

12/01/2010

**Reform.12**

**Modular Object Scanning Technology**

**BubbleSheet**

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## System Requirements

- Reform 12 Enterprise or Reform 12 PDC
- MOST Plugin
- MOST BubbleSheet Plugin
- Email Plugin
- For Evaluation and Demonstration: Windows XP, Windows 2003 Server, Windows Vista, Windows 7 or Windows 2008 Server (64 Bit Operating Systems are Supported)
- For Production Systems: Windows 2003 Server or Windows 2008 Server (64 Bit Operating Systems are Supported)

All required Reform software downloads can be found at [www.fabsoft.com](http://www.fabsoft.com) >> Downloads section.

## Hardware Requirements

Please refer to the MOST Documentation regarding Hardware Requirements.

## Other Requirements

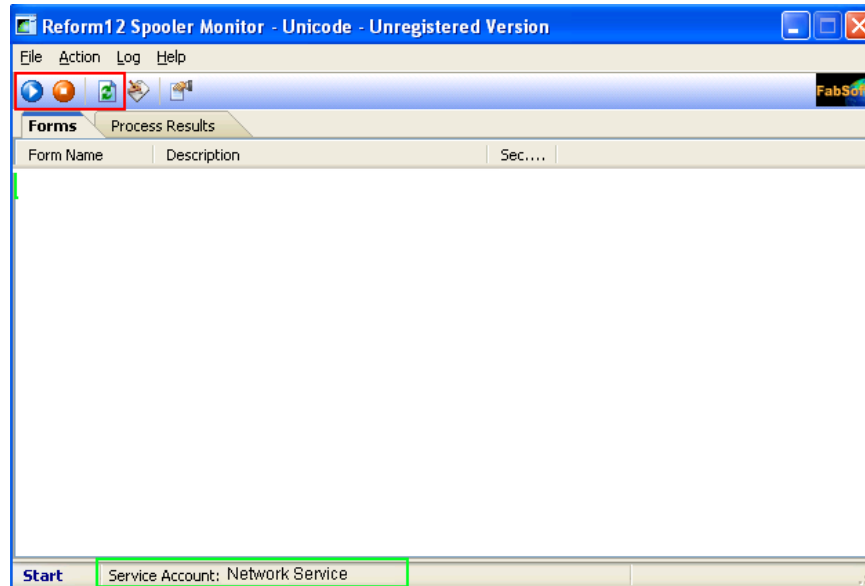
- MOST must be configured before installing.

## Installation

To install MOST-BubbleSheet to your existing Reform 12 installation, you will need to download and run the bubblesheet.exe installation executable.



Step through the prompts, and the installation will begin. **After you have completed the installation of MOST-BubbleSheet, the Reform Spooler Service must be restarted. Open up the Spooler by going to Start>Programs>Reform..>Spooler. Click the Refresh button or the red stop button and then the blue start button.**

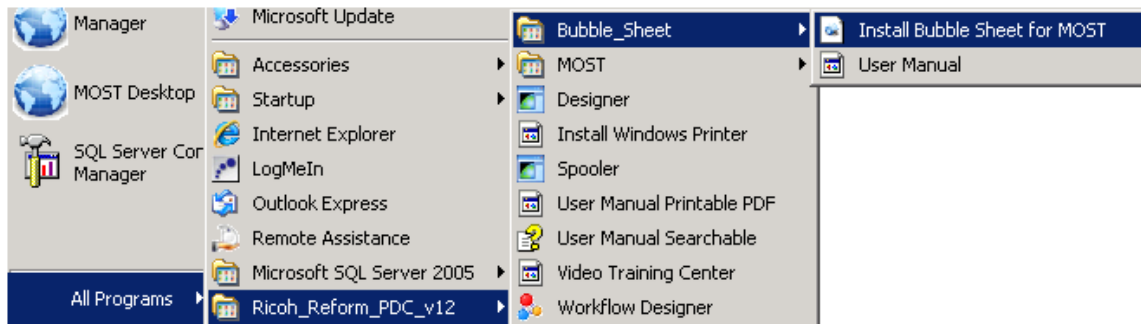


The default installation directory for Reform 12 and its plugins is **C:\Program Files\Reform...**. If you have changed the path during the Reform installation routine, or if you are using a 64 bit operating system, please refer to the appropriate path instead of the default one referenced throughout this documentation.

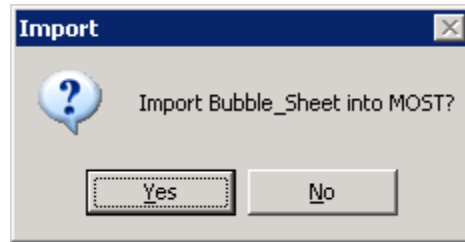
### Importing Most Screen

Please refer to the MOST manual for more information regarding Most terminology, Most Setup and Connection Test.

To import the MOST screens that you will be using with BubbleSheet go to **Start>Programs>Reform...>Bubble\_Sheet>Install Bubble Sheet for MOST**





