SONISWEB®

Scholastic ONline Information System
for the Web

Enrollment Reports
for IPEDS and other reporting

The reports described in this text can assist you in preparing IPEDS and other enrollment reports. In addition to these reports, you can use Report Builder and other standard statistical software to gather and report enrollment data from the SONISWEB® SQL database.

The accuracy of these SONISWEB® reports depends on the accuracy of your student records. This text describes the data and the SQL tables used to create these reports. You can use these descriptions to check your student data records for accuracy.

This text starts with **navigating** the functions on page 4. To see the **changes** in this edition look on page 2.

May 2006

RJM Systems, Inc.

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(EnrollmentReportsIPEDS.doc - 03/02/06 3:41 PM)

NEW IN THIS EDITION

May 2006 Enhancement

- Notice (on page 16) of the FISAP Part II and Part IV Reports in the "Financial Aids" manual.

March 2006 Initial Release

- This edition is for SONISWEB® version 2.0. A few of these changes were also added to version 1.4.

- Figure 1 Toolbar for those with User-ID access, page 4. Figure 27 Login Displays and Figure 28 Typical SONISWEB® Page, page 22.

- Most of the reports have been rewritten in the Cold Fusion™ Report Builder[1]. Those have "(RB)" following their names as seen in Figure 2. The older Crystal Reports™-Enterprise reports (without the "RB") are still available in most cases but will not be enhanced.

- Nearly all the reports have been enhanced and there are some new ones on pages 8 to 18.

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[1] New reports and enhancements to existing reports are available only in Report Builder and have "(RB)" in the report name. Report Builder is a no-cost addition to the ColdFusion™ software used by SONISWEB®. Its producer, Macromedia, has tested it on most brands of browsers and operating systems. Crystal Reports™, used in past versions, is extra-cost software that SONISWEB® customers had to buy in order to view and print reports.
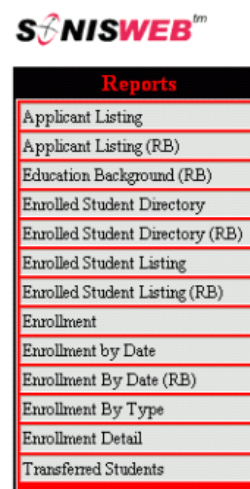
NAVIGATING THE FUNCTIONS

• Figure 1 Toolbar[2] 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.

• Figure 2 Function Lists[2] - Partial

After clicking **Reports** in Figure 1 you get the selections shown in Figure 2. Pick one of the Enrollment selections in Figure 2 to get Figure 4.

WHAT DO YOU WANT TO DO?

- Accuracy of the reports, page 5.

- Educational Background Report, page 8.

- Enrolled Student Directory on page 10.

- Enrolled Student Listing, page 11.

- Enrollment by Date Report, page 13.

- Enrollment by Type, page 14.

- Enrollment Detail Report, page 15.

- Enrollment Report, page 12.

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[2] 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.

- Enrollment Report, page 12.

- FISAP Part II and Part IV Reports, see the SONISWEB® "Financial Aid" manual.

- SQL Database Tables and Data Fields used for the Reports, page 18.

- Transferred Students, page 17.

- If you don't see what you need above, check the table of contents on page 2. You can also use the Adobe® find or search functions illustrated in Figure 3. It allows a Google®-like search[3] by word or phase.

Diagnosing and Fixing Problems

See the text "Messages, Errors, and Diagnosis".
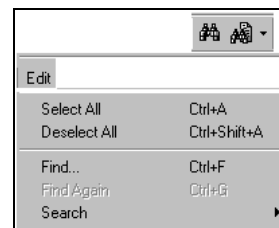
• Figure 3 Adobe® Find and Search

Setting Your Browser for Proper Function and Security

Internet Explorer[4] (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.

ENROLLMENT REPORTING DATA AND ACCURACY

These SONISWEB® reports provide the data you can use to prepare your formal reports for governments and supporting agencies. It is usually sufficient for the IPEDS[5] report. For other government, agency, and accreditation reports, you may need to use Report Builder or standard statistical software to gather and report additional enrollment data from the SONISWEB® SQL database. See page 20 for information on finding database contents.

Accuracy is the most critical component in this reporting. On page 18, these data are described. The data in these fields must be complete and accurate for the reports to be accurate. The "Enrollment Detail Report" on page 15 shows you suspect records that may need correction.

See the SONISWEB® text "Standard Reports" for the other reports offered.

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[3] If you're unfamiliar with this searching, click Adobe® reader Help or see the SONISWEB® text "Index to Texts".

