



Scholastic ONline Information System
for the Web

System Variables Con- figuration & Mainte- nance

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You edit System Variables before the beginning of each semester. Year and semester entries control bill calculations and default values on displays and reports. Other entries contain the name of your institution, its address, officials' names and telephone numbers and other basic information that appear on SONISWEB® displays and are printed on letters and reports.

March 2006

 *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 2 Function Lists1 - Partial on page 5
- Figure 8 Login Displays and Figure 9 Typical SONISWEB® Page, page 13.
- “Flat Fee Ref”, page 8.
- “Best Repeat Grade” on page 10.
- “Transfer Course Edits”, page 10.
- “Entry Date”, page 10.
- “Truncate GPA”, page 10.

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.



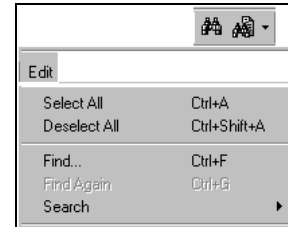
• Figure 2 Function Lists¹ - Partial

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

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 tables other than Systems Variables, see the SONISWEB® manual “Table Configuration and Maintenance”.
- If you don’t see what you need in this manual, 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.

SYSTEM VARIABLES

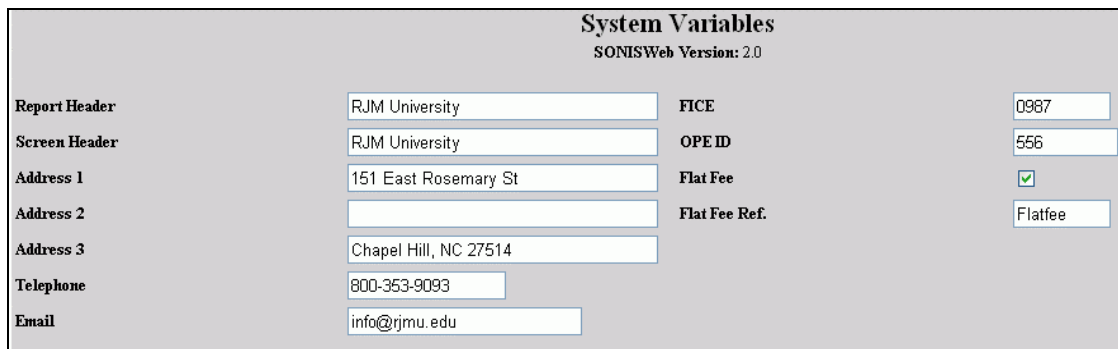
As you see in Figure 4 through Figure 6, you identify the basic names, addresses, current year and semester, etc. for your institution in the “System Variables” table. There is a much larger group of tables used to configure such items as grades and financial transactions. The text “Table Configuration & Maintenance” describes them.

The layout of the SONISWEB® displays and the location of the toolbar and function list is shown in Figure 9 on page 13. Guidance on using buttons, pulldown lists, and entering data is described in “Getting Started - Log in and the Use of Tabs, Buttons and Fields” on page 13. Messages and errors are in the text “Messages, Errors and Diagnosis”.

Edit Variables

To access this table:

1. Follow the guidance on page 5.
2. Click System Variables in the function list on the left side of the display. Figure 4 through Figure 7 appear as one long display.



The screenshot shows the 'System Variables' form with the following fields:

System Variables			
SONISWeb Version: 2.0			
Report Header	RJM University	FICE	0987
Screen Header	RJM University	OPE ID	556
Address 1	151 East Rosemary St	Flat Fee	<input checked="" type="checkbox"/>
Address 2		Flat Fee Ref.	Flatfee
Address 3	Chapel Hill, NC 27514		
Telephone	800-353-9093		
Email	info@rjmu.edu		

• Figure 4: Top of System Variables Display

Figure 4 is the top of the System Variables display. The fields are described from left to right, top to bottom.

Report Header

This is used as the heading for most reports.

FICE

This is the Federal (U. S. Department of Education) institution number assigned to you.

Screen Header

Type your school name as you want it to appear on the top of the SONISWEB® displays and in the payment address on the standard bills, transcripts, etc.

