideally, the sender will always indicate when they are sending you the information. However, if you receive materials without prior notification, then you may want to identify that the request is complete. It may be necessary to identify a request is complete in order to keep your information up-to-date as to what requests have been completed or are still pending. (Only available to Administrators)

Cancel Request

This will send a cancel message to the individual listing the materials indicating that you wish to cancel your request.

Create Job from Request

Upon the creation of a request, it may be desirable to begin a New Job Process based on the information you have associated with the current request. Selecting "Create Job from Request" will automatically begin the New Job Process workflow and automatically insert any request information into the appropriate fields in the Job Process workflow.

Student Views

The AMX DB provides an interface for students to view the status of their alternate media jobs and/or requests as well as a notification system to alert the student by e-mail when their alternate media is ready for delivery. In order for students to benefit from this functionality, it is necessary for AMX DB Administrators to add student information to the system. For information on how to add students to the system, please review the section "Adding Students".

For students to access the AMX DB, they will need 1) an e-mail address, and 2) their unique Student ID. If a Student ID is not provided during the initial creation of the student profile, the AMX DB will automatically create a Student ID. It is important that you provide this information to the student. This Student ID is analogous to a password and should not be shared with others.

Students can visit the main page of the AMX DB (<http://www.amxdb.net>) and select the "Students" hyperlink. The student will need to select their appropriate college from the drop-down list and then enter their unique Student ID. Once the student has logged into the system, they will be able to view the status of their alternate media materials.

Reports

The AMX Database provides a reporting system to extract important information regarding the jobs and requests associated with students, faculty, and staff. The reports feature in the AMX Database allows Administrators and Staff members to specify various parameters in order to list detailed information regarding past and ongoing activities at their local institution. One important aspect of the reports is that by running the different report options, you do not change any of the data in the system. Thus, an Administrator or Staff member conducting a report query does not actually change the information contained in the AMX Database.

The main Reports page can be accessed by selecting the "Reports" hyperlink from the Main Menu page after logging into the AMX Database. The Reports Main page is the control center for beginning the reports for your institution. The left side of the page contains basic information about the number of book and video media in the AMX Database and your institution as well as the number of jobs and requests at your college. The right side of the

page consists of a number of hyperlinks that specify the various report options that are available.

Reports can be separated into two broad categories: People Reports and Production Reports. More information is provided below on these two categories as well as the different information that can be derived from selecting the different report parameters. All reports can be formatted as either HTML-based or Excel-based documents (Excel-based documents are tab-delimited text files).

People Reports

People Reports are designed to show the requests or jobs that are associated with a specific person. The People Reports focus primarily on the individual and then show which jobs or requests associated with that the *person*. For example, if you wished to view what Jobs are in progress for a specific student, then you would choose the "Student Report" and select the individual student as part of the report parameters. The People Reports allow the user to specify date ranges (or month/year combinations), the specific individual at the institution, if the report should search Jobs or Requests, as well as how the data should be sorted. Additionally, for all of the People Reports, you can choose to download the report as an Excel file as opposed to viewing a HTML-based version of the page. (Note – the Excel-based version does not maintain the hyperlinks found in the HTML-based report.)

Student Report

The Student Report will show you all of the Book Jobs or Requests for a specific student. This report is useful for determining work completed or in progress for a specific student.

Faculty Report

The Faculty Report will show you all of the Book or Video Jobs for a specific faculty member. This report is useful for determining all the Book or Video jobs associated with a specific faculty member.

Staff Report

The Staff Report will show you all of the Jobs or Requests that are associated with a specific staff member. This report is useful for determining which staff members are working on, or have worked on, different Jobs or Requests.

Student Category Report

This report will show you all the students that meet your search criteria. For example, you could set search parameters to identify all students who are using Braille and the system will show you all of your Braille users. Depending on your search criteria, this report may work better as Excel as opposed to HTML.

Production Reports

Production reports are designed to show the jobs and requests performed at your institution. This information does not specifically highlight the work of any particular person, but rather reports on the production of jobs or requests that is ongoing at the particular institution. Several of the reports will provide feedback as to which staff member is working on a specific task or what request is associated with a particular student. However, if you wish to focus on the requests or tasks for a specific individual, then it is recommended to conduct the appropriate People report.

For all the Production Report queries, the information can be viewed either as a HTML-based or downloaded as an Excel-based spreadsheet. (Note – the Excel-based version does not maintain the hyperlinks found in the HTML-based report.)

Jobs

These reports will list the Book or Video jobs that have been entered at your institution. The Jobs report is separated into several different hyperlink options and will allow you to focus on jobs by: All dates (no date range is specified), by the completion date, by the requested completion date, by the delayed date, and by the modified date. For example, if you wished to review all the jobs at your institution, then you would select the "All dates" hyperlink and enter the appropriate search parameters. However, if you wanted to search jobs **only** by the completed date, then you would select the "by completion dates" hyperlink. Date information may be a specific date range or a general month/year combination.

The Jobs report parameters provide several options for determining what information is displayed in the results. For instance, the "All Jobs (no alternate media displayed)" radio button list all Book and Video jobs without specifying the exact type of alternate media being produced. The "Book Jobs (no alternate media specified)" or "Video Jobs (no alternate media specified)" radio button options will list only book (or video) jobs without specifying the type of alternate media being produced as part of those Jobs. If the alternate media radio button option is selected, then the report will provide detailed information as to the job and the alternate media content created as part of that job.

One important result of running either the "All Jobs (no alternate media displayed)" or "Book Jobs (no alternate media specified)" report is the column titled AMAS. AMAS is the acronym for Alternate Media Associated with a Student. This number tells you how many students are associated with an alternate media type for a specific Book Job (as it is possible to have multiple students associated with one Book Job). This value may be important when evaluating the total number of alternate media provided to students within a specified date range.

Requests

The Request report will provide a list of all the requests made at or by your institution. Options in the Request report include the ability to specify the requests you have made from other institutions (My Requests) as well as requests made from you by other institutions

(External Requests). Reports can be separated to list only book or video information as well as the specified media type desired.

Books and Alternate Media

This report will provide a list of all the specified book alternate media content you possess at your institution. More specifically, you can see who entered the information, the source of the original files, the category and other information associated with the search criteria. This report can extract from the AMX Database all the materials that you possess at your college in an Excel-based or HTML format. (Note – if downloading the Excel-based format, it is recommended to save this file to your computer and open Excel separately. Then, open this file from within Excel. The Text Import Wizard will begin automatically. Make sure to choose "Text" for the ISBN field to retain the correct ISBN values).

Videos and Alternate Media

This report will provide a list of all the specified video alternate media content you possess at your institution. More specifically, you can see who entered the information, the source of the original files, the category and other information associated with the search criteria. This report can extract from the AMX Database all the materials that you possess at your college in an Excel-based or HTML format.

Reporting Errors

The AMX DB is a new system and while it has been reviewed to ensure functionality for alternate media specialists, there may be issues that you identify in your daily workflow that you wish to report to the High Tech Center Training Unit. On nearly every page of the AMX DB system, there is a "Report Bug" hyperlink in the upper right corner of the page (next to the Log Out hyperlink). If you believe you have found an error in the system or if the system is not performing as you would expect, please select the "Report Bug" hyperlink to provide feedback to the High Tech Center Training Unit. You will be asked to complete a short form which will allow you to identify the magnitude of the error, any assistive technology that was in use at the time, and a brief description of the error. If you have any questions, please contact the High Tech Center Training Unit.