

Chapter 1

General Information

1.1 LOGGING INTO THE COMPUTER

Use an appropriate method to connect to NWOCA's computer system.

Username: type your own username. ex: PDY_HS_RR
Password: type your own password. (It will not appear on the screen,
for security reasons).

Press the RETURN key and wait until the MENU> prompt appears.

To enter the Student Information System, type **SIS** and press the RETURN key.

1.2 LOGGING OUT OF THE COMPUTER

To leave the SIS software system, at the "Command:" prompt, type **BYE** and press the RETURN key.

The MENU prompt to appear. Press the **PF4** key OR type **EXIT** to log out.

1.3 EQUIPMENT INTRODUCTION

Prior to using SIS, you should become familiar with the equipment in your school. Every school system is unique and therefore the hardware necessary to satisfy a school's needs varies from site to site. This section is intended as an introduction to the equipment normally used by the end user of the system. It does not describe operating and troubleshooting details as these are dependent on the type of equipment installed.

Terminals	<p>The terminal (display, CRT or VDT) enables you to view data. As you type (key in data) on the keyboard, the characters appear simultaneously on the screen.</p> <p>Since our product is developed for Digital Equipment Corp. VAX computers, we use Digital terminals such as the VT100, VT220, VT320. Other "dumb" terminals or personal computers may be used as long as they can fully emulate the VT100.</p>
Keyboard	<p>The keyboard is similar to a standard typewriter but has many added special purpose keys used to manipulate the cursor and the data. The standard keyboard layout and special function keys are shown at the end of the chapter.</p>
Cursor	<p>The cursor (a blinking box or line) serves as a pointer on the screen. When you enter a character on the keyboard, that character will be displayed in the position occupied by the cursor.</p>
Slaved Printer	<p>A Slaved Printer is normally a character printer and is attached directly to the back of a terminal. This printer can be accessed only by the person using that terminal.</p>
Queued Printer	<p>A Queued Printer can be either a line printer (high speed), laser or a character printer. Output can be directed to this printer by any terminal in the system.</p>

1.4 SPECIAL FUNCTION KEYS

Prior to using SIS, it is important that you become familiar with the following special function keys.

<RETURN>	<p>This key must be pressed after a data field has been entered to enable the computer to accept the field. In some cases this key may be pressed to accept a blank entry.</p>
<DELETE X>	<p>This key, when pressed, will delete a field in the ADD or CHANGE mode. In some cases this key may be pressed to skip over the field without entering field value.</p>
Backspace <F12>	<p>This key, when pressed, will cause the cursor to backspace one character within a field. This is used to correct a spelling mistake before pressing the <RETURN> key.</p>

Up/Left Arrow	<p>This key, when pressed, will cause the cursor to backspace one field when in ADD or CHANGE mode. Mandatory fields may not be skipped when in ADD mode.</p> <p>This key will also cause the cursor to go to the last field of the record in CHANGE mode on single record screens when the prompt "Enter Field Number to Change" is displayed.</p>
Down/Right Arrow	<p>This key, when pressed, will cause the cursor to go forward one field when in ADD or CHANGE mode. Mandatory fields may not be skipped when in ADD mode.</p> <p>This key will also cause the cursor to go to the first field of the record in CHANGE mode on single record screens when the prompt "Enter Field Number to Change" is displayed.</p>
Next <PF1>	<p>This key, when pressed, will display the next sequential record or set of records in DISPLAY, CHANGE or DELETE mode.</p>
Previous <PF2>	<p>This key, when pressed, will display the previously displayed record or set of records in DISPLAY, CHANGE or DELETE mode.</p>
Help <PF3>	<p>This key, when pressed, will display a brief help text relating to the current entry field.</p>
Escape <PF4>	<p>This key is normally used to return to the preceding menu or to the main menu.</p> <p>On some screens the Escape key may be used to skip over the remaining, optional fields in ADD mode to save data entry time.</p> <p>In CHANGE mode the Escape key may be used to skip over the remaining fields that are not to be changed.</p> <p>The Escape key may be used to abandon the current process when adding, changing, or deleting a record.</p>

1.5 MAIN MENU and SUB MENUS in SIS

Both the Main Menu and the sub menus display a list of numbered items. To go from the main menu to a sub-menu or from a sub-menu to a particular data screen enter the number of the item you wish on the command line and press the <RETURN> key.

```
SIS - M00                EXPERIMENTAL SCHOOL                MAY 13, 1994
[DISPLAY]                MAIN MENU                                09:20 AM
```

```
1  MENU - SCHOOL INITIALIZATION
2  MENU - STUDENT RECORDS
3  MENU - SCHEDULING
4  MENU - MARKS ADMINISTRATION
5  MENU - ATTENDANCE
6  MENU - REPORT WRITER
7  MGMT - BATCH/QUEUE/PRINT QUEUE MANAGEMENT

8  TABLE OF CONTENTS - SCREENS
9                                - REPORTS
10                               - BATCH JOBS
11                               - PARAMETERS
12 LINK TO OTHER APPLICATIONS
```

Command:

Message:

Menu access to screens allows the user to browse through SIS in the DISPLAY mode. It is most useful for new users or for checking the options available in each component of SIS.

