



Scholastic ONline Information System  
for the Web

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# Custom Fields, Web Pages, and Colors

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SONISWEB® is designed to be customized. This manual is a collection of guidance for, and examples of, customization. You can change the colors of your displays. You can change column headings and fields to use your terms. You can change the titles of displays. You can use one of our “extra” columns to establish your own fields. You can add your own Web pages to SONISWEB®. Some of the complex customization choices require substantial programming skills. We give guidance, but on complex customization it’s no substitute for the skills of your staff or contractor.

For custom reports, see the text “Report Customization”.

May 2006

 *Systems, Inc.*

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(CustomWeb.doc - 05/09/06 3:23 PM)

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## NEW IN THIS EDITION

### May 2006 Enhancements

- Color Wheel and Hexadecimal for color selection, “Color Table”, page 10, “Login Page Set-up for Color and Title”, page 15, and “Hexadecimal and Color Wheel Choices”, page 17.

### Initial March 2006 Release

- This edition is for SONISWEB® version 2.0. A few of these changes were also added to version 1.4.
- Many of the displays have been changed to show new functions with this release.
- Figure 1 Toolbar for those with User-ID access and Figure 2 Function Lists1 - Partial, page 4.
- “Login HOME Page”, page 16.
- “Substituting Your Cascading Style Sheets”, page 22.
- “‘Extra’ Columns Ready for Use”, page 29.
- Reference to the separate file “CustomWebPageExample.zip”, page 39.
- Figure 69 Login Displays and Figure 70 Typical SONISWEB® Page, page 49.

## NAVIGATING THE FUNCTIONS



• Figure 1 Toolbar<sup>1</sup> for those with User-ID access

Administrative users have User-IDs and Passwords and see an initial display like Figure 1. Administrative users can be anyone in your system with an ID but typically they're paid Staff and those few Faculty with additional administrative duties.

The access rights of an administrative user are defined by:

1. The **Profile** selected when you were issued a User-ID and Password. Typical Profile categories are the Registrar, the Registrar's staff, the Financial Officer, Admissions staff, Deans, etc. One profile covers all the people in each staff category.
2. The individual limits specified for you when you were issued a User-ID and Password. Typical limits are preventing access to faculty and staff personal records.
3. The **privileges** added for you when you were issued a User-ID and Password. The right to "Make Grades Official" or "View and Change PINs" are examples.

After clicking **Systems** in Figure 1 you get the selections shown in Figure 2.



• Figure 2 Function Lists<sup>1</sup> - Partial

<sup>1</sup> You only see what you're authorized to see by your Profile and individual Limits and Privileges. So your choices may be fewer than these.

## WHAT DO YOU WANT TO DO?

See “Security Caution” on page 8 before making customization changes.

- Add a Record with Page Edit, page 33.
- Add the Record for the New Group, page 34.
- Choices and What They Affect, page 7.
- Color Selection, page 10.
- Color Table, page 10.
- Color, Global Changes, page 12.
- Column Text and Heading (Field-name) Changes, page 23.
- Custom Displays, page 38.
- Custom Tabs-Toolbar for Faculty, Students, etc., page 19.
- Customizing Choices and Tradeoffs, page 6.
- Entering SONISWEB® from Your Web Pages, page 37.
- Graphics and Images Substitution, page 20.
- Heading-Title and Default Changes, page 23.
- Integrating SONISWEB® into Your Web Site, page 37.
- Keeping Track of Your Changes, page 9.
- Login Page Edit to Set Login Messages, page 14.
- Login Page Set-up for Color and Title, page 15.
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- Processing Data and Displaying Results, page 41.
- Substituting Your Cascading Style Sheets, page 22.
- Substituting Your Displays or Pages, page 38.
- The ‘Extra’ Columns and Column Additions, page 27.
- Writing Your Input Web Page, page 39.
- If you don’t see what you need above, check the table of contents on page 2 and table of tables on page 3. You can also use the Adobe® find or search functions illustrated in Figure 3. It allows a Google®-like search<sup>2</sup> by word or phrase.

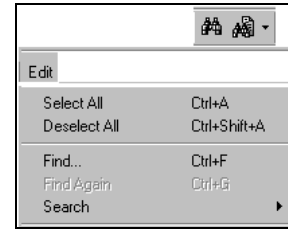


Figure 3 · Adobe® Find and Search

<sup>2</sup> If you're unfamiliar with this searching, click Adobe® reader Help or see the SONISWEB® text "Index to Texts".

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## Diagnosing and Fixing Problems

See the text “Messages, Errors, and Diagnosis”.

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## Setting Your Browser for Proper Function and Security

Internet Explorer<sup>3</sup> (IE), Firefox™, Netscape®, and Opera Web browsers have an “auto-complete” or password-form save feature that is handy for individual computers but defeats privacy on shared computers like those in computer labs and libraries. See the text “Browser Settings” to set your browser for security, good performance, and to prevent your getting old data.

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## CUSTOMIZING CHOICES AND TRADEOFFS

- Color changes are simple. Guidance is on pages 10 and 31.
- Changing column and field names is easy to do but has some maintenance repercussions.  
  
Since your columns will have different names from the standard names, it complicates your communications with the SONISWEB® support and development staff. You should document your changes (page 9). Tell all those who are likely to contact the SONISWEB® support staff where the documentation is kept so they inform the support staff when calling for assistance. See page 23.
- Adding a new column or data field is straightforward because extra fields have been included in the database for your use. See page 27.
- Replacing the SONISWEB® Cascading Style Sheets (CSS) with yours is also simple, see page 22.
- Substituting your tabs or toolbar for the tabs delivered with SONISWEB® (page 19) requires skill in writing ColdFusion™ “code” and knowledge of how links are used in the system.
- Adding new Web pages is the most complex for your staff. It requires significant skill at writing ColdFusion™ “code” and manipulating SQL databases. To make adding Web pages easier, we share the integration functions the SONISWEB® developers use on pages 27 and 36.
- You can replace specific pages in SONISWEB® with your own as outlined on page 38.

As SONISWEB® improvements are released you will have to check the integration of your pages and run tests to make sure your pages work as intended. To that end, suggestions for documenting your changes are given on page 9.

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<sup>3</sup> Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

## Choices and What They Affect

**Table Maintenance - color**

OR Edit Record (click on Button in the row): [Sort Order](#)

Color Code	Color	Description	Disabled
(color_cod)	(color_txt)	(color_desc)	(disabled)
<input type="text" value="28"/>	F5FFFA	Mint Cream	0
<input type="text" value="31"/>	FAF0E6	linen	0
<input type="text" value="4"/>	green		0
<input type="text" value="1"/>	lightblue		0

Figure 4 Color Table

**Login Page Set-Up**

Edit Login Page: facsect.cfm

Login Enabled	<input checked="" type="checkbox"/>	Tab Color	brown
Separation Color	lightblue	Page Color	silver
Title Background Color	blue	Home Separation Color	pink
Display Text	Faculty	Disabled Message	Faculty access is temporarily unavail
Return Page	facsect.cfm	User Replacement Page	

Figure 5 Color Selections an Extreme Example

**SonisWeb200**

[Update Bio](#)
[Search](#)

**Secured Faculty Options**  
for Dale Johnson

Address: 1220 Waterfront Drive Position:  
 Wrightsville Beach , NC 39919  
 Phone: 949-555-1212

**Teaching Schedule**

School Year:  Semester:

Course	Description	Session	Section	Time	Location
MME301	Maritime Engineering Introduction		1	MON 6:10am-8:00am, WED 6:10am-8:00am, FRI 6:10am-8:00am	B100
MME320	Propulsion Command - Marine Enging		1	TUE 1:00pm-1:50pm, THU 1:00pm-1:50pm	S100

Viewing - Year:200506 Semester: 1

• Figure 6 Result with Selections from Figure 5

Figure 4, Figure 5, and Figure 6 illustrate the relationships among the tables.

- In Figure 4, the color table, you decide what colors to permit. Access to that table is described on page 10.
- What you permit in Figure 4 becomes the color selections in Figure 5.

- The colors you pick in Figure 5 give you the colors you see in Figure 6.

## Security Caution

**Be very cautious whom you authorize to use these functions.** The system functions described in this text not only change colors and column names, they can delete the very pages you need to maintain your records. Allow only one or two of your most trusted staff to have the “Master” profile. For other users, set their profiles so they cannot access these sensitive functions.

Systems					
Activities	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Additional Fees	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Application Activities	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Application Checklist	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Biographic Options	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Category and Recruiting Plans	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Columns	Disabled: <input checked="" type="checkbox"/>	Display Only: <input type="checkbox"/>	Course Equivalency	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Login Page Notes: Edit	Disabled: <input checked="" type="checkbox"/>	Display Only: <input type="checkbox"/>	Login Page Set-Up	Disabled: <input checked="" type="checkbox"/>	Display Only: <input type="checkbox"/>
Master Profile	Disabled: <input checked="" type="checkbox"/>	Display Only: <input type="checkbox"/>	Page: Add / Edit	Disabled: <input checked="" type="checkbox"/>	Display Only: <input type="checkbox"/>
Parking: Search	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	PIN Numbers	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Profile Utility	Disabled: <input checked="" type="checkbox"/>	Display Only: <input type="checkbox"/>	Reconcile Course Section Seats	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Registration Hold	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Reports: Add / Edit	Disabled: <input checked="" type="checkbox"/>	Display Only: <input checked="" type="checkbox"/>
Reports: User Replacements	Disabled: <input checked="" type="checkbox"/>	Display Only: <input type="checkbox"/>	Room, Building, Campus	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Session Monitor	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	System Messages	Disabled: <input type="checkbox"/>	Display Only: <input checked="" type="checkbox"/>
System Variables	Disabled: <input checked="" type="checkbox"/>	Display Only: <input checked="" type="checkbox"/>	Table Maintenance	Disabled: <input checked="" type="checkbox"/>	Display Only: <input type="checkbox"/>
Transaction Code Mappings	Disabled: <input checked="" type="checkbox"/>	Display Only: <input type="checkbox"/>	User ID's	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Web Log	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Web Options	Disabled: <input checked="" type="checkbox"/>	Display Only: <input checked="" type="checkbox"/>
Year End Promotion	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Year End Promotion Settings	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
<input type="button" value="RESET"/>			<input type="button" value="Submit"/>		

• Figure 7 Compressed Profile List

Figure 7 is a “telescoped” profile table that shows the more sensitive functions that should be disabled for most users.

Evaluate your security needs to determine which functions you should disable and for whom. The SONISWEB® texts “Security Checklist”, “Administration”, and “Installation” provide additional guidance.

## KEEPING TRACK OF YOUR CHANGES

The SONISWEB® developers attempt to minimize the impact of changes on your custom additions and changes. That is not always possible. You should document your changes so that when a SONISWEB® change inadvertently affects your customization, you can restore your additions and changes.

If you do not already have a change documentation process, you can establish a very simple one like this:

1. For each change project, create a folder-directory to hold the documentation. With a name like “logon\_graphics\_jan03”, you can quickly find it and know what it is about.
2. Acquire a screen “snapshot” software package such as Hypersnap<sup>4</sup> (about \$35 at <http://www.hyperionics.com>). With it you can capture and automatically store pictures of the changes as you make them. The result is a “document” of your step-by-step changes.
3. Put a short list of your objectives and the names of columns, pages, and database tables you changed in a simple text file and store it in your folder-directory.
4. Backup up your change-documentation folders-directories periodically.

Now you are prepared to rebuild any changes that are affected by SONISWEB® upgrades and maintenance.

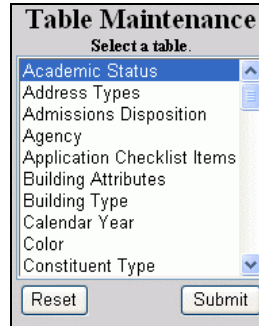
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<sup>4</sup> There are many screen snap packages. A Web search for “screen capture software” yields a long list.

## COLOR SELECTION

### Color Table

1. Click Table Maintenance in Figure 2. That yields Figure 8.



• Figure 8 Table Maintenance List

<b>Table Maintenance - color</b>			
<input type="button" value="ADD New Record"/>		OR Edit Record (click on Button in the row): <span style="color: cyan;">Sort Order</span>	
Color Code	Color	Description	Disabled
(color_cod)	(color_txt)	(color_desc)	(disabled)
<input type="text" value="28"/>	<b>F5FFFA</b>	<b>Mint Cream</b>	<b>0</b>
<input type="text" value="31"/>	<b>FAF0E6</b>	<b>linen</b>	<b>0</b>
<input type="text" value="4"/>	<b>green</b>		<b>0</b>
<input type="text" value="1"/>	<b>lightblue</b>		<b>0</b>

• Figure 9 Color Table

2. In Figure 8, click “Color”, then click the Submit button. You get Figure 9.

The color table shown in Figure 9 is used to customize your displays so they use colors of your choice.