[4] Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

[5] The Integrated Postsecondary Education Data System (IPEDS), National Center for Education Statistics, Office of Educational Research & Improvement, U.S. Dept. of Education.
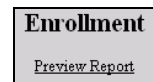
REPORT PROMPTS AND CONTROLS

• Figure 4 Report Generator Prompt for Report Builder (RB)[5]

Make your selections in Figure 4 then click the Build Report button.

There's a pause as the records are found, then you see a window with Preview Report in it. It's illustrated in Figure 5. Click that, there's another pause as the report is formatted then it appears.

• Figure 5 Preview Report

Some report prompts provide other selections appropriate to them. Figure 6 and Figure 7 are examples.

Most of the reports that have "(RB)" in their name offer spreadsheet file and PDF file output as well as paper-like output shown in Figure 8.

PDF gives you a file in Adobe® PDF form.

Excel is a file in Excel spreadsheet form that can be opened by many spreadsheet software packages.

Flash Paper looks like a paper form that you can manipulate while viewing (see Figure 9) and print.

• Figure 6 Advisor Selection

• Figure 7 Start Date
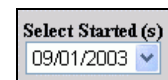
For PDF and Excel, your browser prompts you on how you want the file handled. Depending on your system security and browser setting you can view it directly or save it as a file on your computer for later use.

• Figure 8 Output Options for Report Builder (RB) Reports

Where no data meet your selections in Figure 4, your report is a gray display and nothing else. Change your prompt criteria in Figure 4 and try again.

Once the report appears, you can view and print it using these controls. Use the arrows to move from page to page, the printer icon to print a report, and the Search window (Figure 9) or icon (Figure 10) to search for words in the report and see the first page with that word or phase.
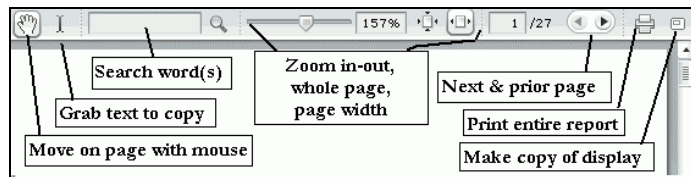
- Figure 9 Report Builder (RB) Controls
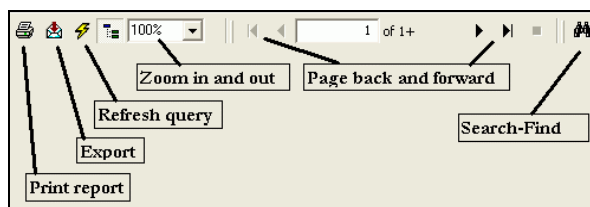
- Figure 10 Crystal Reports Controls

Figure 9 is for Report Builder[6] (RB) reports, Figure 10 is for Crystal Reports™.

Educational Background Report

Click **Reports** in Figure 1 and click <u>Educational Background Report (RB)</u>[6] in Figure 2.

• Figure 11 Report Prompt for the Educational Background Report

Make your selections from Figure 11. You see Figure 12.

• Figure 12 Educational Background Report

This report is in alphabetical order by institution-type that you see in Figure 11. In the right column is a count of the status of persons who came with this educational background. The meaning of these abbreviations:

AL is Alumnus/a.

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[6] "(RB)" means one of the newer reports built with the ColdFusion™ Report Builder (see footnote 1, page 3). Many of the reports are still available without enhancements in the older Crystal Reports™ form. The don't have "RB" in the name. See Figure 2.

AP is Applicant.

CO is a constituent, a contributor of volunteer hours or money in your Development and Fund Raising system.

FA means Faculty.

OA is an Online Applicant.

PS is a Prospective Student.

SF is Staff.

ST is Student.

WD is a Withdrawn student.

Enrolled Student Directory

Students, faculty, and alumni/ae can use the SONISWEB® Search function to find others by name. This directory is more selective. You can:

- Build a directory by Advisor (see Figure 7).

- Pick current or past school years and semesters (Figure 4).

- Select the Excel option (Figure 8) and use that spreadsheet file to compose a directory in a form you prefer for printing and distribution.

Click **Reports** in Figure 1, click <u>Enrolled Student Directory (RB)</u>[6] in Figure 2, and make you selections from Figure 4. You see Figure 13.

