



Advisor

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Welcome, U.S. Marine Corps Schools!

U.S. Marine Corps declares CRM to be a standard

225 copies of Cadet Records Manager© were shipped to USMC JROTC high schools, bringing our total installed base to over 850 schools!

Mega-Data welcomes all U.S. Marine Corps schools to our user community.

This is our first newsletter to Cadet Records Manager© USMC users. We'll publish this newsletter periodically to keep you updated with new and useful CRM information. Look for answers to frequently asked questions, some tips and techniques to increase your productivity with Cadet Records Manager©, and notices of reported problems which may affect you.

First, we'd like to say *Thank you!* to our user sites for expressing their confidence in us by choosing Cadet Records Manager©. We'll do our best to make Cadet Records Manager© provide you with an ever-increasing list of time-saving features.

Give us some feedback! If you have ideas for topics we should cover or questions we should answer in the newsletter, let us know.

Finally, remember that we are always ready to help you with CRM. Don't hesitate to contact us by email or phone.

Frequently Asked Questions

- 1 I just installed CRM, but can't log in. What is the User ID and Password?
- 2 Where is the User Guide?
- 3 Do I need to view the Tutorial?

Answers:

1 User ID = Install, Password = password. You can find this information in several places. It is on page 4 of your User Guide, in the section titled, "**What Must I Do Before Using CRM for the First Time?**" [See the next question for how to print the User Guide.]

2 The User Guide is installed into the same folder as CRM, which by default is C:\CRM2000. The name of the file is **CRM User Guide v2.1.pdf**. It is an Adobe Acrobat file (.PDF), so you will need the Adobe Acrobat reader installed on your system to read or print this file. If you don't already have Adobe Acrobat reader, you can download this for free at www.adobe.com. The User Guide is about 130 pages long. Before you print it out, you should know that all of the same information is available in the CRM **Help** file. You can open the Help file from the Start menu (it's in the CRM program group) if you want to browse the entire guide. Or, you can click on the **Help** button in any CRM screen to open the Help book directly to the section for that screen.

3 We strongly recommend that you do take the time to view the Tutorial. You might only want to view those portions of the tutorial corresponding to the parts of CRM that you are ready to use now, and go back to the tutorial later for other topics. The tutorial will show you how to use every screen, plus give you some tips on how to handle specific actions in CRM.

Did you know....

Here are some hints for using CRM:

- A single Award Order can be used for different types of awards, and for multiple students. The only restriction is that any given student cannot receive the same award more than once on the same order.
- A single Promotion Order can be used for multiple students. The only restriction is that any given student cannot have more than one promotion on the same order.
- You need to create your own Orders – the ones in the dropdown list are for transfer students. See **Using Orders** in the Tutorial for the whole story.



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