You can add color directly as described in “Login Page Set-up for Color and Title”, page 15 and “Hexadecimal and Color Wheel Choices” on page 17.

3. To add a new color, click the Add button in Figure 9. To change an existing color, click the “button” such as . You get a display like Figure 10. That display will have no color in it if you are adding a new color.

Color Code (color_cod)	Color (color_txt)	Description (color_desc)	Disabled (disabled)
31	FAF0E6	linen	0

Reset      Submit

Delete This Record

• Figure 10 Color Table Entry

4. You type the color into Figure 10. Color (color\_cod) is any valid HTML<sup>5</sup> color. Both words (yellow) and codes (#FFFF00) are usable as long as they are valid for browsers. Our anecdotal tests suggest that the hexadecimal codes such as #C0C0C0 are often more reliable than names like “silver” for some browsers. See “Standard Colors” on page 13.
5. To disable a color but leave it in the table for later use, enter a 1 (the digit 1 which means True) in the Disabled field. A color you disable is not offered in the selection lists such as Figure 5 and Figure 11.
6. To enable a color that has a 1 in the Disabled field, enter a 0 (the digit 0 which means False). The color will now be offered in the selection lists.
7. You can permanently delete a color by clicking the Delete button. With the color no longer in the table, you cannot select it during customizing.
8. Click Reset to erase your entries.
9. Click Submit to save your entries.
10. Scroll to the bottom of the display. You should see a confirming message that your change has been accepted.

Deleting a color in use may cause your displays to become colorless. Depending on the Web browsers your users have, black or white may replace the deleted color. For example, if the text is set a blank and you delete a color used as a background you may get black text against a black background. The text will “disappear” with the replacement black or white.

<sup>5</sup> HyperText Markup Language, the basic means of displaying information on a Web browser.

## Making Global Color Changes

You can change the color of all pages. You can change the color of all “names<sup>6</sup>” or all “courses<sup>6</sup>” pages.

To change the color of individual pages, see “Using Page Edit to Change Page Name and/or Color” on page 31 and Figure 50.

1. Click Page: Add/Edit in Figure 2.

The screenshot shows the 'Page: Add / Edit' interface. At the top, there is a 'Choose A Page:' dropdown menu, a 'RESET' button, and an 'EDIT' button. A note below states: 'NOTE: Page edit will edit ALL instances of the page. Record type (ex. (ST)) is shown for informational purposes only.' Below this, there are three rows of color selection options: 'Change Name Search Page Color', 'Change Course Search Page Color', and 'Change All Page Colors'. Each row has a dropdown menu showing the color '#D3D3D3' and 'RESET' and 'SUBMIT' buttons. A color selection dropdown is open, showing a list of colors: #003366, #788999, #D3D3D3, #FAEBD7, #FFC000, blue, brown, FAF0E6, green, lightblue, lightgreen, orange, pink, red, and silver. Other fields include 'Text:', 'Record Type(s) (list=Names):' with 'Alumni' and 'Applicant' selected, 'Disable Message:', 'Add To All Profiles:', and 'Enable In All Profiles:'.

• Figure 11 Colors in Page Add/Edit

2. Determine whether you want to change the color of “All Page Colors”, the Name<sup>6</sup> Search” pages, or the “Course<sup>6</sup> Search” pages. Use the appropriate pulldown menu in Figure 11 to select the color.
3. To reset your choice, click the Reset button at the bottom of the display, not visible in Figure 11.
4. To make the change, click the Submit button at the bottom of the display, not visible in Figure 11.

This is a close-up of the color selection options from Figure 11. It shows three rows: 'Change Name Search Page Color', 'Change Course Search Page Color', and 'Change All Page Colors'. Each row has a dropdown menu showing the color '#D3D3D3', a 'RESET' button, and a 'SUBMIT' button.

• Figure 12 Global Color Choices

<sup>6</sup> The “names” pages are those that appear when you use the **Names** function (Figure 1) to look at the records for people. The “courses” pages are those that appear when you use the **Course** function (Figure 1).

You see your chosen color as illustrated in Figure 12.

If you choose the blank color in Figure 11, you get a white background for the pages.

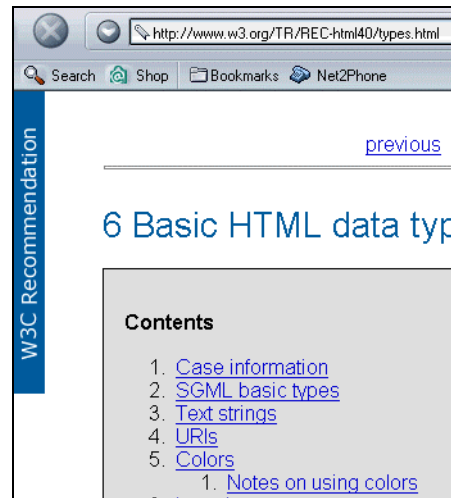
## Standard Colors

There are several sources of supported colors, with Figure 13 showing the most official one from the World Wide Web Consortium (W3C).

















Figure 14 shows the most common colors at the W3.org site. They are the colors most likely to be displayed correctly on the various brands and versions of Web browsers that your students, alumni/ae, and faculty use.

However, in testing SONISWEB® on a variety of Web browsers, the developers have seen wide variations in color support by these “compatible” browsers. If the color is important to you in your total Web design, compile a list of all the browsers that your Web users have and test them. Although variations are most noted by brand (Internet Explorer versus Netscape® versus Opera), there is significant variation from version to version even within a single brand.

The quality and type of color monitor on each user’s computer greatly affects the rendering of the color. The more subtle shades will look noticeably different on LCD versus CRT displays and from brand to brand of display. The basic 16 colors shown in Figure 14 have the least variation.



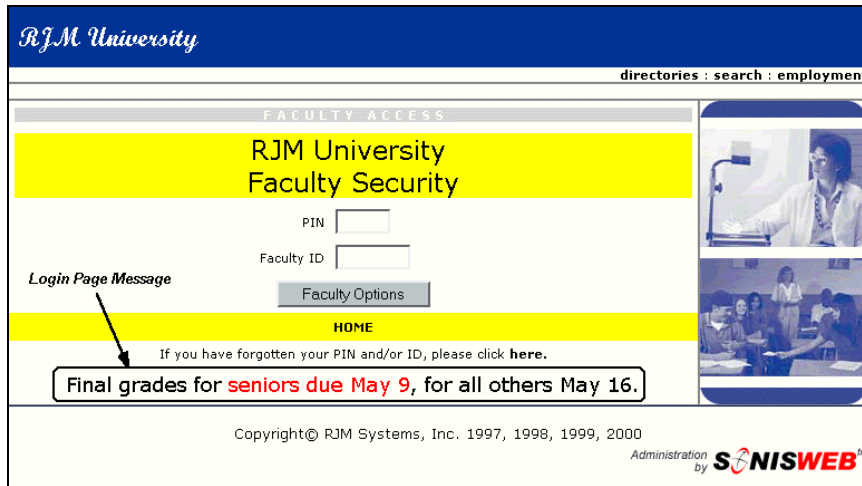
• Figure 13 W3.org Color Internet Site

Color names and sRGB values	
 Black = "#000000"	 Green = "#008000"
 Silver = "#C0C0C0"	 Lime = "#00FF00"
 Gray = "#808080"	 Olive = "#808000"
 White = "#FFFFFF"	 Yellow = "#FFFF00"
 Maroon = "#800000"	 Navy = "#000080"
 Red = "#FF0000"	 Blue = "#0000FF"
 Purple = "#800080"	 Teal = "#008080"
 Fuchsia = "#FF00FF"	 Aqua = "#00FFFF"

• Figure 14 W3.org Color List

## LOGIN PAGE EDIT TO SET LOGIN MESSAGES

The login pages can contain a message like that shown in Figure 15. They are very useful seasonal alerts with a different message available for faculty, for students, for “alums”, etc.



• Figure 15 Faculty Login Page Message Example

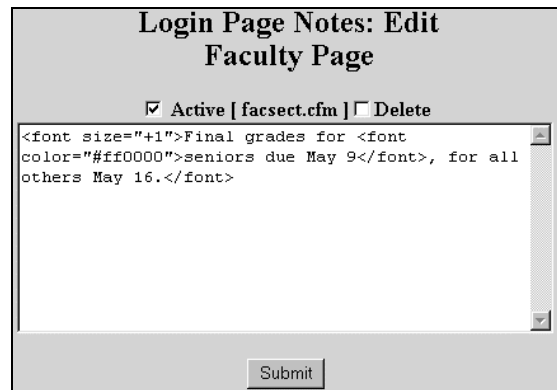
In Figure 15 you see the message created in Figure 16.

Figure 16 gives you space to enter the message you want to appear at the bottom of Figure 15.

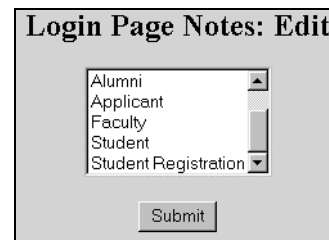
To get Figure 16:

1. Click Login Page Notes: Edit in Figure 2. That yields Figure 17.
2. In Figure 17, scroll down to the log-in page whose note you want to edit, click it, then click the Submit button. You get Figure 16.
3. After making your changes in Figure 16, click the Submit button.

You can give special emphasis to your page notes by using standard HTML<sup>5</sup> statements. As illustrated in Figure 15 you can increase the size and change the color of the text to emphasize certain words using HTML<sup>5</sup> statements like those in Figure 16.



• Figure 16 Login Page Notes: Edit



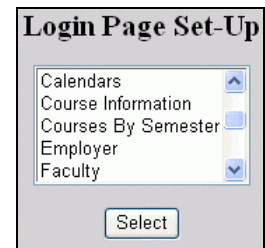
• Figure 17 Login Page Notes List

4. Scroll to the bottom of Figure 16 for the confirmation message. If the message indicates an error, follow the guidance of the message to correct it. Figure 19 shows an example.

## LOGIN PAGE SET-UP FOR COLOR AND TITLE

Each edit display like Figure 19 affects only one type of user based on what you chose in Figure 18. So you can have different colors, titles and disabled message for students, faculty, alumni/ae, constituents, etc.

1. Click Login Page Setup in Figure 2. That yields Figure 18.
2. In Figure 18, scroll down the list of pages to the one you want to edit, click it, then click the Select button. You get Figure 19.
3. Make your changes in Figure 19, then click the Submit button.



• Figure 18 Login Page Set-up List

In addition to the pulldown list of colors, you can set colors with Hexadecimal values or use a Color Wheel as described in “Hexadecimal and Color Wheel Choices” on page 17.

4. If you click the Reset button before the Submit button, it erases your changes so you can start over.
5. Scroll to the bottom of the display for the confirmation message (the bottom of Figure 19). If the message indicates an error, follow the guidance of the message to correct it.
6. Document your changes as recommended on page 9

**Updated**

• Figure 19 Login Page Set-up

Figure 19 lets you control these functions:

**Login Enabled** enables or disables logins for this class of users; if you click the checkbox until it is empty, all logins by this group of users is stopped. With a checkmark in the checkbox, logins are enabled.

**Tab Color, Separation Color, Page Color, Title Background Color, and Home Separation Color** determines how all the displays look for a class of users. For example, student displays can appear in blue, “alums” in yellow, and faculty in silver. For a visual example of the effects, see Figure 5 and Figure 6 on page 7. (If you didn’t print this manual in color, view it with the PDF reader on your computer so you can see the effects of the color choices in Figure 6.)

**Display Text** is the title that appears on the top of the displays.

**Disabled Message** is related to “Login Enabled” above. If you disable a class of users, this message tells them why.

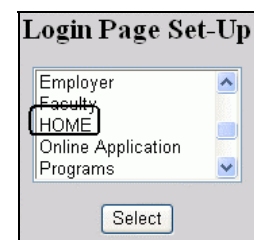
**Return Page** is the link that will be invoked when the user logs out. Usually it is back to the login page.

**User Replacement Page** is the Web page you want substituted for the standard SONISWEB® logon page.

## LOGIN HOME PAGE

There is a special “Login” page called HOME. It is where users go when they click HOME on the Web page. If you are linking to SONISWEB® from your Web pages, this is how you re-direct users back to your Web pages when they click HOME.

1. Click [Login Page Setup](#) in Figure 2. That yields Figure 20.
2. In Figure 18, scroll down to HOME, then click the Select button. You get Figure 21.
3. To change which page a user goes to when the HOME link is pressed, change the “Return Page” entry in Figure 21 from “index.cfm” to a valid page of your choice.
4. Click the Submit button to save your changes.