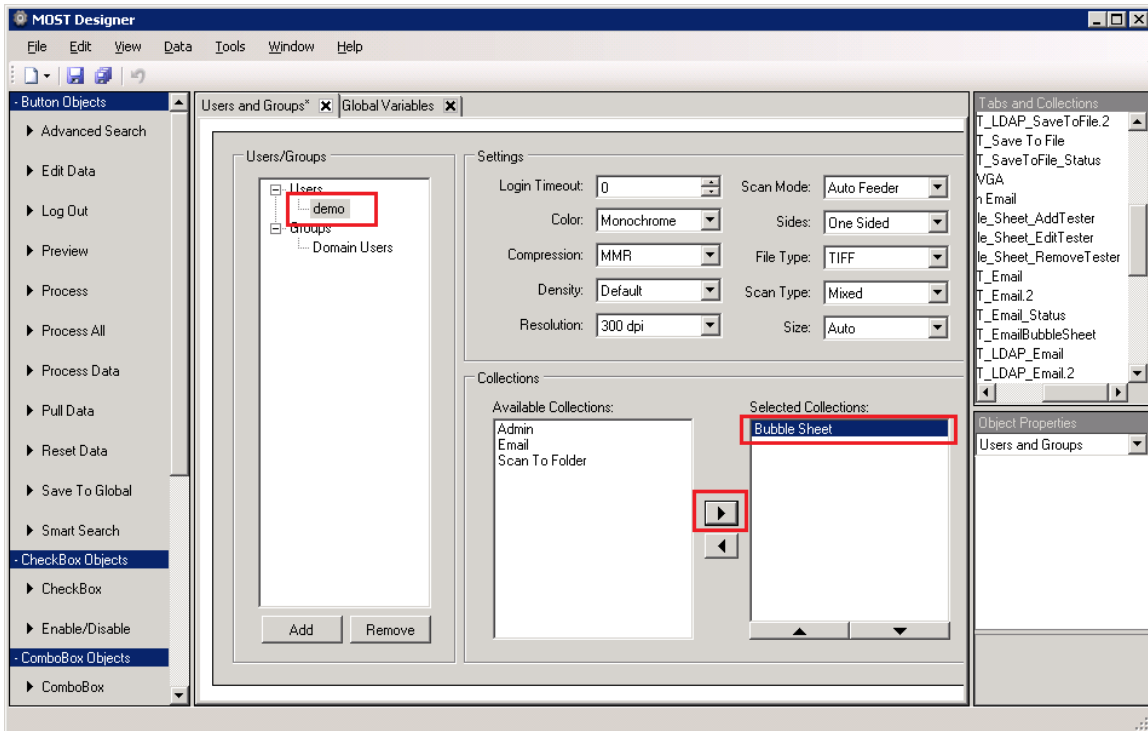
If not already open, the MOST Designer will appear and you will be prompted to import the screens. Click **Yes**.



Leave the MOST Designer open as we will be using it next.

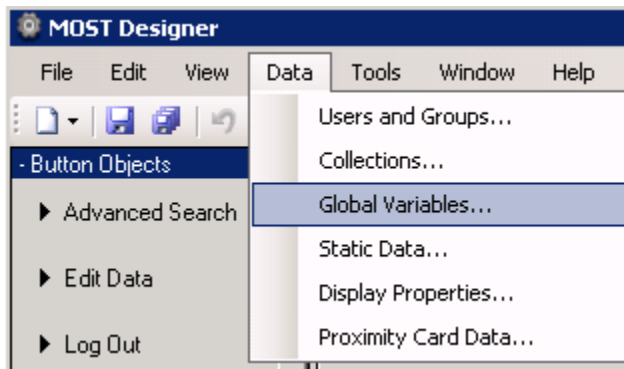
## Assigning Collection to Users

1. If MOST Designer is not already open, Go to **Start>Programs>Reform...>MOST>Designer**
2. On the MOST Designer tool bar click on **Data>Users and Groups**
3. Under Users, click on demo (the user demo is used for the tutorial, but you can add this collection to any user). Select **BubbleSheet** from the Available Collection and click the  to add the BubbleSheet collection. Go to File> Click on **Save** or click the  icon in the toolbar.

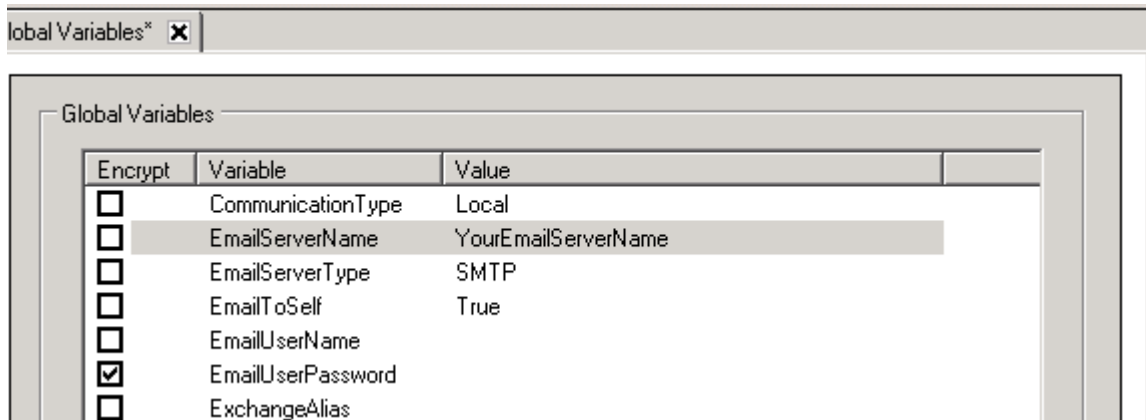


## Configuring Email

Go to Start>Programs>Reform>MOST>Designer and go to Data>Global Variables...



Make sure to fill in the email variables with correct information. You might need to fill out all the fields if your email setup requires them.

