



Scholastic ONline Information System
for the Web

Housing

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SONISWEB® Housing is for assigning students to dormitories and apartments and faculty to institution-owned houses. This text covers the defining of housing, assigning people to them, and recording housing incidents.

Buildings and campuses are set up in a separate text, “Room, Building & Campus Records”.

This text starts with **navigating** the functions on page 3, then provides a **quick reference** on page 6. To see the **changes** in this edition look on page 3.

June 2006

Systems, Inc.

The logo for RJM Systems, Inc. It features the letters "RJM" in a stylized, blue, serif font, with the "R" and "J" overlapping. To the right of "RJM" is the text "Systems, Inc." in a blue, italicized, serif font.

Table of Contents

TABLE OF CONTENTS	2
NEW IN THIS EDITION	3
<i>June 2006 Enhancements</i>	<i>3</i>
<i>March 2006 Initial Release</i>	<i>3</i>
NAVIGATING THE FUNCTIONS	4
WHAT DO YOU WANT TO DO?.....	5
DIAGNOSING AND FIXING PROBLEMS.....	5
SETTING YOUR BROWSER FOR PROPER FUNCTION AND SECURITY.....	5
QUICK REFERENCE	6
HOUSING REQUESTS REPORT	7
<i>View and Print Controls</i>	<i>8</i>
HOUSING REPORT	9
ASSIGNING STUDENTS TO DORM ROOMS	11
SELECTING THE STUDENT	11
ASSIGNING A ROOM.....	11
COPYING A ROOM ASSIGNMENT FROM SEMESTER TO SEMESTER	12
ADDING HOUSING CHARGES TO THE BILL.....	14
VACATING OR DELETING A ROOM ASSIGNMENT	14
SETTING STUDENT PREFERENCES.....	16
ENTERING HOUSING INCIDENTS	17
HOUSING SEARCH.....	18
SETTING UP DORM ROOMS.....	19
ACCESSING ROOM, BUILDING, CAMPUS SETUP.....	19
DEFINING ROOM FEATURES, CHARGES, AND ATTRIBUTES	21
COPYING ROOM INFORMATION.....	21
DEFINING ADDITIONAL HOUSING FEES	22
DEFINING ATTRIBUTES FOR ROOMS.....	22
DEFINING HOUSING INCIDENTS	24
HOUSING-ROOM-BUILDING-CAMPUS RELATIONSHIP.....	25
GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS.....	26

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NEW IN THIS EDITION

June 2006 Enhancements

- Figure 4 “Room Categories - Housing and Non-housing” on page 6 to reflect non-housing room assignments using the Events Calendar (described in the “Administration” 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 and Figure 2 Function Lists1 - Partial, page 4.
- Figure 41 Login Displays and Figure 42 Typical SONISWEB® Page, page 26.
- Most of the reports have been rewritten in the Cold Fusion™ Report Builder. 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.
- “Housing Requests Report”, page 7.
- “Assigning a Room”, page 11.
- “Housing Search”, page 18.
- “Setting up Dorm Rooms”, page 19.
- “Accessing Room, Building, Campus Setup”, page 19.
- “Defining Room Features, Charges, and Attributes”, page 21.
- “Defining Additional Housing Fees”, page 22.

NAVIGATING THE FUNCTIONS



• Figure 1 Toolbar¹ 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 is 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 Lists¹ - Partial

¹ 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?

For Students, Faculty, or anyone else in the SONISWEB® person-database:

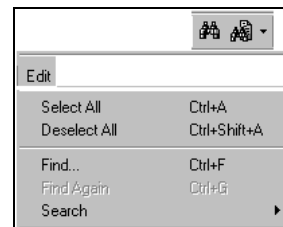
- Assign housing, page 11.
- Copy housing assignments from semester to semester, page 12.
- Enter a person's housing preferences such as non-smoking, coed, etc., page 16.
- Record housing incidents such as damage or misbehavior, page 16.
- Vacating or Deleting a Room Assignment, page 14

For housing management:

- Search housing to find an individual, page 18.
- View and print a housing report, page 9.
- List the occupancy of the housing buildings, pages 9 and 18.

To establish housing:

- Set up rooms in housing buildings and identify their attributes to match against preferences, page 21.
- Setting the charges, page 21 and page 22.
- Establish the attributes you want to identify in room set up, page 22.
- Define the housing incidents you wish to use, page 24.
- 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 search² by word or phrase.



• Figure 3 Adobe® Find and Search

Diagnosing and Fixing Problems

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

Setting Your Browser for Proper Function and Security

Internet Explorer³ (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.

² If you're unfamiliar with this searching, click Adobe® reader Help or see the SONISWEB® text “Index to Texts”.

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

QUICK REFERENCE

Room set up is described in “Setting up Dorm Rooms” on page 19. Building and campus definition is covered in the separate text “Room, Building & Campus Records”.

