



August 2011

Software Guide

Version 5.1 series

Lucid Research Limited

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<http://www.lucid-research.com/>

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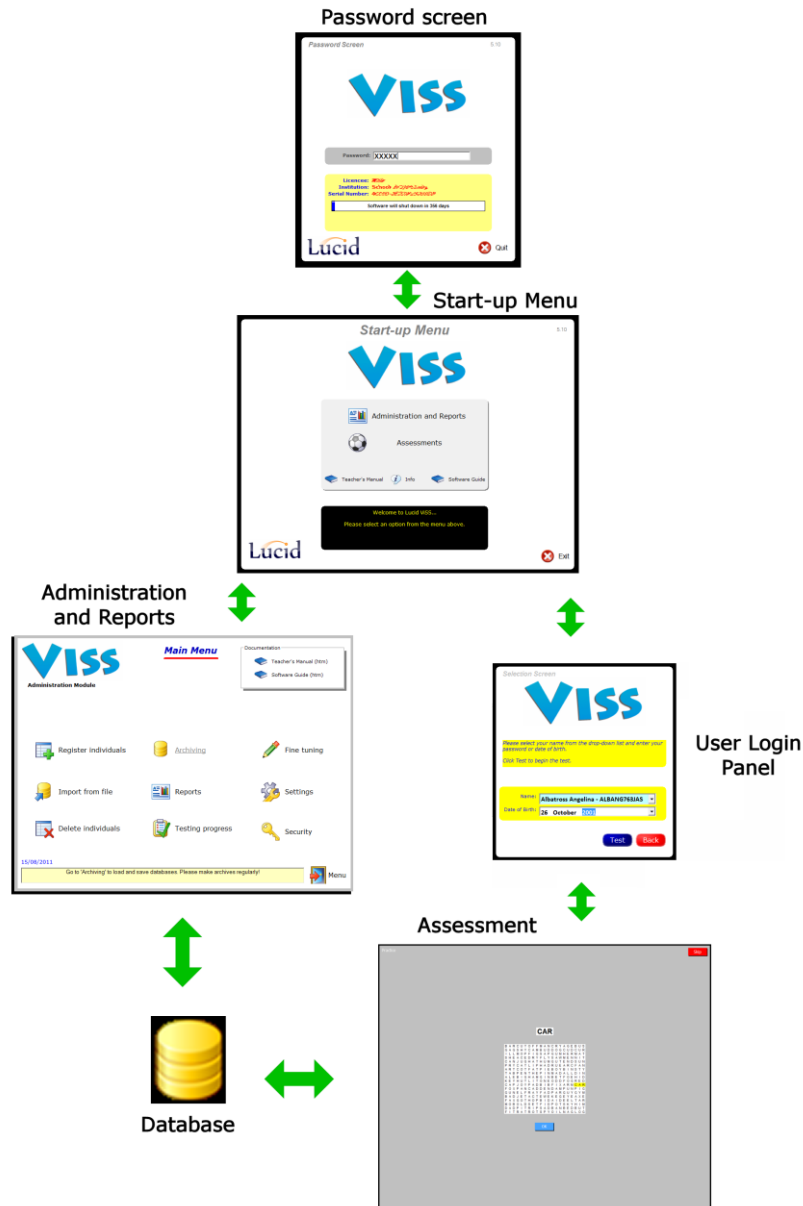
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Introduction to the software

A pictorial representation of the main components is shown in Figure 1. These components are described in detail later in this guide and in the appendices at the end.

Figure 1 – Lucid VISS software structure flowchart



The four main components of Lucid VISS are the Start-up Menu, Administration and Reports, the Assessments (Tests) module and the database. Refer to figure 1 above to see how the components are linked to each other.

The database is a Microsoft Access® 2000 database which stores all pupil information and test results. See Appendix 2 for technical details of database file permissions and where databases are stored.

The Start-up Menu

When you launch Lucid VISS v5.1 from its desktop icon or from the Programs menu, the *Password Screen* will appear (figure 2). Your password should be entered; the default password is **lucid** – to find out how to change this password [click here](#).