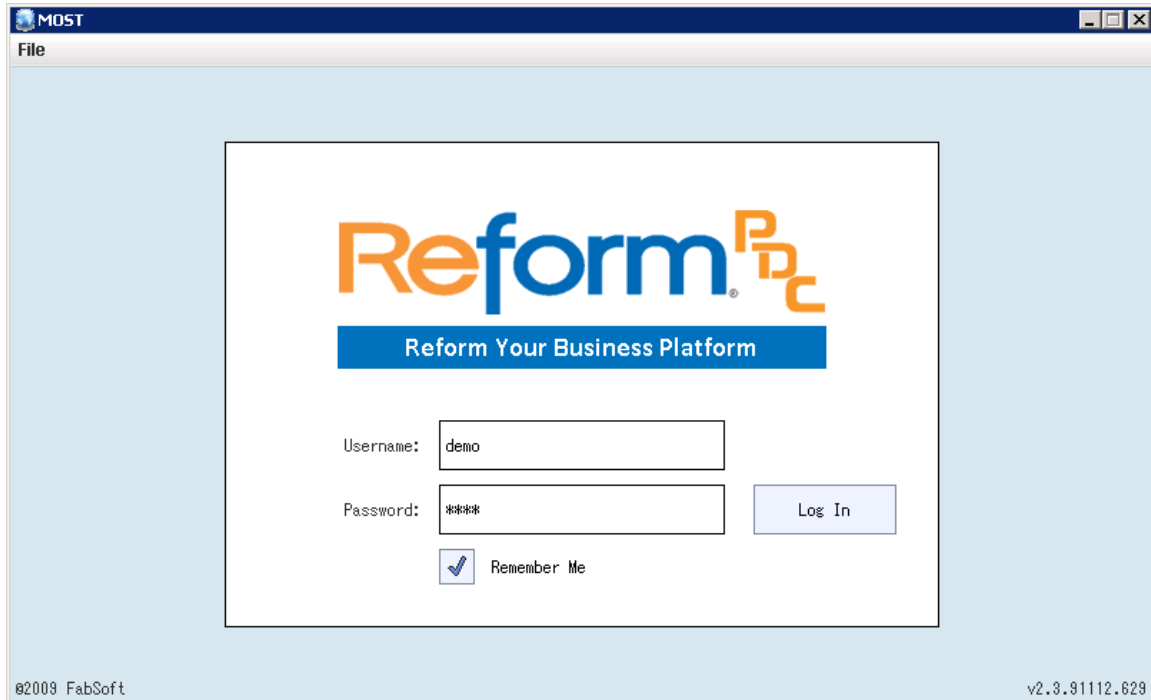


## MOST BubbleSheet Tutorial

At this point, you should have a basic understanding of the functionality of MOST. In this tutorial, we're going to be using the MOST Desktop to simulate an MFP running MOST and connecting to a MOST server. This tutorial assumes MOST connectivity has already been configured and established. (The MFP required for testing the Print Status functionality of this tutorial. Please refer to the MOST manual on how to setup MOST on the MFP or any other MOST related issues.)

The emulator shows you exactly what you would see on an MFP, and it functions in the same way. This same process could be tested with the same exact steps, but by installing MOST on the MFP by following the instructions in the MOST manual.

1. Login to MOST at an MFP or use MOST Desktop (**Start > Program > Reform...>MOST>Misc>MOST Desktop**) using the username and password for which you gave the BubbleSheet collection to. In the tutorial, we configured the user **demo**, password **demo**. Click **Log In**.



2. The emulator will now connect to the MOST server and login. Once it logs in, you will see a series of collections and tabs. For this tutorial, we will be using the BubbleSheet collection and tabs which you have made available to the user.

The screenshot shows a web application window titled 'MOST' with a 'BubbleSheet' tab. The main content area is titled 'Print Bubble Sheets'. On the left, there is a vertical menu with buttons: 'Print Test' (highlighted in yellow), 'Add Tester', 'Del Tester', 'Add Class', 'Edit Class', and 'Scan'. The main area contains search filters: 'Search Class Name', 'Search Class Description', and 'Search Class Location'. Below these is a 'Test Name:' label and an input field. A table with columns 'Results' and 'Number of Students' is present, showing three empty rows. A note below the table states '\*Only Classes with students will be displayed.'. At the bottom, there are 'Log Out' and 'Print Test Sheets' buttons.

3. From your BubbleSheet collection you will see the Print Test screen which allows you to print documents. The first thing we want to do is go to the Add Class tab. On the left, click on **Add Class** tab and fill out fields with the following information:

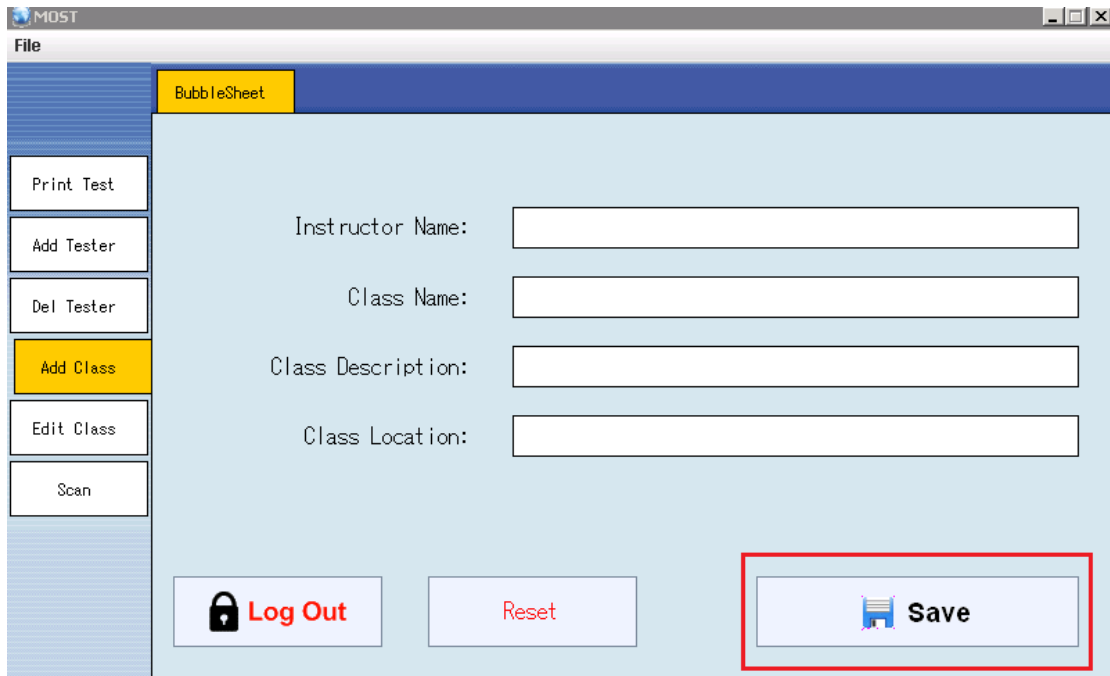
Instructor Name: Luna Cruz

Class Name: 2<sup>nd</sup> Grade

Class Description: 2<sup>nd</sup> Grade

Class Location: Room 202

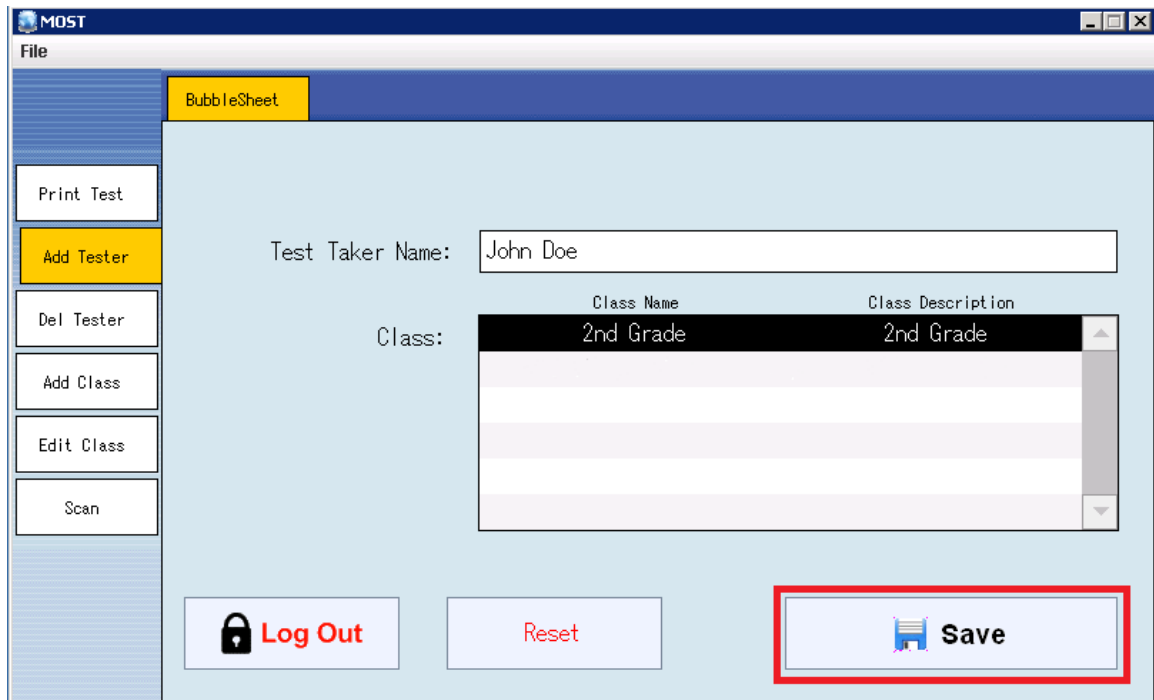
Click on **Save** to add the Class.



After clicking **Save**, we want to add a tester to the class we created. Type the name of the tester and click on the class you want to add them to. Add the following tester:

Test Taker Name: John Doe

Click on **Save** to add the Tester.



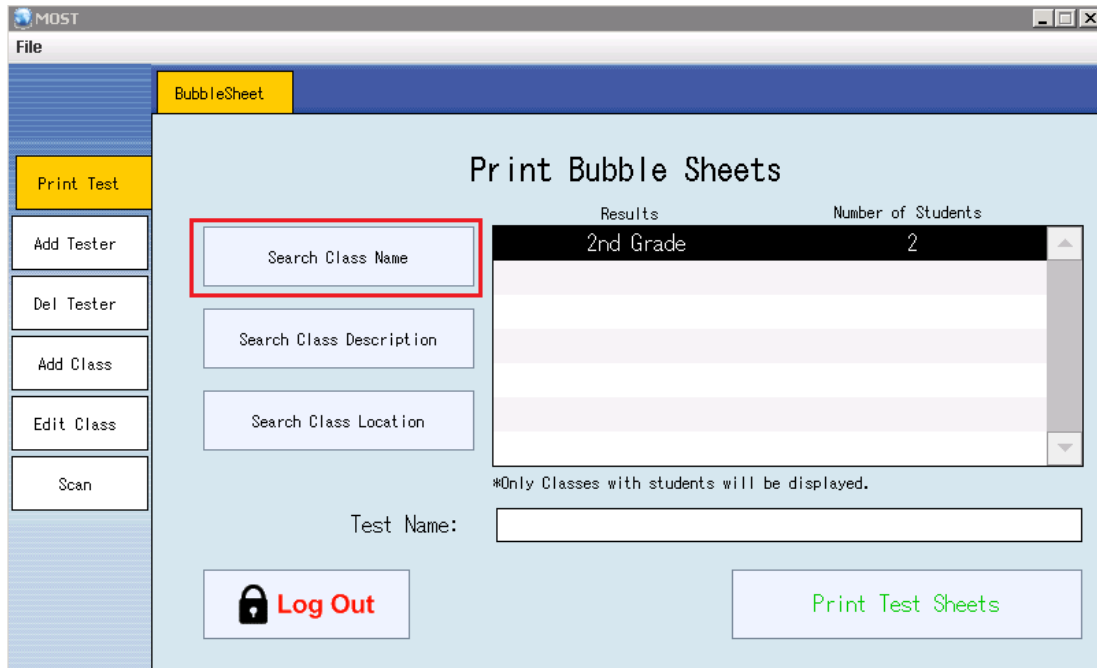
After clicking **Save**, we want to add another tester to the same class. Add the following tester:

Test Taker Name: Jane Doe

Click on **Save** to add the tester.