Enrolled Student Directory

200405 Semester1

AR9959292	Arston	Arnold	A			Durham	NC	27707
03/03/1973			Female			Arts	Junior	919-996-9816
GR7702436	Greene	Jean	A			Durham	NC	27713
01/01/1900	To the Parents of		Female			Accounting	Freshman	
HA4634350	Harlow	Jean				London		
10/01/1987			Female			Auto Technology	Junior	301-555-1166
JO3745642	Jones	Thomas		9815 Old Richmond Road		Chapel Hill	NC	27511
12/12/1912			Female	Apt 37		Maritime	Sophomore	919-555-1212

Freshman	1		**2 Males**	
Sophomore	1		**Female**	
Junior	2		**2 TBD**	
Enrolled Students:	4			

- Figure 13 Enrolled Student Directory (RB) [6]

The report is really a table. It's in alphabetical order by last name. At the bottom is a summary by class year and gender.

Enrolled Student Listing

This report is for general use by staff who want a printed record of enrolled students.

Click **Reports** in Figure 1, click <u>Enrolled Student Listing (RB)</u>[6] in Figure 2, and make your selections from Figure 4. You see Figure 14.

02/24/2006 03:54:06 PM	**ALPHABETICAL LIST OF ENROLLED STUDENTS**						Page 1 of 1
	2001/02 Semester 1						
Student	**ID#**	**SSN**	**Credits**	**Level**	**Campus**	**Division**	**Program**
Abbott, Edgar M	333333334	006808533	13.00	N	CAMP1	D	EENG3
Adams, Amy A	000000000	010000001	3.00	5	CAMP1	L	ARTS1
Adams, Mary	AD4523155		4.00	1	BUSINESS	C	
Allen, Alan	AL3215267	260000026	3.00	3	CAMP1	D	
Bellows, Wendy	BE2253076		6.00	3	CAMP1	E	
Brown, Betty	BR1586903	435223344	3.00	0	ASN001	D	
Bucket, Hyacinth	BU7768258		12.00	0	CAMP2	D	
Dunlap, Harvey	DU4381139		4.00	2	CAMP1	F	ARTS1
Emerson, Ralph W	EM7204514		3.00	3	CAMP2	D	
Michaels, Michelle J	111223333		10.00	1	CAMP1	D	
Otto, Roger	OT4557565		3.00	0	CAMP2	E	
Quirk, Howard J	QU5996331		2.00	1	CAMP1	D	PIANO
Ross, Betsy	RO8140065		5.00	3	TBD	D	AUTT3
Schuster, Ralph	ED7684939		5.00	0	ASN001	D	
Schuster, Simon S	SC2646726		9.00	4	CAMP1	D	
Schuster, Stella	ST3803228		5.00	6	CAMP2	E	
Smith, John	SM5338757		13.00	0	CAMP2	D	
Summers, Sally	SS1111111		7.00	4	CAMP1	E	XACC2
TOTAL ENROLLED STUDENTS: 18	**TOTAL CREDITS:**	110					

• Figure 14 Enrolled Student Listing (RB)[6]

The report is in alphabetical order by last name. As the top of Figure 14 shows, you can list the students enrolled from past semesters.

Enrollment Report

This report is the summary statistics of those enrolled with FTE counts by campus, division, department, and level.

Click **Reports** in Figure 1, click <u>Enrollment</u> in Figure 2, and make your selections from

Enrollment Numbers

Campus	Division	Department	Year/Sem	Level	Students	Credit Hours	FTE
ASN001	B	COM	200405/1	0	2	13.00	0.87
ASN001	B	COM	200405/1	1	1	6.55	0.44
ASN001	B	COM	200405/1	2	3	25.10	1.67
ASN001	B	DAY	200405/1	2	1	5.00	0.33
ASN001	D	LART	200405/1	1	1	10.00	0.67
ASN001	D	LART	200405/1	6	1	14.00	0.93
ASN001	D	TB	200405/1	0	1	4.00	0.27
ASN001	E	TB	200405/1	0	1	3.00	0.20
BUSINESS	B	DAY	200405/1	1	1	6.00	0.40
BUSINESS	C	DAY	200405/1	1	10	60.00	4.00
BUSINESS	C	DAY	200405/1	2	9	41.55	2.77
BUSINESS	C	DAY	200405/1	3	1	3.00	0.20
BUSINESS	C	ENG	200405/1	1	1	11.00	0.73
BUSINESS	C	ENG	200405/1	2	2	23.00	1.53
CAMP1	D	LART	200405/1	0	1	4.00	0.27
CAMP1	D	LART	200405/1	3	2	21.00	1.40
CAMP1	D	LART	200405/1	4	1	3.00	0.20
CAMP1	D	LART	200405/1	N	1	10.00	0.67
CAMP1	D	ST	200405/1	2	1	24.00	1.60
CAMP1	D	TB	200405/1	1	1	4.00	0.27
CAMP1	D	TB	200405/1	2	1	10.00	0.67
CAMP1	E	ST	200405/1	3	1	3.00	0.20
CAMP1	F	TB	200405/1	0	1	3.00	0.20
CAMP1	L	NA	200405/1	5	1	4.00	0.27
CAMP2	D	TB	200405/1	0	1	2.00	0.13
CAMP2	E	ST	200405/1	3	1	3.00	0.20
CAMP2	E	TB	200405/1	0	1	3.00	0.20
CAMP2	W	TB	200405/1	4	1	8.00	0.53
CAMP4	C	DAY	200405/1	1	1	9.00	0.60
CAMP4	C	DAY	200405/1	2	2	15.00	1.00
CAMP4	D	DAY	200405/1	2	1	2.00	0.13
CAMP4	E	DAY	200405/1	5	1	3.55	0.24
TBD	TB	LART	200405/1	2	1	9.00	0.60
TBD	TB	TB	200405/1	0	1	16.00	1.07
TOTALS:					**57**	**381.75**	**25.45**

