SONISWEB™

Scholastic ONline Information System
for the Web

Parking

SONISWEB® Parking allows you to assign and track **parking permits**. You can record both current, active permits and keep a record of past, inactive permits. You set up parking "zones" in which you assign permits to students, faculty, and staff. Those zones – parking lots and garages – do not have to be owned by your institution. If you have authority to issue permits, you can record them here.

SONISWEB® Parking also permits you to record **parking incidents** such as reported damage or parking infractions by students, faculty, and staff. You define the standard incidents you want reported, then record the incidents in the records of your students, faculty, and staff.

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RJM Systems, Inc.

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NEW IN THIS EDITION

- 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 3 4, page 4.

- Figure 26 Login Displays and Figure 27 Typical SONISWEB® Page, page 17.

- Most of the reports have been rewritten in the Cold Fusion™ Report Builder. Those have "(RB)" following their names as seen in Figure 3. The older Crystal Reports™-Enterprise reports (without the "RB") are still available in most cases.

- Parking Incident Report, page 11.

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 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. <u>One</u> profile covers all the people in each staff category.

2. The <u>individual</u> **limits** specified for you when you were issued a User-ID and Password. A typical limit is 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 3.


Figure 2 Records[1]

• Figure 3 Systems[1]

• Figure 4 Reports[1]

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[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?

- Assigning and Recording Parking, page 8.
- Parking Incident Report, page 11.
- Recording Parking Incidents, page 10.
- Searching for Issued Permits, page 7.
- Setting up Parking Incidents, page 14.
- Setting up Parking Zones: Lots, Garages, and Locations, page 13.
- 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 5. It allows a Google®-like search[2] by word or phase.
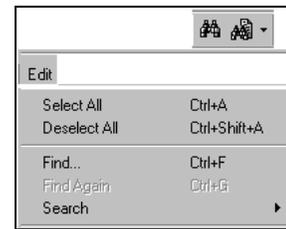
• Figure 5 Adobe® Find and Search

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.

PARKING DEFINITIONS

Assignment

Parking assigns and revokes parking permits for students, faculty, staff, constituents, etc. It records license numbers and permits. By marking permits inactive instead of deleting them, you can keep an historical record of assignments.

Parking Incidents are used to record infractions, damage, etc. Depending on how you define them, they can be incidents that the person perpetrated or incidents the person reported. A parking incident report is provided.

Set up

Parking in the SONISWEB® tables defines the zones – parking lots and garages – in which you assign parking permits. You need not own them to control them. If you are authorized to issue permits, you can record the zones here.

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[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.

Parking Incidents are those that you want to use in the records of your students, faculty or staff. By defining them in the table, you create a set of standard definitions, useful in reporting and policing parking.

SEARCHING FOR ISSUED PERMITS

With <u>Search Parking</u> you can list permits in all the ways illustrated in Figure 6; by ID, by name, by license plate, by parking area (zone), or you can list everything.

● Figure 6 Search Parking

1. Click **Systems** at the top of the display (Figure 1). You get a Figure 3.

2. From Figure 3, the function list, click <u>Search Parking</u>.

3. You see Figure 6. To see all the permits issued, enter nothing in Figure 6, just click the Submit button and you get a full list.

   To be more selective and get a shorter list, enter parameters that will get you to what you want. When you click the Submit button, you get a list similar to Figure 7.

Name	Permit No.	Zone	Active	State - License Plate	Year/Semester
Abbott , Edgar	F1731	RJM Lot 112	Y	NC -W4EA	200405/na
Arston , Arnold	U112ST31	RJM Lot 112	Y	VA -JRD-2136	200506/na
Dempsey , Jack	RJMU112A10	RJM Lot 112	N	VT -MDC-2321	200001/na
Johnson , Dale	U112FA10	RJM Lot 112	Y	NC -LRM-213	200506/na

Search results for ALL.

● Figure 7 Search Parking Results List

4. If the list is too long to fit on your display, use the scrolling arrows in your browser to move down the list.

ASSIGNING AND RECORDING PARKING

Parking zones must be set up and incidents defined in order to assign or record them. That is done in "Setting up Parking Zones: Lots, Garages, and Locations" on page 13 and "Setting up Parking Incidents" on page 14.

Assigning Parking Permits

It is simple. Find the person, click <u>Parking</u> in Figure 2 and enter a permit number and anything else you choose, click the Submit button and it is assigned. The step-by-step process is here.

• Figure 8 Name Search

1. Click **Names** at the top of the display (Figure 1). You get the Name Search display shown in Figure 8.

• Figure 9 Names List

2. Enter as much as you know of the person in Figure 8, then click the Search button.
3. You get a list of one or more names like Figure 9. Pick the one you want by clicking the radio button[4] beside the name, then click the View button.
4. From Figure 2 click <u>Parking</u>.

