

# LADS

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Lucid Adult Dyslexia Screening

(Thin Client version) July 2009

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## LADS for Networks Software Guide

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**This guide does not cover installation of the software and setting up the LADS database. For these topics please view separate guides**

**[See also the LADS Administrator's Manual](#)**

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# Introduction

## LADS Software structure (thin client version)

LADS for Networks uses two application modules – the Administration Module (**LadsThinAdmin.exe**) and the Tests Module (**LadsThinTest.exe**). They are named like this to distinguish themselves from the original 'fat client' executable files. Both modules read and write data to an SQL database. In addition digital sound and graphics files, the database installer tool and various manuals are also found in the application folder.

By default, LADS for Networks is installed on the server in the application folder, which is chosen when the application software is first installed.

## The Administration Module

This module is mainly used to manage the database (adding or removing names, archiving) and to view the reports of Users who have been tested with LADS. It should not be launchable by unauthorised personnel including ordinary Users. The Administration Module has password protection (default password is: **lucid** ).

## The Tests Module

The "thin client" version of LADS for Networks was introduced in 2009 and negates the necessity of installing a large number of files on each client machine. Instead, a small .msi file is provided which only installs a number of system files, such as ActiveX Controls and DLLs onto the client machine.

For full details see the *Installation Guide for SQL Server 2005 Express*.

A shortcuts to the LADS Test application should be manually created by the technician or network manager as this is not done by the installer's MSI. The shortcut should point to the application file (**LadsThinTest.exe**) on the server. No other files are required by LADS on the client machine.

There are two modes of use available from the Menu:

### 1. Register first and then start LADS test

This is 'kiosk mode' where someone can walk in 'off the street' and be tested without needing to have their details pre-registered in the LADS database by someone else. The person enters his/her name, gender and date of birth and can then do the test immediately.

### 2. Already registered – go to LADS test

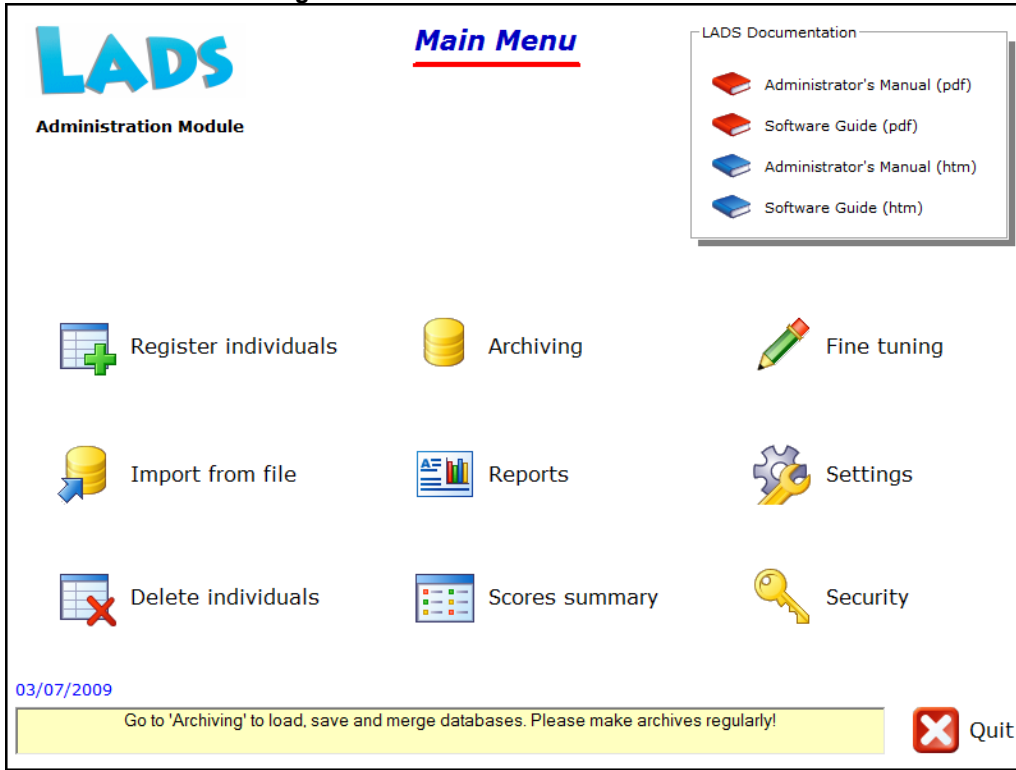
The person's name and details will have been pre-registered, usually by an administrator (such as the Disability officer, SENCo or teacher). Alternatively, the person may have already registered his/her details themselves but did not complete the LADS test first time round and now wishes to do so. When beginning assessment the user must enter either a password (allocated by the administrator) or their date of birth. Afterwards he/she is taken to the assessments menu.

In the next section of this guide the two LADS modules will be described in detail, starting with the Administration module.

# The Administration Module

There are eight main options, which will be described in detail in this section. There are also the two manuals which are available for viewing as both web pages or PDFs.