To return to the previous menu from a data screen, press the Escape <PF4> key when the cursor is positioned at the command line. To return to the Main Menu from a sub-menu, press the Escape <PF4> key as many times as needed.

1.6 COMMAND: prompt

It is possible to bypass menus and go directly to the data screen you require with the use of a command prompt. Access to any screen can be made in any of four command modes: ADD, CHANGE, DELETE or DISPLAY. Any time the cursor is positioned on the "Command:" line, a command can be used with a screen identifier to go directly to that screen in the desired mode.

The command modes can be abbreviated as follows:

D for DISPLAY
A for ADD
C for CHANGE
DE for DELETE

1.7 SCREEN TYPES & CATEGORIES

There are three basic types in SIS:

1. Menus - These screens list selections of data screens (and other menus) from which to choose.
2. Single Record Screen - These screens are used to display a single record. An example of a single record screen is STUD - Student Master Record. It contains all of the basic demographic data for a student.
3. Multi Record Screen - These screens are used to display a group of records. An example of a multi record screen is CLIS - Class List. It allows you to view all of the students within one class.

Every screen in SIS is identified by a four-character screen identifier. The identifiers are located on the menus to the left of the full screen name. The identifier for each menu and data screen is also displayed in the top left-hand corner of the screen after the "SIS-" logo.

The screens are divided into four categories:

1. Update/Inquiry Screens
STUD - Student Master Record
PADR - Student Parent Address
2. Control Parameter Screens
P109 - Alphabetic Marks
P112 - Withdrawal Codes
3. Report Requesting Screens
R101 - Student Roster
R403 - Potential Course Conflict Matrix
4. Batch Job Requesting Screens
B101 - Student Grade Update
B109 - Year end Cleanup

The format for using the command prompt is:

(Command Mode) <Space Bar> (Screen Identifier) <RETURN>

"DISPLAY PADR" or "D PADR" causes the program to go directly to the screen PADR
- Student Parent Address in DISPLAY mode.

"CHANGE STUD" or "C STUD" causes the program to go directly to the screen STUD
- Student Master Record in CHANGE mode.

The mode in which you are accessing the screen will appear just below the screen identifier in the top left-hand corner.

If you wish to change modes but remain on the same screen, press the Escape <PF4> key until the cursor is positioned on the "Command:" line. Then enter the desired mode (A, C, DE or D) and press <RETURN>.

If you wish to go to another screen, press the Escape <PF4> key until the cursor is positioned on the "Command:" line. Then enter the command mode, a space the desired screen to access and the <RETURN> key.

1.8 STANDARD SCREEN CHARACTERS

All Screens in SIS have the following characteristics in common:

FIRST LINE	SCREEN IDENTIFIER - The screen identifier is located on the left after "SIS -"
	SYSTEM TITLE - The system title is in the center. This title is usually your school name. Enter in P101.
	CURRENT DATE - The date is on the right.
SECOND LINE	MODE - The current mode you are working in (ADD, CHANGE, DELETE, or DISPLAY) is on the left.
	SCREEN NAME - The screen description is in the center.
	TIME - The time that the screen was displayed is on the right.
SECOND TO LAST LINE	COMMAND LINE - This is where you enter commands into the system. It is identified by the word "Command:".
LAST LINE	MESSAGE LINE - The message line is used by the system to display error messages or help texts. It is identified by the word "Message:".

1.9 STANDARD SCREEN HANDLING

The following is a description of standard screen handling rules. Minor variations may exist between single and multi-record screens. Following each mode (Display, Add, Change and Delete) will be discussed in detail:

1.9.1 In DISPLAY Mode

To display information on a particular screen, the screen may be reached through the menus or by using the command prompt by entering "D", a space, the screen you wish to access and pressing the <RETURN> key.