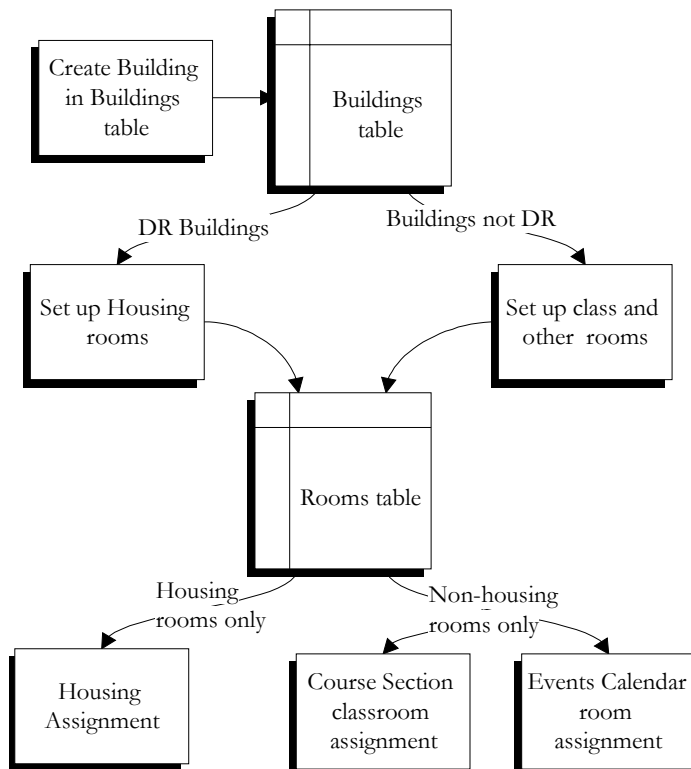
A building must be a **DR**⁴ type if it is to be used in the housing part of SONISWEB®. See “Setting up Dorm Rooms”, page 19.

Figure 4 shows how SONISWEB® manages rooms so students don’t accidentally get classrooms as dorm rooms and course sections aren’t assigned to dorm rooms.

A building is either for housing (type = DR) or not. If it’s both, it must be defined as two buildings, one with DR and one without.

When the housing functions described in this manual are started, they “see” only housing buildings and housing rooms.

When course functions are started, they “see” only buildings and rooms that don’t have a building type of DR.



• Figure 4 Room Categories - Housing and Non-housing

⁴ It is the code DR and not the word “Dorm” that SONISWEB® uses. Your institution may assign another word – Housing, for example – to the code DR.

HOUSING REQUESTS REPORT

Students can send housing requests as shown in Figure 5. The request note is illustrated in Figure 6.

The housing request report shows the accumulated requests sent by the students.

1. Log in to SONISWEB® as an administrator. Your assigned profile must include privileges to run the housing reports.
2. Click **Reports** at the top of the display (Figure 1).
3. Click Housing Requests(RB)⁵ in Figure 2. That yields Figure 7.

• Figure 5 Requests Link within Student Access

• Figure 6 Request Entry in Student Access

• Figure 7 Prompt for the Housing Requests Report

4. In Figure 7 make the selections⁶ for the campuses, etc. you want to see. You can limit the dates covered in the report and determine whether or not you see those requests⁷ that have been completed.

⁵“(RB)” means the report was built with the ColdFusion™ Report Builder. The newest reports and improvements in prior reports are available only in the RB versions. Older reports built with Crystal Reports™ don't have (RB) after their names.

5. Choose the type of output⁸, PDF, Excel, or “Flash” Paper.
6. Click the Build Report button.

02/28/2006	Housing Requests	Page 1 of 1
Name	Request Date	Memo
Jones, Thomas	02/28/2006	Who do I contact for one of the tower rooms in Staley for next year?

• Figure 8 Housing Requests (RB) Report

The report is shown in Figure 8.

View and Print Controls

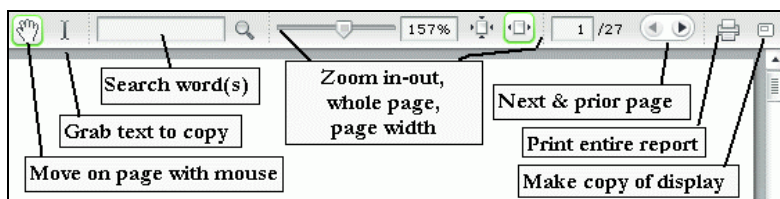
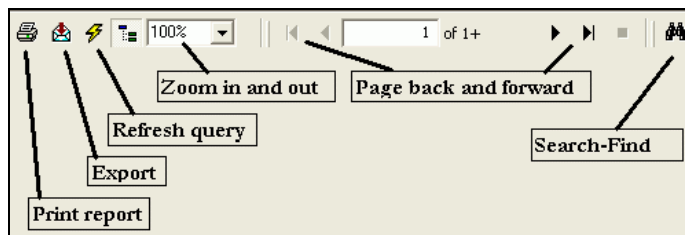


Figure 9 Report Builder (RB) Navigation



• Figure 10 Crystal ReportsTM Navigation

The reports are viewed on your display. You can navigate from page to page using the arrow buttons shown in Figure 9 or Figure 10. To print the report, click the printer icon in Figure 9 or Figure 10.