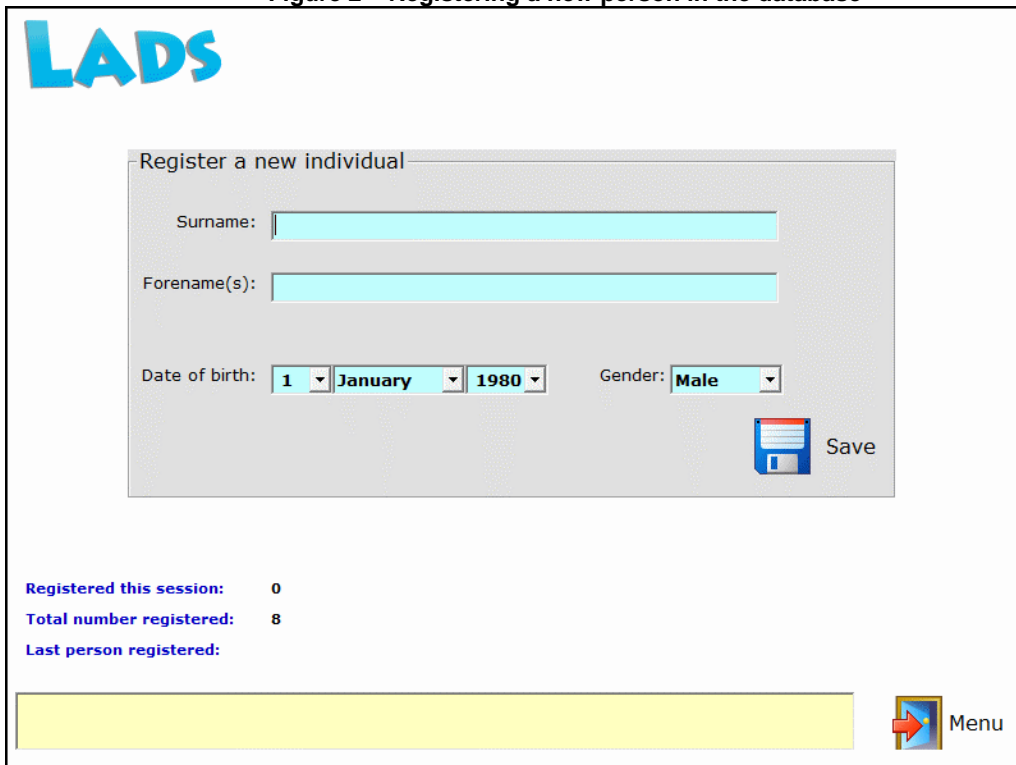
Figure 1 – The Administration Module's main menu



## Register individuals

This option is used to enter names of individuals into the LADS database (figure 2).

Figure 2 – Registering a new person in the database



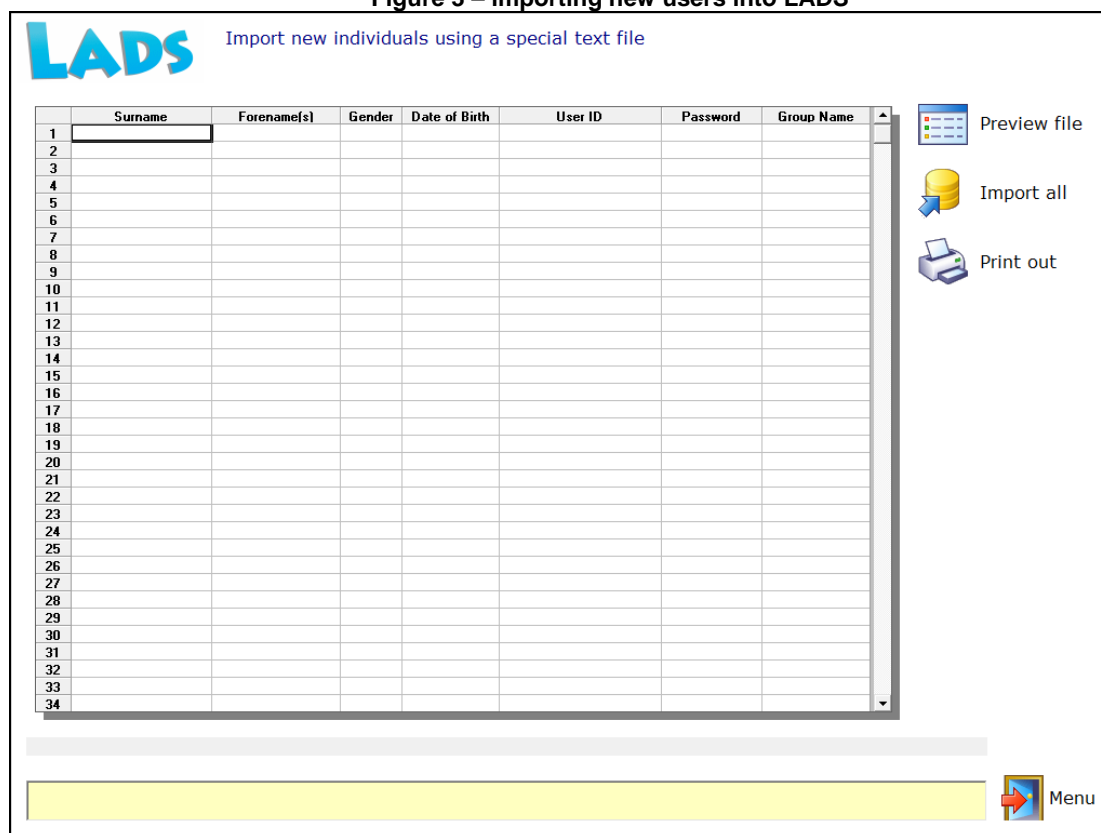
In figure 2 above the administrator needs to know the new user's full name as well as date of birth and gender. In addition the user is allocated a unique User ID. LADS uses part of the surname and first name along with six randomly generated characters to create this unique User ID.