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[4] See Figure 28 (page 17) for guidance on using these button.

• Figure 10 Parking Permit List

5. You see a list of existing parking permits – both active and inactive – as illustrated in Figure 10. If this person has no permits, only the Add button appears.

A person can be assigned as many active permits as you wish. This is common where the permits are glued to the car and faculty members have two cars. It is also used for "pool" spaces assigned to an alumni/ae receptionist or the administrator for visiting faculty who temporarily issue permits as needed.

6. To add a permit, click the Add button. You get Figure 11.

7. Enter the information in Figure 11, then click Submit.

To erase what you have entered, click the Reset button before clicking the Submit button.

• Figure 11 Parking Permits Data Record

Editing and Deleting Existing Permits

Start as described in "Assigning Parking Permits" above. When you get to the list of existing permits shown in Figure 10, click the underlined permit number that you want to change. You get Figure 11.

To make a permit inactive, click the Active check box until it is empty, then click the Submit button.

To change the data recorded, simply type in the changes or select other choices with the pull down arrows. When it is the way you want it, click the Submit button.

To delete a permit, click the Delete button. You get a confirming prompt asking if you really mean it.

Recording Parking Incidents

Find the person, click Parking Incidents in Figure 3 and pick an incident from the pulldown list, enter the dates and a memo, click the Submit button and it is assigned. The step-by-step process is below.

1. Click **Names** at the top of the display (Figure 1). You get the Name Search display, Figure 8.

2. Enter as much as you know of the person in Figure 8, then click the Search button.

3. You get a list of one or more names like Figure 9. Pick the one you want by clicking the radio button[4] beside the name, then click the View button.

4. From Figure 2 click Parking Incidents.

5. You see a list of existing parking incidents as illustrated in Figure 12. If this person has no incidents, only the Add button appears.

• Figure 12 Parking Incident List

A person can have as many incidents recorded as you wish.

6. To add an incident, click the Add button. You get Figure 13.

7. Enter the information in Figure 13, then click Submit.

    To erase what you have entered, click the Reset button before clicking the Submit button.

Editing or Deleting Existing Incidents

• Figure 13 Parking Incident Data Record

Start as described in "Recording Parking Incidents" above. When you get to the list of existing incidents similar to Figure 12, click the underlined incident title that you want to change. You get a display similar to Figure 13.

To change the data recorded, simply type in the changes or select another choice with the pull down arrow. When it is the way you want it, click the Submit button.

To delete an incident, click the Delete button. (It appears at the bottom of Figure 13 when you are editing.) You get a confirming prompt asking if you really mean it.

PARKING INCIDENT REPORT

1. Click **Reports** at the top of the display (Figure 1). You get a Figure 4.
2. From Figure 4, the function list, click Parking Incidents (RB)[5]. You get Figure 14.

- Figure 14 Report Builder Output Choices

3. In Figure 14 if you want the report on an individual, enter the ID. If you want all incidents and an ID is present, click the Clear Name button. You can choose to have the output in one of three forms:

    PDF file that you can display and print with the free Adobe® Reader and save for later use.

    Excel spreadsheet file that you save, useful where you want to do analysis on the report data.

    Flash[6] **paper** with print, zoom, and paging buttons. It's similar to what you have with the prior Crystal Reports™ output. This is usually the form you'll want to view and print a report.

4. If you wish, select from the Campus(es), etc. to further limit the report and then click the "Build Report" button. You get a display with Preview Report.

5. Click Preview Report to get Figure 15.

- Figure 15 Parking Incidents Summary

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[5] RB means a report built with the ColdFusion™ Report Builder. All new reports and enhancements to existing reports are built with Report Builder. Most older reports built with Crystal Reports™ and without the "RB" in their name still work if you have Crystal Enterprise installed on your SONISWEB® server.

[6] "Flash" is a Web browser display mode that's used with many Macromedia software packages including Cold Fusion™ Report Builder.

Figure 15 is a summary of incidents

6. To see who had an incident in Figure 15, click the incident name. That yields Figure 16.

• Figure 16 Parking Incidents Detail

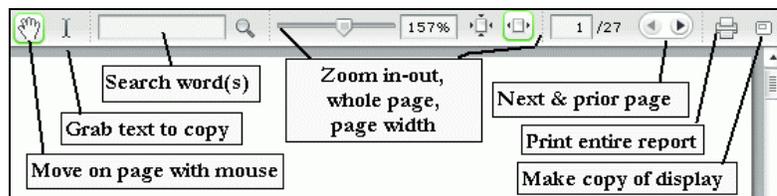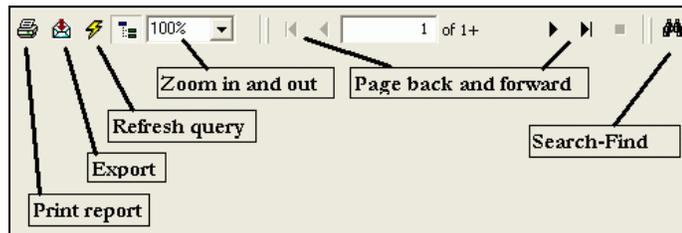7. To search, zoom in and out, etc., follow the guidance in Figure 17 or Figure 18.