Figure 2 – Lucid VISS Password Screen



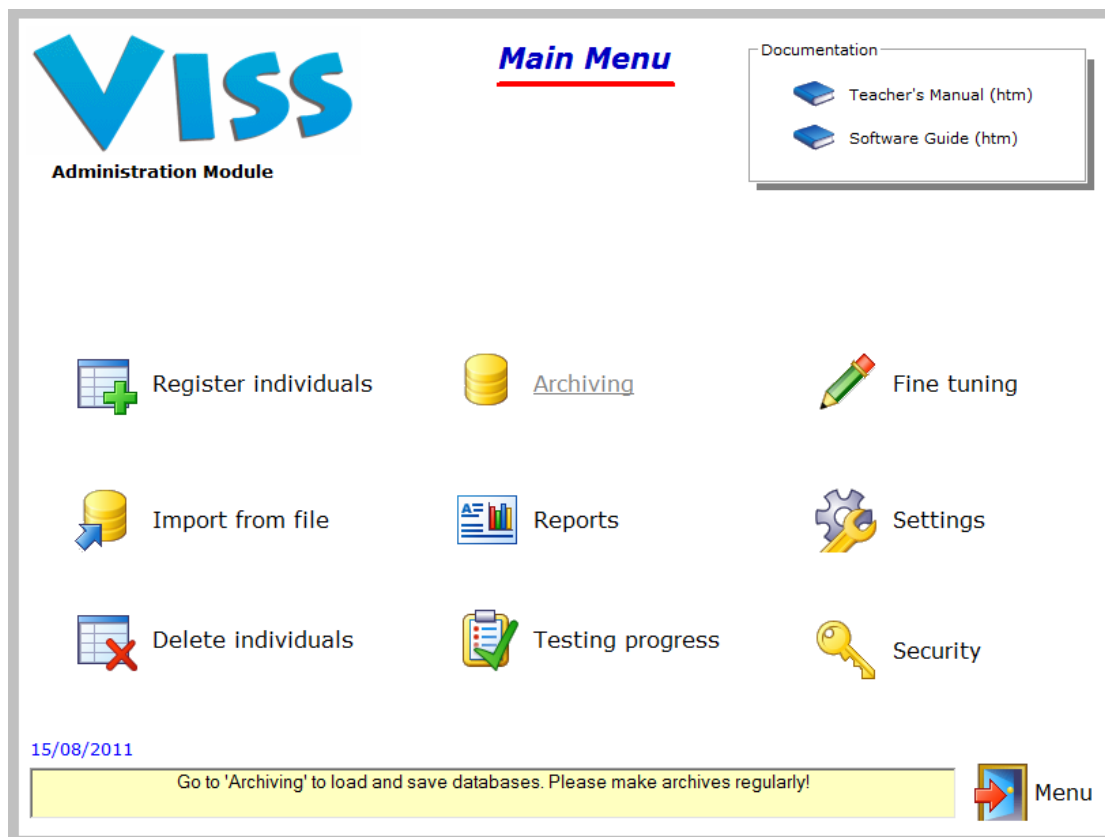
After entering the password the Start-up Menu is shown. There are two main options accessible from this menu: Administration and Reports and Assessments.

Figure 3 – The Start-up Menu



The Administration and Reports Module

Figure 4 – The Administration Module's main menu



The nine main options on the Main Menu will be described in detail in the pages which follow.

Click on a link below to go to any option directly:

[Register individuals](#)

[Import from file](#)

[Delete individuals](#)

[Archiving](#)

[Reports](#)

[Testing progress](#)

[Fine tuning](#)

[Settings](#)

[Security](#)

Register individuals

This option is used to enter details of individuals into the database (figure 5).

Figure 5 – Registering a new individual in the database

New individual

Register a new individual

Surname:

Forename(s):

Date of birth: Gender:

Age: Years: Months:

2000
2001
2002
2003
2004
2005
2006
2007

Save

Registered this session: 0
Total number registered: 5
Last pupil registered:

Enter your first name(s) in the second box down

Menu

In figure 5 the administrator needs to know the new user's correct date of birth; this is necessary because the person's age will determine how difficult the test will be by altering the number of columns and the font size in the word grids which form the heart of the VISS test.

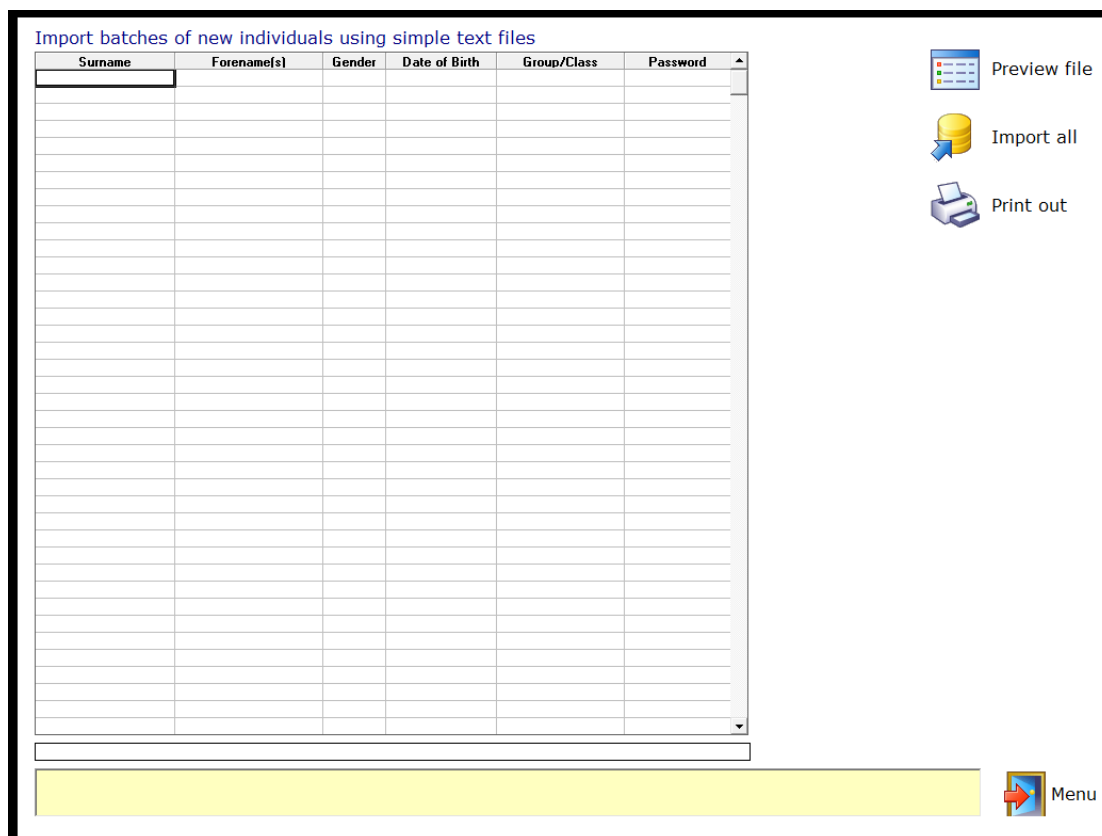
The date of birth can also be used as a security measure in place of a password.