OPE ID

This is your institution’s Federal (U. S. Department of Education) financial aid identifier.

Address

These are the address lines as you want them to appear on transcripts, bills, and other printed documents. Normally this is street and/or postal box, city, and zip-postal code.

Flat Fee Billing

Billing can be by credit-hour, by flat fee steps, or a mixture of the two. If you use flat fee billing, set the fees in the “Flat Fee Table” (see the text “Financial Record-keeping and Billing”) then click the checkbox⁴ shown in Figure 4 until a check mark appears.

A description of the effects of flat-fee and other billing options is described in the SONISWEB® text “Financial Record-keeping & Billing”.

Flat Fee Ref

The words you enter here appear on bills and other places that identify charges that come from flat fees.

Telephone

This is the main telephone number for the school. It appears on certain reports and letters.

Email

This is the main e-mail address for the school.

Director	Joanne Milburn	Dir. Phone	919-000-9999
Dir. Title	President	Dir. Email	pres@rjmu.edu
Registrar	Reece Schuler	Registrar Phone	919-000-3333
Registrar Title	Registrar	Registrar Email	registrar@rjmu.edu
FA Officer	Linda Hobbs	FA Phone	919-888-7777
FA Title	Financial Aid Officer	FA Email	Financial@rjmu.edu
Admiss. Officer	John Davis	Admiss. Phone	919-888-6666
Admiss. Officer	Admissions Officer	Admin. Email Address	Admissions@rjmu.edu

• Figure 5 Middle of System Variables Display

Figure 5 is the middle of the System Variables display. These entries appear on certain reports and displays.

⁴ See Figure 10 on page 14 for guidance.

Current Semester	Fall	Current School Year	200405
Grad. Date	06/01/2006	Term	2
Entry Date	12/03/2002	Make Blank Grades Official	<input type="checkbox"/>
Default Billing Date	03/01/2006	IP Courses on Transcript	<input checked="" type="checkbox"/>
Multi Transcript/GPA	No	Best Repeat Grade	Yes
Truncate GPA	No	Transfer Course Edits	Yes
Remarks	<input type="text"/>		
Billing Memo	<input type="text" value="If you have questions about your bill, please call...."/>		
Reset		Submit	

• Figure 6 Bottom of System Variables Display

Figure 6 is the bottom of the System Variables display. The fields are described from left to right, top to bottom.

Current Semester

It is important that you change this field each semester to reflect the current semester in which students are enrolled so that current bills and grade reports are correct. This field is also used to determine the default semester on many displays in the system.

Current School Year

This must also be changed each year to reflect the current school year in which students are enrolled. The form is 200506; it means the school year 2005 to 2006 using the assumption that the school year starts in August or September and ends the next July or August.

SONISWEB® has been “trained” to use the calendar and time of day. That is how it detects conflicts during registration and conflicting dates and times for course sections that use the same room. A section, session, or seminar must be within a semester. Start dates and times must precede end dates and times.

Grad[uation]. Date

This should reflect the graduation date for your current graduating class.

This date affects each new students’ Education record for the “home institution” (your school). Entering a date such as – 5/31/07 – puts two fields in the Education record. The “original graduation date” has the year – 2007 in this example – inserted in it. The “anticipated graduation date” get the full date added, 05/31/2007 in this example.

SONISWEB® can select a group for graduation based on this anticipated graduation date or a graduation month and year defined by an administrator. See the manual “Graduation and Promotion” for the details.

Term

This reflects the number of terms or semesters in which Pell grants are awarded. For example, if you have a fall, spring, and summer semester (3 semesters) but only issue Pell grants in the fall and spring, you enter 2 in this Terms field. See the “Financial Aid” manual for more

information. Technically the Term entry is used as the denominator when a Pell payment is posted.

Entry Date

This should reflect the entry date for the current school year. As students are enrolled, this is the date used. It comes from the Application Entry Date table under **Systems**.

Make blank grades official

Normally the Registrar cannot make blank grades official. If this box is checked⁴, a blank grade is accepted.

Default Bill Date

This should reflect the billing date you want to appear on printed bills, billing displays, and reports. The user can override this default date just before printing bills for special billings.