⁶ For guidance in making multiple selections, see Figure 44 on page 27.

⁷ Housing requests are simply SONISWEB® activities. As with other activities, you can mark them as completed or, if a request is no longer relevant, mark it as stopped.

⁸ PDF and Excel are files that you download to your computer. If you select one of these, your browser will ask you where you want it saved on your computer. PDF is the familiar Adobe® format you read with the free Adobe® reader. Excel is the “xls” spreadsheet format that Excel and many other spreadsheet programs can read, sort, and otherwise manipulate. “Flash” is a Macromedia format that you can view and print.

HOUSING REPORT

The housing report can be viewed and printed to assist you in planning housing assignments. “Housing Search” on page 18 is a better choice if you just want to see a specific assignment.

1. Log in to SONISWEB® as an administrator. Your assigned profile must include privileges to run the housing report.
2. Click **Reports** at the top of the display (Figure 1).
3. Click Housing in Figure 2. That yields Figure 11.

• Figure 11 Housing Report Selections

4. In Figure 11 select the year(s), semester(s), Dorm Building(s), and campus(es) you want to include in your report. You see Figure 12.

02/28/06 2:48 PM			
Housing Report for 200405/1			
Dormitory	Rooms	Capacity	Occupancy
Akroid	3	6	0
Brown Residence Hall	103	490	0
Staley Residence Hall	30	60	3
Tommy Towers	2	42	1

• Figure 12 Housing Report Summary

5. Figure 12 is the summary level of the report. Click an underlined Dormitory name to see the detail in Figure 13.

02/28/06 2:49 PM			
Staley Residence Hall for 200405/1			
Room	Max	Occupants	Names
3011	2	0	
3012	2	0	
3013	2	0	
3014	2	0	
3015	2	0	
3016	2	1	Monster, Cookie
3017	2	2	Martin, Ella, Williams, Billy Dee
3018	2	0	
3019	2	0	

• Figure 13 Housing Report Detail

Figure 13 shows all of the housing rooms in the building and their occupancy statistics.

6. Click **Return** in Figure 13 to return to Figure 12.
7. To print either report, click the printer icon on your browser.

ASSIGNING STUDENTS TO DORM ROOMS

Any person in the SONISWEB® database – students, faculty, alums – can be assigned housing.

Selecting the Student

Click the **Names** function at the top of the display (Figure 1) and the Search button to find the person. You'll see a list of that person's records like the middle list in Figure 2.

If you set no preference for the student, you get a list of all the rooms in the building you picked. Where you set the student's preferences before assigning a room (see page 16), SONISWEB® sorts through all the likely rooms to find those that fit.

Assigning a Room

The other way to assign a room is "Copying a Room Assignment from Semester to Semester" on page 12.

1. From the list of functions on the left of the display (Figure 2), pick **Housing Assignment**.

Housing Assignment

Pick the building. Where you know the Room Code or Room Number, you can enter it.

Search

Building: Staley Residence Hall (SH) AT Centerville Main Campus

Room Code: OR Room Number:

School Year: 200405 Semester: Fall

Reset Add/Change Assignment

You Change a room assignment at the top. You delete or vacate an assigned room at the bottom.

Assignment:	Building	Room Code	Year - Semester	Notes
	Staley Residence Hall (Centerville Main Campus)	17	200405 - 1	delete / vacate

Memo:

To add a memo for this person's room assignment, enter it and click the Update button.

Update Memo

• Figure 14 Housing Assignment

The top of Figure 14 is for adding or changing room assignments. The bottom is for deleting or vacating a room assignment.

2. Fill in Figure 14 for a new assignment, to change the assignment, to delete, or to vacate a room. If you don't enter a room number in Figure 14, you get a list like Figure 15.

See "Vacating or Deleting a Room Assignment" on page 14 for that function.

Williams, Billy (Student - W12647496)

Housing Assignment

Looking for Coed Male Nonsmoking ...

Staley Residence Hall (Centerville Main Campus) 200405 - 1

Room Code	Room Number	Attributes	Maximum	Occupants
<u>17</u>	3017	Coed, Nonsmoking, Quiet	2	Martin E.
<u>27</u>	3027	Male, Nonsmoking	2	
<u>1</u>	301	Male, Quiet, Smoking	2	
<u>2 tower</u>	302	Male, Smoking	2	
<u>3</u>	303	Male, Quiet, Smoking	2	
<u>4</u>	304	Coed, Smoking	2	
<u>10</u>	3010		2	
<u>11</u>	3011		2	
<u>12</u>	3012		2	
<u>13</u>	3013		2	

Please select a room.

• Figure 15 Room Selection List

The rooms in Figure 15 are in order by those that most closely fit the housing preference set in Setting Student Preferences (page 16).

- Click the underlined room number in Figure 15 and it's assigned to the student. You see the confirming display in Figure 16.