Individuals can be either entered individually (as in Figure 5) or in batches via a specially formatted text file (see next section).

Import from file

This option allows the administrator to import the details of cohorts of individuals easily. The file containing the details should be in a special comma-separated format, which is described in detail in [Appendix 1](#) at the end of this guide.

Figure 6 – importing new individuals into Lucid VISS



To import a cohort of new individuals, choose **Preview file** to use the file browser to locate the text file containing their details.

An example file called `LucidVISS_Import.txt` can be found in the *Archives* folder of the application path. Upon selecting the file, the spreadsheet shown on the import screen will be populated with its contents (see figure 7). At the time of import, each new user is allocated a unique *User ID* by the software; this is used in various database tables to locate users' information. The *User ID* can also be used by the administrator or teacher as an identifier for reports if two individuals share the same name.

If there are errors in the formatting of the text file (e.g. if there are blanks in any columns or items are in the wrong column) it is important to fix these problems by looking at the import file again and NOT to proceed with importing the new users.

Delete individuals

From time to time it may be desirable to erase cohorts of previously assessed individuals from the database. This can be done using this option provided on the Administration Module's main menu, as shown in figure 8.

Deleting all users in a group

Select a group from the drop-down list in the Group deletion panel. Then choose **Delete all from Group** to delete all of the users shown in the list.

Deleting individuals

Individual users can be deleted via the *Selection* panel in the top right part of the screen. Select the **All** button to select everyone in the Group. 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* to delete those highlighted individuals.

Please exercise the greatest care when choosing to delete users from the database as mistakes may be difficult or impossible to rectify.


Figure 8 – Deleting users from the database


Delete individuals from the database


Individuals selected 2

Surname	Forename	Group/Class	User ID
Abbafan	Abigail	Universal	ABBABI236CQK
Albatross	Angelina	New Entrants	ALBANG763JAS
Dunsworth	Freddy	Universal	DUNFRE588PXL
Persepolis	Percy	Universal	PLOPER504NEG
Smith	James	Universal	SMDJAM277VQU

Individual deletion

 Select all

 Clear all


 X Delete individuals

Group deletion


Choose a Group below:

ALL GROUPS ▼

Number of individuals: 5

 X Delete all from Group

Press 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


Testing progress


This facility allows the administrator to see which individuals have completed their assessment tasks. A printout of the entire spreadsheet is available by selecting the **Print** icon.

Figure 9 – Testing progress screen shows which users have completed their test

Assessments completed

User ID	Name	D.O.B.	Class/Group	Test completed
ABBAB1236CQK	Abbafan Abigail	01/01/1998	Universal	12/08/2011
ALBANG763JAS	Albatross Angelina	01/01/03	New Entrants	
ARBALLO72WXX	Arbre Allison	12/09/99	Red Group	
BRIBEN321RON	Brimstone Ben	30/05/00	Red Group	
CRYCHA047AMY	Crystal Charlotte	11/02/99	Red Group	
DANDAN451OWL	Danson Daniel	20/06/00	Orange Group	
DUNFRE588PXL	Dunsworth Freddy	17/08/05	Universal	15/08/2011
ERIEDW533HRF	Ericsson Edwina	09/03/00	Orange Group	
FORFRE686MJE	Forlan Frederic	12/09/00	Orange Group	
GRIGRE685XSE	Grimshaw Gregory	25/07/99	Blue Group	
HARHEL115SJT	Hart Helena	17/12/99	Blue Group	
PLOPER504NEG	Persepolis Percy	01/01/90	Universal	11/11/2010
SMIJAM277VQU	Smith James	01/01/1998	Universal	

 Print

Individuals registered: 13
 Menu

Archiving

The archiving feature has five options described below.