• Figure 20 Login Page Set-up List

• Figure 21 HOME Login Page Set-Up

## Hexadecimal and Color Wheel Choices

Using [Add New color by Hexadecimal](#) and [Add New color by Color Wheel](#) in Figure 19 and Figure 21 is a two-step process.

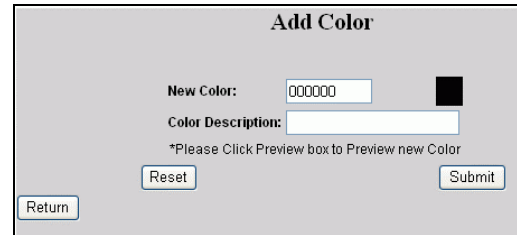
1. To use Hexadecimal, click the [Hexadecimal](#) link in Figure 19 or Figure 21. You see Figure 22.
2. Enter a six-character hexadecimal value in the “New Color” field and click the Tab key on your keyboard. You get Figure 23 with the color displayed in the small box.

Continue entering hexadecimal values and clicking the Tab key in Figure 23 until you get the color you want.

3. Enter a name for your chosen color in the “Color Description” in Figure 23, then click the Submit button. You return to Figure 19 or Figure 21 where you pick the new color from the pulldown lists.

You must enter the “Color Description” in Figure 23 or Figure 24. If you don’t that selection will not appear in Figure 19 and Figure 21.

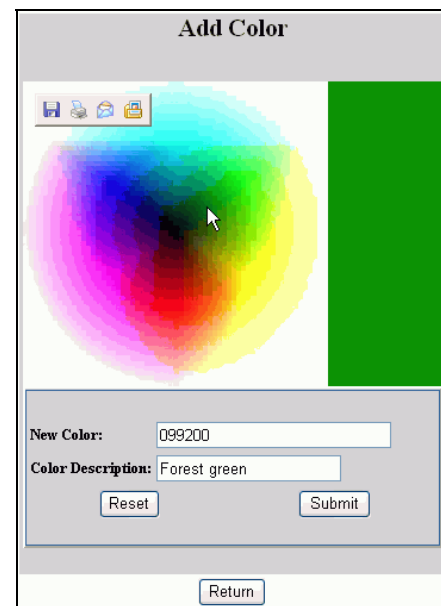
1. To use the Color Wheel, click the [Color Wheel](#) link in Figure 19 or Figure 21. You get Figure 24.
2. Move your mouse to the color you want and click it. The right side of the display appears in your chosen color.
3. Enter a name for your chosen color in the “Color Description” in Figure 24, then click the Submit button. You return to Figure 19 or Figure 21 where you pick the new color from the pulldown lists.



• Figure 22 Initial Hexadecimal Prompt



• Figure 23 Hexadecimal Entry



• Figure 24 Color Wheel

**Caution:** not all browsers can display all the colors available with the Color Wheel or the Hexadecimal choices. Test the variety of browsers used by your students, faculty, and alumni/ae to make sure what you chose can be seen on their computers.

Color names and sRGB values	
Black = "#000000"	Green = "#008000"
Silver = "#C0C0C0"	Lime = "#00FF00"
Gray = "#808080"	Olive = "#808000"
White = "#FFFFFF"	Yellow = "#FFFF00"
Maroon = "#800000"	Navy = "#000080"
Red = "#FF0000"	Blue = "#0000FF"
Purple = "#800080"	Teal = "#008080"
Fuchsia = "#FF00FF"	Aqua = "#00FFFF"

• Figure 25 Typical Colors from [www.w3.org](http://www.w3.org)

A good source for the color standards is the World Wide Web Consortium at [www.w3.org](http://www.w3.org). Figure 25 shows the simplest color choices from that Web site.

## CUSTOM TABS-TOOLBAR

You can replace the tabs shown in Figure 26 with your own custom tabs or toolbar as illustrated in Figure 27. The replacements appear in the same location as the originals. To make the changes:

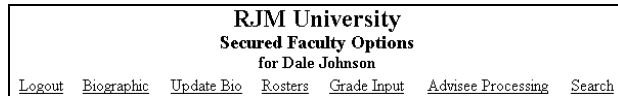
1. You write the tab replacement application in ColdFusion™. Figure 29 shows what a custom application looks like.
2. Name the application “mytoolbar.cfm” and store it in the SONISWEB® application directory with all the other “.cfm” applications.

Go to **Systems** > Web Options and turn on the My-toolbar checkbox.

**Use MyToolbar**



• Figure 26 Standard Tabs-Toolbars



• Figure 27 Example of Custom Tabs-Toolbars without Tab Outlines

```

<!-- common/mytoolbar.cfm -->
<table cellpadding=0 cellspacing=0 width=
  <cfif (#CUR_MODULE# is "STUDENT") OR (#CUR_MODULE# is "FACULTY3")>
    <cfif isdefined("page")>
      <cfif (#page# is "NMREG")>
        "700"
      <cfelse>
        "600"
      </cfif>
    <cfelse>
      "600"
    </cfif>
  </cfif>
  border=0>
<tr bgcolor="white">
<td width="7" align="left" valign="top">
</td>
<td height="25" align="center">
<center><a href="logout.cfm">Logout</a></center>
</td>
<td width="7" align="right" valign="top">
</td>
<cfoutput query="toolbar">
<CFIF Isdefined("curpage1")>
  <td width="7" align="left">&nbsp;</td>
  <td>
    <center>
    <cfif #rtrim(link)# NEQ #curpage1#>
      <a href="#rtrim(LINK)#">#rtrim(NAME)#</a>
    <cfelse>
      #rtrim(NAME)#
    </cfif>
    </center>
  </td>
  <td width="7" align="left">&nbsp;</td> <CFELSE>
  <td width="7" align="left"
    <cfif #GetBaseTemplatePath()# contains '#rtrim(LINK)#'>
    </cfif> valign="top">
  </td>
  <td
    <center>

```

• Figure 29 Sample of a Tabs-Toolbar Replacement Application

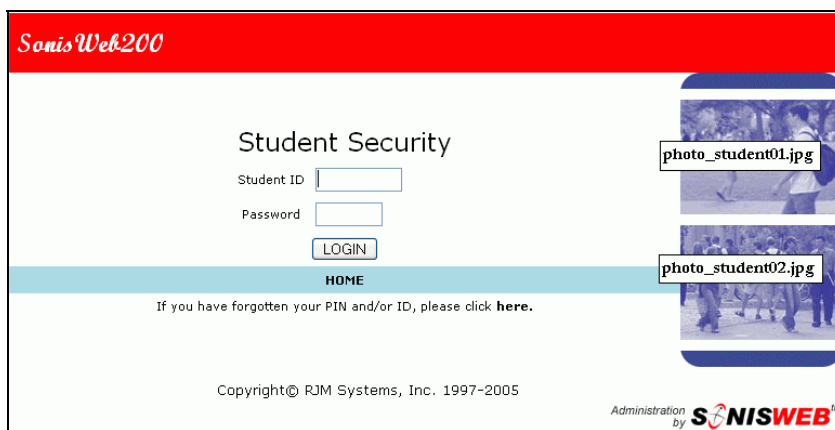
## GRAPHICS AND IMAGES SUBSTITUTION

The images in the login and some other displays can be replaced by your images and graphics.



• Figure 30 Images in Home (Index) Page

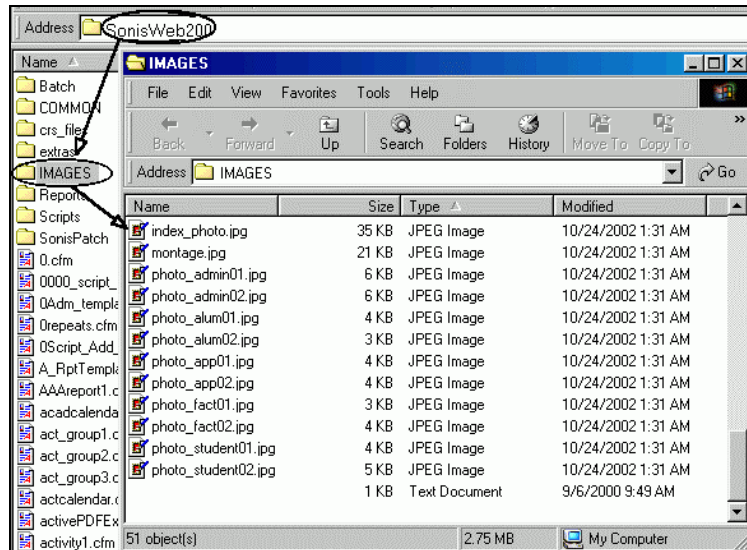
Figure 30 shows the home page with the images named.



• Figure 31 Images for Student Logon Page

Figure 31 shows the Student login page with the images named. The arrangement of images on other pages follow these standards.

The images are stored in your server's SONISWEB® images directory-folder.



• Figure 32 Images Directory

Figure 32 illustrates the images directory and contains the names of the images used in the login and selected display pages. They are:

- Index page (Figure 30)
  - Large image - index\_photo.jpg
- Student page (Figure 31)
  - Side Image, Top - photo\_student01.jpg
  - Side Image, Bottom - photo\_student02.jpg
- Alumni page
  - Side Image, Top - photo\_alum01.jpg
  - Side Image, Bottom - photo\_alum02.jpg
- Faculty page
  - Side Image, Top - photo\_fact01.jpg
  - Side Image, Bottom - photo\_fact02.jpg
- Applicant page
  - Side Image, Top - photo\_app01.jpg
  - Side Image, Bottom - photo\_app02.jpg
- All Pages
  - Bottom Banner - montage.jpg
- Administrators, Course By Semester, Calendars, Prospective student, Programs, Course information pages
  - Side Image, Top - photo\_admin01.jpg
  - Side Image, Bottom - photo\_admin02.jpg

To substitute your images, follow these steps.

1. View the pages whose images you wish to change. With a ruler, note the aspect ratio (width to height) of images. Your replacement image or graphic needs to have the same aspect ratio.

Some graphics software will give you the aspect ratio when you load the image into them. The software often gives you the resolution of the image usually in dpi<sup>7</sup> or pels<sup>7</sup> as well.

2. Find the images in your SONISWEB® directory-folder. Figure 32 is typical.
3. Rename the images you are replacing. That way you can restore the originals if needed. For example, change the name “index\_photo.jpg” to “index\_photoOrig.jpg”.
4. Acquire or create your substitute images or graphics.

Make sure their aspect ratios and resolution are the same as the originals and that they are valid jpg (JPEG<sup>8</sup>) images.

5. Store your substitute images in the SONISWEB® images directory-folder with the same names as the originals.

You must use the original SONISWEB® image names for your substitute images.

6. Test your new images by accessing all the pages that use them. The list of image names above tells you which pages those are.

## SUBSTITUTING YOUR CASCADING STYLE SHEETS

If you have a current “look” for your Web presence that’s defined by a Cascading Style Sheet, you can use it to make the opening SONISWEB® display (Figure 30) and the security login displays (Figure 31) have your “look”.

You substitute your CSS for the one delivered in SONISWEB® using **Systems Web Options**. First you have to put your CSS, or a copy of it, in the system-space used by SONISWEB®. As Figure 33 shows, you then replace the standard name with your CSS name. If your CSS file cannot be found, the name will revert to the original and you’ll see an error message.

See [www.w3.org/Style/CSS/](http://www.w3.org/Style/CSS/) for more on “Cascading Style Sheets”.



• Figure 33 Web Options Style Sheet Setting

<sup>7</sup> DPI is dots per inch used in printing, PELS are picture elements used in displays.

<sup>8</sup> The Joint Photographic Experts Group (JPEG) is the working group of ISO (International Standard Organisation) which sets the standard used in Web browsers and other imaging software.

## COLUMN TEXT AND HEADING (FIELD-NAME) CHANGES

Changing the titles or names of a field and a heading are covered in “Heading-Title and Default Changes” below. Changing defaults or using columns and heading in a different way are on page 26.

### Heading-Title and Default Changes

1. Access the page on which you want to change the column-heading-field-title<sup>9</sup>. Note the display name and the name of the column-field you want to change, for example, the “Address” record and the “City” column-field title.

Look in that data dictionary as shown on page 47 for an alternate way to figure out what the column-heading-field-title is for a record.

