os-soft Commonly Used Terminology

Database: The database is where the information that you have added to os-soft is stored. This information includes the client names, services, calls, victimizations, values you have selected in drop-downs, etc.

Data Field: is the space used to collect specific information e.g. the "First Name" text box is a data field used to collect first names.

Data Value/Element: refers to specific information being collected in data fields.

Development: refers to the process of making or editing the os-soft database, report, etc.

Implementation: refers to the process of customizing os-soft for a specific user or group of users.

Model file/Layout: terms used interchangeably; refer to what you see when working with os-soft. Changes to the software such as, the color, the working label, the removal or addition of a tab, are considered model file changes.

Report: refers to an exportable version of information that has been input into the system.

- **Custom Report:** Custom funder reports apply all the filters required to generate a specific report instantly. Custom Reports are developed to pull EXACTLY the information programmed. Any changes or updates need to be programmed into the report to take effect.
- **Flexible Report (Flex Report):** Flex reports pull data in groups based on a category instead of a specific value. This means that new data values (e.g.

drop-down items) can be added to their respective categories without requiring report development work for the report to recognize the new value.

- **Standard/Generic Report:** os-soft comes with a pre-loaded standard report library (e.g. services, outreach, shelter stays, etc.). Standard reports have a wide range of filters for pulling aggregate data.
- **Display Report:** Display reports are printer friendly versions of various areas in os-soft. For example, if you are looking at the client screen and need to print information, a display report would generate a printer friendly version of the client screen.

Server: Servers can be standalone or run from a workstation. A server is where the database os-soft accesses is located.

Script: Scripts are developed to alter the database once it has been implemented.

Update/Upgrade: An update is a small fix or change to the software. An upgrade is a new version of the software that may contain new screens and added features not available in previous versions.

Version: Refers to the iteration of the software being accessed e.g. 17, 17.1, 17.1.2 etc. This number can be seen as the program is starting-up.

Workstation: a computer that users access to input data in os-soft.