Enter Key Field	Enter the key field for the record or records. (This may be one or more fields depending on the particular screen). If a record is not found for the key field entered, the system displays the message "W - Not Found" and finds the next record on file with a higher key value. If a record is found it is displayed. On multi-record screens, the first record found is displayed on line one with successive records displayed on subsequent lines until either the screen is filled or until all the records have been displayed.
Obtain Next Record	When you are finished with the displayed record press the <RETURN> key. The screen is cleared and the cursor is positioned at the key field area ready to accept input on the next record to be displayed.
Displaying Sequential Records	If you want to display sequential records you may use the Next <PF1> key to display one record after another in sequential order by the key field(s).
Complete Display	At any time you can complete the display function. Press Escape <PF4> until you are returned to the Main Menu.

1.9.2 In ADD Mode

When you arrive at a screen through menu selections, you will automatically be put in Display mode. Enter the command "A" at the command line and press <RETURN> to switch the program to ADD mode. The cursor will be positioned at the key field area.

Screens can be accessed in the Add mode directly by use of the command prompt. Enter "A", a space, the screen name and press the <RETURN> key.

Enter Key Field	Enter the key field(s) of the record to be added. If that record exists the error message "W - Record exists" is displayed on the message line and the cursor returns to the first field of the key. Otherwise, the cursor is positioned at the next field of entry.
Enter Data	Enter all of the successive fields for the record pressing <RETURN> after each field entered. You can skip over non-required fields by not completing the field and using the <RETURN> or <Delete> key to accept a blank field.
Correct Data	<p>Before you add the record you are given an opportunity to change the record.</p> <p>Enter the field number you wish to change. All fields have implied field numbers. After selecting a number you can move the cursor to or close to the desired field. The Up Arrow and Down Arrow can be used if necessary to bring you to the exact field.</p>
Add Record	<p>If there are no changes to be made press the <RETURN> key to add the record to the file as it is currently displayed on the screen.</p> <p>If the Escape (PF4) key is pressed at this point, ALL DATA ENTERED WILL BE ERASED and the system will ask you to begin again!</p>
Next Record	<p>On single record screens, the screen is cleared after pressing <RETURN> and the cursor is positioned awaiting the entry of the next record.</p> <p>On multi-record screens, the cursor is positioned at the first field of the next numbered line, ready to accept entry of the next record. If the screen has been filled to the last line, the screen is cleared and the cursor is positioned at the first line again.</p>

1.9.3 In CHANGE Mode

When you arrive at a screen through menu selections, you will automatically be put in Display mode. Enter the command "C" at the command line and press <RETURN> to switch the program to change mode. The cursor will be positioned at the key field area.

Screens can be accessed in the change mode directly by use of the command prompt. Enter "C", a space, the screen name and press the <RETURN> key.

Enter Key Field	<p>If the correct record is not already displayed enter the key field(s) of the record to be changed. If no record with that key is found, the system finds the next sequentially higher record and displays it.</p> <p>If there is no record on file with a higher key, the message "W - Not Found" is displayed.</p>
Record Displayed	<p>On single record screens, if a record is found it is displayed on the screen and the prompt "Enter the field number to change" is displayed on the command line.</p> <p>On multi-record screens, if a record is found it is displayed on line one and successive records are displayed on subsequent lines until the screen is filled. Then the prompt "Enter line number to change" is displayed at the command line.</p>
Change Data	<p>Enter the field number or line number you wish to change. The Up Arrow and Down Arrow can be used as necessary to move the cursor to the exact field.</p> <p>When the cursor is in position, the field will be highlighted. To change the field, type the new value over the old value and press the <RETURN> key. The cursor then moves to the next field.</p> <p>Key fields (underlined) cannot be changed.</p>
When Finished	<p>If there are no more fields to be changed press the Escape <PF4> key to return to the command line.</p>
Next Record	<p>When you are finished changing the records displayed on the screen, press the <RETURN> key. The screen is cleared and the cursor is positioned at the key field ready to accept input of the next record to be changed.</p>
Changing Sequential Records	<p>If all the records in a sequence are to be changed, you may use the Next<PF1> key to move from record in sequential order by the key fields while remaining in CHANGE mode.</p>

1.9.4 In DELETE Mode

When you arrive at a screen through menu selections, you will automatically be put in Display mode. Enter the command "DE" at the command line and press <RETURN> to switch the program to DELETE mode. The cursor will be positioned at the key field area.

Screens can be accessed in the Delete mode directly by use of the command prompt. Enter "DE", a space, the screen name and press the <RETURN> key.