Williams, Billy (Student - W12647496)

Housing Assignment

Housing Ledger:

Trans. Ref.	Date	Charge	Credit
No previous Transactions.			

Viewing - School Year : 200405 Semester : 1

Room Code 17 in Staley Residence Hall Prior Housing Charges: \$0.00

ac - AC Amount 1200

HF - Special housing features Amount 175

RM - Room Fee Amount 2000

Amount 400

You can register the room and post the charges, delay the posting of charges, or Return to the selection display Return

• Figure 16 Housing Assignment Confirmation

- If you don't want the assignment shown in Figure 16, click Return (bottom right corner) to start over.

The fees shown in Figure 16 include:

- The charge defined for the room as shown in Figure 32 (page 21).
- The charge(s) defined for additional fees, if any, are shown in Figure 34 (page 22).

Copying a Room Assignment from Semester to Semester

Most students occupy the same room from the fall to the spring semesters. Housing copy lets you copy the assignments from one semester to another. This copy includes the charges.

- "Housing Search" on page 18 is a good place to start. You can see who's been assigned to which rooms.
- Click Housing Copy (Figure 2). That yields Figure 17.

3. From the pulldowns⁹ in Figure 17, select the floor, the building, and the year and semester you want to copy from.
4. Click the View button. You see Figure 18.

Housing: Copy

Floor: **Pick the floor and the building**

Building: Staley Residence Hall (SH) AT Centerville Main Campus

School Year: 200405

Semester: Fall

Reset View Assignments

• Figure 17 Housing Copy Selection

Note in Figure 18 that the “Copy from” date is the one you chose in Figure 17.

5. From the list of people at the top of Figure 18, pick those whose assignment you want to copy. Make sure there are checkmarks in the “Move” checkboxes⁹ beside their names. If you do not want a student’s assignment copied, make sure his or her checkbox is empty.

Housing: Copy

Move	Name	Room Code
<input type="checkbox"/>	Martin, Ella	17
<input checked="" type="checkbox"/>	Williams, Billy	17

Checkmark means copy, blank checkbox means don't copy

Copy from
School Year: 200405
Semester: 1

To
School Year: 200405 **Pick the TO year and semester**
Semester: Spring

Reset Copy Assignments

• Figure 18 Housing Copy

6. Set the checkmarks, pick the To year and semester and click the Copy button. That yields Figure 19.
7. In Figure 19 you see the list of those whose records were copied. Using the checkboxes under “Post”, you can select whose financial records are posted with the copied charges. Once selected, click the Post button.

Housing: Copy

Post	Amount	Name
<input checked="" type="checkbox"/>	1200	Williams, Billy

Reset Post Charges Don't Post Charges

• Figure 19 Housing Copy Charge Posting

If you do not want to post any of the charges at this time, click the “Don’t Post Charges” button. It is the same as emptying all of the checkboxes. No charges are posted. You can post charges later as described in “Adding Housing Charges to the Bill” below.

⁹ See Figure 43 on page 27 for guidance in using pulldowns, checkboxes and radio buttons.

Adding Housing Charges to the Bill

If you did not post the charges as you assigned the room above, you post it later with this process.

1. Click Housing Post Related Charges (Figure 2). You see Figure 20.

Housing Post Related Charges

Change the year and semester and click the Change button

200506 Fall Change Year/Semester

Fee Codes: HF-Special housing features

Amount: 1100

Check No.:

Post Charges

Posted housing charges

Trans. Ref.	Date	Charge	Credit
Key Deposit	03/01/2006	\$25.00	
Housing	03/01/2006	\$1,200.00	

Viewing - School Year : 200506 Semester : 1

• Figure 20 Housing Charges

2. In Figure 20 choose the year and semester then click the Change button if they need changing.
3. Pick the Fee Code and Amount.
4. Click the Post Charges button.

Vacating or Deleting a Room Assignment

The difference:

- When you Vacate a room, it stays in the student's records. This is the norm where the student has occupied the room.
- When you Delete a room assignment, it's removed from the student's records. That fits where the student never occupied the room.

Click either delete or vacate in Figure 14.

Housing Assignment

Delete Billy Williams From 17 ,Staley Residence Hall - 1 /200405.

[Void Housing Transactions](#)

Confirm Delete

Housing Assignment

Vacate Billy Williams From 17 ,Staley Residence Hall - 1 /200405.

Moved out on: 03/01/06

[Void Housing Transactions](#)

Confirm Vacate

• Figure 21 Delete and Vacate Displays

They look nearly identical. For Vacate you specify a date. In both you can void housing transactions if you wish.