(1) Save (archive) the current database

This option saves all users along with their results.

(2) Load a previous archive (destructively)

This option will overwrite the current working database with a previous archive. It is done destructively, which means that all information in the working database will be lost when an archive has been loaded. Therefore use this option with caution, or save an archive before you load another.

(3) Start a clean database

This option loads a blank database, therefore it is a destructive operation as you will lose any user information that is in the current working database. A typical use of this option is to import a new intake of users.

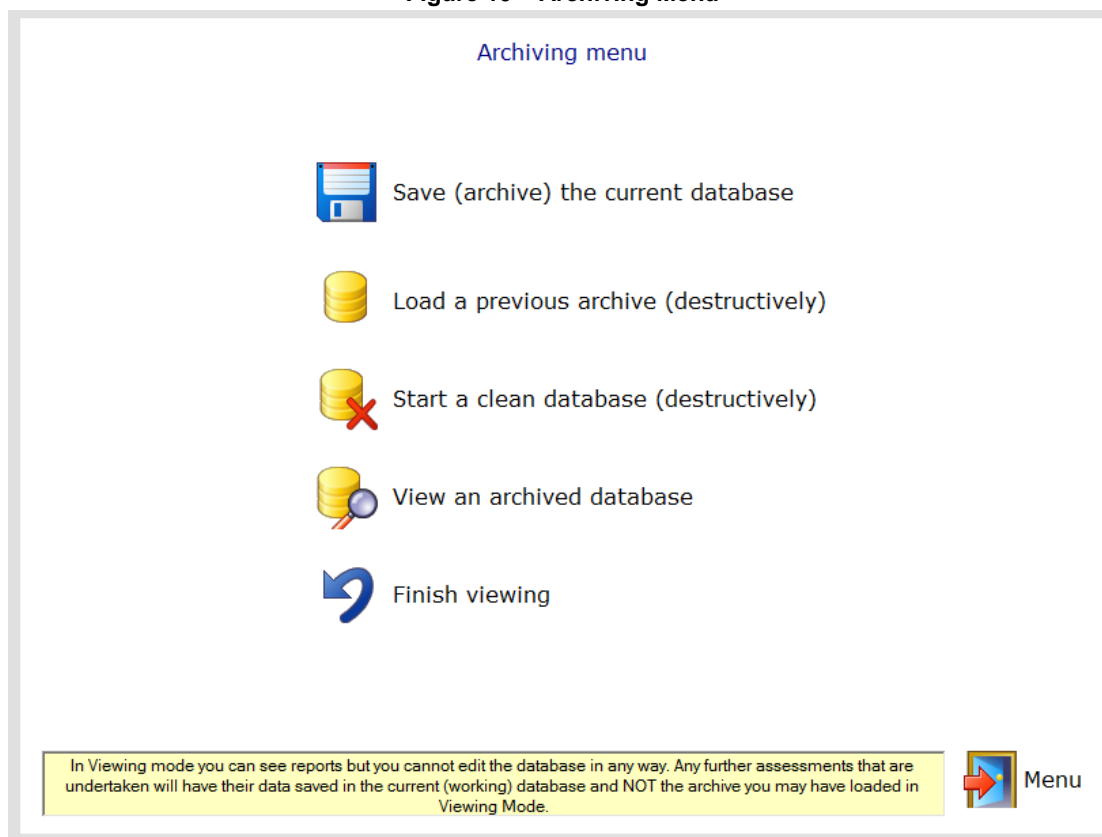
(4) View an archived database

This feature allows archives to be viewed WITHOUT OVERWRITING THE CURRENT DATABASE. This ensures that there is no accidental loss of valuable user data. After an archive has been loaded in Viewing Mode, the actual data in that archive can be viewed but not changed in any way.

(5) Finish viewing

This unlinks Lucid VISS from the archive being viewed and links up again to the current database so that normal administration operations such as deleting or editing records are possible. When Administration and Reports module has an archive being viewed, this is indicated by the wording 'Viewing Mode' appearing on the Main Menu screen.

Figure 10 – Archiving Menu



Online Guides

There are two guides accessible from the Main Menu, the **Software Guide** (which you are reading now) and the **Teacher's Manual**.

The latter is the guide designed for teachers or other professionals and gives guidance on interpretation of reports and recommended remediation strategies for those individuals who are indicated by VISS to be in the 'at risk' category.