When a pre-registered user wishes to take the LADS assessments he or she must use the pre-registered mode of use of the LADS Test Module and enter his/her surname as well as date of birth in order to access the Assessment Module.

### Import from file

This option allows the administrator to import the details of multiple users easily. The file containing the details should be in a special comma-separated format. See the appendix at the end of this guide for details.

Figure 3 – importing new users into LADS



To import a cohort of users into LADS, choose **Preview file** to use the file browser to locate the text file containing the new user details. Upon selecting the file to import the spreadsheet occupying the import screen will be filled with the details to be imported (see the example in figure 4 which demonstrates the sample import file show in the **Appendix**).

Note in the example that new users are allocated a **User ID** which is created automatically by the program when the file is imported. This ID is used by the database engine and can be used by an administrator to uniquely identify each user, even if there are two or more users with the same name. Carefully check the content of the spreadsheet on screen (figure 4) before importing the new users to avoid problems later. Use the **Print out** option to view a hard copy of the details to be imported. If all the fields are correct click on **Import individuals** to proceed with the import process.

Figure 4 – previewing information about new users to be imported

	Surname	Forename(s)	Gender	Date of Birth	User ID	Password	Group Name
1	Andrews	Sally	F	13/03/80	ANDSAL210UYQ	mypassword	main group
2	Bloggson	Henry	M	15/05/81	BLOHEN802XEZ		mygroup
3	Cheshire	Charles	M	09/01/89	CHECHA001WFV		Universal
4	Drindle	Gill	F	12/12/88	DRIGIL831UMX		Universal
5							

## Delete individuals

From time to time it may be desirable to remove cohorts of past users from the LADS database. This can be done quickly and easily on the 'Delete individuals' page.

Figure 5 – Deleting users from the LADS database

Surname	Forename	User ID	Su
Adgarson	Edgar	ADGEDG416NLE	
Andrews	Sally	ANDSAL535JMG	
Bloggson	Henry	BLOHEN506OVC	
Cheshire	Charles	CHECHA606NXY	
Clark	Jennifer	CLAJEN814ACH	
Drindle	Gill	DRIGIL304DOH	

Individual deletion

- Select all
- Clear all
- Delete individuals

Group deletion

Choose a Group below:

Staff

Number of individuals: 6

Delete all from Group

Please Ctrl key and click on unselected names to add them to the deletion list  
Press Ctrl key and click on a highlighted name to remove it from the deletion list

Menu

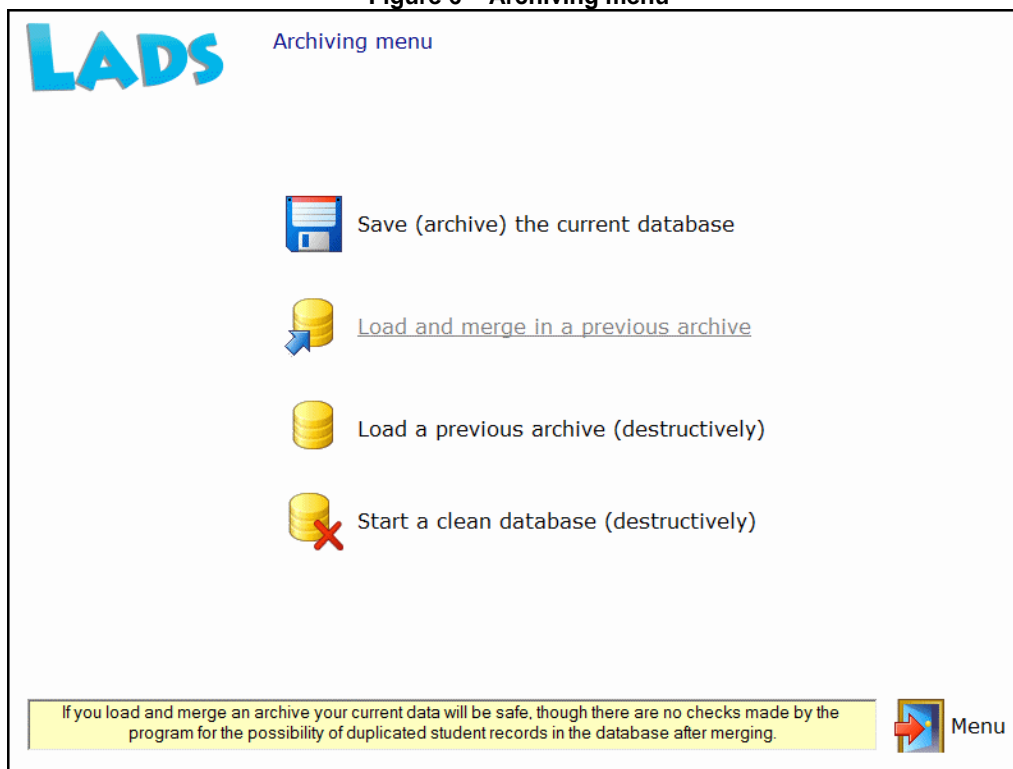
Choose **'Select all'** to select everyone in the database. To select specific individuals click on each name whilst pressing the *Ctrl* key on the keyboard. All individuals who will be erased from the database will be highlighted in blue. Select **'Delete individuals'** when you are sure you have selected the right ones. Select **'Clear all'** to unhighlight everyone.

