

SIS Navigation and Data Entry

Introduction

The Housing system is the first of several Student Information Systems under development. Data is being migrated to DB2 tables from the AMS SIS system. To access the new SIS transactions enter the transaction name at the CICS News Screen. You will need a CICS user id and password to log on to CICS. See CICS FAQ for more information on CICS. This document provides end users with the basic guidelines necessary for entering data and navigating among the screens:

- The description of screens used
- The significance of the screen parts found in SIS screens
- The key functions in the SIS database
- The screen Control Functions
- The instructions for navigating and entering data in the SIS database

Types of Screens

There are three basic types of screens:

- single record screen
- multiple record screen (detail lines only)
- multiple record screen (common header fields followed by detail lines)

Parts of a Screen

All SIS screens display three distinct areas:

- screen heading (at the top with the same format for all screens)
- information area (in the middle, the bulk of the screen)
- message lines (at the bottom, for which the last three lines of each screen are usually reserved).

The Screen Heading

The screen heading is the first two lines on the screen. The first screen heading line contains:

- a function line (see description below)
- BGSU
- a 7 character CICS user id
- a 4 character terminal id
- a screen name (4 character code)

The second screen heading line contains:

- a FERPA indicator (when appropriate)
- a screen title
- the current date and time -the date format is YYYY-MM-DD and the time format is HH:MM, where the time is displayed in military format

SIS Navigation and Data Entry

The FUNCTION Line

The FUNCTION line is six characters in length.

The FUNCTION line is used:

- to initiate commands within a given screen
- to navigate through the system
- to control screen transfers- the user will type a screen name in the FUNCTION line to leaf to another screen within the system

The FERPA Indicator

All screens that contain personal information will also contain a FERPA (Family and Educational Rights and Privacy Act) indicator. These areas are highlighted in red reverse video to inform the user when a person has requested that personal information not be released. As more levels of FERPA are defined, this indicator may reveal those individual levels rather than saying that no personal information for a BGSU ID may be released. If the individual has not requested FERPA protection, the label and any associated data fields will be darkened. To learn more about FERPA: See <http://www.bgsu.edu/offices/registrar/page5606.html>

Fields in the information area

Types of fields:

- Updateable Fields - blue and underlined
- Protected Data Fields - white
- Field Labels and Headings – green
- Key Field(s) – are denoted using equal signs ‘=’ before the data field or above the column of data.

Full Key – One or more fields which make the record unique. The full key must be entered to Add, Update, or Delete a specific record from a table.

Partial Key – One or more fields within the full key. Partial keys are most useful when scanning or scrolling through records on a specific screen.

High Order Key Field – the first key field(s) of the full key that groups the detail records into a logical unit. This is most useful when scrolling through screens containing a header and detail lines. On the ZORO screen, the header contains a Zone Code (the high order key). The detail lines contain Rooms within each Zone Code. You can scroll through the detail lines or scroll from one high order key to another (from one Zone Code to another).

Records are displayed on the screen based on the key fields. The records can be displayed by ascending or descending keys.

SIS Navigation and Data Entry

Messages

The last three lines of the screen will be reserved for informational, warning, and error messages. These messages will be highlighted in reverse video and will be color-coded to match the fields in error on the screen.

Messages	Examples
Informational	'I001 – RECORD(S) ADDED' 'I002 – RECORD(S) UPDATED'
error(s) - indicate error(s) has occurred prohibiting process from being completed successfully	'E007 – DATE INVALID' 'E008 – FORMAT INVALID'
Warning – warns the user that the process has completed successfully but here are things they should consider with respect to the process	'W901 – TIME CONFLICT EXISTS' 'W902 – CITY DOES NOT MATCH POST CODE'

Key Functions

The location of some keys listed in this section may differ slightly among terminal models, but the functions the keys perform are the same. Refer to your keyboard's template for the location of the keys described in this section.

Cursor Positioning Keys

The arrow keys move the cursor one space at a time, either up one line, down one line, to the left one character, or to the right one character. Tab keys cause the cursor to tab to the beginning of a field.

