SONISWEB®

Scholastic ONline Information System
for the Web

Housing

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

RJM Systems, Inc.

Table of Contents

(Housing.doc - 07/06/06 3:11 PM)

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 Toolbar[1] 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 Lists[1] - 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 search[2] by word or phase.
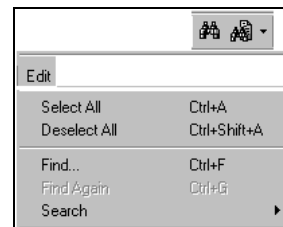
• Figure 3 Adobe® Find and Search

Diagnosing and Fixing Problems

See the text "Messages, Errors, and Diagnosis".

Setting Your Browser for Proper Function and Security

Internet Explorer[3] (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 <u>two</u> 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.
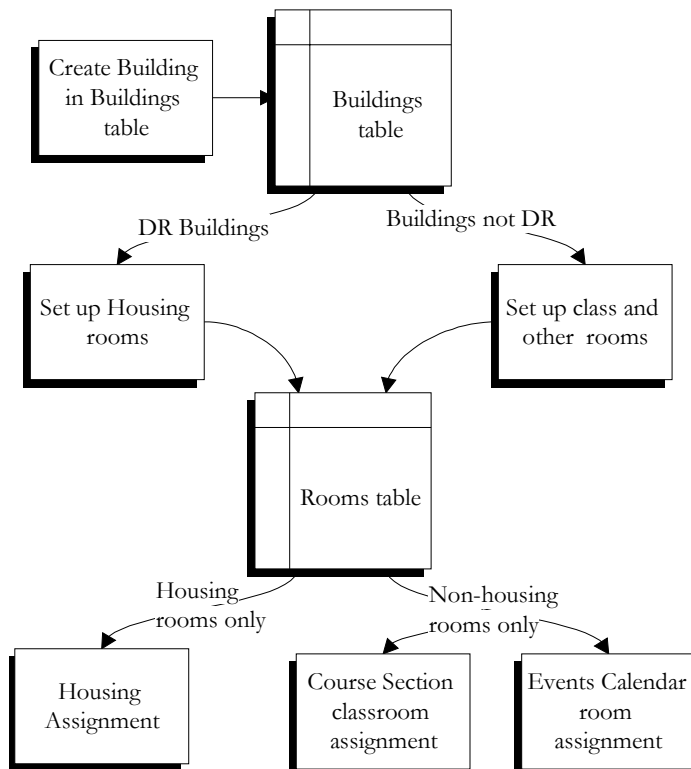
• Figure 4 Room Categories - Housing and Non-housing

---

[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.

- Figure 5 Requests Link within Student Access

- Figure 6 Request Entry in Student Access

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 <u>Housing Requests(RB)</u>[5] in Figure 2. That yields Figure 7.

- Figure 7 Prompt for the Housing Requests Report

4. In Figure 7 make the selections[6] 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 requests[7] 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 output[8], 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

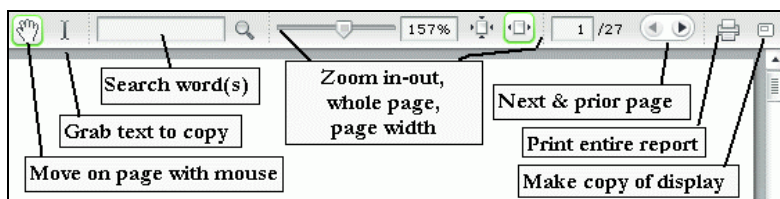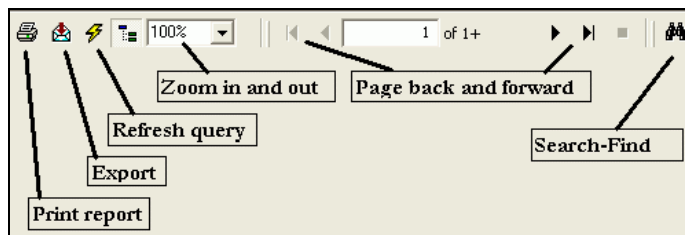The report is shown in Figure 8.

View and Print Controls

Figure 9 Report Builder (RB) Navigation

• Figure 10 Crystal Reports™ 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.

• 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.

• 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 <u>Housing Assignment</u>.

• 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.

• 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).

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

• Figure 16 Housing Assignment Confirmation

4. If you don't want the assignment shown in Figure 16, click <u>Return</u> (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.