To delete all individuals in a group, choose the group and then select **'Delete all from Group'**. To delete groups you don't need to highlight all of the names in the list.

***Please exercise caution when deleting people from the database as mistakes may be difficult or even impossible to rectify. Always make archives before you delete individuals as you may not be able to arrange to test them again!***

## Archiving

Figure 6 – Archiving menu



There are four options on this menu page:

### 1. Save (archive) the current database

This option will allow you to save the entire current database. The archive is saved by default as a text file containing SQL statements which can be used to recreate the database when it is used as an SQL script. The file extension used is .arv. This is not a commonly known file extension but it is useful because it will allow an easier search of hard drives or network drives for LADS archives.

### 2. Load and merge in a previous archive

This option will add the contents of a LADS archive (.arv) and merge it with the current database. This operation does not check whether any of the LADS user records in the archive are similar or identical to any of those existing in the current database. This means that if, for example, archive contains the results of John Smith and the same John Smith is represented in the current database, there will be two entries for him in the current database after the merge operation has been carried out. In this event the administrator may need to check which of the two entries has the most up to date results and then delete the other using the 'Delete individuals' option on the Administrator menu.

### 3. Load a previous archive (destructively)

This operation will destroy all records in the current database and then load the archive and recreate the student records from that archive into the database.

### 4. Start a clean database (destructively)

This deletes all records in the current database, therefore it blanks the database but does not erase the software licence information and serial number which will be stored within it.



## Fine tuning

Figure 8 – Fine tuning – editing details or allowing retesting

The screenshot shows the LADS interface for fine-tuning an individual's details. At the top left is the LADS logo. Below it, the text 'Fine Tuning an individual's personal and assessment details' is displayed. A dropdown menu labeled 'Select individual' is set to 'Grunwagen (GRUHEN440FTT)'. The 'Personal details' section includes fields for 'User ID: GRUHEN440FTT', 'Surname: Grunwagen', 'Forename(s): Henry', and 'Date of birth: 1 January 1980'. There are also 'Edit details', 'Undo changes', and 'Save changes' buttons. The 'Allow selective retesting' section shows four test categories: Reasoning, Word Recognition, Word Construction, and Memory, each with a red ball icon. To the right is a 'Legend' box with three items: 'Test not attempted' (blue ball), 'Test completed' (red ball), and 'Allow retest' (green ball). A yellow warning box at the bottom states: 'Assessments marked with a red ball can be repeated if necessary, but be aware that a retest will cause the original assessment results in the database to be lost. It is strongly recommended, therefore, that you either print out the original results or archive the database before you retest. Click on the 'Edit details' button and on the red ball to mark it as a green 'Retest' disc.' A 'Menu' button is located at the bottom right.

This option on the Administration and Reports menu offers two distinct editing facilities: (a) To edit an individual's personal information and (b) to permit an individual to retake selected LADS tests.

### **Editing personal details**

Figure 8 shows a typical screen where an individual's personal details are shown (top) and the LADS tests he has completed are shown in the central panel.

By clicking on the upper '**Edit details**' button a name, date of birth and gender can be altered if any of these fields were originally entered inaccurately.

### **Permitting selective retesting**

The test modules completed by each individual are shown in the central panel (figure 8). Tests completed are shown as red balls. By clicking the '**Edit details**' button the red balls may be changed to the green 'Retest' ones by simply clicking on them. This will allow individuals to retake a test if the administrator has determined that there is a compelling reason to do so. Please note that it is not good practice to retake a test purely because the user felt that he or she could achieve a higher score if the test were retaken. Please consult the LADS Administrator's Manual for further advice on retesting.