NO CE ENROLLMENT RECORDS FOUND FOR SELECTED SCHOOL YEAR/SEMESTER NO AU ENROLLMENT RECORDS FOUND FOR SELECTED SCHOOL YEAR/SEMESTER

• Figure 15 Enrollment Report

Figure 4. You see Figure 15.

The report in Figure 15 can be printed using the printer icon on your Web browser. (It doesn't use the controls in Figure 9 or in Figure 10.)

Enrollment by Date Report

This report is by the date the student registered (enrolled) for each course. It can serve as a cross-reference for the Enrollment Detail report shown on page 16.

Click **Reports** in Figure 1, click <u>Enrollment by Date (RB)</u>[6] in Figure 2, and make your selections from Figure 4. You see Figure 16.

Enrollment By Registration Date

200405 Semester1

Reg. Date	Student	Campus	Division	Depart.	Level	Course	Enroll. Type	Credits
09/03/2004	Bobbie Brown (BR1321719)	ASN001	B	COM	0	ART101	WD	4.00
09/03/2004	**Total Course Enrollment: 1**	**Total Credits: 4.00**						
01/25/2005	Ella Martin (MA8317623)	CAMP1	D	LART	3	ENG101	WD	3.00
01/25/2005	**Total Course Enrollment: 1**	**Total Credits: 3.00**						
03/04/2005	Jean Harlow (HA4634350)	CAMP2	E	ST	3	ENG101	EN	3.00
03/04/2005	**Total Course Enrollment: 1**	**Total Credits: 3.00**						
04/21/2005	Amy Adams (000000000)	CAMP1	L	NA	5	ART101	EN	4.00
04/21/2005	Mary Adams (AD4523155)	BUSINES	C	DAY	1	ART101	EN	4.00
04/21/2005	Jean Greene (GR7702436)	ASN001	D	LART	1	ENG101	EN	3.00
04/21/2005	Jean Greene (GR7702436)	ASN001	D	LART	1	HIST210	EN	4.00
04/21/2005	**Total Course Enrollment: 4**	**Total Credits: 15.00**						
04/25/2005	Wilma Bradford (BR5851255)	CAMP1	E	ST	4	ENG101	WD	3.00
04/25/2005	**Total Course Enrollment: 1**	**Total Credits: 3.00**						
05/02/2005	Mary Adams (AD4523155)	BUSINES	C	DAY	1	MME401	WD	5.00
05/02/2005	Pamela Broadhurst (333333333)	CAMP1	E	ST	3	MATH101	EN	3.00
05/02/2005	**Total Course Enrollment: 2**	**Total Credits: 8.00**						

• Figure 16 Enrollment Detail Selection

Figure 16 is by the date each student enrolled[7] in the class <u>not</u> in order by student, so you usually see the same student listed more than once based on the various dates the student registered for each course. After the student's courses are listed for that date, there is a total credits and course count for that date.

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[7] However, if you picked more than one year and/or one semester in Figure 4, it will not be in date order.

Enrollment by Type

Click **Reports** in Figure 1, click <u>Enrollment by Type</u> in Figure 2, and make your selections

Enrollment By Type Report for Fall 200405

Campus: ASN001, BUSINESS, CAMP4, CAMP1, CMED, CAMP2, CAMP3, ChathamCir, COLLEGE, Dan, EUR001, LAW, NURSING, SEMINARY, TBD
Division: B, C, D, E, F, L, N, S, TB, W
Department: COM, DAY, ENG, EVE, HIS, LAW, LART, MGT, NUR, NA, SCI, ST, SS, THE, TB
Level: 0, 1, 2, 3, 4, 5, 6, N

Enrollment Type	Number of Students	Hours From	Hours To
FULL TIME	3	15.00	99.00
THREE-QUARTER TIME	16	9.00	14.00
HALF TIME	9	6.00	8.00
PART TIME	29	1.00	5.00
	0	0.00	0.00

• Figure 17 Enrollment by Type Summary

from Figure 4. You see Figure 17.