Enter Key Field	<p>If the correct record is not already displayed enter the key field(s) of the record to be deleted. If no record with that key is found, the system finds the next sequentially higher record and displays it.</p> <p>If there is no record on file with a higher key, the message "W - Not Found" is displayed.</p>
Record Displayed	<p>On single record screens, if a record is found it is displayed on the screen and the prompt "Delete this record (Y/N?" is displayed on the command line.</p> <p>On multi-record screens, if a record is found it is displayed on line one and successive records are displayed on subsequent lines until the screen is filled. The prompt "Enter line number to delete" is displayed at the command line. If you want to delete one of the records displayed enter the line number of the record. The record is highlighted and the prompt "Delete this record (Y/N)?" is displayed. This allows you to verify that the right record is deleted.</p>
Respond "Y" or "N"	<p>If it is the right record respond with a "Y" and press <RETURN> to delete the record. If it is the wrong record respond with "N" and press <RETURN> bypass the delete.</p>
Next Record deleted.	<p>The screen is then cleared and the cursor is positioned at the key field ready to accept input of the next record to be deleted.</p>

1.10 ENTERING DATA

To enter any data field type the contents of the field beside the field description at the cursor. The data entered is displayed character by character while the cursor moves to the next character position. The cursor always indicates the current input position.

The system does not accept any additional characters when the input field is completely filled. For example, a maximum of 18 characters can be entered for Student Last Name.

After entering a data field you must press the <RETURN> key to enable the computer to accept and validate the field.

When you want to change an existing field, type the new value over the old value. If the new value contains fewer characters than the old value, the remaining characters of the old value stay on the screen until you press the <RETURN> key.

There are some fields in the system which are predefined as to how the data should be entered and how it will be displayed on the screen.

Listed below are fields that are predefined:

Field	How to Enter	How Field is Displayed
Area Code	999	(999)
Phone number	1234567	123-4567
Zip Code	12345	12345
	123456789	12345-6789
School Year	89	89/90
Dates	Defined in P116	Defined in P116
Credits	100	1.00

1.11 HELP TEXTS

Some modules in SIS contain Help Texts. Help texts are one line of information that helps the operator input the correct data. Pressing the Help **PF3** key while the cursor is positioned on a field *may* produce a Help Text.

1.12 TABLE LOOKUP SCREEN

Every field in SIS which required table entry, validation will automatically produce a Table Lookup Screen when an invalid entry is made.

The Table Lookup Screen will appear on the lower right-hand side of the input screen and display the first six valid entries for that field. The cursor will be flashing on the first entry and may be moved up or down on the Lookup Screen by using the Up or Down Arrows. If more than six valid entries exist, the remaining entries may be displayed by use of the Next <PF1> key. Returning to a previously displayed Lookup Screen is accomplished by pressing the Previous <PF2> key.

Once the cursor is positioned on the correct table entry, press <RETURN> to accept that entry. The Lookup Screen will then be erased and the data, previously blocked out by the screen, will be redisplayed.

1.13 STUDENT NAME ACCESS

Since most of us recognize students by their name rather than their student ID number, all student-related screens in SIS allow access to student information by name as well as student ID number.

Whenever the system asks for student ID on a student-related screen you may press the <DELETE> key and the prompt "Enter Last Name" will be displayed on the command line. Enter the last name, a comma and the first initial or full given name of the student you wish to access, or enter as many letters of the last name as you can.

The system displays the first student whose last and first name begins with the letters entered. The prompt "Press 'RETURN' to accept this student or 'NEXT' to go on" will be displayed. (The field Last Name is underlined at this point; it is the key the system is working with).

At this point you can:

- Press <RETURN> to accept this student.
- Press the Next <PF1> key to get the next student in alphabetical order. You may continue this until the correct student is displayed. Once you get to the correct student, press <RETURN>.

In addition to this name access feature, there is also a special screen, NAME which can be used to look at multiple students on one screen in alphabetical order.

1.14 REPORT REQUESTING AND SUBMISSION

This section describes how to request, prepare and submit a report for processing. The information to be included in the report, the sequence in which you need it and how the report should be printed is entered via a Report Requesting Screen. There is a Report Requesting Screen associated with each report.

To obtain a report:

- Prepare the report for submission by changing selection, sequence and print control parameters (if desired).
- Submit the report for generation by the system.
- After the report is generated it can be retrieved for printing or displaying.

Samples of all standard reports for SIS can be found in Chapter 10.