SIS Navigation and Data Entry

Arrow Keys

- Right arrow- moves the cursor to the right. If the cursor is moved off the right side of the screen, it will reappear one line lower on the left side. If the cursor is in the last screen position (last line, far right side), it will reappear in the first position of the top line.
- Left arrow- moves the cursor to the left. If the cursor is moved off the left side of the screen, it will reappear in the last position of the next higher line. If the cursor is in the first position of the first line, it will reappear in the last position of the last line.
- Up arrow- moves the cursor directly up one line at a time. If the cursor is in the first line of the screen, it will reappear in the same character position at the bottom of the screen.
- Down arrow- moves the cursor directly down one line at a time. If the cursor is in the last line of the screen, it will reappear in the same character at the top of the screen.

Tab Keys

- Forward Tab - moves the cursor to the first character position of the next input field. If the cursor is in the last field on the screen, it will move to the first character position of the first input field on the screen.
- Back Tab (Shift Tab) - moves the cursor to the first character position of the previous input field. If the cursor is currently in the first field on the screen, it will move to the first character position of the last input field on the screen. If the cursor is beyond the first character position of a field, it will return to the first character position of the current field.

Program Function Keys

Program function keys reduce the number of keystrokes needed to perform a valid function (e.g., help, clear, end). The subsequent list defines these program function keys.

- CLEAR – Clears all fields on the current screen
- ENTER – Submits the function entered on the Function line or transfers control to the CICS transaction (screen) when entered on the FUNCTION line.
- [F1] - Help
- [F2] - Add
- [F3] - End/Exit

SIS Navigation and Data Entry

- [F4] - Undefined
- [F5] - Delete (requires confirmation)
- [F6] - Get Previous Id (Get previous header)
- [F7] – Previous page of detail
- [F8] – Next page of detail
- [F9] - Get Next Id (Get next header)
- [F10] - Undefined
- [F11] – Undefined
- [F12] – Update
- [F13-F21] & [F24] – May be assigned by the individual user to transfer to a different screen. The transaction PFKE can be used to allow the user to customize these keys.
- [F22-F23] – Reserved for CICS Windows. A user can define up to three CICS sessions with CICS Windows. The function keys allow the user to toggle between sessions. For example: a user can initiate one Windows session and go to the SIS PHAP screen. Then initiate a second session dedicated to the AMS SIS TDET screen. A third session could be dedicated to the SAM DB screen. F22 (forward toggle) and F23 (backward toggle) will allow the user to move between the three sessions. For more information on CICS Windows refer to the CICS FAQ question: How do I work in more than one application at a time?

Editing Keys

Editing keys are used to manipulate text and enter data.

- [Delete] - deletes the character behind the cursor.
- [End] - clears all characters from the field at the cursor. **Note:** this is NOT the same as the end function, which terminates a session and is assigned to the F3 key.
- [Enter] - transmits data to and from your computer. When you press this key, you are signaling the computer that you are finished with a screen. The system will then edit various data elements according to the program.
- [Home] - returns the cursor to the beginning of the function field.
- [Insert] - allows you to insert characters into the middle of a field.

SIS Navigation and Data Entry

- [Reset] or [Esc] - unlocks the keyboard. When the keyboard is unlocked, this key resets the insert mode.

Screen Control Functions

Screen control functions perform various operations in the system, such as finding information, adding records, or moving between screens. The user types the command into the FUNCTION line.

The standard valid entries in the FUNCTION line are listed below; these are the “standard screen control functions” referenced in the Special Processing section of each screen description. The Special Processing section details specific functions related to the individual screen. A special function might take the user to the next screen in the functional area to continue processing or might execute a code that updates related tables.

Some of the functions below may be abbreviated on the FUNCTION line: applicable abbreviations are listed in brackets.