1. "Housing Search" on page 18 is a good place to start. You can see who's been assigned to which rooms.

2. Click <u>Housing Copy</u> (Figure 2). That yields Figure 17.

3. From the pulldowns[9] in Figure 17, select the floor, the building, and the year and semester you want to copy <u>from</u>.

4. Click the View button. You see Figure 18.

• 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

• Figure 18 Housing Copy

to copy. Make sure there are checkmarks in the "Move" checkboxes[9] beside their names. If you do <u>not</u> want a student's assignment copied, make sure his or her checkbox is empty.

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

• Figure 19 Housing Copy Charge Posting

with the copied charges. Once selected, click the Post button.

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 <u>Housing Post Related Charges</u> (Figure 2). You see Figure 20.

• 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 <u>delete</u> or <u>vacate</u> in Figure 14.

• 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.
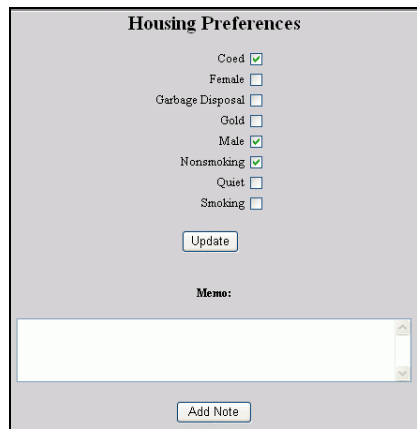
• Figure 22 Void Housing Fees for Vacate or Delete

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

SETTING STUDENT PREFERENCES

Preferences[10] 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 boxes[11] 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.

● Figure 23 Housing Preferences[4]

---

[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.

- Figure 24 Housing Incident

1. To enter an incident click <u>Housing Incidents</u> 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.

- Figure 25 Housing Incident Detail

4. Use the pulldown list beside "Incident" to select from the available incidents[12].

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 search[13] 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.

- Figure 26 Search Housing for an Individual

- Figure 27 Housing Search Within a Building

You can select[6] 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.

● Figure 28 Excerpt From Building Setup

● Figure 29 Portion of the Building Type Code Table

The building must have a "Building Type Code" of DR[4]. 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 DR[4]. 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.

● Figure 30 Room-Building

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

• 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 <u>Housing Assignment</u>, 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,

• Figure 33 Copy and Paste Text

click the right mouse button, get the pulldown shown in Figure 33, and click Copy.

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 <u>Housing - Additional Fees</u> (Figure 2). That yields Figure 34.

• Figure 34 Housing - Additional Fees

2. To edit an existing fee (Figure 34 top) click the <u>edit</u> link. You get Figure 35.

3. To delete an existing fee (Figure 34 top) click the <u>del</u> link.

4. To add a fee pick a housing Transaction Code[14], 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 <u>Table Maintenance</u> (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 - *houseattr*

ADD New Record   OR Edit Record (click on first field): Sort Order

_House Attribute Code	Disabled	House Attribute Text
(houseattr_cod)	(disabled)	(houseattr_txt)
CE	0	Coed
FE	0	Female
GD	0	Garbage Disposal
MA	0	Male
NS	0	Nonsmoking
QU	0	Quiet
SM	0	Smoking
Wh	0	Wheelchair access and appliances

• Figure 37 Housing Attributes

This table lists all of the attributes currently defined.

3. To add an 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 [Wh] in Figure 37 to get Figure 38.

Table Maintenance - *houseattr/houseattr_cod*

_House Attribute Code	Disabled	House Attribute Text
(houseattr_cod)	(disabled)	(houseattr_txt)
Wh	0	Wheelchair access and appliances

Reset   Submit

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.

4. 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 - *house_inc*

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 6 in Figure 39 to get Figure 40.

Table Maintenance - _house_inc/house_inc_rid_

_Housing Incident RowID	Disabled	Housing Incident Text
(house_inc_rid)	(disabled)	(house_inc_txt)
6	0	Room - hall damage by others reported

Reset   Submit

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.

5. 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".