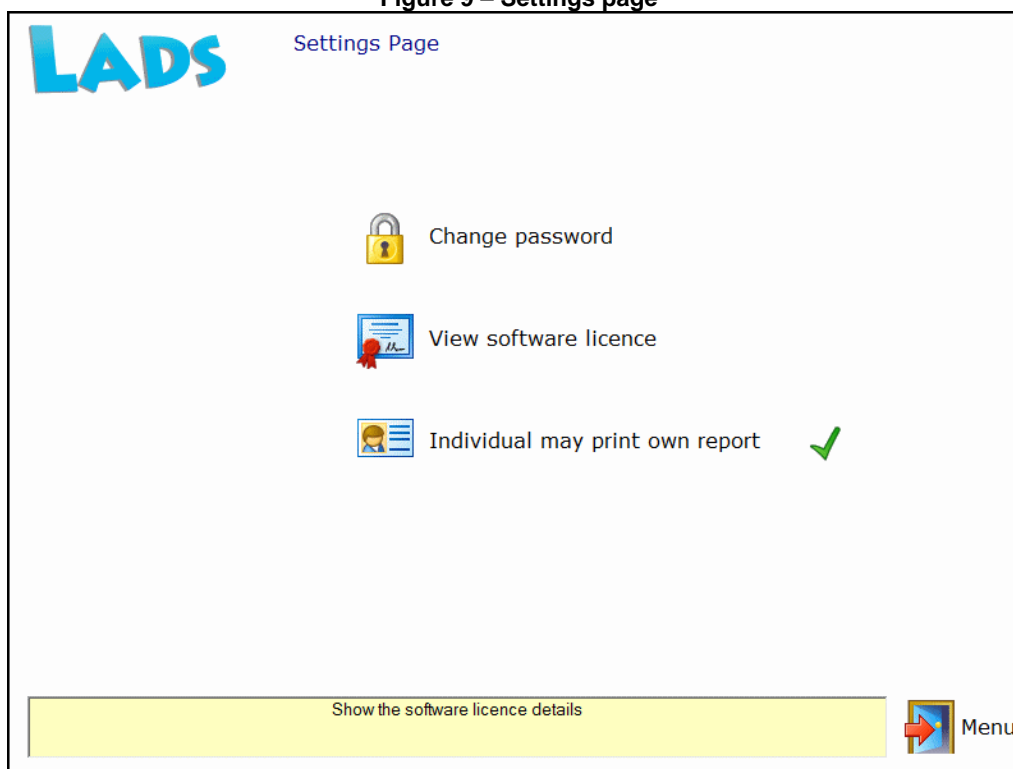
### **Warning!**

Before retesting it is advisable to print out the individual's report. The original score can then be compared with the score achieved after the retest.

When an individual's details or retest settings have been edited, changes are only submitted to the central database when the appropriate '**Save changes**' button is clicked upon. The '**Undo changes**' button is available in case fields have been changed erroneously.

## Settings

Figure 9 – Settings page



The Settings page has three actions which the administrator can perform:

### 1. Change the password \*

This is the administrator's password which you can change at any time.

### 2. View the software licence.

This information tells you when the software will stop working. If the software is approaching its renewal date a renewal option will appear on the password panel which you see when you start the administration module.

### 3. Individual may print own report.

This option will allow each student to print out his/her LADS report immediately after completing the LADS test. Normally this facility is set to off or disabled, in which case a red cross appears next to the menu item.

Note that it is up to the LADS administrator to decide whether it is acceptable to allow students to view their own reports without prior counselling from him/herself.

\* The default password is **lucid** (password is case-sensitive, so if the keyboard's *Caps Lock* key is on, the password may be rejected). Please write down your new password before you change it.

## Security

All individuals who are pre-registered into LADS need security settings such as a password or whether their name will be shown to all users when the LADS test is launched. In addition, individuals can be allocated to Groups, which can help with the administration of LADS users. See figure 10 to view a typical Security screen.

Figure 10 – Security Menu Screen

The screenshot displays the LADS Security Menu Screen. At the top left is the LADS logo. The main heading is "Security settings for all individuals" with a sub-heading "Number registered: 84". Below this is a table listing individuals with columns for User ID, Pupil, D.O.B., Password, Group/Class, and Login list. To the right of the table is a sidebar titled "Edit an individual's details" which includes a dropdown for the individual's name, a dropdown for the Group/Class, a password input field, and radio buttons for "Use D.O.B. as password" and "Show in Login List". Below the table are several control panels: "Change the name of a Group/Class", "Add new Group/Class", "Edit settings for Group/Class", and "Disband a Group/Class". At the bottom, a yellow banner states: "By selecting 'Update' the 'Login List' and 'Date of Birth as password' settings will be updated for ALL individuals who are allocated to the group Group 2009." A "Menu" button is located at the bottom right.