ADD-Adds a record or records. To use ADD:

- type [A] or [A][D][D] in the FUNCTION line
- Complete the fields according to the data entry instructions
- press [Enter]

A ALL – The add all function is used on multiple record screens where all data on the screen is being added as new records. The A ALL function is particularly useful when a user is ‘rolling over’ data from one period to another or when adding all of the records back after inadvertently deleting them. To use A ALL:

- type [A][][A][L][L] on the FUNCTION line
- press [Enter]

BACK (B) - Returns to the previous screen. To use BACK:

- type [B] or [B][A][C][K] on the FUNCTION line
- press [Enter]

CLEAR - Clears all fields on the current screen. To use CLEAR:

- type [C][L] or [C][L][E][A][R] on the FUNCTION line
- press [Enter]

SIS Navigation and Data Entry

One other key will be utilized as a shortcut for typing in a command on the function line. The Clear key will be the same function as typing CL or CLEAR on the function line.

D or DEL - Deletes a record or records. In general, you must scan prior to performing a delete. To use DELETE:

- type [D] or [D][E][L][] in the FUNCTION line
- press [Enter]

[D] alone will require the user to press [Enter] again to confirm before record(s) are deleted. On a single record screen [Del] or [D] plus confirmation is all that is required. If a screen contains multiple detail lines use the following functions; as the name (DELETE ALL) implies, all records displayed will be deleted when this function is used. If only selected records on a multiple record screen are to be deleted, the 'DEL' or 'D' function should be used along with a '-' in place of the first character of all the detail lines that are to be deleted. This procedure marks the records, which are to be deleted as opposed to marking the ones which are not to be deleted, as was the practice with SIS/AMS screen standards. If the delete is successful, in most cases, the records deleted will be redisplayed in their original form on the screen (without the '-').

D ALL – The delete all function deletes all detail lines displayed on a multi-detail line screen. Using this function you can delete an entire page of detail lines without typing a dash before each line to be deleted. (Note: a confirmation is not required to delete records using the D ALL function.) After a successful delete, all deleted records will be redisplayed on the screen. This will allow the user to read any records deleted in error. To use D ALL:

- type [D][] [A][L][L][] on the FUNCTION line
- press [Enter]

END Ends a session and returns the user to the News screen or press [F3].

GN

The Get Next Function allows the user to scroll forward to the next header or next high order key field (only available on those screens that contain a Header and Detail Section of screen. Refer to ZORO as a sample screen.) Most often, this function will scroll to the next person id or in the case of ZORO, it scroll to the next Zone Code). To use the Get Next Function:

- Type [GN] on the FUNCTION line
- Press [Enter]

(Or you may simply press [F9] and leave the FUNCTION line blank)

GP

The Get Previous Function allows the user to scroll backward to the previous header or previous high order key field. Note: this function is only available on those screens that contain a Header and corresponding detail line(s) related to the header. (Please refer to ZORO

SIS Navigation and Data Entry

screen as an example) Usually, this function will scroll to the previous person id (or in the case of ZORO, it will scroll to the next Zone Code). To use the Get Previous Function:

- Type [GP] on the FUNCTION line
- Press [Enter]

(Or you may simply press [F6] and leave the FUNCTION line blank)

N or NEXT

The Next Function allows the user to scroll forward to the next page of detail for the table. Some screens contain one or more detail lines per screen without any common header information (refer to ZOPO). In this case, the Next Function will scroll the user to the next page of detail. Other screens contain a Header Section followed by one or more rows of detail information related to the header (refer to ZORO). In this case, the Next Function will scroll the user to the next page of detail for the specified header. To use the Next Function:

- Type [N] or [N][E][X][T] on the FUNCTION line
- Press [Enter]

(Or you may simply press [F8] and leave the FUNCTION line blank)

P or PREV

The Previous Function allows the user to scroll backward to a previous page of detail for the same table. Some screens contain one or more detail lines per screen without any common header information (refer to ZOPO). In this case, the Previous Function will scroll the user to the previous page of detail. Other screens contain a Header Section followed by one or more rows of detail information related to the header (refer to ZORO). In this case, the Previous Function will scroll the user to the previous page of detail for the specified header. To use the Previous Function:

- Type [P] or [P][R][E][V] on the FUNCTION line
- Press [Enter]

(Or you may simply press [F7] and leave the FUNCTION line blank)

SCAN/BROWSE (leave function line blank) – This function should be used to scan for a specific record. The user can enter the full key field or a partial key field. For person specific screens, if the system does not find a record for the person id entered, it will display the message “RECORD NOT FOUND”. If the person id entered is found, it will display the corresponding record(s) for this person. For cross-reference screens (non-person specific) the scan function will display records greater than or equal to the key entered.