Figure 17 is a summary. At the top you see the selections you made in Figure 4. Click the

02/24/06 4:06 PM

HALF TIME for Fall 200405 <u>Return</u>

Campus: ASN001, BUSINESS, CAMP4, CAMP1, CMED, CAMP2, CAMP3, ChathamCir, COLLEGE, Dan, EUR001, LAW, NURSING, SEMINARY, TBD
Division: B, C, D, E, F, L, N, S, TB, W
Department: COM, DAY, ENG, EVE, HIS, LAW, LART, MGT, NUR, NA, SCI, ST, SS, THE, TB
Level: 0, 1, 2, 3, 4, 5, 6, N

Student	ID	Credit Hours	Level
Allen , Alan	AL3215267	8.00	3
Boron , Muck G	BO9853101	6.00	1
Chambers , Lisa	CH1405893	7.00	2
Clemens , Roger Thaddeus	CL1690570	6.00	1
Darwin , Charles	DA3971184	6.00	1
Emmons , Daniel	EM7983242	6.55	1
Longfellow , Henry W	LO8849654	8.00	4
McKay , Floyd Jones	MC7612447	7.00	2
O'reilly , Bana	OR5292151	6.00	1

• Figure 18 Enrollment Type Detail

underlined Enrollment Type in Figure 17 and you get a detailed report like Figure 18.
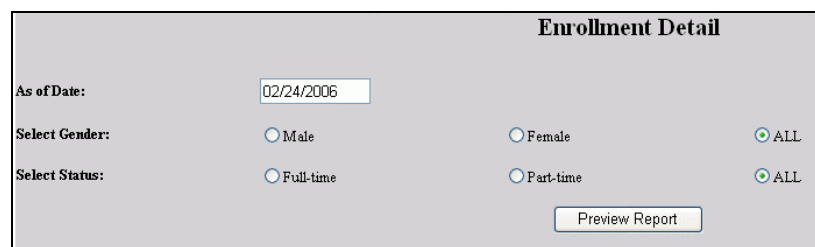
Both Figure 17 and Figure 18 can be printed by clicking the printer icon on your Web browser. (It doesn't use the controls in Figure 9 or in Figure 10.)

To return to Figure 17, click **<u>Return</u>** in Figure 18.

Enrollment Detail Report

This is a graphical report with the ability to "drill down" to the details. Besides giving you the statistical information for official reports, you can find and isolate missing student information such as unknown gender or ethnicity.

Click **Reports** in Figure 1, click Enrollment Detail Report in Figure 2, and make your selections from Figure 4. You see Figure 19.

• Figure 19 Enrollment Detail Selection

From Figure 19, enter the "As of Date". It has this effect:

- Students who are enrolled in classes (enroll code = "EN") in the school year and semester selected in Figure 4 are included.

- Students who were enrolled in classes as above but withdrew from one or more classes after the "As of Date" are included.

- Only students whose enrollment dates are less than or equal to the "As of Date" in Figure 19 are included.

- The "As of Date" specifies the date for which the report has to be run. This is important if the report is to be used in filling out the IPEDS report since it requires an "as of" date..

- It's used to calculate the student's age based on the Date of Birth (DOB) in the Biographic record (see Figure 23).

- It's compared to the home institution entry date (Figure 24) to determine whether the student is first-year or not. If the difference is less than or equal to 90 days, the student is considered a first-year.

- Each student's Education record (Figure 26) is checked and if she or he has graduated from your institution, the record is not included.

Use the radio buttons[8] in Figure 19 to limit what is shown in the report. Click the Preview Report button to see Figure 20.

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[8] See Figure 29 "Arrows, Fields, Checkboxes and Buttons" on page 23 for guidance.

The report shown in Figure 20[9] is divided into sections.

Click an underlined item in Figure 20 to see the details.

Figure 21 shows a selection where the underlined No Ethnicity Assigned was chosen. You can use the list to correct the student records and then run this report again to include them in main body of students for the report.