1.14.1 Report Requesting Screen Layout

There is a report requesting screen for each report in SIS. The layout of each screen is unique to the report. It contains the data fields that can be used to tailor the report to a particular need.

```
-----  
| SIS - R101                EXPERIMENTAL SCHOOL                MAY 13, 1994 |  
| [DISPLAY]                REPORT REQUESTING                09:20 AM |  
|  
| REPORT ID:      R101                STUDENT ROSTER  
| VERSION:       01                DEFAULT VERSION  
| VERSION DATE:  MAY 09, 1994                RUN DAY OR NIGHT (D/N): D  
|----- SELECTION CONTROL ----- SEQUENCE CONTROL -----  
|      FROM      TO  
| GRADE: 09      12      STATUS:  A      STUDENT ID: 3      PREV SCHOOL:  
| AGE:                P115 EXT/SYS      LAST NAME:      PROGRAM:  
|                STAT (E/S): S      STATUS:      2      POSTAL CODE:  
| SCHOOL YEAR: 94      AGE:                BIRTHDATE:  
| PROGRAM:                DATA FLAGS:      GRADE:      1  
| PREV SCHOOL:      1 2 3 4 5      SEX:  
| SEX:  
|-----
```

```

----- PRINT CONTROL -----
DENSITY:      L      INCLUDE DEMOGRAPHIC DATA(Y/N):  Y
SPACING:      1      PRINT ADDRESS LABELS (Y/N):  Y
COPIES:       1      USE STUDENT OR PARENT ADDRESS (S/P):  S
PRINTER:      P1     PRINT STUDENT ROSTER (Y/N):  N
SAVE (Y/N):   Y      PRINT UNLISTED PHONE NUMBERS (Y/N):  N
Command:  DISPLAY
Message:

```

Report requesting screens are divided into four major parts:

1. The heading information is along the top of the screen.
2. The selection controls are in the left-center of the screen.
3. The sequence controls are in the right-center of the screen.
4. The print controls are along the bottom of the screen.

Heading Information

The heading information contains the report ID, report title, version number, version title, version date and a flag to indicate day or night processing.

The version number, title and date refer to one version of the request parameters. One or more versions may be stored for each report.

The flag that indicated day or night processing (D/N) determines whether the request is submitted into the day queue for immediate processing or into the night queue for processing after normal office hours. Some reports that require considerable computer resources for processing, daytime processing may be disabled.

Selection Control

The selection controls are used to select the report contents. Except where otherwise indicated, the selection controls are inclusive.

Using Report R101 - Student Roster for example, if Grade From and Grade To both contain "8", the report will include only grade 8 students.

Sequence Control

The sequence controls are used to control the sorting sequence of the report. A sequence order number of "1" must be assigned to one of the fields. Additional numbers of (2,3, etc.) may be assigned to other fields in any order. A "1" designates the highest sorting order, a "2" designates the second highest sorting order, etc.

Using Report R101 - Student Roster for example, if Grade is assigned "1", Last Name "2" and Student ID "3", the report

is sorted to print students in grade order, within grades in name order and within names in student ID order.

For some reports there is no choice of sorting sequence (R306). Other reports (R304) may have a choice of predetermined sorting sequences. Still, other reports (R201) the sequence controls are used to select columns of data to be included in the report and the order in which they are to be printed.

Print Control

The print controls are used to control the printing of the report and in some cases what is to be printed. The standard entries are listed along the left-hand side of the screen:

Density

Control the horizontal print density:
L - low density (10 characters/inch)
H - high density (16 characters/inch)
The density control only affects slaved printers.

Spacing

Controls the vertical spacing of print lines. The standard entry of "1" is for single spacing, "2" for double spacing and "3" for triple spacing. On reports with special form numbers (other than 000) the spacing cannot be changed.

Copies

Controls the number of copies that are to be printed. Enter a "2" through "9" for multiple copies of the report. This option works only with queued printers. See "Save (Y/N)" for copy control on slaved printers.

Printer

Designates the printer on which the report is to be printed when it is released for printing. The standard entry of P1 for the slave printer. For schools that have multiple printers, other entries are P2, P3, etc.

Save (Y/N)

A "Y" indicates that the print file is to be saved for a possible future reprint. A "N" indicates that the file should be deleted after printing.

Other

In addition to the above print control parameters, there may be additional parameters that are unique to the report.

1.14.2 Report Requesting Screen Handling

The Report Requesting Screen allows you to control the reports in the system. They allow you to:

- Display and submit for printing any existing version of a report requesting screen.
- Change any of the information on a report requesting screen.
- Add a new version of the report requesting screen. A new version would generally consist of different selection, sequence or print control parameter than that of any existing versions.
- Delete any existing version (except the default version) of a report requesting screen.

1.14.3 In DISPLAY Mode

The prompt "Submit for Process (Y/N)?" is displayed on the command line. Enter "Y" and press <RETURN> to submit it for processing. Enter <RETURN> to bypass processing.

To display another version (if another version is available), press <RETURN> until the cursor is beside the version field. Key in the appropriate version number and press <RETURN>. Repeat the submission of the report as described above.

1.14.4 In CHANGE Mode

The prompt "Enter field number to change" is displayed on the command line. Enter the field number you wish to change or reach that field by using the arrow keys. Once you have changed the fields you wish, press <PF4> to return to the command line. Press <RETURN> to complete the change.