2. Click [Headings Display](#) in Figure 2. That yields Figure 34.

Headings Display		
<i>Click on the column name to change header value. Red headers are unchangeable/skipped.</i>		
User-Defined Column Headers		
Heading Displayed (column)	Heading Displayed (column)	Heading Displayed (column)
Activity ( <a href="#">act_code</a> )	Acct. ( <a href="#">account</a> )	ACT Comp. ( <a href="#">act_comp</a> )
Address ( <a href="#">show_addr</a> )	Alumn address ( <a href="#">prospect_ce10</a> )	Cap. ( <a href="#">capacity</a> )
Class ( <a href="#">level_</a> )	Clinical Hrs ( <a href="#">practice</a> )	Clubs ( <a href="#">cextra2</a> )
Color ( <a href="#">bachelor</a> )	Contact by ( <a href="#">inqtvpetxt</a> )	Courses Passed ( <a href="#">nextra</a> )
Time of File Modification ( <a href="#">time_maint</a> )	To ( <a href="#">leav_date</a> )	Transcript ( <a href="#">trans_hold</a> )
Work Phone ( <a href="#">show_wkphn</a> )		
Default Column Headers		
Heading Displayed (column)	Heading Displayed (column)	Heading Displayed (column)
Year ( <a href="#">rpt_schlyr</a> )	A Class Grade ( <a href="#">aclas_grad</a> )	Academic Status ( <a href="#">acadstat_cod</a> )

• Figure 34 Headings Display

The “User-Defined Column Headers” at the top of Figure 34 are those you have defined or changed<sup>10</sup>. The “Default Column Headers” at the bottom are those shipped with SONISWEB®. You can change either unless they are colored red. The red ones are used internally and must not be changed.

<sup>9</sup> The terminology: a column in a database table is where the data for an item is kept. It has a standard heading. The column “act\_code” has “Activity” as its heading. A field is how a single value from the column is shown on a display. The title beside or above that field is the heading defined in these examples.

<sup>10</sup> Sometimes the names are those the SONISWEB® developers recently added or changed. On major releases, those newer headers will appear in the bottom list.

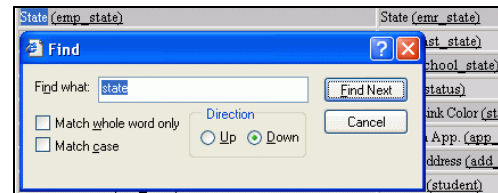
State ( <u>emp_state</u> )	State ( <u>emr_state</u> )	State ( <u>bidg_state</u> )
State ( <u>ref_state</u> )	State ( <u>inst_state</u> )	State ( <u>state</u> )
State ( <u>state_abbrev</u> )	State ( <u>school_state</u> )	State ( <u>vendor_state</u> )

• Figure 35 Headings Display Choices

3. Scroll down the table in Figure 34 to find the column-header or field-title you want to change.

As shown in Figure 35 there are similar names. State (state) is the main state column that appears in the Address records. “State (emp\_state)” is the state column in the Employment (emp) records. Use the data dictionary as shown on page 47 if you cannot figure out which name to use.

Use the **Find** function on your browser to get to the heading quickly. As Figure 36 illustrates, Find takes you from heading to heading until you see the one you are looking for.



• Figure 36 Find a Heading Quickly

4. Click the underlined column name that you want to change. That yields a display like Figure 37.

### Columns

Column: state\_abbrev    Default: State

User-Defined:

Display Size:     Default Value:

Description:

• Figure 37 Column-Heading-Title and Default Change Example

5. In the example in Figure 37, the title-heading “State” is changed to “Province-State” and the default<sup>11</sup> value is changed to “Ontario”. If you do not enter a default<sup>11</sup>, the current one is used.
6. Optionally you can enter the Description as documentation on what you changed and why you did it.

Only a few columns-fields have defaults<sup>11</sup>. See “Setting Default Values” on page 26.

7. Anything you enter in the Display Size field will be ignored. You cannot change the size.
8. To erase what you have entered and start over, click the Reset button.

<sup>11</sup> The term “default” is used in its technical meaning. When a user adds a new record, the default value is placed in the field. The user can type over the default value to change it. If most of the cities in your address records are “Richmond”, making it the default saves a lot of typing.

9. To save your changes, click the Submit button.

The results are shown in Figure 38. The original title is shown on the left, the changes made in Figure 37 are shown on the right.



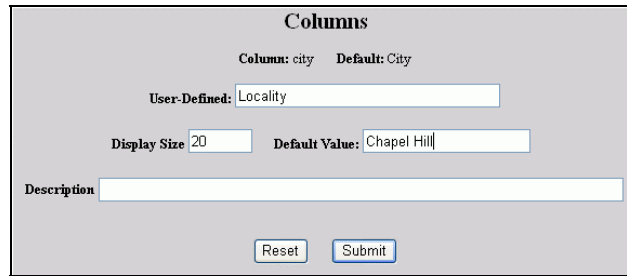
• Figure 38 Header-Title and Default Change Results

## Setting Default Values

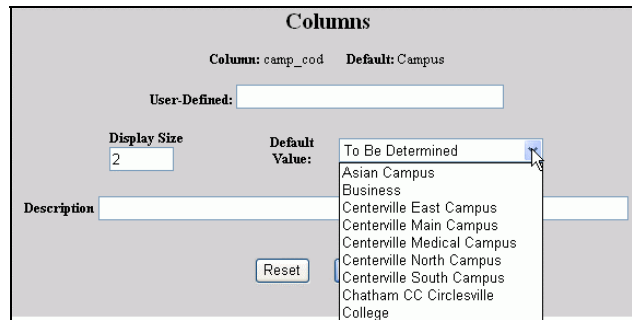
There are three default types:

- Figure 39 shows a “text default” column. To change the default<sup>11</sup> value, simply type it into the “Default Value” text box.
- Figure 40 has a pull-down list. Click the pulldown arrow and select the item you want to be the default.

If you do not want a default value to be inserted in the field, click the first, blank value at the top of the pulldown list illustrated in Figure 40. The prior default is used if you do not enter one.



• Figure 39 Text Default



• Figure 40 Pull-down List Default

- Figure 43 shows a column that cannot have a default value.

For a column to have a default<sup>11</sup> value, a SONISWEB® function must be written to use it. Only certain functions like adding a name or a course use columns with default values. The current columns with defaults are:

- campus
- city
- country
- county
- department
- division
- level
- state
- tcode (financial transaction code)

## The ‘Extra’ Columns and Column Additions

SONISWEB® has a set of “extra” columns in each database table. You can use them to add your custom data so that you do not have to use “Column Additions” on page 30.

When the “User Defined” field (Figure 43) has characters in it, the column is activated and displays (Figure 44). When the “User Defined” field is blank, it doesn’t appear on a display.

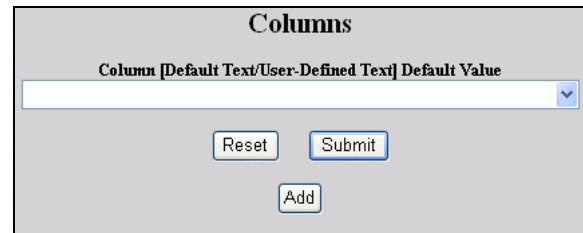
### Using The ‘Extra’ Columns

1. Click Columns in Figure 2. You get Figure 41.

2. Click the pulldown list in Figure 41 and scroll down the list to find the column you want.

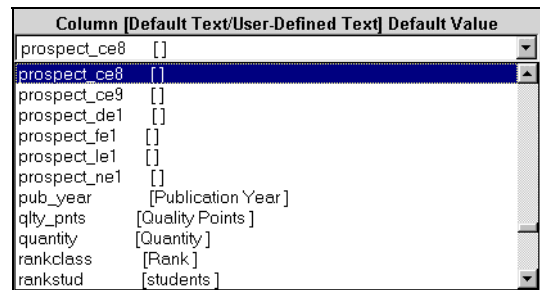
A quick way to get to the column is to click the first item in the list, then press the key for the first letter of the name. For example, to get to the “prospect” columns, repeatedly click “p” on your keyboard until you get to the “prospect” columns.

3. As illustrated in Figure 42, click the column name you want then click the Submit button shown in Figure 41. That yields Figure 43.



The screenshot shows a window titled "Columns". At the top, there is a header "Column [Default Text/User-Defined Text] Default Value" and a dropdown menu. Below the dropdown are three buttons: "Reset", "Submit", and "Add".

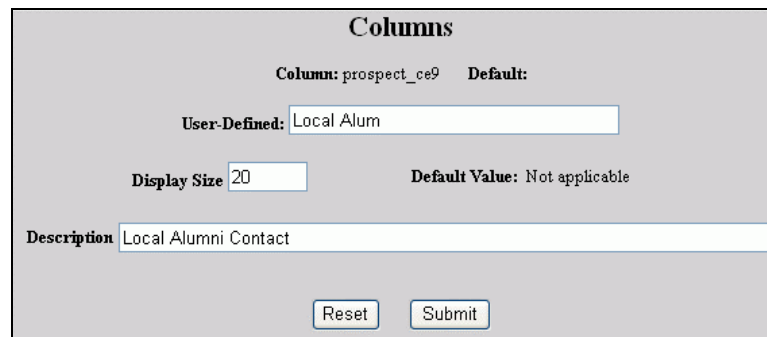
• Figure 41 Columns Display



The screenshot shows a pulldown list with the following items:

Column	[Default Text/User-Defined Text]	Default Value
prospect_ce8	[ ]	
prospect_ce8	[ ]	
prospect_ce9	[ ]	
prospect_de1	[ ]	
prospect_fe1	[ ]	
prospect_le1	[ ]	
prospect_ne1	[ ]	
pub_year	[Publication Year]	
qly_pnts	[Quality Points]	
quantity	[Quantity]	
rankclass	[Rank]	
rankstud	[students]	

• Figure 42 Column Name Pulldown List



The screenshot shows a window titled "Columns" with the following fields:

- Column:** prospect\_ce9 **Default:**
- User-Defined:** Local Alum
- Display Size:** 20 **Default Value:** Not applicable
- Description:** Local Alumni Contact

At the bottom are "Reset" and "Submit" buttons.

• Figure 43 Column Definition Example

4. Figure 43 shows the activation of an “extra” column.
5. Make the changes you want in Figure 43.
6. Click the Reset button to erase your changes and start over.

7. Click the Submit button to save your changes.

• Figure 44 The Results of Using an "Extra" Column

Figure 44 shows the results of “activating” an extra prospect column. The column has these characteristics:

- The data in this column are displayed as shown in Figure 44. The columns are displayed in the same order as they appear in Figure 42.
- The data entered in each field are stored in the database under the original field name such as “prospect\_ce9”.
- SONISWEB® does not “know” about your definitions, so the data do not appear on any reports nor are they used in other functions. You can define your own reports and custom displays (called “pages”) as needed. See the SONISWEB® text “Report Customization” and “Page Add” on page 36 of this text for guidance on creating your own.
- As the user enters data in the fields, those entries are checked based on these rules.
  - A column ending in “\_ce” can have any alphanumeric characters which are limited by the original display size and length defined for them. You cannot change it.
  - A “\_de” column takes a date, and the month, day, and year entries are checked for valid form and reasonable limits (no 32-day months).
  - An “\_fe” column is a number with a decimal point, technically a floating point number.
  - An “\_le” column is a logical column and appears as a checkbox on the display as shown on the right.
  - A “\_ne” column is a whole number, technically an integer with no decimal point.

**Application Received**

## Removing an 'Extra' Column from Use

To remove an "extra" column from use so that it does not appear on a display like Figure 44:

1. Find the column as described on page 27.

The columns you have "defined" will look like those with titles in Figure 45.

Column	[Default Text/User-Defined Text]	Default Value
prospect_de1	[ / Callback date ]	
prospect_ce1	[ / Callback by:]	
prospect_ce10	[ ]	
prospect_ce2	[ ]	
prospect_ce3	[ ]	
prospect_ce4	[ ]	
prospect_ce5	[ ]	
prospect_ce6	[ ]	
prospect_ce7	[ ]	
prospect_ce8	[ ]	
prospect_ce9	[ / Local alum ]	
prospect_de1	[ / Callback date ]	

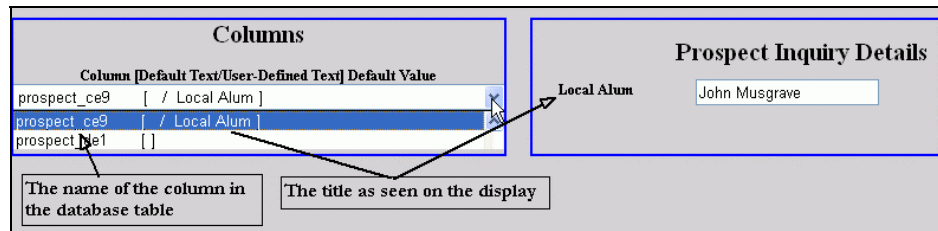
• Figure 45 Defined "Extra" Columns

2. In the display like that in Figure 43, erase the "User Defined" name.
3. Click the Reset button to erase your changes and start over.
4. Click the Submit button to save your changes.

The column-fields will no longer appear on the display. However, any data entered will remain in the database under the technical column name such as "prospect\_ce1".

## 'Extra' Columns Ready for Use

Many of the SONISWEB® records have "extra" columns ready for you to use. To find them, use Columns to go through the list (Figure 45) looking for those that end in "\_de", "\_fe", "\_le", and "\_ne".