To print the report, click the printer icon
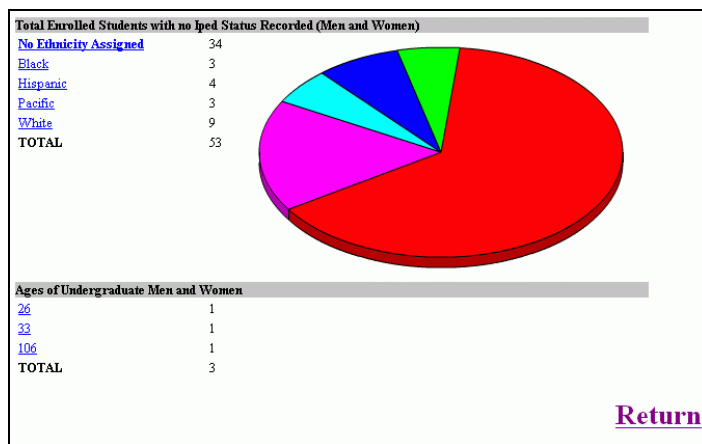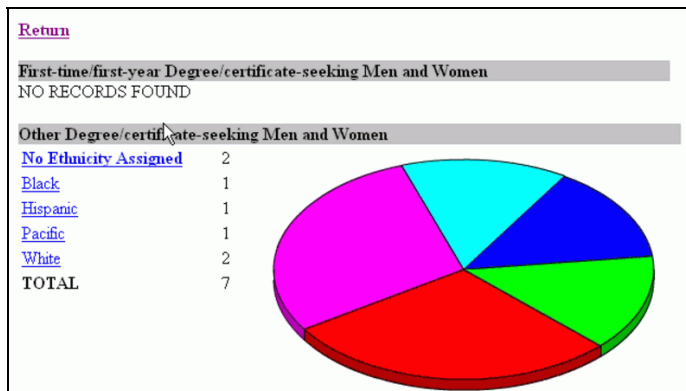
• Figure 20 Small Portion of an Enrollment Details Report[9]

at the top of your browser. (It doesn't use the controls in Figure 9 or in Figure 10.)

ENROLLED STUDENTS WITH NO IPED STATUS				Full-Time and Part-time Men and Women	
STUDENT	ID	AGE	CREDITS	ETHNICITY	GENDER
Chambers, Lisa	CH1405893	-974	7		Not Recorded
Childress, Randolph	CH1323139	22	2		Not Recorded
Clemens, Roger Thaddeus	CL1690570	39	6		Not Recorded
Darwin, Charles	DA3971184	5	6		Not Recorded
Drago, Duke	DR7483580	17	5		Not Recorded
Eisenhower, Dwight D	EI6349679	26	2		Not Recorded
Roosevelt, Teddy	RO1341557	26	12		Not Recorded
Snap, Oh	SN5828431	36	11		Not Recorded
Thornton, Billy	TH1734271	27	5		Not Recorded

Return

• Figure 21 Details from a Selection in Figure 20

Both Figure 20 and Figure 21 have **Return** at the bottom and/or top. Click **Return** to get back to Figure 19.

FISAP Part II and Part IV Reports

See the SONISWEB® "Financial Aid" manual for these two reports.

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[9] This is from the test system. Your report with real students will contain more students and more variation.

Transferred Students

This report lets you see the transferred students based on the date(s) they started (entered) at your institution. The "Start Date(s)" in Figure 7 come from the Education records, see Figure 24.

Click **Reports** in Figure 1, Transferred Students in Figure 2, and make your selections from Figure 4 that includes Figure 7.

Transferred Students				
Name	**Enter Date**	**Program**	**Prog Start Date**	**Transfered From**
Allen, Alan	09/01/2003	No Active Program		Smith College
Greene, Jean A	09/01/2003	Accounting	09/01/2003	Lourdes College

- Figure 22 Transferred Students Report

The report lists students with one of the entry dates you selected (Figure 7) and who have the "Transferred Student" checkbox checked in the Education record, see Figure 24.

To print the report, click the printer icon at the top of your browser. (It doesn't use the controls in Figure 9 or in Figure 10.)

SQL DATABASE TABLES AND DATA FIELDS USED FOR THE REPORTS

The data in these fields must be complete and accurate for the reports to be accurate. They are briefly described here. A very detailed description of these fields is available in Data Dictionary, a **Systems** function. See "Example of SONISWEB® Tables from the Data Dictionary" (page 20) to see a data dictionary table description.

Tables and Data Fields Used

The items circled in these displays are the fields used by the Enrollment Details report (page 15). To learn more about the records behind these displays, see the SONISWEB® text "Students, Faculty, Applicant and Alumni/ae Record-keeping".

• Figure 23 Biographic Record Example

Figure 23 is a portion of a Biographic record. Note the fields used for the report. "Table 1 Name (Biographic) Record from the Data Dictionary" on page 20 shows the data structure.

