

E-Com Tips & Tricks

Monthly Tip - December

The "Role" buttons on the staff screen narrow your student list by only showing the students you serve in a particular role (case manager, teacher, other [OT, PT, SLP, etc.]). The "All" button will show all students assigned to you in any role.

Monthly Tip - November

You can change the default user name in FileMaker so that when you open E-Com, your user name is already entered in the login screen. To do so, open FileMaker and select 'Preferences' from the Edit menu. Then enter your E-Com user name in the User Name field (under the check boxes on the General tab) and click OK.

Monthly Tip - October

You can use the Find & Replace function when correcting an error or updating data on a duplicated form. Open the form and choose 'Find/Replace' from the Edit menu. Enter your 'Find' and 'Replace' text and click the appropriate button on the right. Its as easy as that!

Monthly Tip - September

Spell-Check: Add words to your dictionary by right-clicking on the misspelled word and select 'Learn' from the spelling submenu. If the 'Learn' option is 'greyed' out and unavailable, then that means you need to define a user dictionary for yourself. Select 'Spelling' from the 'Edit' menu and choose 'Select Dictionaries...' and then click the 'New' button to create your user dictionary.

Monthly Tip - April

Help: All screens in E-Com have an orange colored 'Help' button at the top of the screen. Clicking the Help button will make a number of question mark and film strip icons appear. Clicking on the question mark icons will take you to the relevant portion of the online E-Com documentation. Clicking on the film strip icons will take you to a narrated help video on the topic.

Monthly Tip - March

Font size on that form too small? YOU can set E-Com so that it shows all forms at 150%, nice and readable, To do so, go to your Staff screen and look for the "Default Form Zoom" field above the blue "Edit Login" button. Select 150% and next time you log in and go to a form, you'll see it a larger size.

Monthly Tip - Feb

Did you know that you can change the size, color, or font on text you enter into forms? From inside the form, just select the text you want to change, go up to the Format menu, and from there you can change the font, the size, the style (bold, italic) and the color very easily!

Monthly Tip - Jan

Are you seeing more than just your active students on your staff screen? Be sure you have the "Active Only" checkbox, at the right of the Students tab, checked. If it is unchecked, you will see active and inactive students who are assigned to you.

Additional ECom Tips

Read Tips that are available on the left side of the screen after you log in.

When signed in under your name, and you click on "My Students," you can view the students alphabetically, by age, grade, case manager, IEP due date, 3-year due date, etc. by clicking on the corresponding blue heading.

You can view 2 screens (multiple pages) at once, by first opening both screens, one at a time. Be sure E-Com is expanded to fill the whole screen. Open up one of the documents you want to look at, then go back and open up the other document you want to look at. When you click on "Go To" in the top ECom Menu and choose the first document you opened, both should open side by side. Don't X out of either one, though, because it will make you exit ECom. Instead, minimize whichever one you don't want to see anymore. Or go to File, Open Recent, Ecom Login to get back to your main page.

When you want to line up columns in your reports, like when you are reporting SS/%ile for multiple subtests, use ctrl+tab to move over. It's easier and keeps things lined up better when you print than just using the space bar.

When filling out Progress Reports, be sure you have the correct IEP date for the goals to populate the form. The Prior Written Notice has the correct date listed and you can see it in the pink/white striped area when you have the Progress Report opened. Once the date is entered, you may have to click back on the progress report form (even thou you are currently in it) for the goals to load on the form.

It is no longer possible to 'click and drag' a line of text to another part of the. The document will quickly scroll to the end and your line of text will be dropped there, far beyond where you wanted it. This only happens in some text boxes, not all. Using Highlight, Control + C (to cut or copy), and moving text to desired spot and using Control + V (to past) is much more effective.