ADMINISTRATION ACCESS				
<u>Close Voidable Housing Transactions</u>				
Void	Trans. Ref.	Date	Charge	Credit
<input checked="" type="checkbox"/>	Special housing features	02/28/2006	\$1,275.00	
<input checked="" type="checkbox"/>	Housing Charges	02/28/2006	\$1,200.00	
<input checked="" type="checkbox"/>	AC	02/28/2006	\$175.00	
<input type="button" value="Reset"/> <input type="button" value="Submit"/>				

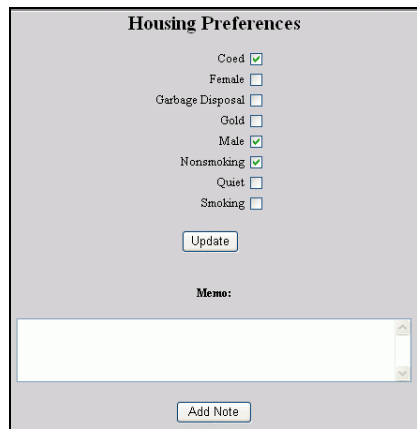
• Figure 22 Void Housing Fees for Vacate or Delete

When you click the Void phrase in Figure 21, you get Figure 22 where you can select the fees and void them.

SETTING STUDENT PREFERENCES

Preferences¹⁰ simplify your assignment of rooms. During assignment you get a list of rooms in the student's preference order (Figure 15). If you set no preferences, you get a list of rooms from the chosen dorm in room number order.

1. From the list of functions on the left of the display (Figure 2), pick Housing Preferences. You get Figure 23.
2. Select the preferences as shown in Figure 23. Click the check boxes¹¹ to turn them on or off. Click the Update button to record your changes.
3. You can add a note for special circumstances. After typing the note, click the Add button.



The screenshot shows a web form titled "Housing Preferences". It contains several checkboxes with labels: "Coed" (checked), "Female" (unchecked), "Garbage Disposal" (unchecked), "Gold" (unchecked), "Male" (checked), "Nonsmoking" (checked), "Quiet" (unchecked), and "Smoking" (unchecked). Below these is an "Update" button. Underneath is a "Memo:" label followed by a text input area with a scroll bar. At the bottom is an "Add Note" button.

• Figure 23 Housing Preferences⁴

¹⁰ Preferences are based on housing attributes; see "Defining Attributes" on page 22.

¹¹ These are shown in Figure 43 and described on page 25.

ENTERING HOUSING INCIDENTS

Housing incidents are recorded as part of the occupant's record. Most schools use them to track student behavior for corrective action where required.

Housing Incidents			
Incident	Memo	Started	Ended
Damage caused by others	Wall broken, looks like a hammer. Suspect unknown.	09/12/2004	09/12/2004

• Figure 24 Housing Incident

1. To enter an incident click Housing Incidents in Figure 2. This yields Figure 24.
2. As Figure 24 illustrates, you see a list of existing housing incidents for this person. If there are none, only the Add button is present.
3. To add an incident, click the Add button. You get an empty version of Figure 25.

To change an existing incident, click the underlined phrase under "Incident" and the edit display like Figure 25 appears.

Housing Incidents

Incident:

Started: Ended:

Memo:

• Figure 25 Housing Incident Detail

4. Use the pulldown list beside "Incident" to select from the available incidents¹².
5. Enter the dates.
6. Typically you describe the details in the Memo space.
7. To clear what you have entered and start over, click the Reset button.

To record your entry click the Submit button.

To erase an existing incident, click the Delete button (not shown in Figure 25).

¹² Incidents are in a table that you set up in "Defining Housing Incidents" on page 24.

HOUSING SEARCH

You can search¹³ housing rooms both occupied (Include Empty Rooms not checked) and empty (Include Empty Rooms checked) with the Search Housing function of SONISWEB®.

Click [Housing Search](#) (Figure 2). That yields Figure 26 or Figure 27.

Housing: Search

PID: WI3647496
 First: Billy
 Last: Williams
 Room Code:
 Building:
 School Year: 200506 / 200405
 Semester: Fall / Fall - 1a
 Include Empty Rooms

For an individual, click until there's no checkmark so you don't see all the rooms.

The results of the search

Search results for PID LIKE 'WI3647496', Last Name LIKE 'williams', First Name LIKE 'billy'.

Name	Floor	Room Code	Disabled	Building	Year/Semester
Williams, Billy	3	17	N	Staley Residence Hall	200405/1

• Figure 26 Search Housing for an Individual

Housing: Search

PID:
 First:
 Last:
 Room Code:
 Building: Osama Tesuka (OT) AT Asian Campus
 School Year: 200609 / 200708
 Semester: Fall / Fall - 1a
 Include Empty Rooms

Pick the Room and/or Building

Pick the year and semester

Make your choice

The results

Search results for Building="Osama Tesuka" ALL. Include Empty Rooms.

Name	Floor	Room Code	Disabled	Building	Year/Semester
	2	OT100	N	Osama Tesuka	
	1	OT101	N	Osama Tesuka	

• Figure 27 Housing Search Within a Building

You can select⁶ as many semesters and/or years as you want to broaden the search.

Figure 26 is a search for an individual. It's best to turn off the “Include Empty Rooms” checkbox. Otherwise you get all the rooms with the individual’s room mixed in with them.

If you get Figure 26 for an individual but want to check for a building, click the Clear Name button in Figure 26 to get to Figure 27.