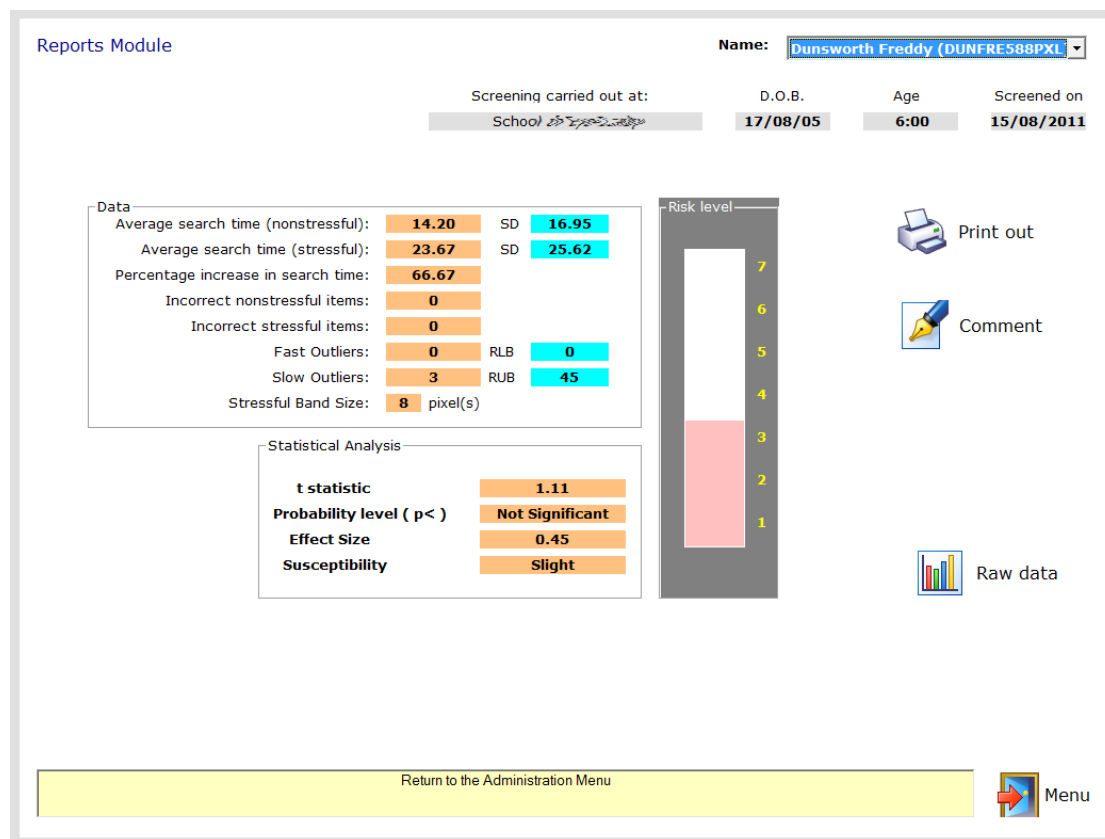
Each guide is launched into your web browser from which it can be printed out if required.

Both guides are also available as *Adobe Acrobat*® PDF files and can be found in the 'Docs' folder on the *Lucid VISS* CD.

Reports

The Reports Generator shows the results of each individual assessment, along with a Print Preview page from which reports can be viewed prior to being printed.

Figure 11 – Lucid VISS Reports Menu



The reports screen (figure 11) consists of two information panels which show search times and other information and the vertical bar which shows each user’s risk level as indicated by VISS.

Print out

This option allows a preview and printing out of any individual’s report (see example in figure 12). You will see that this printout actually shows more detail than that shown on the reports menu itself (figure 11).

Adding a comment to a report

The administrator can add a personalised comment for each individual by selecting the ‘Comment’ option on the Reports Menu. Up to 1000 characters (about 12 lines) of text can be added. The comment will be added to the box in the lower part of the report.

Raw data

The individual search times for each of the 25 test items can be printed out if desired (see figure 13).

Figure 12 – Print Preview page

The *Print Preview Page* shows exactly what the report will look like when it is printed out. The report can be enlarged with the *Zoom* facility **. In addition, three tick boxes can be checked to show (or hide) various parts of the report, (see the panel entitled *Preferences*). The report can be printed (**Print**) and also be copied to the Windows clipboard (**Copy**) and then pasted into any suitable word processor or other application.

** To enlarge the report you can also double click on the preview window using the left mouse button and to shrink it double click with the right mouse button.

Fine Tuning

This option on the Main Menu allows you to alter personal information which may have been originally entered incorrectly.

By clicking on the upper '**Edit details**' button the user's name, date of birth and gender can be altered. As a cautionary note, if a student's date of birth was originally entered inaccurately and the student subsequently sat their assessment, they may have ended up doing a harder or an easier test than if their date of birth had been entered accurately.

To save any changes made, click on **Save changes**.

Figure 14 – Fine Tuning screen

The screenshot shows the 'Fine tuning a pupil's personal and assessment details' screen. At the top right, there is a dropdown menu showing 'Grimshaw Gregory (GRIGRE685XSE)'. Below this is a 'Personal details' section with the following fields: 'User ID: GRIGRE685XSE', 'Surname: Grimshaw', 'Forename(s): Gregory', 'Date of birth: 25 July 1999', 'Age: 12 Y 1 M', and 'Gender: Male'. To the right of these fields are three buttons: 'Edit details' (pencil icon), 'Undo changes' (undo icon), and 'Save changes' (save icon). At the bottom of the screen, there is a yellow warning box with the text: 'You may alter an individual's personal details but if you originally entered a significantly incorrect date of birth and the pupil has already completed the visual stress test, the accuracy of the report may be affected.' To the right of the warning box is a 'Menu' button with a right-pointing arrow icon.