To SCAN/BROWSE a specific record:

- leave FUNCTION line blank
- enter as much of the key information as you know
- press [Enter]

SIS Navigation and Data Entry

TOP - (leave the function line blank) - Used to get to the top of a specific table:

- blank out all key fields (including the FUNCTION line)
- press [Enter]

Transfer/Leaf – to transfer to another screen:

- type the screen name you wish to access in the FUNCTION line
- press [Enter]

The specified screen will display. If you have transferred or leafed from another SIS screen, the key fields may be inferred from the previous screen. This is referred to as 'LEAFING'.

U or UPD - Modifies data for the current record or records. In general, you must scan for a specific record(s) prior to performing an UPDATE function. Only modified record(s) will be updated (as indicated by an update to LMOD user and LMOD date). To use UPDATE:

- type [U] or [U][P][D] on the FUNCTION line
- move the cursor to the field(s) you want to change
- type in the modifications to be made
- press [Enter]

Only modified records will be redisplayed with a "RECORD(S) UPDATED" message.

Navigating and Entering Data

Retrieving Records

Clearing out specific characters of any key field and pressing [Enter] will retrieve the first record matching the partial key entered. If no record exists that exactly matches the partial key entered, the result returned will be the next record in the index or base table read.

Scanning or Browsing

To scan or browse a user must enter a full or partial key followed by the [Enter] key. To scan or browse from the top of a table, leave the key area(s) blank and press [Enter]. Function keys may be used as substitutions/shortcuts for scanning and browsing.

Entering Information

Case Sensitivity

SIS Navigation and Data Entry

Case sensitivity of keyed instructions must be considered when entering data.

ITS may choose for each field on a screen to be case insensitive or case sensitive.

- For case-insensitive fields you can enter information in either upper or lower case letters or in a combination of upper and lower case letters. All characters will be stored in upper case.
- For case-sensitive fields, the data will be stored in the case they are entered. For example, names and addresses will be stored in upper and lower case letters from a case-sensitive screen.
- You can enter information in the FUNCTION line in either upper or lower case letters or in a combination of upper and lower case letters because it is not case sensitive.
- You do NOT have to enter functions and screen ID's in upper case text, although this is the way they are represented in this guide.

Numerical Considerations

The following must be considered when entering numerical data.

- You must enter Social security numbers WITHOUT hyphens.
- You do NOT enter (\$) signs when entering dollar amounts.
- You may enter commas (,) in the appropriate place when entering numeric fields; but it is not required.
- You must enter a hyphen (-) immediately to the left of a negative amount when it is entered. If the hyphen is absent the system will assume a positive number.
- Do not omit the decimal point and the number to the left of the decimal for numbers with decimals. The system will assume zero for the part of the number to the left of the decimal. Decimal points and cents are optional.
- You are required to enter a number or leave the field blank in some fields. Do not enter a zero to designate blank because on some screens calculations are performed, and entering a zero when you mean blank may result in an inaccurate calculation.

Date and Time Considerations

- You must enter the full year when entering data. For example to enter the date July 01, 1999 you may enter: 1999-0701 or 1999-07-01 or 19990701. All dates will be formatted and stored as 1999-07-01. Slashes are not allowed.

SIS Navigation and Data Entry

- When entering time fields, leading zeros are necessary. A colon is required between the hours and minutes and AM or PM must be specified. Ex: 09:00AM, 07:00PM, 12:00PM

BGSU ID vs Social Security Number

Your BGSU ID or your Social Security Number (ssn) may be keyed into an id field interchangeably, however, when a record is returned to the screen the BGSU ID will always be displayed as a key field. The ssn, when needed, will be displayed in a separate, protected field.