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UT Austin SPEEDE & Express Quick & Easy Receive Software System Documentation

This software package is to replace the DOS platform with Java platform.
This software package allows you to print SPEEDE and EXPRESS transcripts (TS
130),and create and reconcile acknowledgements (TS 131). It is designed to be

a short term solution for receiving SPEEDE/EXPRESS transcripts. We will be working to fix any errors that occur, but have no plans for adding any new functionality.

Requirement:

Any OS with latest version of Java Runtime/JDK.

Installation:

Download the software package, which is in a zip file, from <http://registrar.utexas.edu/speede> . Unzip the files in the package to a new directory. Change to the new directory, click on the executable file QuickAndEsay-x-x-x.exe (x-x-x is the version number of the software) to launch the application.

Preferences:

Before using the software, go to "Preferences" under "Tools" tab on the top of the page and select the preferences that fix your needs. Please note that if you select "to print Override Institute on Course line", you must change "Enter number of characters per line" to 90 or higher to avoid wrapping of lines.

Open TS130 transaction set received:

Click "Open File" under "File" tab and select the TS130 file received.

To view a transcript from a transaction set:

Double click on the name of the student from left pane window after opening the transaction set file. The transcript will be displayed on the right pane window. To resize the window, move the mouse to the right lower hand corner until the resize arrow shows up, then hold the left mouse button and drag to resize the window.

To print a transcript from a transaction set:

With the transcript displayed on the right pane window, click "print transcript" under "Action" tab or click the print transcript icon, the second icon on the tool bar.

To print all transcripts from a transaction set:

With the transaction set file open, select "generate print file" under "Action" or select the "generate a print file of transcript" icon, the fourth icon on the tool bar. This will generate and save a print file of all transcripts from this transaction set. Then use your editor program to print the transcripts.

To generate TS131 acknowledgement:

Highlight a transcript from the left pane window, select "generate Acknowledgement" under "Action" tab or the "generate Acknowledgement" icon, the third icon on the tool bar.

Limitation:

You can only generate the TS131 acknowledgement for a single transcript at a time.

To exit the application:

Select "exit" under "File" tab or click on the "x" on the top right hand corner of the window.