At this point you can submit the report by entering "Y" beside the prompt "Submit for processing (Y/N)?" and pressing <RETURN>.

After the report is submitted (or not submitted), you can decide to either store the request or not store it. Type either "Y" or "N" beside the "Store Request (Y/N)?" prompt and press <RETURN>. Press Escape <PF4> until the cursor is beside the command line. Press Escape <PF4> once more to return to a menu.

1.14.5 In ADD Mode

Key in the new version number (an existing version number will be rejected). Then key in the values which will make this version different from the default version (version 01). A new value need only be entered if it is different from the displayed value.

Before you add the record, you are given the opportunity to change the record with the prompt "Enter field number to change". If you wish to make a change, enter a field number or use the arrow keys to reach the field to change.

When you have made all the necessary changes, press Escape <PF4> to return to the message "Enter field number to change". Press <RETURN> to complete the add.

At this point you can submit the report for processing by typing "Y" and pressing <RETURN> beside the prompt "Submit for processing (Y/N)?". After the report is submitted (or not submitted), you can decide to either store the request or not store it. Type either "Y" or "N" beside the "Store Request (Y/N)?" prompt and press <RETURN>. Press Escape <PF4> to return to a menu.

1.14.6 In DELETE Mode

Type in the version number to be deleted and press <RETURN>. The system will NOT allow you to delete the Default Version.

The version you wish to delete will be displayed with the cursor beside the message "Delete this record (Y/N)?". Type "Y" and press <RETURN> to delete this displayed version. Type "N" and press <RETURN> to bypass the delete. Press Escape <PF4> to return to a menu.

1.15 BATCH JOB REQUESTING AND SUBMISSION

This section describes how to initiate a batch job and ensure it performs the functions you require. There is a Batch Job Requesting Screen associated with each batch job in the system. This screen is the vehicle you use to tell the system what you require of the batch job.

Batch jobs (indicated by Bnnn) are used to perform mass updating of data according to predetermined rules or to perform

calculations or transfers of data. The processing of batch jobs is done by the system in the background i.e., it does not use the screen. Some batch jobs can be running on the system while you perform other activities, either on or off the terminal. Other batch jobs are run during the night.

1.15.1 Control Report

Each batch job generates a control report. The first page of the control report contains the image of the requesting screen with the parameters that were used for running the job. Error messages may be listed for any error conditions discovered during the execution of the job.

For some batch jobs, audit messages are printed to provide a hard copy audit trail of the updating performed. Error messages are prefixed with a code "W" or "F". "W" indicates that this is a warning message or an audit type message. "F" indicates that the error condition was a fatal one which caused the job to be aborted.

The last page of the control report is the job completion page. It contains statistical information about the amount of computer time used by the job. It also contains the job completion message "Completed Successfully" or "Cancelled due to error". The completion message should always be checked for successful job completion.

1.15.2 File Locking

Batch jobs lock the files that they update to prevent other batch jobs or online users from interfering with the updating process. If you are in SIS while a batch job is running, it is possible to see the message "Waiting on lock" or a similar message displayed until the batch job is finished with the record or file that you are trying to display or update.

1.15.3 Batch Job Requesting Screen Layout

There is a batch job requesting screen for each batch job in SIS. The contents of the screens are unique to the batch jobs. They contain all the data fields that may be specified at the time of submission to control the execution of the jobs. Some batch jobs may require additional control parameters (Pnnn).

```
-----  
| SIS - B101                EXPERIMENTAL SCHOOL                MAY 13, 1994 |  
| [DISPLAY]                BATCH JOB REQUESTING                09:20 AM |  
|  
| BATCH JOB ID:   B101                STUDENT GRADE UPDATE  
| VERSION:       01                STANDARD DEFAULTS  
| VERSION DATE:  MAY 09, 1994                RUN DAY OR NIGHT (D/N): N  
|-----  
|                OLD:   NEW:   UPDATE STUDENT WHO ARE  
| SCHOOL YEAR:   92/93   93/94   CHANGED TO INACTIVE WITH  
|                WITHDRAWAL DATE AND CODE:  
| INACTIVE STATUS CODE:  I  
|                DATE:   JUN 30, 1992  
|                CODE:   I  
|-----  
|                PRINT CONTROL  
| DENSITY:       L
```

```
SPACING:      1
COPIES:       1
PRINTER:      P1
SAVE (Y/N):   Y
Command:      DISPLAY
Message:
```

The batch job requesting screens are divided into four major parts:

1. The heading information is along the top of the screen.
2. The batch job controls are in the center of the screen.
3. The print controls are along the bottom of the screen.
4. A space for additional notes is on the right-hand side of the screen.