• Figure 46 Connection Between Columns and User Displays

Figure 46 summarizes the relationships. What you see in Columns (Figure 42 and Figure 45) contains both the name of the database table column and the Heading that displays for the user (Figure 44).

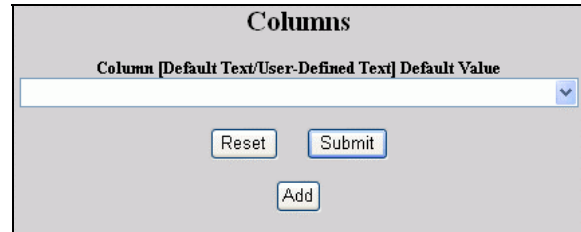
## Column Additions

You may not need to add a column. See “Using The ‘Extra’ Columns” on page 27 for a simpler alternative.

1. Click Columns in Figure
2. You get Figure 47.
2. Click the Add button,  
That yields Figure 48.

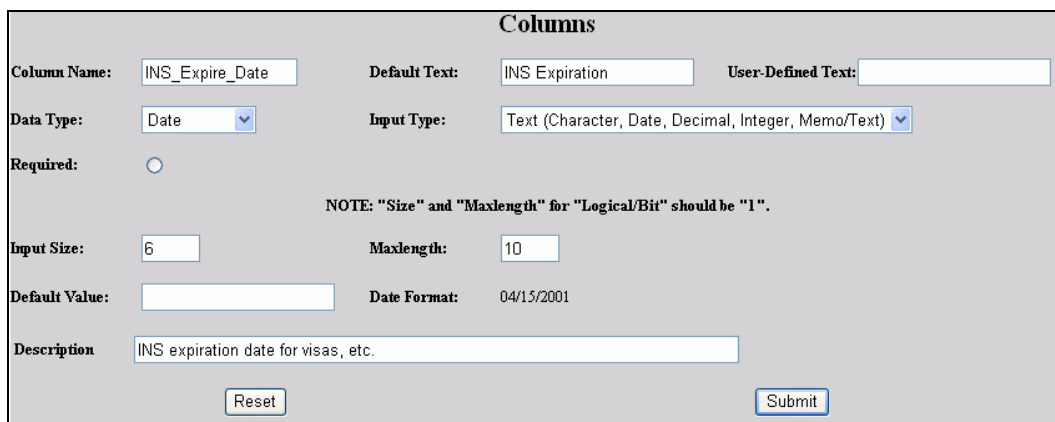
Figure 48 is what you see after clicking the Add button. It is used by the SONISWEB® developers to add new database tables and new Web pages.

If you intend to write new ColdFusion™ and SQL applications, please contact the SONISWEB® support group. The discussion you have with the developers will assist you more than can be documented in these pages.



The form titled "Columns" contains a dropdown menu with the text "Column [Default Text/User-Defined Text] Default Value". Below the dropdown are three buttons: "Reset", "Submit", and "Add".

• Figure 47 Columns Display



The form titled "Columns" is used for adding a new column. It includes the following fields and controls:

- Column Name:** Text input field containing "INS\_Expire\_Date".
- Default Text:** Text input field containing "INS Expiration".
- User-Defined Text:** Empty text input field.
- Data Type:** Dropdown menu set to "Date".
- Input Type:** Dropdown menu set to "Text (Character, Date, Decimal, Integer, Memo/Text)".
- Required:** Radio button (unchecked).
- NOTE:** "Size" and "Maxlength" for "Logical/Bit" should be "1".
- Input Size:** Text input field containing "6".
- Maxlength:** Text input field containing "10".
- Default Value:** Empty text input field.
- Date Format:** Text input field containing "04/15/2001".
- Description:** Text input field containing "INS expiration date for visas, etc.".
- Buttons:** "Reset" and "Submit" buttons at the bottom.

• Figure 48 Column Add

## PAGE EDIT

A “page” is any SONISWEB® displays you see. There are two distinct functions:

- Page Edit lets you change the color, the title of the page, and/or the message which users see when the page is disabled.
- Page Add is primarily for adding new reports using the SONISWEB® text “Report Customization”

## Using Page Edit to Change Page Name and/or Color

3. Click Page: Add/Edit in Figure 2. That yields Figure 49.



• Figure 49 Edit Portion of Page: Add/Edit

Figure 49 is the top of the display, the edit part that you use the most.

4. Use the pulldown arrow by “Choose a Page” to pick the page you want to edit. The list has duplications. They represent the same page with the various statuses<sup>12</sup>.

Pick any page to edit and all the pages with the same name (for example, Health) have the same change applied to all statuses.

5. Click the Reset button to remove your selection.
6. Click the Submit button to go to the table you selected. You get Figure 50.

You can use the Delete button to delete a page but it is very risky. If you erase an active page needed by SONISWEB®, you will not be able to use certain portions of the system. Some page deletions can totally disable the system. See “Security Caution” on page 8.

<sup>12</sup> A person’s status is the role or roles the person has at your institution. Examples are Student (ST), Applicant (AP), Faculty(FA), Staff (SF), Alumni/ae (AL), Prospective Student (PS), and Constituent (CO). SONISWEB® keeps just one set of records on each person but it displays only the records relevant to each role as you select it.

**Page: Add / Edit**  
Editing the 'Employment' page.

Page: nmempl.cfm

Text  Disabled Message  Color

• Figure 50 Page Edit Display

7. In Figure 50, enter the new title text, a disabled message, and change the color<sup>13</sup> as you choose.
8. Click the Reset button to erase your changes.
9. Click the Submit button to save your change.
10. Scroll to the bottom of the display for the confirmation message. If the message indicates an error, follow the guidance of the message to correct it.
11. Document your changes as recommended on page 9

<b>Records</b>	Johnson, Dale (Faculty - 88888888)				
Activities	<b>Employment &amp; Positions</b>				
Address	Record 1 - 2 of 2				
Biographic	<b>Contact</b>	<b>Employer</b>	<b>Position</b>	<b>Started</b>	<b>Stopped</b>
Education	Y	U.S. Navy	Commander	07/01/1965	06/01/1995
Employment & Positions	Y	Mobile Maritime Academy	Professor	07/15/1995	
Parking	<input type="button" value="Add"/>				
Parking Incidents					

• Figure 51 Effect of a Page Edit Change with New Title and Color

Figure 51 illustrates the result of the change made in Figure 50.

<sup>13</sup> See “Choices and What They Affect” on page 7 and “Standard Colors” on page 13 for guidance on colors.

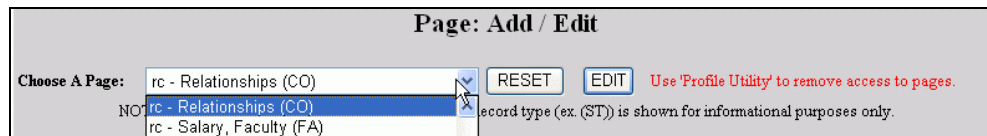
## Using Page Edit to Add a Record for a Group of People

SONISWEB® is delivered with the “most likely” records included for each status<sup>12</sup> (e.g., group) of users. For example, constituents need pledge records, applicants do not, so the pledge record is not included in the applicant record list. You can use Page Edit to add a record for a status (group) of people.

To assist in this process, get a copy of the SONISWEB® text “User Authorization & Profiles” and/or get the assistance of the person who normally maintains the profiles.

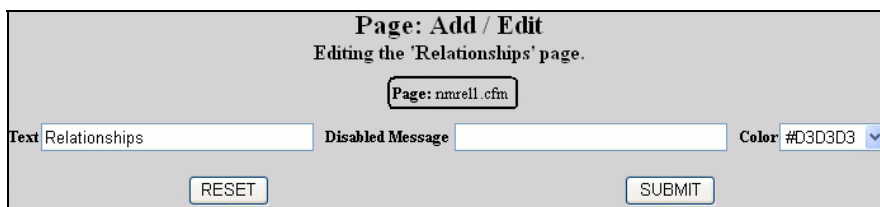
This is an example of adding Relationships records to all persons with the status of Faculty (FA). Nominally, only Students, Applicants, Prospective Students, Constituents, and Alumni/ae have Relationships records.

1. Start Page Add/Edit as shown on page 31.



• Figure 52 Selecting the Page

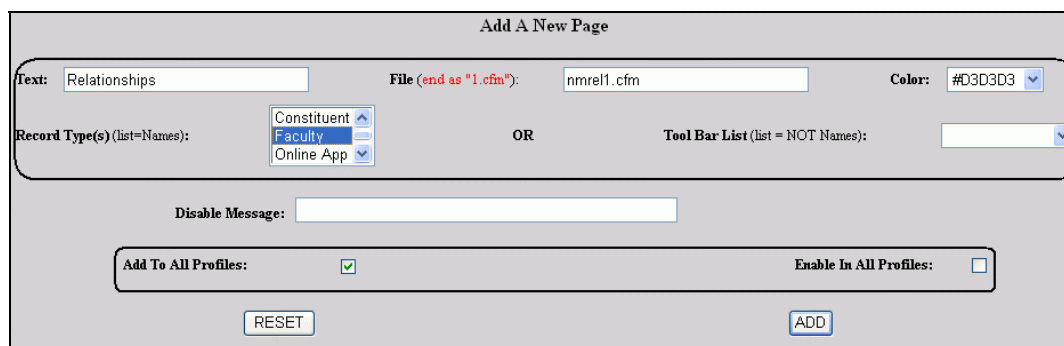
2. On the upper part of the display shown in Figure 52, use the pulldown to select the record you need, Relationships in this example. Notice that FA (Faculty) is not in the list.



• Figure 53 Page Edit

3. Click the Edit button yielding Figure 53.
4. Write down the Page<sup>14</sup> name (it ends in “.cfm”), the Text, and the Color. You will enter those in “Add the Record for the New Group” (page 34).

## Add the Record for the New Group



• Figure 54 Adding the Page

1. Use the names and the color you wrote down on page 33 to fill the fields in Figure 54. It is especially important that the File<sup>14</sup> name ending in 1.cfm be entered exactly the same as the Page<sup>14</sup> name in Figure 53 since that is the only way SONISWEB® can find it.
2. For Record Types pick the new status (group of persons) you want to have this record. In this Relationships example, Faculty was selected in Figure 54.
3. Click “Add to All Profiles<sup>15</sup>” so the choices appear in “Make the Record Accessible in the Profiles” below.
4. Click the Add button, then scroll to the bottom of the display to be certain that the addition is confirmed with a message.
 

Relationships' added to WEBLIST TEMPLATE but NOT to PROFILES.  
It will be added when PROFILES are next updated.
5. Document your changes as recommended on page 9.

## Removing a Record for a Group

As the note at the top of Figure 52 states (shown on the right), if you don't want a record available on a groups record-function list, disable it in the profiles. Do not attempt to change it with Page: Add/Edit. Figure 56 shows you how to “Disable” a record so it won't appear.

Use 'Profile Utility' to remove access to pages.

<sup>14</sup> What is called the “File” in Figure 54 is named “Page:” in Figure 53.

<sup>15</sup> If you know you want all profiles to have full edit capability to the new record, click “Enable In All Profiles”. That means all administrative users have unrestricted access to the record. Typical you do not want everyone to have add-change-delete access.

## Make the Record Accessible in the Profiles

Now that you have added access to the records, you edit the profiles to add their access. Use the SONISWEB® text “User Authorization & Profiles” and/or get the assistance of the person who normally maintains the profiles for these steps.

Your SONISWEB® administrator has recorded the security requirements and the Start- and the Launch-page of each profile. See the administrator for the list or get her or him to assist in this process.

1. Start with the “master” profile then move on to the others needing access to this record.



• Figure 55 Profile Edit with "New" Record Listed

2. As you select each profile to edit, you may see the record you “added” listed at the top as shown in Figure 55 depending on the kind of page you added.

Records: Faculty					
Activities	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Address	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Biographic	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Education	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Employment & Positions	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Parking	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Parking Incidents	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Post Tuition Codes	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
<b>Relationships</b>	Disabled: <input checked="" type="checkbox"/>	Display Only: <input checked="" type="checkbox"/>	Salary, Faculty	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Schedule	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Tenure Activities	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Tenure Admin. Assignments	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Tenure Awards	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Tenure Committees	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Tenure Grants	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
Tenure Publications	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>	Tests: Additional	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>
User Security	Disabled: <input type="checkbox"/>	Display Only: <input type="checkbox"/>			

• Figure 56 Record Access Added to a Profile

3. Look for the record you added in the list as illustrated in Figure 56. In Figure 54 the Relationships record was added for Faculty. Therefore an entry like Figure 56 appears for each of those statuses in each profile unless you set the record for unrestricted access by all<sup>15</sup>.

The profile tables are large. If they are new to you and you find them daunting, get a person who has experience with profiles to assist you.