Settings

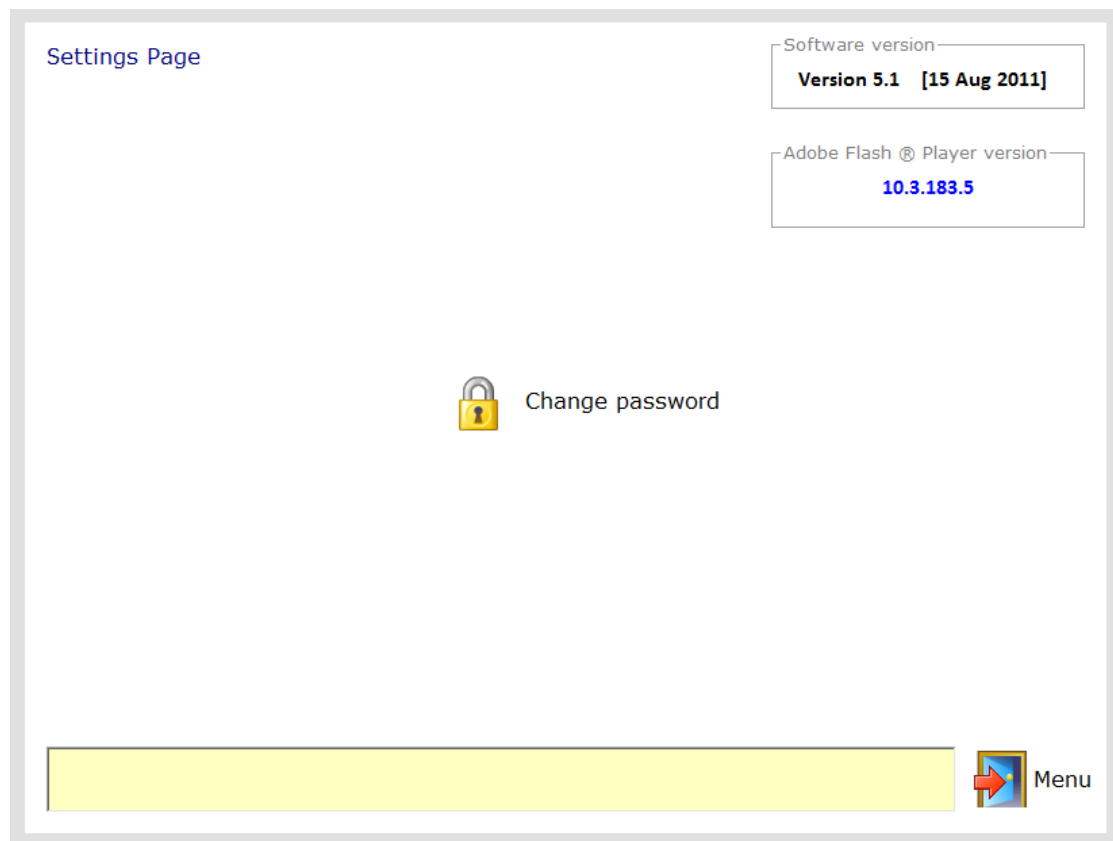
Change password

Here the administrator can change the administrator's password.

Note: At the first installation of *Lucid VISS*, this password will have been set to: **lucid** .

If you wish to change the password on the settings page please write down the new password you've chosen BEFORE you change it in the software.

Figure 15 – Settings Menu



This page also displays the VISS software version number and the version of the Adobe Flash ® Player installed on the computer. The Flash ® Player is an essential Plugin if you wish to allow younger users (ages 7-10) to view the cartoon rewards, three of which can be viewed during the test. The majority of computers already have the Flash Player ® already installed, but in cases when it isn't you can download freely it from the Adobe website at <http://get.adobe.com/flashplayer/>

Security

After new individuals have been registered within *Lucid VISS* (either individually or by using an import file) it is useful to check or modify security details for each one. This can be done on the Security Menu (Figure 16). Even if this is not done, default settings will be allocated automatically by the program when new users are added.

Figure 16 – Security menu

Security settings for all individuals

User ID	Student	D.O.B	Password	Group/Class	Login list
ABAABI800DTG	Abacus Abigail	01/01/2003	zoid	Universal	Yes
ABBAMY222QDR	Abbadabado Amy	01/02/2006	[Use date of birth]	Universal	Yes
ARBALL216GIC	Arbre Allison	12/09/2003	zoid	Red Group	Yes
BABBYZ768EMS	Babarella Byzantio	01/03/2003	[Use date of birth]	Universal	Yes
CABCAN347XFA	Cabrera Camille	01/03/1997		Universal	Yes
SEVSEL064FJC	Seven Selina	02/08/2004	zoid	Universal	Yes
STASAL738HVI	StartYoung Sally	01/01/2005	[Use date of birth]	Universal	Yes
TWETIL141GHV	Twelve Tilly	02/08/1999	zoid	Universal	Yes