Class Name	Class Description
2nd Grade	2nd Grade

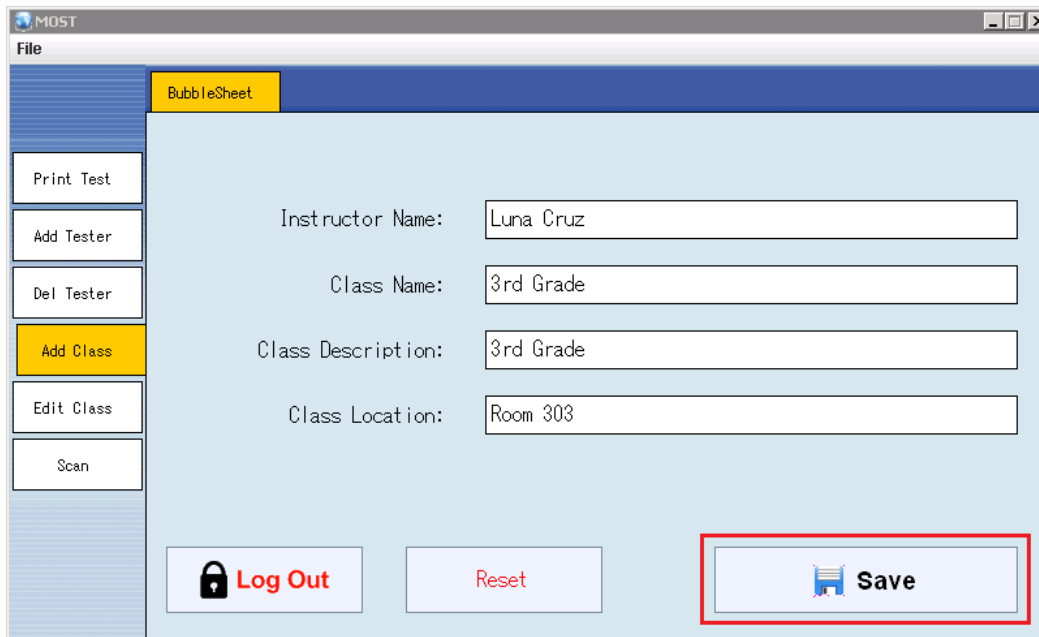
4. On the left, click on the **Print Test** tab. Click on the **Search Class Name** and leave the field empty to return all the classes. You should only see 1 entry in the list because the 2 test takers we added are in the same class, which is 2<sup>nd</sup> Grade.



We want to add another class. On the left, click on **Add Class** tab and fill out fields with the following information:

Instructor Name: Luna Cruz  
Class Name: 3<sup>rd</sup> Grade  
Class Description: 3<sup>rd</sup> Grade  
Class Location: Room 303

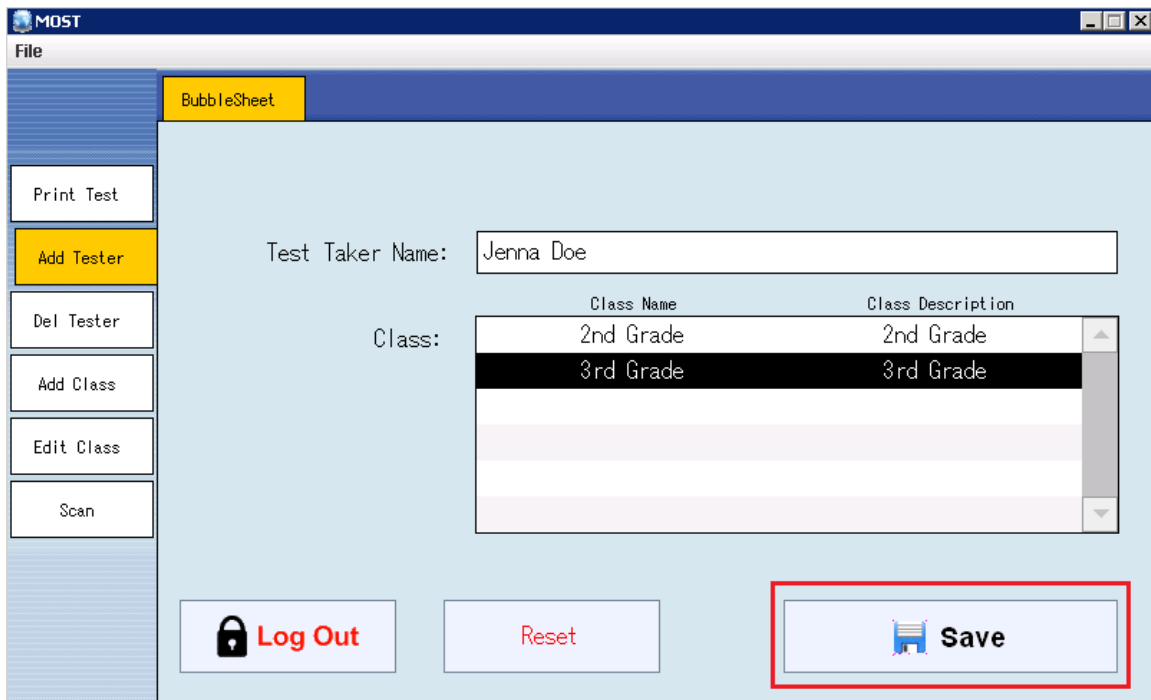
Click on **Save** to add the Class.



After clicking **Save**, we want to add a tester to the 3<sup>rd</sup> Grade class. Add the following tester:

Test Taker Name: Jenna Doe

Click on **Save** to add the tester.



Class Name	Class Description
2nd Grade	2nd Grade
3rd Grade	3rd Grade

5. On the left, click on the **Edit Class** tab. Click on the **Class** button and leave the field empty to return all the classes.

File

BubbleSheet

Search Classes:  Enter the Class Name, Description or Location as the search word.