User ID	Pupil	D.O.B.	Password	Group/Class	Login list
ADGEDG416NLE	Adgarson Edgar	03/03/90	rikpass	Staff	Yes
ANDSAL535JMG	Andrews Sally	13/03/80	[Use date of birth]	Group 2010	Yes
ARDEDEG1136PPM	Ardevaark Edgar	20/02/91	rikpass	Group 2010	Yes
ASTOSC036TCU	Astrom Oscar	28/05/85	rikpass	Group 2010	Yes
BDGEDG821IQS	Bdgarson Edgar	07/06/89	[Use date of birth]	Group 2009	No
BLOHEN506DVC	Blogson Henry	15/05/81	[Use date of birth]	Group 2009	No
BRDEDEG756QQT	Brdvaark Edgar	17/08/1960	[Use date of birth]	Group 2009	No
BSTOSC756JLZ	Bstrom Oscar	17/08/1960	[Use date of birth]	Group 2009	No
CDGEDG824TMT	Cdgarson Edgar	17/08/1960	rikpass	Group 2010	Yes
CHECHA606NXY	Cheshire Charles	09/01/89	[Use date of birth]	Staff	Yes
CRDEDEG505ZEA	Crdvaark Edgar	17/08/1960	rikpass	Group 2010	Yes
CSTOSC733HWZ	Cstrom Oscar	17/08/1960	rikpass	Group 2010	Yes
DDGEDG705DRX	Ddgarson Edgar	17/08/1960	rikpass	Group 2010	Yes
DRDEDEG288PJI	Drdvaark Edgar	17/08/1960	rikpass	Group 2010	Yes
DRIGIL304DOH	Drindle Gill	12/12/88	password2	Universal	Yes
DSTOSC020NEY	Dstrom Oscar	17/08/1960	rikpass	Group 2010	Yes
EDGEDEG111AFM	Edgarson Edgar	17/08/1960	rikpass	Group 2010	Yes
EDGEDEG316MBG	Edgarson Edgar	17/08/1960	rikpass	Group 2010	Yes
ERDEDEG544WVY	Erdvaark Edgar	17/08/1960	rikpass	Group 2010	Yes
ESTOSC604KDD	Estrom Oscar	17/08/1960	rikpass	Group 2010	Yes
FDGEDG885VVT	Fdgarson Edgar	17/08/1960	rikpass	Group 2010	Yes
FRDEDEG104TXL	Frdvaark Edgar	17/08/1960	rikpass	Group 2010	Yes
FSTOSC630WQA	Fstrom Oscar	17/08/1960	rikpass	Group 2010	Yes
GDGEDG114BUL	Gdgarson Edgar	17/08/1960	rikpass	Group 2010	Yes
GRDEDEG400GED	Grdvaark Edgar	17/08/1960	rikpass	Group 2010	Yes
GSTOSC116XOT	Gstrom Oscar	17/08/1960	rikpass	Group 2010	Yes

It is useful to be aware of the security settings used in LADS, so these are described in the paragraphs which follow.

### Groups

Every individual is allocated to a notional group which, by default, is called *Universal*. This group cannot be deleted. All users who are not pre-registered (i.e. those who self-register and then take the test) are automatically allocated to *Universal*.

When importing new individuals using a batch file (see the chapter **Import from file**) you can allocate them to Groups even if those groups have not yet been created within the database. See also *Appendix 1* which explains in detail how to import users into new or existing Groups. If you wish to move users from *Universal* into a new group you can do so easily (see below).

### Adding a new group

Simply enter the name of the new group in the appropriately named text box shown in figure 10 and then click the **Add** button.

To place a pupil into the new group look at the panel entitled "*Edit an individual pupil's details*". Select the individual using the upper drop-down list. Then select the name of the group into which you wish to place the pupil using the second drop-down list. Click on *Update* to effect the change.

### Allocating a password

Each pupil may either be allocated a password by the administrator or may use their date of birth as an alternative. It is up to the administrator to choose which of these security modes to use. It is possible to use either mode for different individuals. Again, in the panel entitled "*Edit*"

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*an individual pupil's details*” look for the text box entitled *Password* and enter the password you want. Then click on *Update*.

### **Using the date of birth instead of a password**

In this case simply click on the ‘radio’ button in the sub-panel entitled “*Use D.O.B. as password*”. Then click on *Update*.

### **Removing the pupil's name from the list shown on the Test Module**

You may not want all of the pupils registered in LASS Junior to have their names appear in the Login list at the start of the Test Module. In the sub-panel entitled “Show in login list” select either *Yes* or *No* to make this choice.

### **Can any of the above settings be applied globally?**

Yes. You will notice about halfway down the Security Menu there is a panel entitled “*Edit settings for Group/Class*”. Here you should choose the Group to which a setting should be applied using the drop-down list. Then click on the appropriate radio button on “*Show in login list*” or “*D.O.B. as password*”. Finally click on the adjacent button called *Update*. Note that for security reasons you cannot allocate a group password.

### **Print**

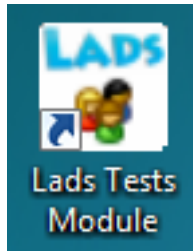
Select the printer icon to print out the grid or spreadsheet which forms the main part of the Security screen.

## The Tests Module

The LADS Test module is represented by the executable called `LadsThinTest.exe` which is located in the application folder on the server. A shortcut to this application folder should be created by the network manager or technician on each workstation; shortcuts on the workstations are not included in the client software's MSI installer.

Once a shortcut has been created the icon shown below will be visible.