Edit an individual's details

Abacus Abigail (ABAABI800DTG)

Group/Class: Universal

Password: zoid

Use D.O.B. as password: Yes No

Show in Login List: Yes No

Update

Number registered: 8

Print

Change the name of a Group/Class

From... Universal to... [] Change

Add new Group/Class

[] Add

Edit settings for Group/Class

Universal Show in Login List: Yes No D.O.B. as password: Yes No Update

Disband a Group/Class

Universal Disband

Add a new group by typing its name and then selecting 'Add' - allocate pupils to the new group as required. Menu

It is important to be aware of the security settings used in *Lucid VISS*, so these are described in the paragraphs which follow.

Group/Class

Every user is allocated to a notional group which, by default, is called *Universal* (this group cannot be deleted). If you don't want to allocate individuals to new groups then simply leave them in the *Universal* group to which they are initially allocated.

If you wish to place cohorts of users or students into different groups then you can create your own groups and name them as, say, *Year 1 2010* or *Year 2 2010*.

Change the name of a Group/Class

You cannot change the name of the default group 'Universal', though any other existing group names can be freely changed.

Add a new Group/Class

Simply enter the name of the new group in the appropriately titled text box shown in figure 16 and then click on the **Add** button.

To place a user into the new group look at the panel entitled “*Edit an individual student'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 user using the second drop-down list. Finally select **Update** in this panel.

Disband a group

This will remove a user from their current group and reallocate them to the *Universal* group. This process will also remove the name of the disbanded group from the database.

Removing an individual's name from the (login) list shown on the Test Module

You may not always want all individuals registered in *Lucid VISS* to have their names appear in the Login list which is the gateway to the Test Module. In the sub-panel entitled “*Show in Login list*” select either *Yes* or *No* to make this choice.

Can the login list setting be applied globally?

Yes. You will notice towards the bottom of 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*”. Finally click on the adjacent button called **Update**.

This feature allows entire groups to be hidden from the drop-down (login) list displayed at the start of the Tests Module.

The Tests Module

The Login Screen

The Assessments or Tests module is accessible from an option on the Start-up Menu. Before commencing the visual stress test, a user must either make up his or her date of birth on the Login Panel (figure 17) or must enter a password previously allocated by the administrator. The administrator must decide which of these two modes of entry is allocated to each user by making selections on the Security Screen (figure).