¹³ For classrooms and other non-housing rooms, use [Room Finder](#) not [Housing Search](#).

At the bottom of Figure 26 and Figure 27 you see a list of the closest matches to your search parameters.

SETTING UP DORM ROOMS

The Rooms and Buildings function under **Systems** sets up housing buildings and rooms. To use it, you must be authorized to access that function.

To set up dorm rooms you must have defined a “dorm” building on a campus. See the text “Room, Building & Campus Records” to set up buildings and define campuses.

Rooms and Buildings

Add building on the 'Centerville Medical Campus' Campus

** Building	Medical Apartments	** Building Code	MedApts1	** Building Type	Dorm
Address	351 Chantilly Dr	Addr2		Addr3	Admin
City	Chapel Hill	State	North Carolina	Zip	Auditorium
County		Country	U.S.A.		Clinic Medical
Contact	Manager	Phone	919-555-1212		Dorm
Rooms	0	Capacity	0		Hospital
					Lab
					Medcial Office Building

• Figure 28 Excerpt From Building Setup

DR	Dorm
----	------

• Figure 29 Portion of the Building Type Code Table

The building must have a “Building Type Code” of DR⁴. It is the code SONISWEB® uses for Housing. Figure 28 is a portion of the building edit display described in the text “Room, Building & Campus Records”. Figure 29 shows that the name “Dorm” is assigned to the Type of DR⁴. You can assign any word – housing, accommodations – to the DR type.

Accessing Room, Building, Campus Setup

If Rooms and Buildings is not present in Figure 2, you are not authorized to maintain these records. See your SONISWEB® administrator to resolve your role-based profile so you can access these records.

Click Rooms and Buildings in Figure 2. Figure 30 is displayed.

Rooms and Buildings

Rooms IN Staley Residence Hall (SH) AT Centerville Main Campus

Pick the Building and click the Rooms button

Buildings AT To Be Determined

• Figure 30 Room-Building

You can return to this display at any time by clicking Rooms and Buildings in Figure 2.

Rooms and Buildings					
Rooms in 'Staley Residence Hall' on the 'Centerville Main Campus' Campus					
(Click on Room Code to edit room or click Add Room below)					
Room Code	Room No.	Max Beds	Floor	Amount	Disabled
1	301	2	3	\$1,200.00	No
10	3010	2	0	\$1,200.00	No
11	3011	2		\$1,200.00	No
12	3012	2		\$1,200.00	No
13	3013	2		\$1,200.00	No
14	3014	2		\$1,200.00	No
15	3015	2		\$1,200.00	No
16	3016	2		\$1,200.00	No
17	3017	2	3	\$1,200.00	No
18	3018	2		\$1,200.00	No
19	3019	2		\$1,200.00	No
2 Tower	302	2	3	\$1,200.00	No
20	3020	2		\$1,200.00	No
21	3021	2		\$1,200.00	No

[Return to Rooms and Buildings Start Page](#)

• Figure 31 Room Selection

1. You see Figure 31. Pick the room you want to define or edit.
Housing rooms have attributes like those shown in Figure 32. Buildings that are not type **DR**⁴ don't have "Beds" and "Amounts" in them.
2. To add a new room, click the Add button in Figure 31.

Defining Room Features, Charges, and Attributes

The choices of attributes are set up in a table as described in “Defining Attributes” on page 22.

The selection of an existing room or the Add button in Figure 31 brings Figure 32. Of course, it is largely empty if you clicked Add.

• Figure 32 Room Attributes

Fill in as many of the attributes as possible. The more you define for the room, the quicker the match with the student’s preferences (see “Setting Student Preferences”, page 16), and the simpler the assignment process.

The Amount you put in Figure 32 is the base charge that is used in [Housing Assignment](#), page 11. See “Defining Additional Housing Fees” on page 22 for charges in addition to the base charge defined for the room in Figure 32.

To clear what you have entered and start over, click the Reset button.

To record your entry click the Submit button.

To erase a room, click the Delete button. If the room has been assigned you cannot delete it. In that case, click the Disabled checkbox in Figure 32 and click Submit.

Copying Room Information

In SONISWEB®, you can use the convenient Copy and Paste functions to speed your entry of Memo text. For example, if a special room feature is shared by several rooms, you can enter the Memo for the first room, then select the text you want to copy, click the right mouse button, get the pulldown shown in Figure 33, and click Copy.



• Figure 33 Copy and Paste Text

When you get to the next room with the same feature, you can use the same method and click Paste to put that text into the note.

This is the same simple Copy-and-Paste built into your computer's operating system and used in word processing, notes, spread sheets, and other standard software.

Defining Additional Housing Fees

In addition to the fees set with the room (Figure 32), you can define additional charges that are applied when a housing assignment (Figure 6) is made.

1. Click Housing - Additional Fees (Figure 2). That yields Figure 34.

• Figure 34 Housing - Additional Fees

2. To edit an existing fee (Figure 34 top) click the edit link. You get Figure 35.
3. To delete an existing fee (Figure 34 top) click the del link.
4. To add a fee pick a housing Transaction Code¹⁴, enter the Amount, and click the Submit button.