Figure 17 Report Builder (RB) Navigation

• Figure 18 Crystal Reports™ Navigation

The reports are viewed on your display. You can navigate from page to page using the arrow buttons shown in Figure 17 or Figure 18. To print the report, click the printer icon in Figure 17 or Figure 18..
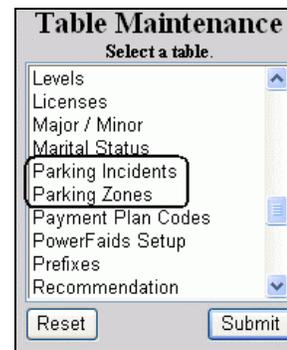
DEFINING PARKING ZONES AND INCIDENTS

Parking Zones and the list of Parking Incidents are in tables you change using <u>Table Maintenance</u>.

You must have **Systems >** <u>Table Maintenance</u> access defined in your profile to use it. See the text "User Authorization and Profiles" for more information on permissions to access SONISWEB® functions.

Setting up Parking Zones: Lots, Garages, and Locations

1. Click **Systems** at the top of the display (Figure 1). You get Figure 3.

2. From Figure 3 click <u>Table Maintenance</u>.

3. You see an alphabetical list of tables as shown in Figure 19. Scroll down the list to Parking Zones.

   A quick way to scroll down the list it to click the first item in the list, then enter the letter P on your keyboard. This takes you to the first table starting with the letter P.

4. Click "Parking Zones" then the Submit button. You get Figure 20.

• Figure 19 Table Maintenance

• Figure 20 Parking Zone Table List

Adding a Parking Zone

Click the ADD button in Figure 20. You get a blank version of Figure 21.

• Figure 21 Add Parking Zone

In "Zone Text" enter the description of the parking area in Figure 21. This is what is offered in the pulldown list in Figure 11. If "Disabled" is one[7] (1), users can select it in Figure 11. If it's zero (0) it's disabled and can't be selected.

To erase what you have entered before submitting, click the Reset button.

To add the zone, click the Submit button.

Editing a Parking Zone

Click the zone number on the left of Figure 20. You get Figure 22.

• Figure 22 Edit, Disable, or Delete Parking Zone

In Figure 22, change the text to suit, then click the Submit button.

Disabling or Deleting a Parking Zone

You can leave a parking zone in the table but disable it so it cannot be selected in Figure 11. That is useful when an area is temporarily closed for construction and you don't want it available in Figure 11. To disable, enter a 1 (the digit 1) in the "Disabled" field[7] in Figure 22, then click the Submit button.

Later when it becomes available, enter a zero (the digit 0) to enable it.

You can permanently delete a parking zone by clicking the Delete button in Figure 22. You get a confirming prompt asking if you really mean it.

Setting up Parking Incidents

1. Click **Systems** at the top of the display (Figure 1). You get Figure 3.
2. From Figure 3 click Table Maintenance.
3. You see an alphabetical list tables as shown in Figure 23. Scroll down the list to "Parking Incidents".

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[7] In the parlance of computers, 1 means True or Yes, 0 means False or No.

A quick way to scroll down the list it to click the first item in the list, then enter the letter P on your keyboard. This takes you to the first table starting with the letter P.

4. Click Parking Incidents then the Submit button. You get Figure 23.

• Figure 23 Parking Incidence Table List

• Figure 24 Add Parking Incident

Adding an Incident

Click the ADD button in Figure 23. That yields Figure 24.

Enter the description of the incident in Figure 24. This is what is offered in the pulldown list in Figure 13. If "Disabled" is not zero[7] (0), users will not be able to select it in Figure 13.

To erase what you have entered before submitting, click the Reset button.

To add the incident, click the Submit button.

Editing a Parking Incident

Click the incident number on the left of Figure 23. You see a display similar to Figure 25.

- Figure 25 Edit, Disable, or Delete Parking Incidents

Change the text, then click the Submit button.

Disabling or Deleting a Parking Zone

You can leave a parking incident in the table but disable it so it cannot be selected in Figure 13. To disable, enter a 1 (the digit 1) in the "Disabled" field[7], then click the Submit button.

You can permanently delete an incident by clicking the Delete button in Figure 25. You get a confirming prompt asking if you really mean it.