• Figure 24 Education Record - Home Institution

Figure 24 is an example of a portion of a person's home institution[10] Education record. Note the fields used for the report.

If the Graduated checkbox has a checkmark in it, this person is excluded from the report.

See "Table 2 Education Record from the Data Dictionary" on page 21 for the data structure.

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[10] The "home institution" is your school.

● Figure 25 Education Record - Transferred From Information

Where a student has transferred from another school, an additional Education record contains the transfer information as illustrated in Figure 25. Note that the "Transferred Student" checkbox with a checkmark in it. That means this student transferred from the institution named in Figure 25.

● Figure 26 Institution Records

Figure 26 is part of the list of Institution records used throughout SONISWEB®. The home institution – your school – is marked as such. A student must have one Education record (Figure 24) that refers to the home institution (Figure 26) in order to be included in the report.

Example of SONISWEB® Tables from the Data Dictionary

Two tables are illustrated. A person's Biographic record – it includes the IPEDS, ethnic, and gender fields – is in the table called **name** (Table 1). A person's home institution data and the transfer record (id any) are in his or her Education records called **nmedu** (Table 2). Note that in the data dictionary, the fields are listed in two columns in alphabetical order left to right, then top to bottom. You need this detailed information if you plan to use statistical software to retrieve additional reporting information.

- Table 1 Name (Biographic) Record from the Data Dictionary

Table	Column	Type	Len.	Column	Type	Len.
name	acadstat_cod	char	8	affiliation_cod	char	2
	birthdate	date	8	camp_cod	char	10
	citizen	bit/log	1	dec_date	date	8
	deceased	bit/log	1	dept_cod	char	4
	disabled	bit/log	1	div_cod	char	2
	ethnic_cod	char	2	exam_id	char	9
	excl_billing	bit/log	1	excl_blk_trans	bit/log	1
	excl_mailing	bit/log	1	first_name	char	30
	fund_stat	char	2	gender	char	1
	incl_directory	bit/log	1	iped_stat	char	2
	last_name	char	30	level_	char	1
	maiden	char	22	mar_cod	char	2
	mi	char	15	name_ce1	char	10
	name_ce2	char	10	name_ce3	char	10
	name_de1	date	8	name_fe1	float/dec	8
	name_le1	bit/log	1	name_mem	memo	16
	name_ne1	int	4	namebit1	bit/log	1
	namebit2	bit/log	1	namebit3	bit/log	1
	namebit4	bit/log	1	namebit5	bit/log	1
	nickname	char	20	notpubname	bit/log	1
	nslch_block	bit/log	1	nslch_block_date	date	8
	online_hld	bit/log	1	photo	char	25
	pin	char	6	prefix	char	20

	releas_dt	date	8	releas_inf	bit/log	1
	retries	float/dec	8	show_addr	bit/log	1
	show_email	bit/log	1	show_phone	bit/log	1
	show_wkphn	bit/log	1	soc_sec	char	9
	sonis_id	char	9	ssn	char	9
	suffix	char	20	transmem	memo	16
	tuit_stat	char	2	veteran	bit/log	1

• Table 2 Education Record from the Data Dictionary

Table	Column	Type	Len.	Column	Type	Len.
nmedu	active	bit/log	1	ant_grad_date	date	8
	cqpa	float/dec	8	credits	float/dec	8
	cur_cod	char	10	date_rec	date	8
	degree	char	35	edu_active	bit/log	1
	edu_rid	char	16	educmem	memo	16
	eduinsttyp	char	1	enr_age	int	4
	enter_date	date	8	grad_date	date	8
	grad_mo	char	2	grad_stud	bit/log	1
	grad_year	char	4	graduated	bit/log	1
	inst_cod	char	16	leav_date	date	8
	matric_dt	date	8	nmedu_ce1	char	10
	nmedu_ce2	char	10	nmedu_ce3	char	20
	nmedu_de1	date	8	nmedu_fe1	float/dec	8
	nmedu_le1	bit/log	1	nmedu_ne1	float/dec	8
	orig_grad	char	4	override	bit/log	1
	prog_desc	char	35	qlty_pnts	float/dec	8
	rankclass	float/dec	8	rankstud	float/dec	8
	soc_sec	char	9	trans_rec	bit/log	1
	transfered	bit/log	1			