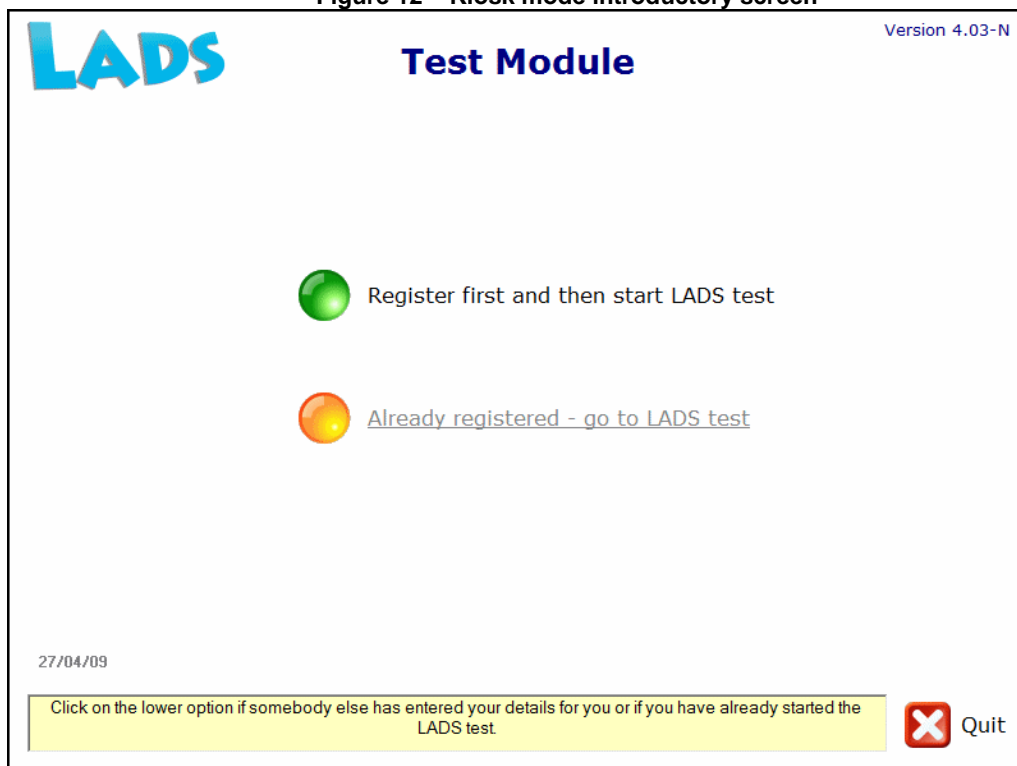
Figure 11 – Desktop Shortcut to the Tests Module



### LADS Testing (new user self-registers)

The user will encounter a screen similar to that shown in figure 12. Note that in order to minimise distraction by other programs during assessment, all LADS Test screens may be surrounded by an opaque border covering the entire visible desktop.

Figure 12 – Kiosk mode introductory screen



Upon selecting the upper option (Register first and then start LADS test), the new LADS user is asked to register personal details on the Registration screen shown below.

Figure 13 – Registration screen

The registration screen features the LADS logo in the top left. A central form titled "Please enter your details here" contains the following fields: "Surname:" with a text input box; "Forename(s):" with a text input box; "Date of birth:" with three dropdown menus for day (1), month (January), and year (1980); and "Gender:" with a dropdown menu (Male). At the bottom of the form are "Cancel" (with a red X icon) and "Save" (with a floppy disk icon) buttons. A yellow banner at the bottom of the screen contains the text "Enter your last name(s) in the upper box".

After the personal details have been entered and the **Save** icon has been selected, the new user is taken directly to the LADS Tests Menu (figure 14).

Figure 14 – The LADS Tests Menu

The Tests Menu screen displays the LADS logo and the title "Tests Menu" for user "James Williams". It lists four test categories, each with a colored circular icon: "Reasoning" (blue), "Word Recognition" (green), "Word Construction" (red), and "Memory" (yellow). A yellow banner at the bottom contains the text "It is important to do the Reasoning test first. The other tests can then be completed in any order you choose." and a "Menu" button with a right-pointing arrow icon.

The Reasoning test must be done first, as timings within the next two assessment tasks depend directly on the results of this test. The other three tests are disabled until the Reasoning test has been completed.

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Note that all the LADS assessment tasks use digitised speech, therefore it is advisable for all users to wear headphones whilst the tests are being administered. Alternately, it may be satisfactory in quiet testing situations for the user to listen via the computer's speakers. For details about the administration of assessments please see the LADS Administrator's Manual, which covers the topic in more detail.

### LADS Testing (user has already been registered)

The user will see one of two kinds of screen. A setting on the Security screen determines which users will have their name shown on the Login list. Another setting determines whether the user will use his/her date of birth in lieu of a password; in the case shown in figure 15, this user does.