Instructor	Class Name	Class Description	Class Location
Luna Cruz	2nd Grade	2nd Grade	Room 202
Luna Cruz	3rd Grade	3rd Grade	Room 303

Instructor:

Class Name:

Class Desc:

Class Loc:

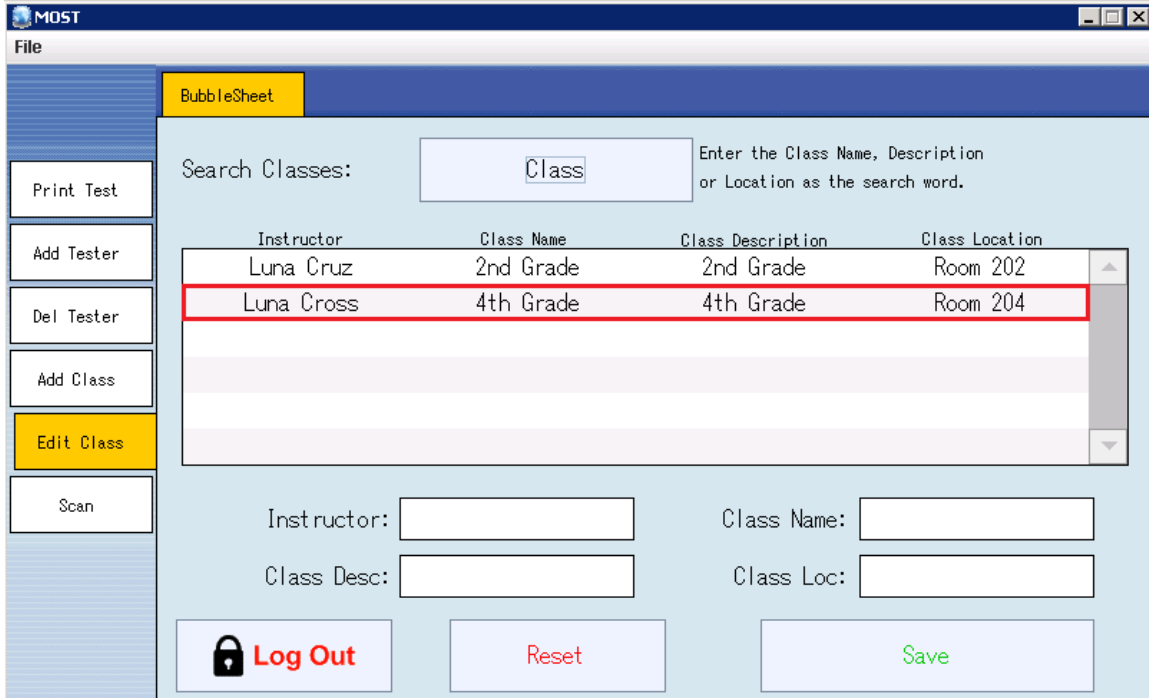
Log Out

Reset

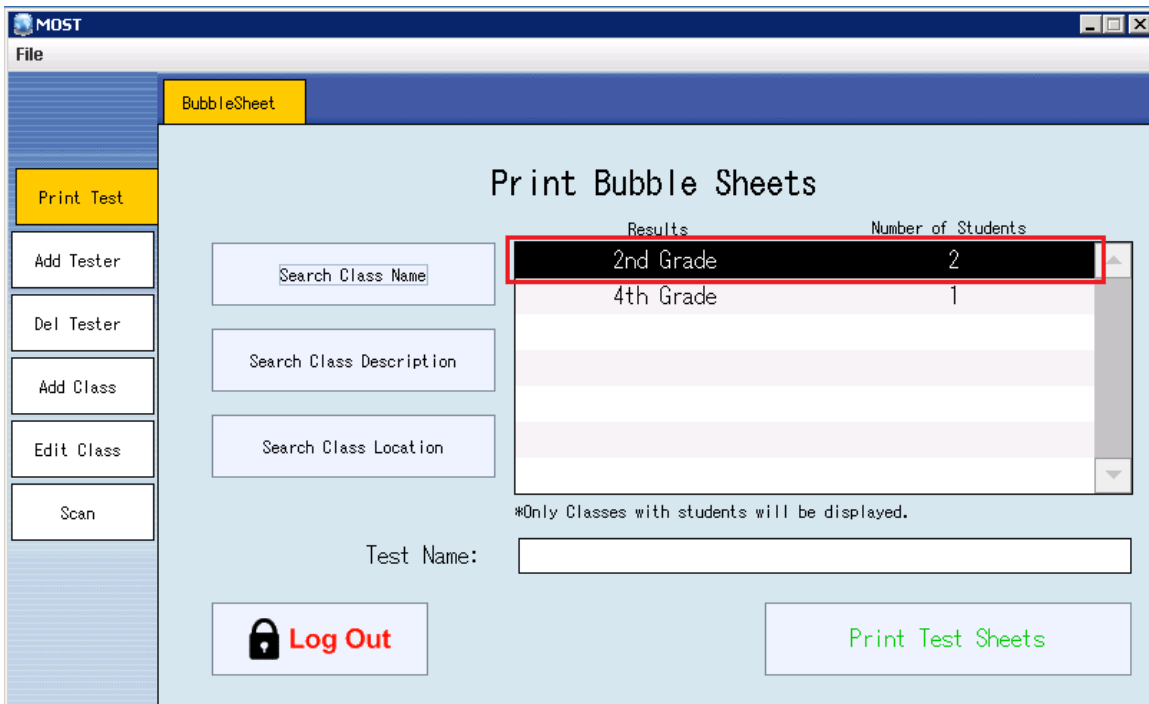
Save

6. Select Luna Cruz, 3<sup>rd</sup> Grade from the list to edit her information and click on Save when finished. Click on the Class button to refresh the list and you should see the new information.

Instructor Name: Luna Cross  
Class Name: 4<sup>th</sup> Grade  
Class Description: 4<sup>th</sup> Grade  
Class Location: Room 204



7. Go back to **Print Test** tab and click on Search Class Name and leave the field empty to return all the classes. You will see the 2 entries. Select 2<sup>nd</sup> Grade from the list.