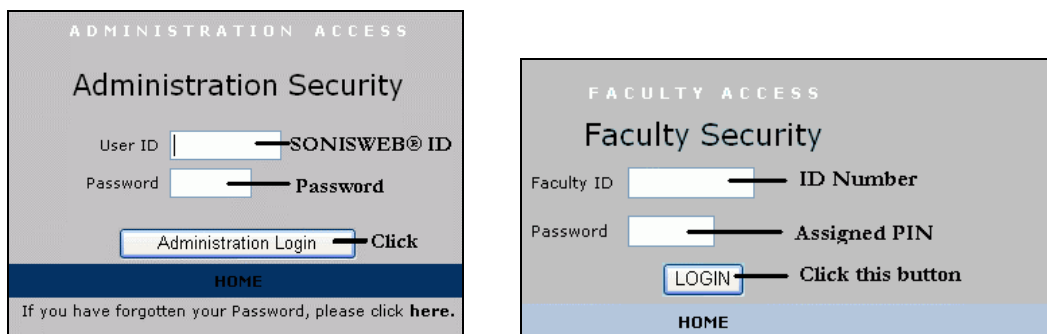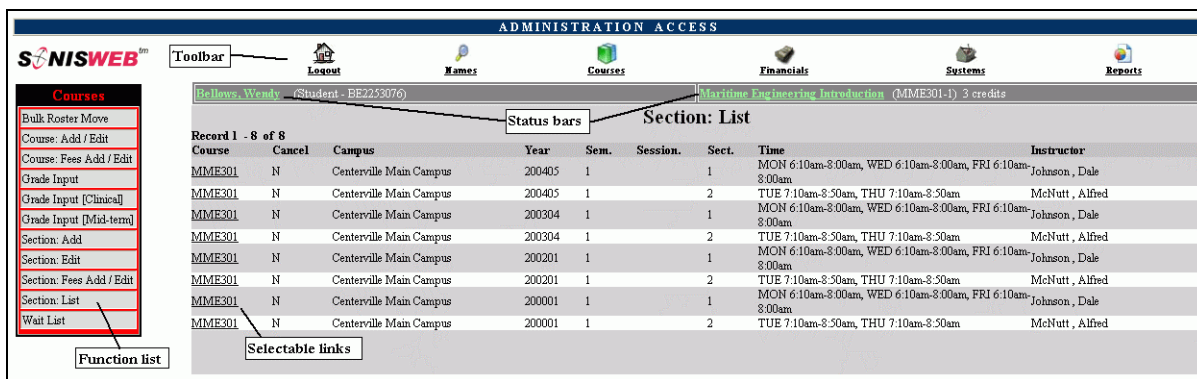# GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

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 <u>Course: Add/Edit</u> 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 <u>underlined</u> **Selectable Link** and you go to that record.
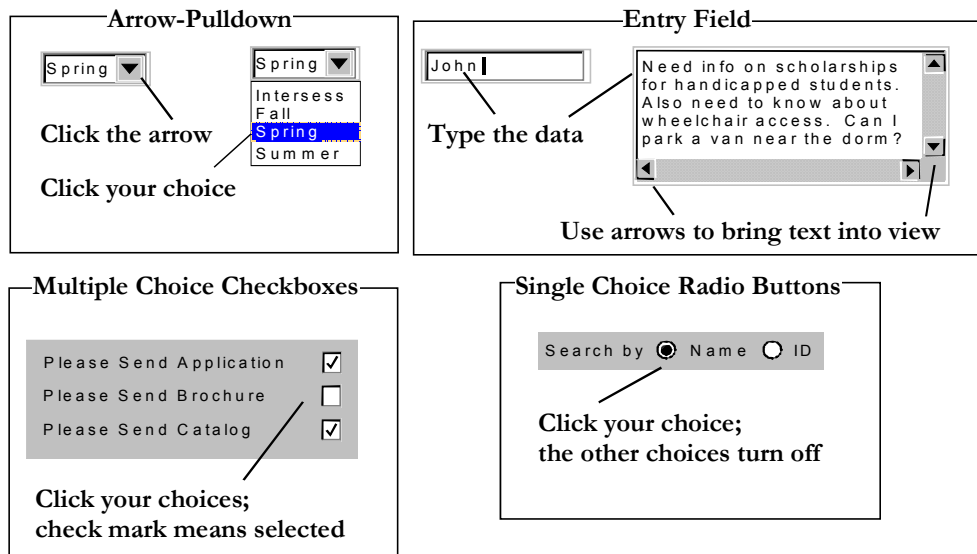
Figure 43 Arrows, Fields, Checkboxes and Buttons

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.
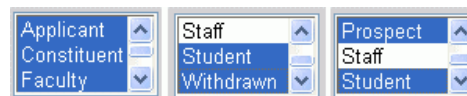
• Figure 44 Selecting Multiple Choices

- To pick two or more that are <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 44.