• Figure 35 Edit Housing - Additional Fees

5. When editing in Figure 35, you can change only the Amount.

Defining Attributes for Rooms

The room attributes you set in “Defining Room Features, Charges, and Attributes” (page 21) are used to match against each person's preferences in “Setting Student Preferences” (page 16). To add, change, or delete these attributes, follow these steps.

1. Click Table Maintenance (Figure 2). That yields Figure 36.
2. Click Housing Attributes in Figure 36. You get Figure 37.

• Figure 36 Table Selection

¹⁴ Only housing financial transaction codes (“TCodes”) with the “h” designation are provided in the list. See the SONISWEB® manual “Financial Record-keeping” for information in setting transaction codes.

Table Maintenance - <i>houseattr</i>		
<input type="button" value="ADD New Record"/> OR Edit Record (click on first field): Sort Order		
House Attribute Code	Disabled	House Attribute Text
(houseattr_cod)	(disabled)	(houseattr_txt)
<input type="button" value="CE"/>	0	Coed
<input type="button" value="FE"/>	0	Female
<input type="button" value="GD"/>	0	Garbage Disposal
<input type="button" value="MA"/>	0	Male
<input type="button" value="NS"/>	0	Nonsmoking
<input type="button" value="QU"/>	0	Quiet
<input type="button" value="SM"/>	0	Smoking
<input type="button" value="Wh"/>	0	Wheelchair access and appliances

• Figure 37 Housing Attributes

This table lists all of the attributes currently defined.

- To add a new attribute, click the Add button in Figure 37. You see an empty version of Figure 38. It includes a box into which you enter the code you want to use for this attribute.

Adding too many attributes can make the room set up display in Figure 32 and the student preference display in Figure 23 so large it becomes unmanageable.

To edit an existing attribute, click the code button such as in Figure 37 to get Figure 38.

Table Maintenance - <i>houseattr/houseattr_cod</i>		
House Attribute Code	Disabled	House Attribute Text
(houseattr_cod)	(disabled)	(houseattr_txt)
Wh	<input type="text" value="0"/>	<input type="text" value="Wheelchair access and appliances"/>
<input type="button" value="Reset"/> <input type="button" value="Submit"/>		
<input type="button" value="Delete This Record"/>		

• Figure 38 Housing Attribute Entry

The code cannot be changed while editing, but you can change the text. You can also disable it by putting a 1 (for True) in the Disabled box.

- To clear what you have done and start over, click the Reset button.

To save your entry, click the Submit button.

To remove this attribute, click the Delete button.

Defining Housing Incidents

Housing incidents are reported by, or reported about, an occupant. They're saved in the person's records. It is most commonly used to track behavior problems with specific students. It is not a substitute for a property management system that keeps details on required maintenance, damage, etc.

To add, change, or delete these incidents, follow these steps.

1. Click Table Maintenance (Figure 2). That yields Figure 36.
2. Click Housing Incidents in Figure 36. You get Figure 39.

Table Maintenance - <i>house_inc</i>		
ADD New Record	OR Edit Record (click on first field): Sort Order	
Housing Incident RowID	Disabled	Housing Incident Text
(house_inc_rid)	(disabled)	(house_inc_txt)
4	0	Arrest for Felon
8	0	Damaged by occupants (suspected)
1	0	Drug Use
3	0	Drunk
5	0	Misdemeanor charge
2	0	Possesion of Weapons
6	0	Room - hall damage by others reported

• Figure 39 Housing Incidents

The table in Figure 39 shows the incidents currently defined.

3. To add an new attribute, click the Add button in Figure 39. You see an empty version of Figure 40. The code is automatically generated, you cannot change it.
4. To edit an existing attribute, click the code button like **8** in Figure 39 to get Figure 40.

Table Maintenance - <i>house_inc/house_inc_rid</i>		
Housing Incident RowID (house_inc_rid)	Disabled (disabled)	Housing Incident Text (house_inc_txt)
6	<input type="checkbox"/>	Room - hall damage by others reported
<input type="button" value="Reset"/> <input type="button" value="Submit"/>		
<input type="button" value="Delete This Record"/>		

• Figure 40 Housing Attribute Entry

You can change the text. You can also disable it by putting a 1 (for True) in the Disabled box.

- To clear what you have done and start over, click the Reset button.
To save your entry, click the Submit button.
To remove this incident, click the Delete button.

HOUSING-ROOM-BUILDING-CAMPUS RELATIONSHIP

Campus: The base for these records is the campus. It is a location where buildings are placed.

Building: Buildings house the rooms. They must be on a campus.

Rooms: Classes are taught, labs run and students reside in rooms that must be in a building on a campus.

Housing: Students are housed in “dorm” rooms in buildings designated as dorms. “Dorms”, of course, can be apartments and faculty houses owned by the school.

Off-Campus Housing: If the housing you assign is off-campus, you have two choices. You can “attach” those buildings to the nearest existing campus or you can create a new “campus” to include the off-campus buildings.