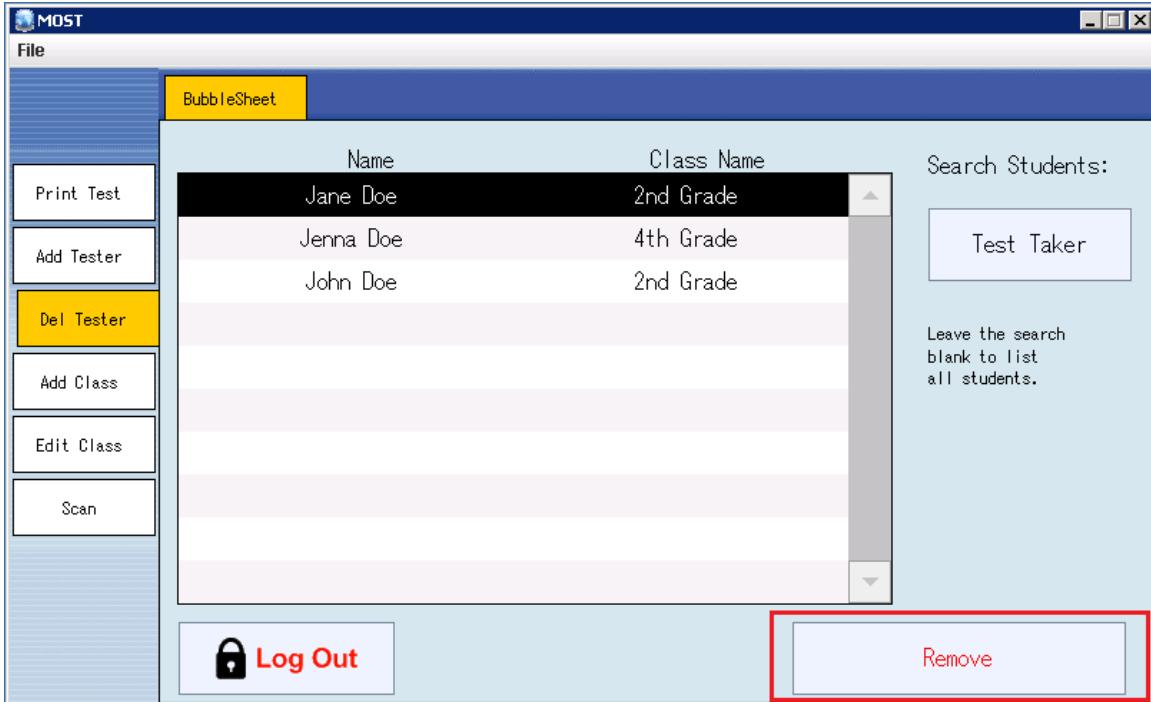
- A MFP is required to print the Test Sheets. Type in the **Test Name** and click on the **Print Test Sheets** button. The number of test sheets printed will depend on the number of students within the class plus a copy for the instructor.

The screenshot shows the 'Print Bubble Sheets' interface within the MOST application. The window title is 'MOST' and the menu bar includes 'File'. The main content area is titled 'Print Bubble Sheets' and features a table with the following data:

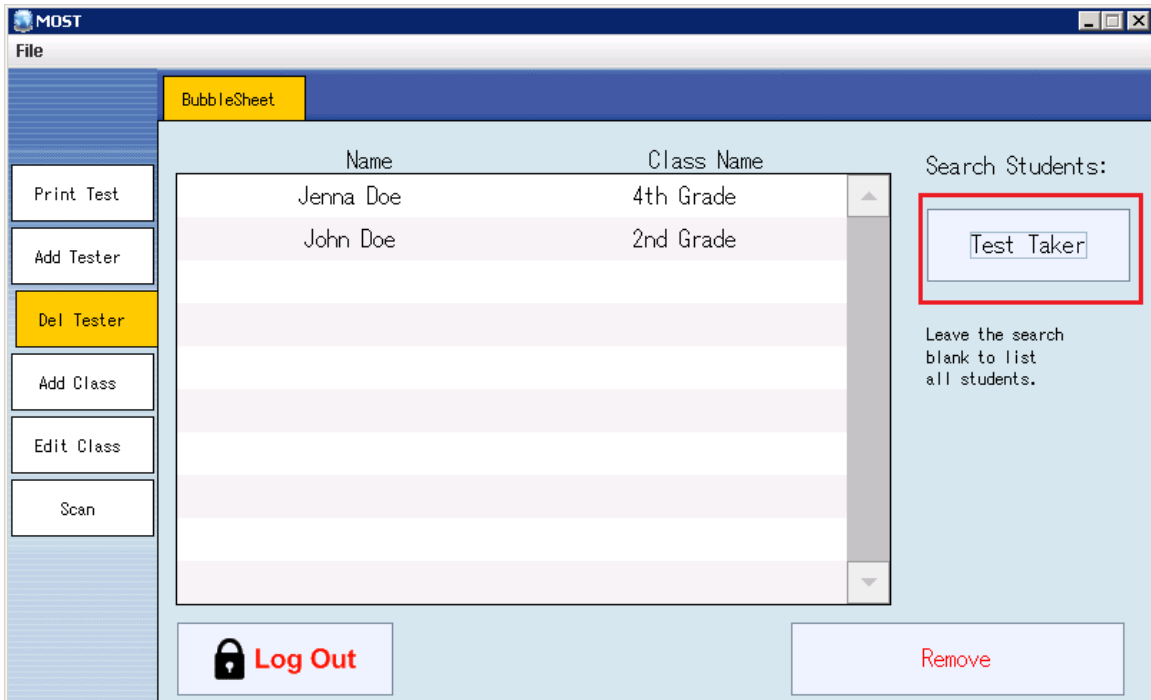
Results	Number of Students
2nd Grade	2
4th Grade	1

Below the table, a note states: '\*Only Classes with students will be displayed.' The 'Test Name' field contains '2nd Grade Test'. A 'Print Test Sheets' button is highlighted with a red box. Other visible elements include a 'Log Out' button and a sidebar with navigation options: 'Print Test', 'Add Tester', 'Del Tester', 'Add Class', 'Edit Class', and 'Scan'.