Batch Jobs are submitted for processing the same way as Reports (refer to Report Requesting and Submission for details).

1.16 MGMT - REPORT AND BATCH JOB RETRIEVAL

This section describes how to retrieve a report or batch job to print, display or cancel. The MGMT screen also called the "Batch Queue/Print Queue Management" component allows you to:

- Print, Display or Cancel - a report or batch completed
- Print, Display or Cancel - a report or batch completed with an error
- Cancel - a report or batch pending (or awaiting) processing

1.16.1 Display MGMT

The Batch Queue/Print Queue Management screen can be reached through a menu selection or in DISPLAY or CHANGE mode by keying in "D MGMT" or "C MGMT" respectively and pressing <RETURN>.

The Batch/Report Management screen will be displayed awaiting a response to the prompt "DISPLAY BATCH/PRINT/ALL QUEUES (B/P/A):". Enter "B" to view only batch jobs, "P" to view only print jobs or "A" to view all jobs.

If you have more than 12 entries in the system, you will see the message "(MORE - PLEASE CLEANUP OLD REQUESTS)" press the Next <PF1> key to display the next set. This is also a reminder that you have more entries (more computer disk space is being utilized). It is a good idea to periodically cancel any old reports which contain out-of-date information.

At this point you can print, display or cancel a batch job or report.

1.16.2 Explanation of Fields

Batch/Print/All Queues (B/P/A)	Valid entries are "B" for batch queue, "P" for print queue, and "A" for all queues.
Queue	The queues are supplied by the system. PRINT - Jobs awaiting print, DAY - Jobs processing or awaiting process in the DAY queue. NIGHT - Jobs processing or awaiting process in the NIGHT queue.
Status	The status of the jobs is supplied by the system. COMP - Completed jobs, ERROR - Completed but with an error, CURR - Currently processing, PEND - Awaiting processing.
Request	Requests are supplied by the system. RXXX-XX for Reports BXXX-XX for Batch Jobs
Submitted	Date and time report or batch job was submitted is supplied by system.

Action C - Cancel P - Print D - Display R - Resubmit. (Resubmit can be used only if a job was cancelled due to some outside intervention i.e., system crash, power failure, etc.) Printer This field shows which printer the output will be directed to. Form This field identifies any special form numbers; 000 is Standard and 010 for Labels, etc. Page Control This field identifies the page after which to begin After printing. Only This field identifies the number of pages to be printed.

1.16.3 Print a Batch Job or Report

When a batch job or report you wish to print is displayed on the MGMT screen, type uppercase "C" at the Command: prompt and press <RETURN>. The prompt "Enter line number to change" will be displayed on the command line. Enter the line number of the report or batch job and press <RETURN>.

The cursor will move to the ACTION field. Enter an uppercase "P" and press <RETURN>.

Now the cursor is on the PRT field. Enter the printer you wish to print the report to (i.e., P1, P3, etc.).

When the cursor reaches the FORM column, enter the form number to use for this report. Press <RETURN> to accept the default form number for this report.

If you wish to print the entire batch job or report, leave the PAGE CONTROL fields blank. Press <RETURN> twice to accept the blank fields.

You will again receive the prompt "Enter line number to change". If there are more entries you wish to print, enter their line numbers and follow the same procedure. If you have indicated all the entries you wish to print, press <RETURN>.

If you wish to print the batch job or report, type "Y" at the prompt "APPLY ACTIONS (Y/N)?" and press <RETURN>. Otherwise, type "N" and press <RETURN>.

If you are printing to a slaved printer, a form feed will be sent to your printer and the message "PRINT FORMS ALIGNMENT (Y/N)?" will appear at the command line. If your paper is not lined up, manually adjust the printer, type "N" and press <RETURN>. Press Escape <PF4> to return to the main menu.

1.16.4 Display a Batch Job or Report

The same steps for printing a batch job or report may be followed to display the batch job or report to your terminal with minor exceptions.

Under the ACTION column, enter "D" instead of "P". The system will automatically change your terminal to 132-column mode and display the report in response to the "APPLY ACTIONS (Y/N)?" prompt. Your terminal will return to the 80-column mode upon completion of the display.

The "Hold Screen" key can be used to stop and start the output on your screen.

1.16.5 Cancel a Batch Job or Report

A batch job can be cancelled only if the status is PEND, COMP, or ERROR.

A report can be cancelled (deleted) from the computer system by responding with an uppercase "C" in the ACTION column of the screen.