4. Based on the security specified for each profile, use the checkboxes to “Disable” (checkmark) or enable (no checkmark) the records in the profile.

- 
5. Continue this profile edit process until each profile that needs access to this record has been updated.
- 

## Page Add

See “Integrating SONISWEB® into Your Web Site” on page 37 for simpler integration of your Web pages or selective substitution of your page for a SONISWEB® page.
--

The bottom of Figure 54 is for adding new pages. Normally you only add pages to add a record for a group (page 33) or add your custom reports. Custom reports are covered in detail in the text “Report Customization”.

Page: Add/Edit is also used by the SONISWEB® developers to add new Web pages. “Writing Your Input Web Page” (pages 39 through 44) and “Table 2 Mapping Functions from the Unencrypted Directory” on page 51 show you what functions you can connect to.

If you intend to write new ColdFusion™ and SQL applications, please contact the SONISWEB® support group. The discussion you have with the developers will assist you more than can be documented here.

---

## INTEGRATING SONISWEB® INTO YOUR WEB SITE

Three methods of integration have been designed into SONISWEB®.

- You can link to SONISWEB® from your pages as described below. Once a link is selected, the interaction with the user is done by standard SONISWEB® pages.
- Using “Substituting Your Displays or Pages” on page 38 you can replace selected SONISWEB® pages with your pages.
- You can create new Web pages as described on page 39 and following.

---

### Entering SONISWEB® from Your Web Pages

There is a single common access point into SONISWEB® named “index.cfm”. This allows your webmaster to create one link from your Web site to SONISWEB®.

To return to your Web page once the person is finished with SONISWEB®, change the **HOME** link address so that users clicking it go to your page instead of the default, index.cfm. That link change is “weblogin\_link.cfm” shown in “Login HOME Page” on page 16.

• Table 1 Security Entry Points Table

Link	SONISWEB® Module
Admnsect.cfm	Administration Processing
Alumsect.cfm	Alumni Information
Appsect.cfm	Applicant Information
Index.cfm	Common Access point to SONISWEB®
Facsect.cfm	Faculty Processing
Gensrcs.cfm	General Course Information
Gensrsc.cfm	General Course Section Listing
Webiqent.cfm	Inquiry (Prospective Student) Page
Studsect.cfm	Student Information
Genprg.cfm	Programs

If you prefer individual links connecting your Web page(s) to SONISWEB® and more flexibility in allowing and/or restricting access use the entries in Table 1.

## Substituting Your Displays or Pages

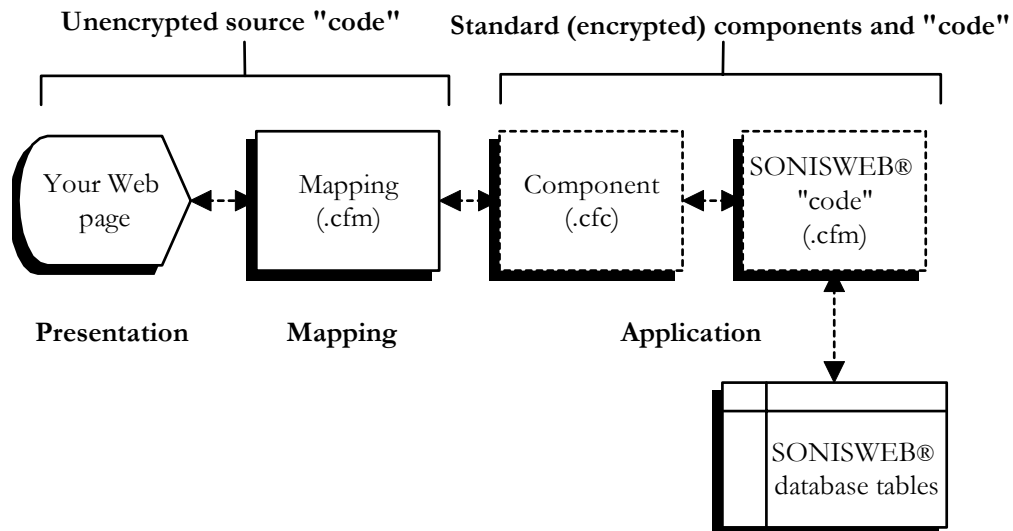
Selected SONISWEB® pages can be replaced by your pages. First you write and test your own Web page. Then you modify the SONISWEB® field-column<sup>16</sup> mapping code (Figure 63) to map the fields<sup>16</sup> in your pages to those expected by SONISWEB®. Currently, the pages you can replace are:

- Course Information, gensrcs.cfm
- Courses by Semester, gensrsc.cfm
- Online Application, studapp.cfm
- Programs, genprg.cfm
- Prospective Student inquiry form, webiqent.cfm

[Home](#) : [For Students](#) : [For Alumni](#) : [For Faculty](#) : [For Administrators](#) : [For Applicants](#) : [For Prospective Students](#)  
[Online Application](#) : [Standard Fees](#) : [Programs](#) : [Courses by Semester](#) : [Course Information](#) : [Calendars](#)

• Figure 57 Pages for Substitution

They are highlighted in Figure 57, the bottom of the standard opening page, index.cfm.



• Figure 58 Display-Page Substitution Data Flow

Visually, the data flows look like Figure 58. The design uses many object-oriented techniques including objects (components), messaging (data passing), and methods (behaviors or functions of objects). The code you add is your Presentation Web page. The SONISWEB® code you change is the Mapping.

<sup>16</sup> Variable, field, and column are nearly synonymous. A "field" on a display often results in "variable" logic in the Web page and eventually is stored in a database "column".

## Language and Development Platform Choices

You don't have to use ColdFusion™ to add or substitute pages. Any HTML editor or development platform that handles up-to-date HTML and JavaScript will do. However, since the “unencrypted” files that you link to are written in ColdFusion™, if you write your page using some other development editor, you must insert ColdFusion™ tags for interfaces and then save your file with the “.cfm” extension.

## Writing Your Input Web Page

Before making any changes, save a copy of the entire “unencrypted” directory in a safe place from which you can restore it if necessary.

These are the rules and/or suggestions to assure that you properly pass information to, SONISWEB®. The more complex process of reading from SONISWEB®, manipulating the data, and updating records is in “Processing Data and Displaying Results” on page 41.

See the separate file CustomWebPageExample.zip that includes the text “Custom Web Page Example” (CustomWebPageExample.pdf) and sample files and ColdFusion™ code. It gives a step-by-step example.

- The mapping functions expect to see your data in an HTML form page format. Whatever the “language” you use to write your page, the results should be passed as form output.
- Use “Viewing Column Parameters Using the Data Dictionary” (page 47) and Figure 66 to see the size and type of each variable<sup>16</sup> you want to use. Put trim and alignment logic in your form to make sure the size entered fits in the column<sup>16</sup>.
- Where you use checkboxes or radio buttons on your form, use logic to pass a “0” (the digit zero that means not-selected) or 1 (the digit one meaning selected).
- You should incorporate validation logic to make sure the data entered on your page are correct. Some forms, such as the Online Application, put the data directly in your databases. Invalid data will corrupt your databases. Validation logic statements are standard with the ColdFusion™ scripting “language”. If you write your page in plain HTML, you can use Javascript for your validation logic. Typical validity checks in SONISWEB® form pages are:
  - Check that a required variable<sup>16</sup> is present. If it is required but missing, return an error message to the user to reenter the variable.
  - Make sure a required variable<sup>16</sup> is not one or more blanks.
  - Check the variable<sup>16</sup> type (Figure 66). A numeric variable has only digits, no alphabetic characters in it, an integer has digits but no decimal points (periods), a date field has valid day, month, and year, and a logic variable (checkbox or radio button) is either the digit 1 or the digit 0. There are many JavaScript “code” snippets available on the Internet for this validation if the language you choose does not provide it.
- Where your form is calling an unencrypted file located on the same server as the SONISWEB® ColdFusion™ files, you can use a relative URL.

- Where your form is located on a remote server, it must call the file using an absolute URL. (This is usually when you have SONISWEB® on one server and the SQL database on a second server) An example:

```
"http:// 68.16.179.253 /SonisWeb200/unencrypted/CustTest_name_read.cfm"
```

- All fields required by the unencrypted file must be sent by the form.
- If your file uses any CFC “drop boxes<sup>17</sup>”, it must have an extension of “.cfm” and be located on the same server as the “drop boxes” it is using. An example of an “unencrypted” file to get a “drop box” is “country\_drpbox.cfm” that gives a list of standard countries. Here’s an example of a “drop box”:

```
/*****
Example of code using a CFC Drop Box:
/*****
<body>
<form action="YOUR_CUSTOM_READ&DISPLAY_PAGE.cfm" method="post">
Please enter your Student ID:
  <input type="text" name="soc_sec" size="9" maxlength="9">
  <BR><BR>
Please choose a program to add:<BR>
  <CFSET value_ = ">
  <CFINCLUDE template="unencrypted/program_drpbox.cfm">
  <input type="hidden" value="#sonis.ds#" name="sonis.ds"><BR><BR>
  <input type="submit" value="Submit">
</form>
</body>
/*****
```

where YOUR\_CUSTOM\_READ&DISPLAY\_PAGE.cfm is the name of the page you created

- Make a copy of the SONISWEB® mapping function<sup>18</sup> you choose using a name of your choice. That way, when you receive SONISWEB® changes your modifications will not be replaced by those changes.

If the mapping function has your name, it will not be used by SONISWEB® functions, it'll only be used by yours. If you want standard SONISWEB® functions to use your changes, use the original SONISWEB® name, then write-protect the entire “unencrypted” directory so that SONISWEB® updates don’t erase your changes.

<sup>17</sup> “Drop boxes” are the pulldown-arrow menus and selection boxes that are common in SONISWEB®. Most are tied to tables in the database.

<sup>18</sup> See “Table 2 Mapping Functions from the Unencrypted Directory” on page 51.

```
<form name="login" action="application1.cfm" method="POST" enablecab="No" onsubmit="return FormCheck(this)">
```

• Figure 59 Form action Statement

- The action operand in your <form> statement names the mapping function. Use the name you created when you made a copy of it. Figure 59 is an example.

## Processing Data and Displaying Results

These are the rules and recommendations where you read data from SONISWEB® and display the data and/or manipulate the data and/or revise the data and have it written to the database. For simple Web pages that provide form data to SONISWEB®, see “Writing Your Input Web Page” on page 39.

- Create a copy of the unencrypted file that performs the process you want and rename it. This copy will be your custom version of the unencrypted file, so when you’re finished making changes backup your file to a safe directory and make it read-only.
- The simplest way to display results is through a ColdFusion™ Web page. A basic understanding of how to code in ColdFusion™ is necessary. You use the <Cfoutput> tag to the display variables you get from the database via ColdFusion™.

Each unencrypted read file contains a functional <Cfoutput> statement that displays all the variables returned by the unencrypted file. The code is made into a comment so it won’t run. You can remove the commenting tags and modify it to suit your needs. An example:

```
/******  
Example of minimal code needed to use a CFC to read and display a student name:  
/******  
<body>  
<CFINCLUDE template="unencrypted/PARAPARA_READ.cfm">  
<B> Name: </b>  
<cfoutput>  
#getresults.first_name# #getresults.mi# #getresults.last_name#  
</cfoutput>
```

```
</body>  
/******  
Example of slightly more advanced that code uses the query returned by a CFC to read  
and display a student name.  
/******  
<body>  
  
<CFINCLUDE template="unencrypted/PARAPARA_READ.cfm">  
  
<B> Name: </b>  
<cfoutput query = "getresults">
```

```
</cfoutput>
</body>
/*****
```

where PARAPARA\_READ.cfm is the name of the page you created

In Table 2 and the unencrypted files, you'll see the comment "returns it in a query". Many queries return the data in arrays. To get that data you'll need to know how to use <CFLOOP> and <CFIF> tags to move through the arrays. A good ColdFusion™ text book is recommended.

- To create a Web page, we suggest you write a standard HTML page. Add the following code where you want the call the unencrypted file:

```
<CFINCLUDE template="unencrypted/file_name.cfm">
```

where *file\_name.cfm* is the name of the unencrypted file you wish to use.

- Once you've finished designing your HTML file for displaying the results, save the file using CFM as the extension. This tells the server that the file contains some ColdFusion™ code. If your file doesn't have the ".cfm" extension, the server will not acknowledge the ColdFusion™ tags nor display the results. For example, if the file you created and saved was named:

```
RJMUquerypage.htm
```

you rename it so that ColdFusion™ "looks for" its <CF...> tags:

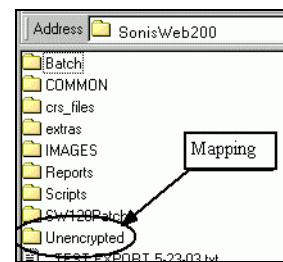
```
RJMUquerypage.cfm
```

- Don't forget the validation and checking logic described in "Writing Your Input Web Page" (page 39).