IP Courses on Transcript

You can choose to show in-progress, not-yet-official semester grades on a transcript. On the model transcript delivered with SONISWEB®, the code “IP” appears beside the semester grades not yet official. An in-progress grade is for the current semester. (Technically SONISWEB® looks for semesters equal or greater than the current semester you set in the Web Options page.) Not-yet-official grades for past semesters will not appear. To permit in-progress grades, click the checkbox⁴ until a checkmark appears. To remove the option, click until it’s blank.

Multi Transcript/GPA

You have to have your students records in exactly the right form, but it’s possible to segment student records so that you can produce more than one transcript with more than one GPA calculation for the same student. Most schools don’t need it, but if you do and you’re willing to go through the data conversion process, contact SONIS® support to see what’s involved. To support this, the Systems Variables display has a new “Multi Transcript/GPA yes-no” entry shown in Figure 6. It’s set by RJM after you and we are sure your data is ready to use the function.

Best Repeat Grade

Most schools use the last repeat of a course to set the official grade as shown on the transcript. So this is set to “No”. A few schools wish to use the best grade from the repeated courses. Since this has special repercussions for grade management, it’s worked out with the RJM staff and then that staff sets this to “Yes”.

Truncate GPA

From most schools this is set to “No”. Some schools need a different method of rounding and/or truncating their GPA numbers as shown in their transcripts. That’s worked out with the RJM staff and then that staff sets this to “Yes”.

Transfer Course Edits

A few professional schools treat selected transfer course from selected schools as if they were taught at the home institution. It makes the handling of transfer courses more com-

plex, so those schools who need this function work out the process with the RJM staff. Once worked out, the RJM staff sets this to “Yes”.

Remarks

The remarks field is available for your custom reports. Mostly it’s used for remarks on a custom transcript.

Bill Memo

Anything entered in this box is printed in a special section on all the bills. You can use it for announcements, reminders, seasonal greetings, etc.



• Figure 7 Buttons

Figure 7 shows the buttons and an example of a confirmation message that appears at the very bottom of the display.

Reset Button

To clear the entries you have made and start over, click the Reset button before you click the Submit button. Then re-enter the data and click the Submit button.

Submit Button

You must press the Submit button to record your changes. You will get a message on the bottom of the display to confirm a successful update.

Bypass Processing

If you want to bypass and discard your changes, select another function from the function list on the left of the display before clicking the Submit button. Your changes will be discarded.

ACCESS TO SYSTEM VARIABLES

The data entered above resides in a database table named “sysvar”. If you write your own reports, you can access the data from this table. The contents are described in the Data Dictionary a **Systems** function within SONISWEB®. See the text “Custom Fields, Web Pages, and Colors”.

DIVISIONS AND FLAT FEES DEFINED

A division typically describes a cohort of similar students. The nursing school versus the medical school versus the law school are obvious divisions. Less obvious are the evening students versus the day students and certificate art students versus studio art students.

For example, your “standard” degree-seeking day students pay \$10,440 per year for 12 to 15 credit hours of classes per semester, two semester per year. They pay \$8,700 for 6 to 11

credit hours. Under 6 and over 15 credits, they pay by the credit-hour. Your part-time or casual evening students pay \$450 per credit hour regardless of their load.

See the text “Financial Record-keeping & Billing” or contact the RJM support team for assistance in understanding this process and using divisions in billing.