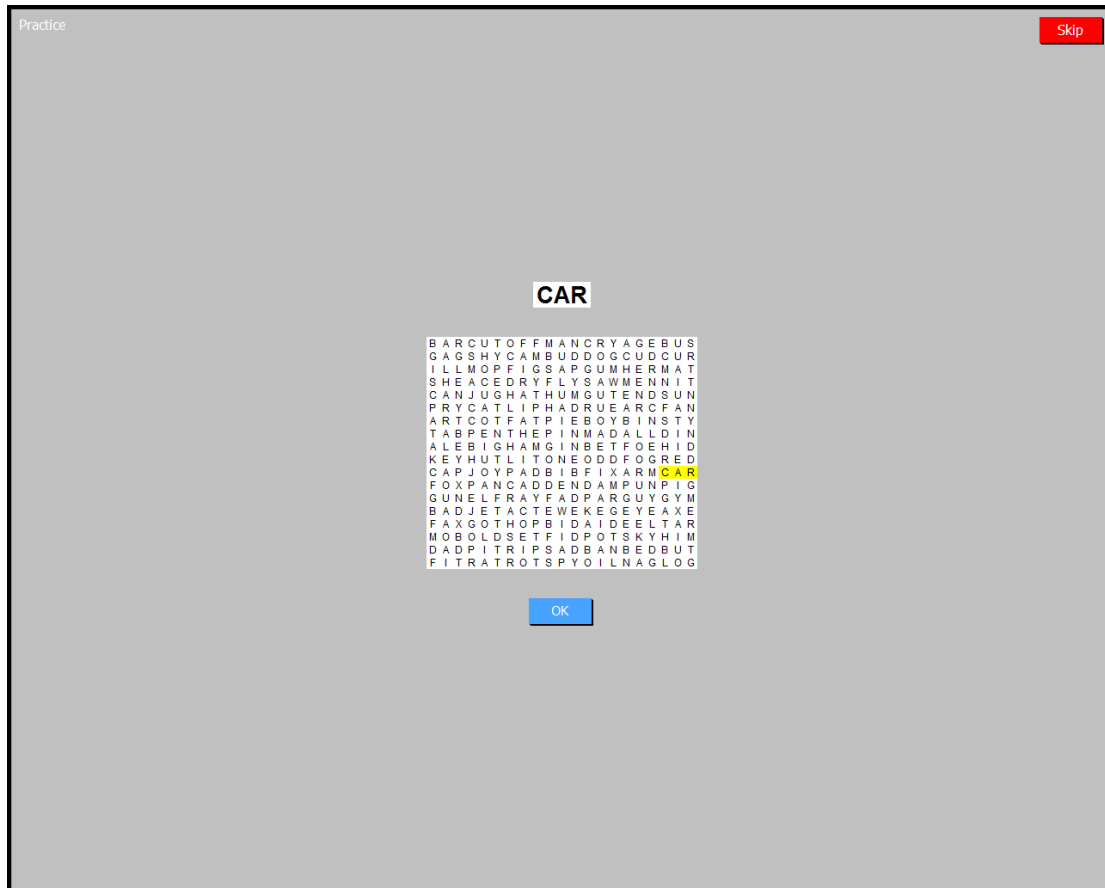
Figure 17 – Tests Module Login Panel

The screenshot shows a login panel titled "Selection Screen" with the "VISS" logo. A yellow instruction box contains the text: "Please select your name from the drop-down list and enter your password or date of birth. Click Test to begin the test." Below this, there are two input fields: "Name:" with a dropdown menu showing "Albatross Angelina - ALBANG763JAS" and "Date of Birth:" with a dropdown menu showing "26 October 2001". At the bottom right, there are two buttons: "Test" (blue) and "Back" (red).

Note: If the individual has been allocated a password, and the 'Use Date of Birth as Password' option has not been set for him/her (see Security, Figure 16) then a password box will be shown in Figure 17 instead of the date of birth box.

The Assessment

Figure 18 – The Lucid VISS test screen



After the Login panel the user is taken to the start of the test, where an animated demonstration shows how the user should attempt the 25 test items.

Throughout the test there are red button options at the top of the screen [**Skip**] or [**Quit**] which allow a user to exit out of the test and return to the Login panel if the test is not going to be completed by that user.

The separate Administrator's Manual covers the structure of the test in more detail so it is recommended that you view that document before you begin assessing users.

Finally, we do hope that you will find *Lucid VISS* useful!

Appendix 1

Importing new users – the file format

Shown below is the contents of a student import file suitably formatted for importation into Lucid VISS. This example file (`LucidVISS_Import.txt`) will be found in the folder `[Application Folder\Archives]` when the software has been installed.

```
Arbre,Allison,F,12/09/99,Red Group,apples
Brimstone,Ben,M,30/05/00,Red Group,bananas
Crystal,Charlotte,F,11/02/99,Red Group,pears
Danson,Daniel,M,20/06/00,Orange Group,oranges
Ericsson,Edwina,F,09/03/00,Orange Group,oranges
Forlan,Frederic,M,12/09/00,Orange Group,plums
Grimshaw,Gregory,M,25/07/99,Blue Group,plums
Hart,Helena,F,17/12/99,Blue Group,plums
```

There are up to 6 fields which should be entered for each individual (or user) as follows:

Surname, Forenames, Sex, date of birth, Group *, Password *

Notes on formatting

* denotes optional fields.

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

Fields should be separated by a comma with 5 commas in total.

Names don't have to be in alphabetical order as they are sorted within the software.

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

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

NOTE: If you don't want to allocate the individual to a group and don't want to allocate a password for him or her, please retain two commas immediately after the date of birth.

Example: `Arbre,Allison,F,12/09/99,,`

Please note: All person names used within this Guide are fictitious and used for demonstrative purposes only.

Appendix 2

Technical Information about Lucid VISS Version 5.1 series

Databases

The current working database is called `VISSv51Database.mdb`

There is a sister database called `VISSv51EmptyDatabase.mdb` which is used by the 'Archiving' option to start a fresh database.

For **Windows** ® **XP** the databases above are stored in:

`C:\Documents and Settings\All Users\Application Data\Lucid Research\Lucid VISS\5.1\`

or for **Windows** ® **Vista** and **Windows** ® **7** in:

`C:\ProgramData\Lucid Research\Lucid VISS\5.1\`

Archives are stored in a folder called *Archives* off this folder.

Important file and folder permissions

All users should have **Read/Write and Modify** permissions set on the folder '5.1' and all its subfolders.

The *Lucid VISS* Start-up Menu checks this and gives a warning in case this folder is only 'Read-Only'.

Older versions of Lucid VISS

Version 5.1 amalgamates the three original editions of *Lucid VISS* which were designed for use by the age ranges 7-11, 11-17 and 16+ (or adult edition). Each of these editions had its own database, stored in a different folder on the local hard drive. These databases are not supported by the new *Lucid VISS*, so it could be possible for some institutions to have up to four editions of *Lucid VISS* residing on the same computer, all maintaining their own separate database.

We recommend that if you have *Lucid VISS* v5.1, use that version and not the older editions as these are now withdrawn from sale and in time will become obsolete.

Date formats

Lucid VISS needs to make use of dates, including dates of birth. All dates should be in the UK format **dd/mm/yy** or **dd/mm/yyyy**. The Start-up Menu always checks for this date format when it runs. It is possible to change this format using *Regional and Language Options* in the Windows ® Control Panel.