### Mapping the Fields from Your Web Page

Most of SONISWEB® is encrypted. The mapping functions are not encrypted so that you can modify them to map your Web page form fields to the SONISWEB® application code. As shown in Figure 60 the Unencrypted directory for mapping is in the SONISWEB® directory you downloaded and installed. Typically it is in:

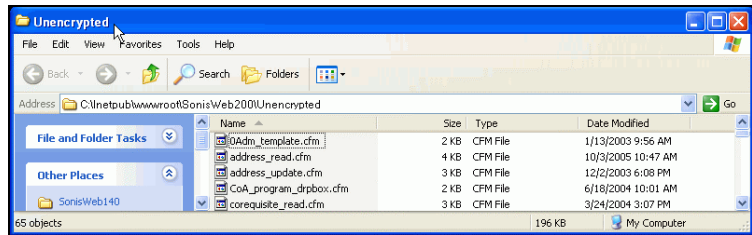
```
drive:\inetpub\wwwroot\SonisWebxxx\unencrypted
```



• Figure 60 Unencrypted Directory Location

where *drive* is the actual or virtual drive such as S: and *xxx* is the current release number for your version of SONISWEB® such as 200 for release 2.0.

Figure 61 illustrates the contents of the unencrypted directory.



• Figure 61 Unencrypted Directory Contents

“Table 2 Mapping Functions from the Unencrypted Directory” on page 51 is the

full list of mapping functions with the relationships between the function or variable field<sup>16</sup> in your Web page and the field-column<sup>16</sup> data mapping needed by SONISWEB®. See “Mapping Fields from Your Web Page” on page 44 for a fuller explanation.

Your first action should be to make a copy of the entire “unencrypted” directory in a safe place from which you can restore it if necessary.

Once you have made your modified version of the “unencrypted” file, copy and name your chosen SONISWEB® mapping function<sup>18</sup>. That way, when you receive SONISWEB® changes your modifications will not be replaced by the changes.

As shown in Figure 62, Figure 63, and Figure 64, the parameters you need are documented within the “code” you’ll be modifying.

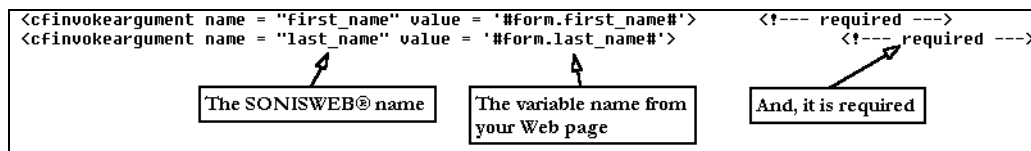
```

<!-- unencrypted/addnews.cfm -->
<CFINCLUDE template="../common/curpage.cfm">
<cfinvoke component = "CFC.addps" method = "addnews">
  <!-- define variables to be sent to addps.cfc -->
  <cfinvokeargument name = "sonis_ds" value = '#sonis.ds#' <!-- required, do not edit this value -->
  <cfinvokeargument name = "MainDir" value = '#MainDir#' <!-- required, do not edit this value -->
  <cfinvokeargument name = "CurDrive" value = '#session.CurDrive#' <!-- required, do not edit this value -->

```

• Figure 62 Top of a Typical Mapping Object

Figure 62 illustrates the top of the mapping code. Do not change the object invocation and message-passing lines nor any lines labeled “do not edit this value”.



• Figure 63 Field-Column Mapping

As Figure 63 shows, SONISWEB® uses the name on the left of the equal (=) sign to receive your form data. Do not change the name on the left.

The name on the right is the name you change. You enter the variable<sup>16</sup> name from your Web page, typically `#form.your_variable_name#`.

For example, the SONISWEB® Online Application page passes the home telephone number as “phone” this way:

```
<cfinvokeargument name = "phone" value = '#form.phone#'>
```

Your substitute Web form page uses "home\_tel". You change the line to:

```
<cfinvokeargument name = "phone" value = '#form.home_tel#'>
```

Change all of the lines with "required" but not those with "do not edit this value".

Remember to check the data for validity in your Web page "form". If you fail to check the data entered you can corrupt your database with invalid data.

### Mapping Fields from Your Web Page

"Table 2 Mapping Functions from the Unencrypted Directory" on page 51 contains a list of mapping functions (components) listed alphabetically by "Standard SONISWEB® Page". Find a page that does what you want to do or that you are replacing and you see from Table 2 what components you need.

Table 2 gives a brief description of what each mapping component does and what it returns. The real detail is in the opening to each component as illustrated in Figure 64.

As shown in Figure 62, Figure 63, and Figure 64, the parameters you need are documented within the "code" you'll be modifying.

```

1: <!-- unencrypted/program_read.cfm --->
2: <!--
3:      Insert this include into page that will call the CFC.
4:      <CFINCLUDE template="unencrypted/program_read.cfm">
5:
6:      This component returns all available Programs in a query.
7:
8:      An equivalent function in SONIS Web would be:
9:
10:      Program Listing page
11:
12: !! IMPORTANT NOTE !!
13: If this code needs to be modified in any way,
14: it is HIGHLY suggested that a copy is made of the code
15: and that the copy is modified for use, not the original.
16: This will prevent the modified code from being overwritten
17: during SONISWEB updates.
18: --->
19: <cfinvoke
20:     component = "CFC.getprograms"
21:     method = "getresults"
22:     returnvariable = "GetResults">
23:     <cfinvokeargument name = "sonis_ds" value = '#sonis.ds#'> <!--
24:     <!-- returns 'GetResults' Query with the fields:
25:         CIP_CODE (char),
26:         prg_txt (char),
27:         DATE_MAINT (date),
28:         OPERATOR (char),
29:         TIME_MAINT (char),
30:         prg_cod (char)

```

• Figure 64 Sample Mapping Function Component

As Figure 64 illustrates, you see the complete documentation. In this figure the information you need is highlighted.

These are the kinds of components available:

**read** functions that retrieve information from the database and return the data to your Web page; “nmedu\_read.cfm” is an example.

**update** functions that let you change information in a record. Usually you have to “read” it first, examine it in one of your Web pages, change it, run validation logic, and then use “update” to store it in the database; “name\_update.cfm” is typical.

**Insert** and **add** functions where you add a new record; “nmedu\_insert.cfm” and “name\_add\_applicant.cfm” are examples.

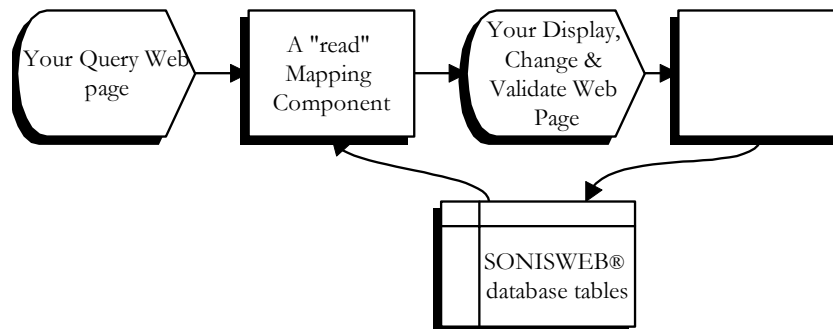
**delete** removes a record as in “nmint\_delete.cfm”.

**check** (errchk) functions that check for the existence or condition of records; “name\_errchk\_chk4dups.cfm” is typical.

**objects** (links, buttons, etc.) such as “weblogin\_link.cfm”.

Insert, add, and check functions are the simplest. Generally you provide the unique person-ID or course name, any other variables<sup>16</sup> required, and invoke the appropriate mapping component. You can do it by writing only one or two Web pages.

Update, delete, and some add functions require multiple steps as illustrated in Figure 65.



• Figure 65 Update Flow

You may have to develop several Web pages to read, display, elicit input from the user, change the data, run validation logic, and have SONISWEB® update the database. Figure 65 shows a simple example where you “read” the data, display them for your user, the user makes the changes, your logic validates the data, then you invoke the “update” component to update them in the database.

## VIEWING COLUMN PARAMETERS USING THE DATA DICTIONARY

The data dictionary has been available as the text Data\_Dictionary\_SONISWEB\_2\_0.pdf. It's also available as a system function. This dictionary is useful in making changes and/or adding new columns and tables to the SQL database.

Click [Data Dictionary](#) in Figure 2. That yields Figure 66.

Data Dictionary								
SONISWEB 2.0 Data Dictionary								
February 23, 2006								
By Tables - Columns - Keys								
Table	Column	Type	Len.	Keys	Column	Type	Len.	Keys
acadcal	acadcal_ce1	char	10		acadcal_ce2	char	10	
	acadcal_ce3	char	20		acadcal_del	date	8	
	acadcal_fe1	float/dec	8		acadcal_le1	bit/log	1	
	acadcal_ne1	int	4		acadcal_rid	int	4	PK_acadcal
	activity	memo	16		date_from	date	8	
	date_to	date	8		sch_yr	char	6	
	semester	char	2	FK_acadcal_semester				
acadstat	acadstat_ce1	char	10		acadstat_ce2	char	10	
	acadstat_ce3	char	20		acadstat_cod	char	8	PK_acadstat
	acadstat_del	date	8		acadstat_desc	char	25	
	acadstat_fe1	float/dec	8		acadstat_le1	bit/log	1	
	acadstat_ne1	int	4		disabled	bit/log	1	
actcal	actcal_ce1	char	10		actcal_ce2	char	10	
	actcal_ce3	char	20		actcal_del	date	8	
	actcal_fe1	float/dec	8		actcal_le1	bit/log	1	
	actcal_ne1	int	4		actcal_rid	int	4	
	activity	memo	16		date_from	date	8	
	date_to	date	8		time_from	date	8	
	time_to	date	8					
activity	act_desc	char	30		act_letter	bit/log	1	
	act_mem	memo	16		activity_ce1	char	10	
	activity_ce2	char	10		activity_ce3	char	20	
	activity_cod	char	3	FK_activity	activity_del	date	8	

• Figure 66 Data Dictionary - Top Portion

Figure 66 shows the beginning of the dictionary. It is alphabetical by table name. For a table, the columns are alphabetical left to right down the display.

SONISWEB 2.0 Data Dictionary					
Indices On Tables					
February 23, 2006					
Table	Index	Index	Index	Index	Index
acadcal	PK_acadcal				
acadstat	PK_acadstat				
actcal	actcal				
activity	PK_activity				
actmap	act	FK_actmap			
actmod	PK_actmod_rid				
address	e_mail	PK_address	soc_sec	type	
addressadd	addressadd				
addressdup	addressdup				
addtype	PK_addtype	type			
affiliation	PK_affiliation				
agency	PK_agency				

• Figure 67 Data Dictionary - Index Table

Scrolling down Figure 66 shows Figure 67, the list of indices designed to improve the performance of SONISWEB®.

SONISWEB 2.0 Data Dictionary  
Column Headers (WEBCOL)

Column	Default	User	Description	Column	Default	User	Description
sc_sem				sc_year			
acadcal_ce1				acadcal_ce2			
acadcal_ce3				acadcal_de1			
acadcal_fe1				acadcal_le1			
acadcal_ne1				acadcal_rid			
academic_incl	Academic Period			acadstat_oe1			
acadstat_ce2				acadstat_ce3			
acadstat_cod	Academic Status			acadstat_de1			
acadstat_desc				acadstat_fe1			
acadstat_le1				acadstat_ne1			
accept	Accept			accepted	Accepted		

• Figure 68 Data Dictionary - Column Headings

Nearer the bottom of Figure 66 you see Figure 68, the column headings that are changed or add as described on page 23.

## GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

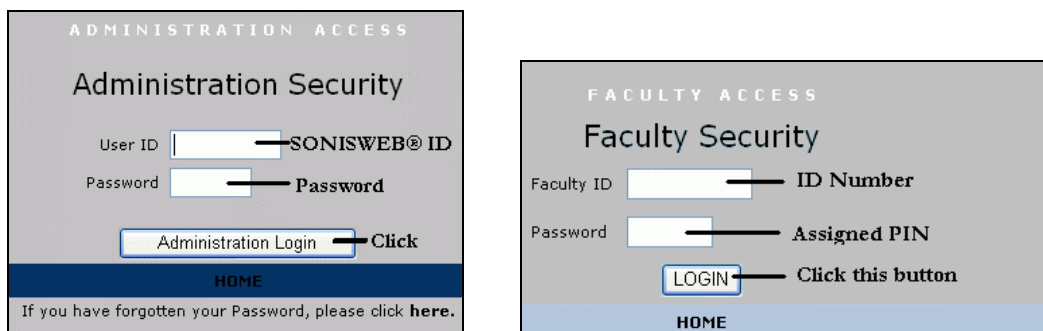
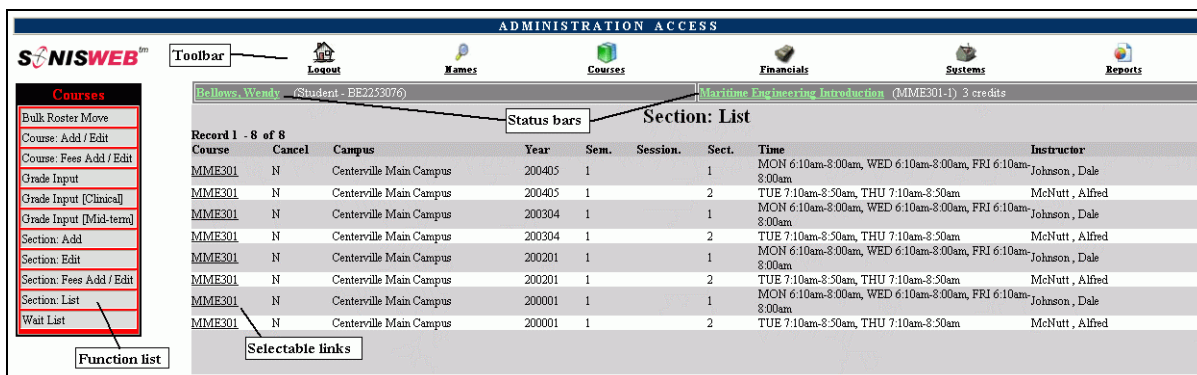


Figure 69 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 69.



• Figure 70 Typical SONISWEB® Page

Figure 70 is a typical SONISWEB® page. The actions authorized in your profile appear at the top, called the **Toolbar**.

When you make a selection from the **Toolbar**, the applicable **Function List** appears on the left. Only the functions authorized in your assigned profile and your individual limits and privileges appear. Some might have only **Courses** in the toolbar and only **Course: Add/Edit** for functions.

Not apparent on the display is whether or not the profile permits editing or changing the information. Once the you select a function from the list on the left, you will see a Submit or similar button at the bottom of the display if you have the permissions to add, edit, or delete the data.

By clicking a **Status Bar** you quickly return to the “person” or the “course” you were processing even if you left it temporarily to look at a financial display or a report. Of course, if you have not selected a person with **Names** or a course with **Courses**, there will be no **Status Bars** at the top.

In Figure 70 click an underlined **Selectable Link** and you go to that record.

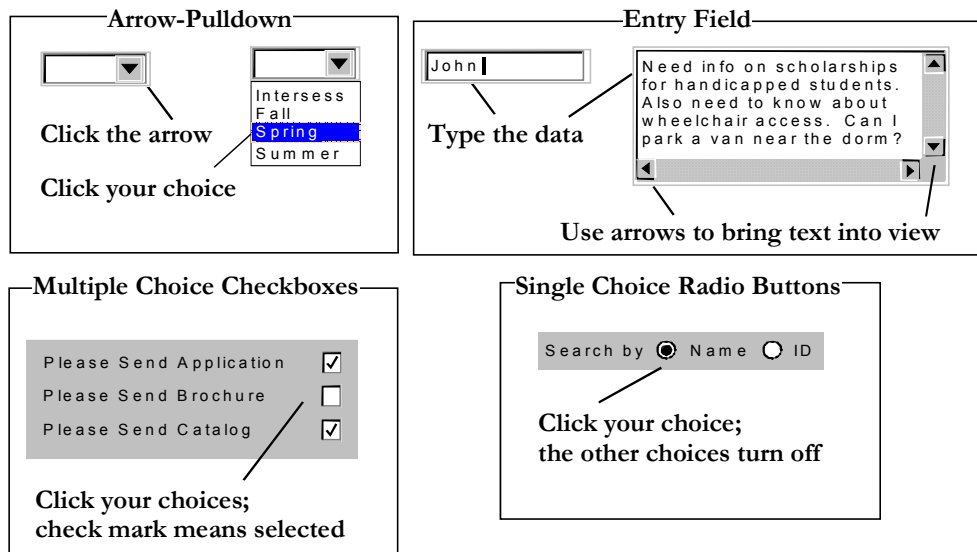


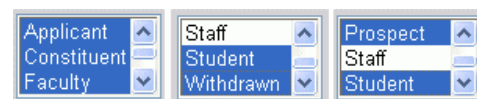
Figure 71 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 71. Use your mouse to click your selection.

- Once you have made your selection(s), you must click an action button; usually it is Submit, Delete, Reset, etc.
- For Entry Fields, click the beginning of the field so you don't get any blanks inserted in front of your entry.
- With Multiple Choice Checkboxes, each time you click a box it goes from selected (check mark) to unselected (no check mark). Click it again and it is selected, etc.
- Radio Buttons allow only one to be selected; when you click one, all the others are turned off.

Some SONISWEB® lists permit you to make multiple choices. It works just like most PC spread sheet software.

- To pick two or more in a series, click the top selection, hold down the **Shift** key on the keyboard and click the bottom item in the series. Release the shift key and they are selected as shown on the left and middle of Figure 72.
- To pick two or more that are not adjacent, click the first item, hold the **Ctrl** key on the keyboard, select the next item and the next, etc. When you have picked the last item you want, release the **Ctrl** key and you see the selections like those on the right of Figure 72.



● Figure 72 Selecting Multiple Choices

• Table 2 Mapping Functions from the Unencrypted Directory, see “Mapping Fields from Your Web Page” on page 44.

Standard SONISWEB® Page	Name	Function
Address	address_read.cfm	This component gets user address information and returns it in a query
Address	address_update.cfm	This component saves user address information. There is no return variable
All pages, a template, an example	0Adm_template.cfm	This component shows how to construct a page that will meet SONISWEB® security requirements. It serves as a mode for building a proper page.
Biographic	name_update.cfm	This component saves user name information. There is no return variable.
Biographic	name_update_details.cfm	This component saves user biographic information. There is no return variable.
Course and/or Section Listing	course_read.cfm	Returns all courses being offered in a semester and school year
Courses	corequisite_read.cfm	Returns the corequisites for courses
Courses	corequisite_read_bycourse.cfm	Returns the corequisite courses for a specific course
Courses	prereq_read.cfm	Returns the prerequisites for courses
Courses	prereq_read_bycourse.cfm	Returns the prerequisite courses for a specific course
Education	nmedu_delete.cfm	This component deletes a person’s education record. The values saved can be called with nmedu_read.cfm.
Education	nmedu_insert.cfm	This component adds an education record for the user. The values saved can be called with nmedu_read.cfm.
Education	nmedu_read.cfm	This component gets user education information and returns it in a query. Records can be added with nmedu_insert.cfm,
Education	nmedu_update.cfm	This component saves user education information. There is no return variable.
Employment	nmemp_delete.cfm	This component deletes an Employment record
Employment	nmemp_insert.cfm	This component adds an Employment record for the user. The values saved can be called with nmemp_read.cfm.
Employment	nmemp_read.cfm	This component adds an Employment record for the user. The values can be saved with nmemp_update.cfm or nmemp_insert.cfm.



Standard SONISWEB® Page	Name	Function
Employment	nmemp_update.cfm	This component adds an Employment record for the user. The values saved can be called with nmemp_read.cfm.
Essay under Online Application	nmessay_read.cfm	This component calls a applicant's Essay. Essays can be saved/added with nmessay_insert.cfm
Home link on any page	weblogin_link.cfm	This component creates a link to the homepage used by your school for SONISWEB® "Home" link below each login page
Interests	nmint_delete.cfm	This component deletes an applicant's Interest record
Interests	nmint_insert.cfm	This component adds a new record for the Interest information. Interests can be called with get_interest.cfm
Interests	nmint_read.cfm	This component calls a person's Interest information. Interests can be called with get_interest.cfm
Interests	nmint_update.cfm	Updates a person's Interest record. Does not return a value. A person's interest records can be called with get_interests
Names with Prospect selected then clicking the Add button	prospect_add.cfm	This component adds a new Prospective Student
Online Applicant login	name_read_onlineApp.cfm	This component tests to see if the user has a valid Online Application Status. If the user is valid, then the return variable will contain a query. If the user is invalid or the user's application has already been processed, then the return variable will contain a 0 (zero) or 1, respectively.
Online Application	name_add_applicant.cfm	Create Online Application
Online Application Country Drop Box <sup>17</sup>	country_drpbox.cfm	Presents a pulldown-arrow for the user to click and get a list to select from
Online Application County Drop Box <sup>17</sup>	county_drpbox.cfm	Presents a pulldown-arrow for the user to click and get a list to select from
Online Application Degree Drop Box <sup>17</sup>	degree_drpbox.cfm	Presents a pulldown-arrow for the user to click and get a list to select from
Online Application Essay page	nmessay_insert.cfm	This component saves an applicant's Essay. Essays can be called with nmessay_read.cfm
Online Application Institution Search Page	institut_read.cfm	This component searches the Institutions database by name, type, city, and state. The results are returned as a query.

Standard SONISWEB® Page	Name	Function
Online Application Interest Drop Box <sup>17</sup>	interest_drpbox.cfm	Presents a pulldown-arrow for the user to click and get a list to select from
Online Application Reference Drop Box <sup>17</sup>	ref_type_drpbox.cfm	Presents a pulldown-arrow for the user to click and get a list to select from
Online Application State (Province) Drop Box <sup>17</sup>	state_drpbox.cfm	Presents a pulldown-arrow for the user to click and get a list to select from
Online Application: Notes on all pages	pagenote_read.cfm	This component gets a specified page note and returns it as a text variable.
Online Application: the “Logout” link below each page.	onlinApplogout_link.cfm	This component creates a link that logs out Online Applicants. This link can be modified in “Login Page Setup” as shown in Login HOME Page on page 16.
Program Listing, as pulldown.	program_read.cfm	This component returns all available Programs in a query.
Programs	nmprg_delete.cfm	This component deletes a user’s program. app_rid can be gotten from the query returned by nmprg_read.cfm
Programs	nmprg_read.cfm	This component gets user program information and returns it in a query.
Programs	nmprg_update.cfm	This component updates a program for a user.
Prospective Inquiry Term of Interest Drop Box <sup>17</sup>	termInterest_drpbox.cfm	Presents a pulldown-arrow for the user to click and get a list to select from
Prospective Students Inquiry Enrollment Status Drop Box <sup>17</sup>	enrollStatus_drpbox.cfm	Presents a pulldown-arrow for the user to click and get a list to select from
Prospective Students Inquiry Referred By Drop Box <sup>17</sup>	referby_drpbox.cfm	Presents a pulldown-arrow for the user to click and get a list to select from
Reference	nmref_delete.cfm	This component deletes a Reference record.
Reference	nmref_insert.cfm	This component adds a Reference record for the user. The values saved can be called with nmref_read.cfm.
Reference	nmref_read.cfm	This component adds a Reference record for the user. The values can be saved with nmref_update.cfm or nmref_insert.cfm.
Reference	nmref_update.cfm	This component updates a Reference record for the user. The values saved can be called with nmref_read.cfm.



Standard SONISWEB® Page	Name	Function
Satisfactory Academic Progress	sap_read.cfm	This component gets student required GPAs and compares them with the students' current GPA and saves the results in SONISWEB®. The return variable contains a query of the results.
Standard Fees	std_fee_read.cfm	This component returns all Standard Fees in a query.
Tests-ACT/SAT	nmsatact_read_act.cfm	This component calls the ACT information. ACT information can be saved with nmsatact_update_act.cfm
Tests-ACT/SAT	nmsatact_read_sat.cfm	This component calls the SAT information. SAT information can be saved with studentsat_update.cfm
Tests-ACT/SAT	nmsatact_update_act.cfm	This component updates the ACT information. ACT information can be called with nmsatact_read_sat.cfm
Tests-ACT/SAT	nmsatact_update_sat.cfm	This component updates the SAT information. SAT information can be called with nmsatact_read_sat.cfm
Used by courses pages	course_read_bydept.cfm	Returns all courses being offered for a department
Used by many pages	name_errchk_chk4dups.cfm	This component checks to see if the user already exists in SONIS. Returns 0 (zero) if there is no duplicate. Returns a query if there is a duplicate.
Used by many pages	name_errchk_chk4dups.cfm	This component checks to see if the user already exists in the SONISWEB® database. It returns 0 (zero) if there is no duplicate. It returns a query (data) if there is a duplicate.
Used by many pages	name_read.cfm	Retrieve a person's name. Display person's name if 'getresults' contains records. Display message if 'getresults' does not contain records
Used by Program pages	nmprg_errchk_norepeat.cfm	This component checks a program to see if a student already has selected it. Returns a 1 if repeat is true, returns a 0 if there is no repeat.