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

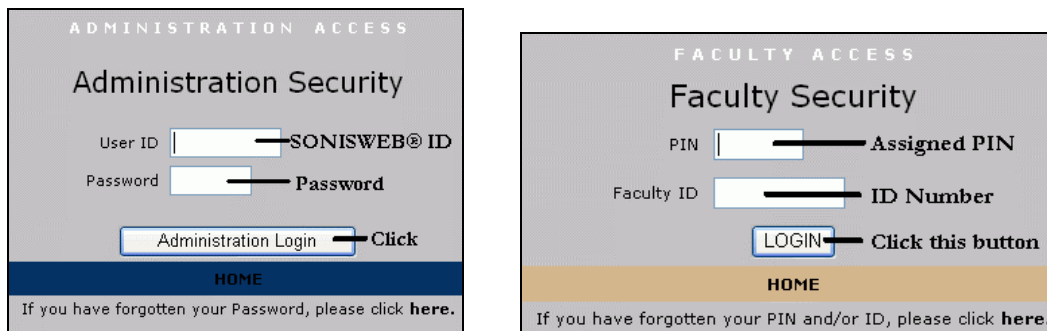
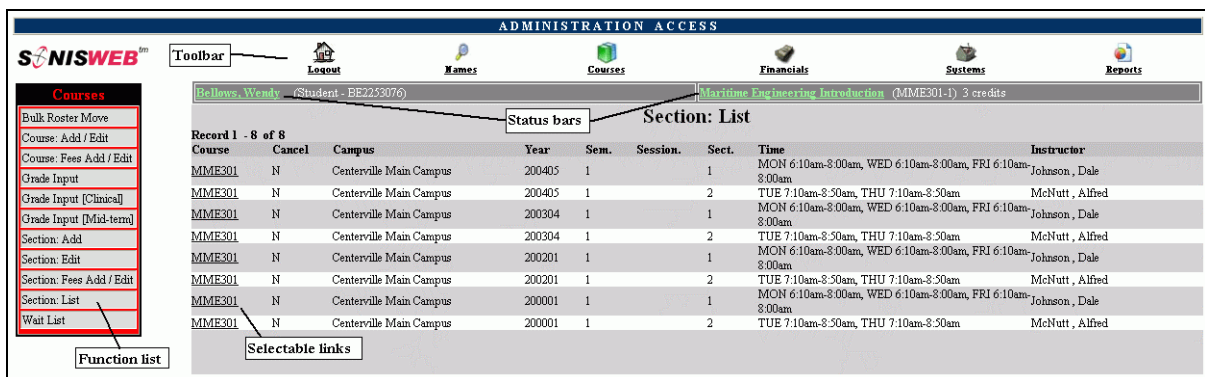


Figure 8 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 8.



• Figure 9 Typical SONISWEB® Page

Figure 9 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 9 click an underlined **Selectable Link** and you go to that record.

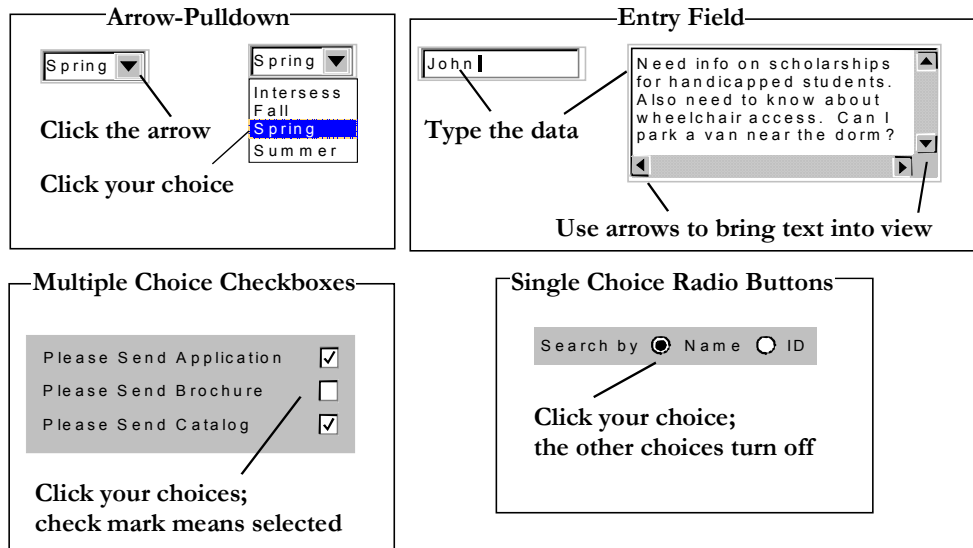


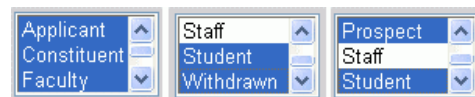
Figure 10 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 10. 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 11.



• Figure 11 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 11.