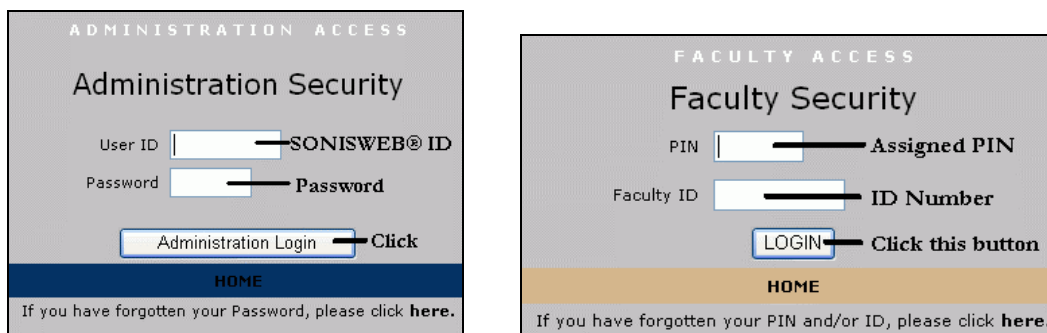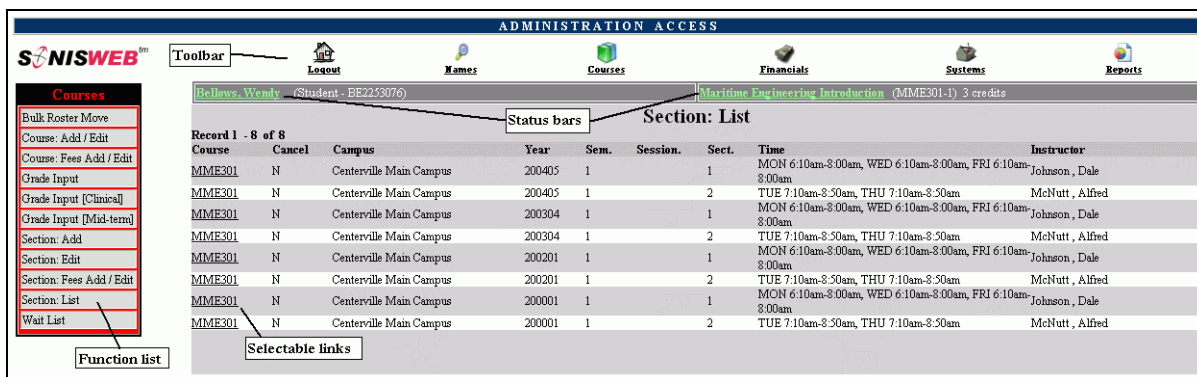## GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

Figure 27 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 27.

• Figure 28 Typical SONISWEB® Page

Figure 28 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.

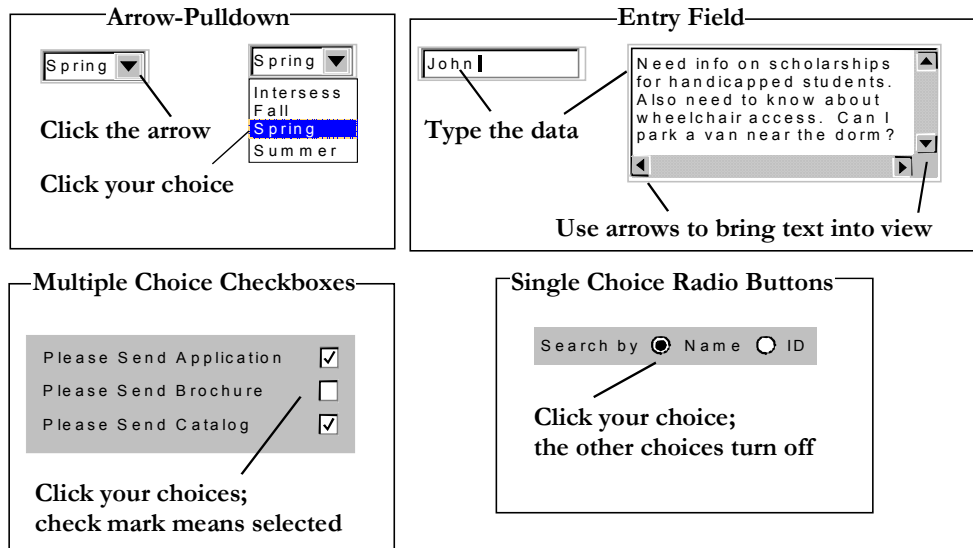In Figure 28 click an underlined **Selectable Link** and you go to that record.

Figure 29 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 29. 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 30.
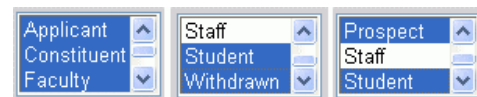
● Figure 30 Selecting Multiple Choices

■ To pick two or more that are <u>not</u> 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 30.