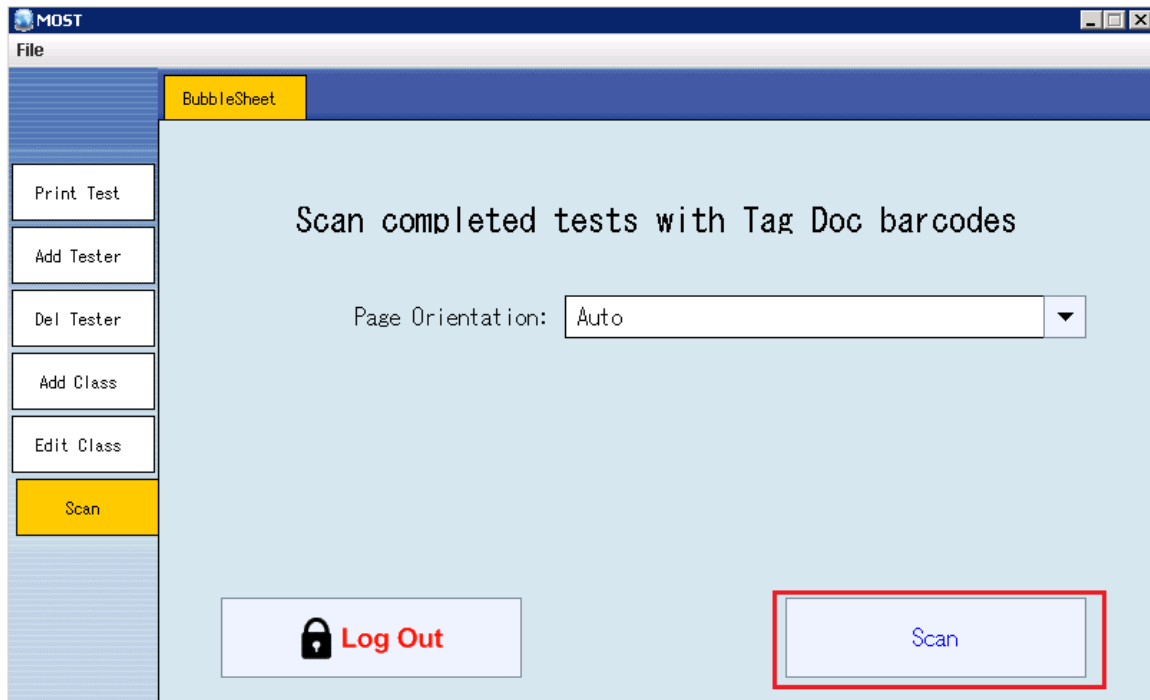
- Now go to the **Del Tester** tab, click on the **Test Taker** button to refresh the list. Select **Jane Doe** to be deleted. Click on **Remove** button to delete Jane Doe from the list.



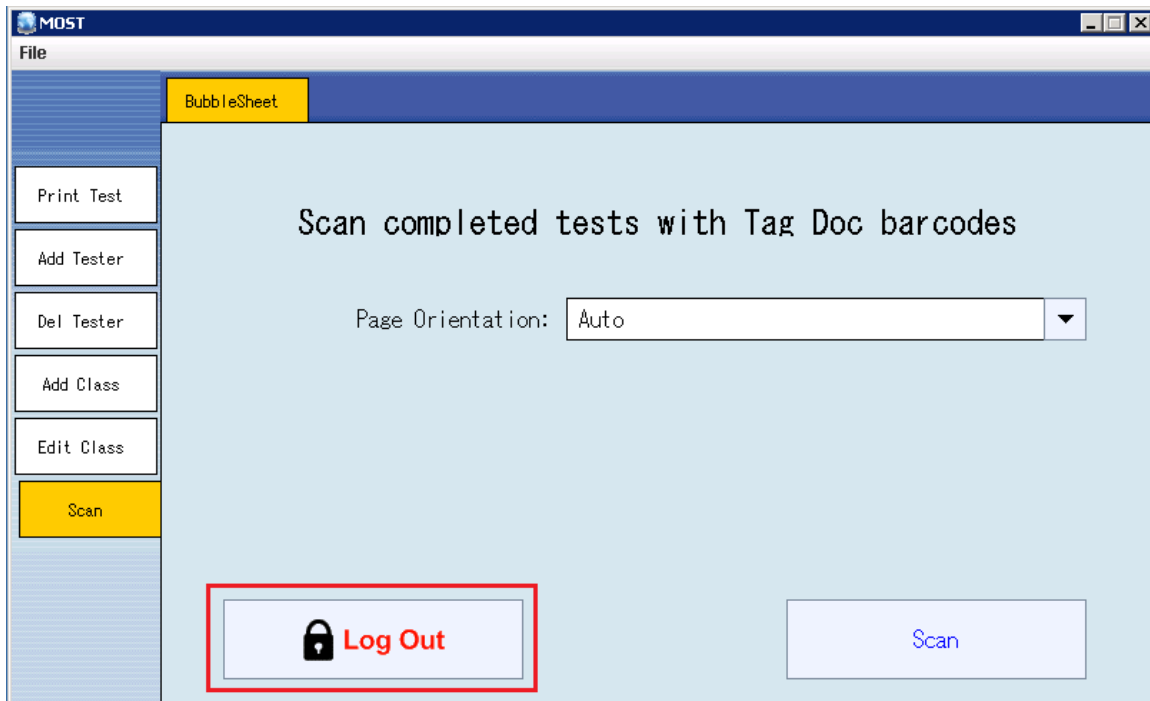
Wait a few seconds and click on **Test Taker** to refresh the list. You should be able to see that Jane Doe has been removed from the list.



10. Go to the **Scan** tab when the tests are completed and click on the Scan button.



11. Click on the Logout button to end the tutorial.



## Maintenance

There are certain directories and SQL tables that need to be monitored for growth along with the Ricoh BubbleSheet plugin for Reform 12. As a system processes more and more jobs, the size of these directories and SQL tables can grow very quickly. Overall system performance can be affected by the large amounts of space that the files may take up. Also, there exists a 4GB database limit if using the Microsoft SQL Server Express 2005 supplied with this installation. Obsolete files/database entries should be deleted according to your needs and file retention specifications. It is recommended to monitor the following directories and SQL tables for growth:

### Directories:

C:\Program Files\Reform...\Backups

C:\Program Files\Reform...\Spooler\ImageQueue

### SQL Tables:

Reform\_BubbleSheet\_Groups

Reform\_BubbleSheet\_Students

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