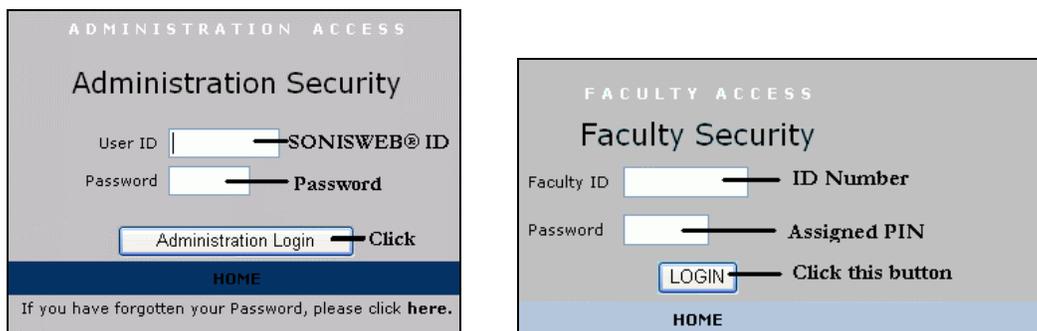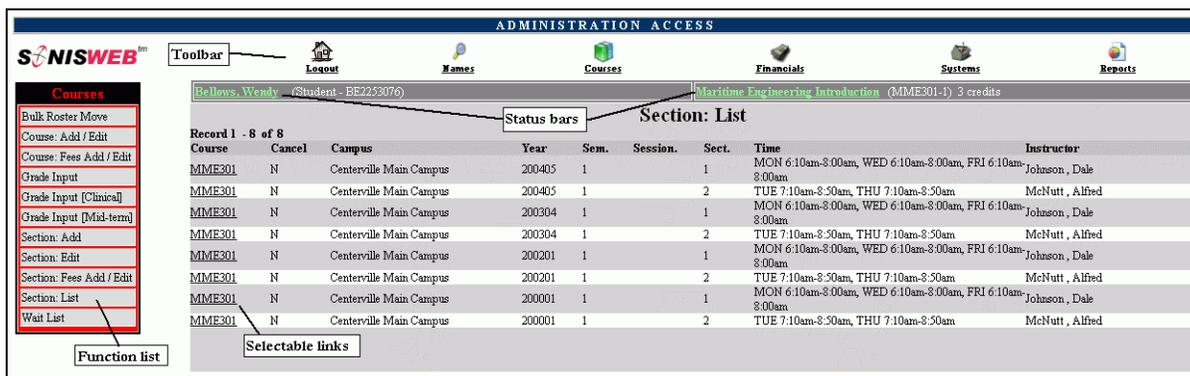# GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

Figure 26 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 26.

• Figure 27 Typical SONISWEB® Page

Figure 27 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 27 click an underlined **Selectable Link** and you go to that record.
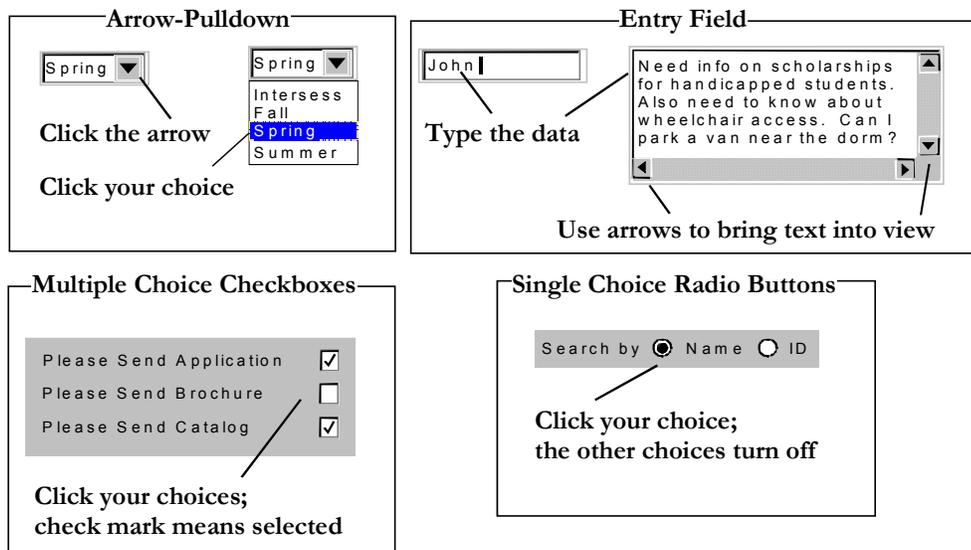
Figure 28 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 28. 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 29.
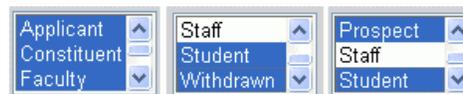
• Figure 29 Selecting Multiple Choices

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 29.