Building and campus definition is covered in the separate text “Room, Building & Campus Records”.

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

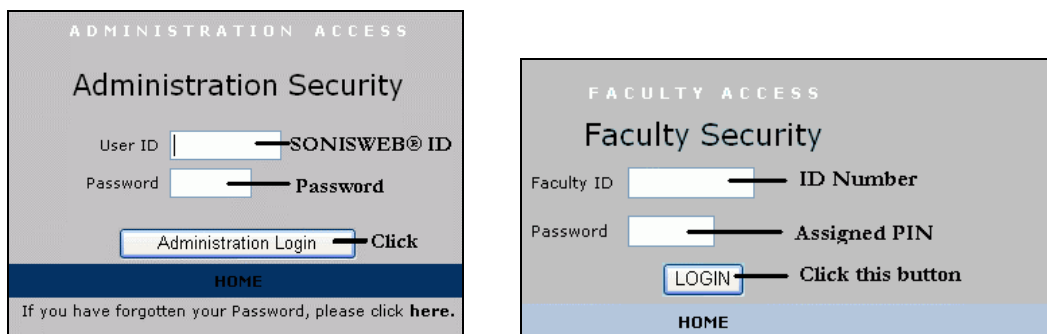
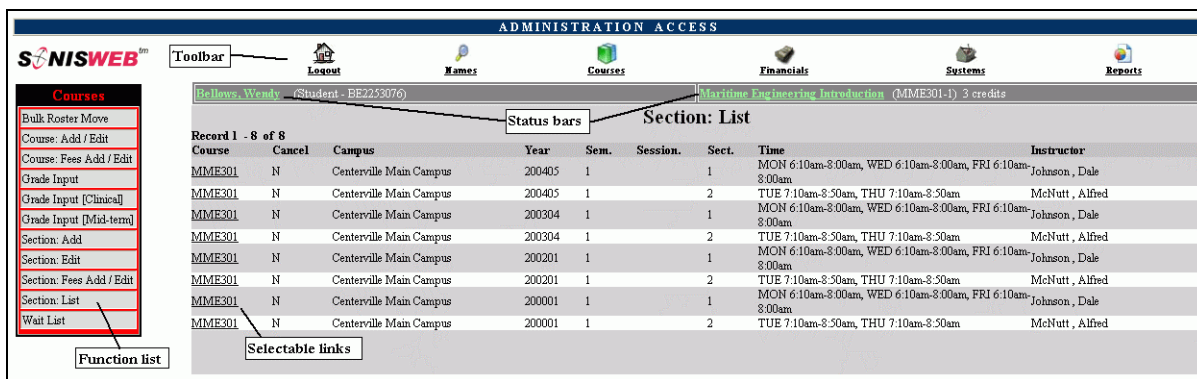


Figure 41 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 41.



• Figure 42 Typical SONISWEB® Page

Figure 42 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 42 click an underlined **Selectable Link** and you go to that record.

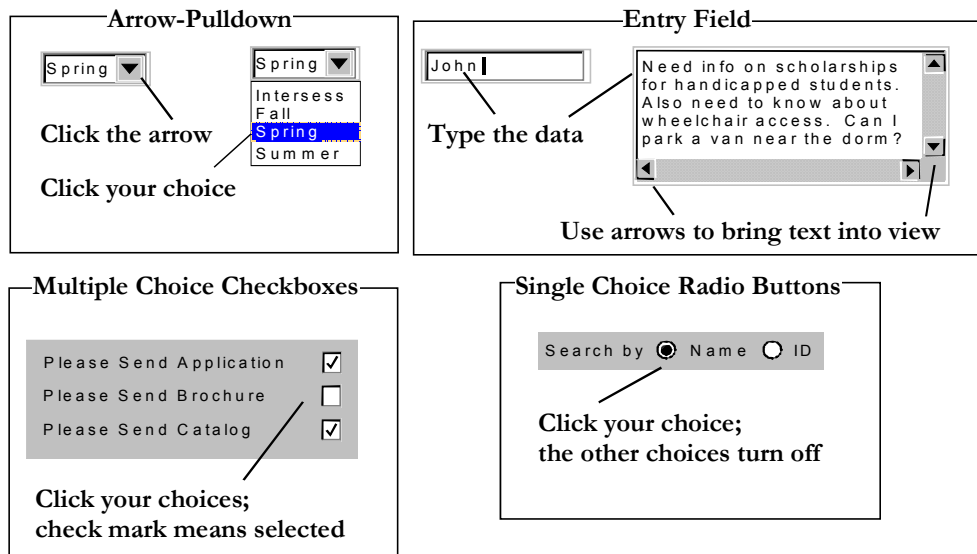


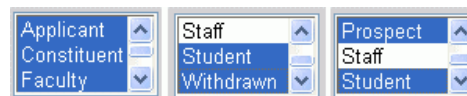
Figure 43 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 43. 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 44.



• Figure 44 Selecting Multiple Choices

- 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 44.