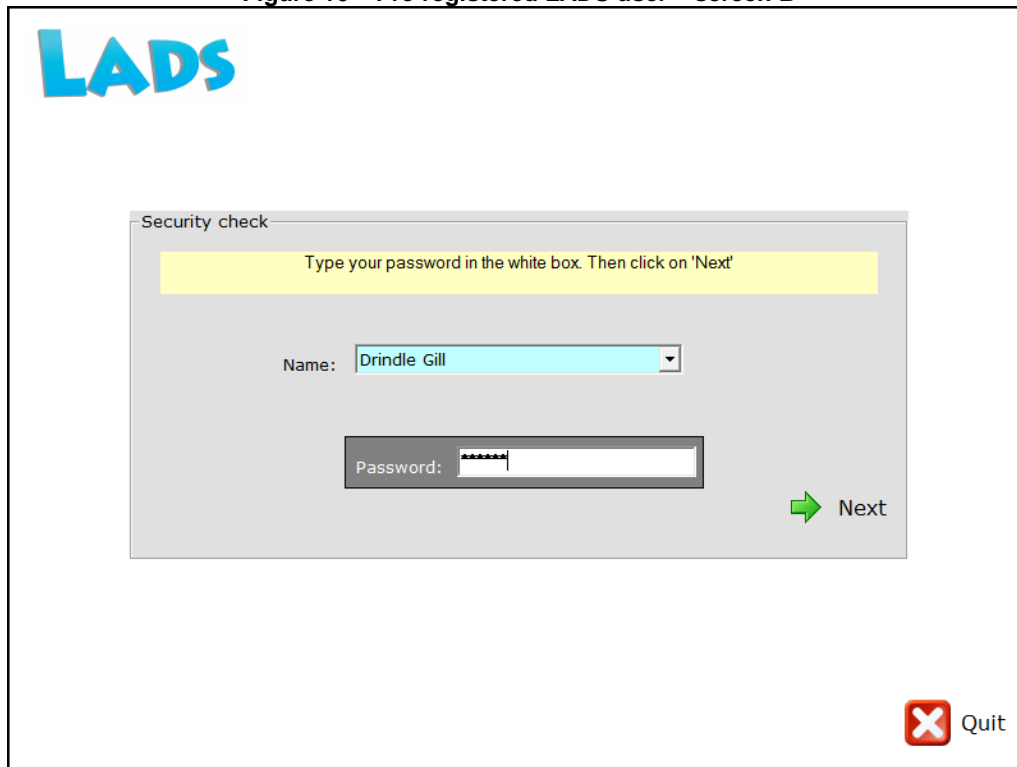
Figure 15 – Pre-registered LADS user – screen A

The screenshot shows the LADS interface. At the top left is the 'LADS' logo in blue. Below it is a 'Security check' window. Inside this window, there is a yellow instruction bar that reads: 'Make your date of birth by clicking on the days, months and years. Then click on 'Next''. Below the instruction bar, there is a 'Name:' label followed by a dropdown menu showing 'Cheshire Charles'. Below that, there is a 'Date of birth:' label followed by three dropdown menus: '1', 'January', and '1990'. A dropdown menu for the year is open, showing a list of years from 1990 to 1997. To the right of the date fields is a green arrow labeled 'Next'. In the bottom right corner of the window is a red 'X' icon labeled 'Quit'.

After this screen the user will be taken to the Tests Menu (figure 14).

The user in figure 16 must enter her password in order to proceed to the Test Menu screen. It is up to the administrator to decide whether all users should use a unique password or their date of birth to gain entry to the Test Menu (figure 14).

Figure 16 – Pre-registered LADS user – screen B



For more details about the assessment modules, see the *LADS Administrator's Manual*.

## Appendix

### Importing new users – the file format

Users imported into LADS For Networks can be added in a comma-separated simple text which may be a typical .CSV file coming from Microsoft ® Excel or a home-made text file which you can create by cutting and pasting into Wordpad or Notepad as a .TXT. Up to six fields are required for each new user, as below.

**Surname**  
**Forenames**  
**Sex**  
**Date of birth**  
**Password**  
**Group**

Fields should be separated by a comma – so there should be **5 commas on each line**.

Each new user's details should be in a separate line.

The sex must be either **M** or **F**.

Date of birth must be in the standard British short date style **dd/mm/yy**

Names do not have to be in alphabetical order as they are sorted within the software.

Shown below is the sample file "Lads\_import\_example.txt" which can be found in the Application Folder\Archives

```
Andrews,Sally,F,13/03/80,mypassword,main group
Bloggson,Henry,M,15/05/81,,mygroup
Cheshire,Charles,M,09/01/89,,
Drindle,Gill,F,12/12/88,,
```

#### Notes:

*Sally Andrews* will be allocated the password '*mypassword*' and will be placed into a group called '*main group*'. If this group does not exist within the LADS database it will be created automatically when the import file is actually processed within the software.

*Henry Bloggson* will not be given a password, but note that the comma must still be kept in his text line.

The other two individuals have not been allocated a password or a group, therefore their default security settings will be "Use date of birth as password" and group will be the default group called "Universal". Again, note we must keep the two commas at the end of the text lines to avoid errors during the actual importation of the file.

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