1.17 QUEUES - DISPLAYING SYSTEM BATCH & PRINTER QUEUES

At times, you may wish to find out if a report that you have submitted for processing has completed or not, or you may wish to see whether a report that you have submitted for printing at NWOCA did indeed reach the printer queue successfully. The following is a list of short commands available from the SIS Command: prompt, that will enable you to check the status of these types of jobs:

1. To check the status of a job submitted to the DAY batch processor, type: **D SDAY**

```
Batch queue DAYA on NWOCA0::
```

Entry	Jobname	Username	Status
1530	R10101432	FCJVS_TK	Executing
1531	no privilege		Pending

The above display shows you that an R101 (Student Roster) for Four County is currently being generated (executing). Another job submitted by another school ("no privilege" means another user) is waiting to be generated (Pending). If you have submitted a job for processing, and then checked the batch

processor in the above manner several times, until eventually it no longer appears in the list, then you may assume that it has finished and you may go back into the SIS MGMT screen, where the status should be COMP, and submit it for printing.

2. To check a job submitted to the NIGHT batch processor, type: **D SN**

```
Batch queue NIGHTA, stopped, on NWOCA1::
```

Entry	Jobname	Username	Status
1550	R10101432	FCJVS_TK	Pending

SN causes a display like the one above to appear. The NIGHT batch queued jobs appear. There are FOUR night batch queues, NIGHTA, NIGHTB, NIGHTC and NIGHTD. The schools located in Williams county will automatically be using NIGHTA, Fulton County and FCJVS use NIGHTB, Henry County uses NIGHTC and Defiance County uses NIGHTD. These queues are normally turned on at 8:30 p.m. and off at 7:00 a.m. So you may submit jobs for processing in the order you want them to execute, and they will run (one at a time without interfering with each other) beginning at 8:30 p.m.

1.18 QUEUE PRINTERS (INDEPENDENT PORT PRINTERS)

Some SIS Users have printers that are associated with an "independent port". We refer to these types of printers as "Queue Printers".

The following are some commands that are available to those districts which have "Queue Printers". These commands can be done from the SIS Command: prompt.

1. In order to display a list of reports or jobs that are waiting to print on your "queue printer", you may type in the following: **D SHOWQ**

```
Terminal queue SAS$NAPH, idle, on NWOCA4::LTA9700:, mounted form DEFAULT
```

Entry	Jobname	Username	Blocks	Status
-----	-----	-----	-----	-----
609	R70101041	NAP_HS_CW	32	Printing

2. In order to utilize the printer as a terminal for purposes such as OCIS, it will be necessary to stop the queue. Here is the command for stopping the queue. Type this at the SIS Command: prompt: **D STOPQ**
3. Remember to start the queue again when you are finished using the printer as a terminal. Here is the command for starting the queue with the form DEFAULT. Type this at the SIS Command: prompt: **D STARTQ**

NOTE: In order to successfully start the queue with the correct form type, you MUST do a **D STOPQ**, then a **D STARTQ**.

NOTE: Every Monday morning, do a "D STOPQ", and then a "D STARTQ". The reason for this is that every Friday night, the computer is shut down for backups and when it is brought back up, all "queue printers" are assigned a form type of NOPRINT, which means that any report you print will wait until the que has been stopped and then started. The "D STARTQ" command starts the queue with the correct form type so that your reports will begin printing.

1.19 PRINTERS USED IN THE MGMT SCREEN

When you are in the SIS MGMT screen you can select various printers. Following is a list of the printers that may be available to you:

- **P1 - Slaved printer:** Some SIS Users have printers that are Slaved. This type of printer is connected by a cable to your video. You can also print whatever is on your video screen, a "dump" of your video screen by depressing the F2 key (top row of gray keys).
- **P3 - Queued printer:** Some SIS Users have printers that are associated with an "independent port". We refer to these types of printers as "Queue Printers". See page titled "Queue Printers" in this chapter for details on commands to be used with a Queued printer.
- **PS - Print Screen/Print Schedule:** "PS" has been defined for some schools as the user's slaved printer; for others, it is a queue printer. When the "Print Schedule" option in SCHE is selected, the current student's schedule will print on the printer designated internally by "PS". Use of the "CTRL P" feature, system-wide, will result in the current screen printing on the "PS" printer.
- Some schools may have other queued printers defined, examples could be PG for printer in Guidance Office, or PA for printer in Attendance Office. Please call NWOCA if you are unsure as to which printer you should be using.

1.20 LINK TO OTHER APPLICATIONS

Linking to other applications allows you to move back and forth from SIS to other programs/reports easily. For example you can quickly jump from SIS right into EMIS and back into SIS without alot of typing? To see what is available do the following:

At the SIS Main Menu type in **12** to Link to Other Applications

```
-----  
SIS - M00                                SCHOOL NAME                NOV 25, 1996  
                                Main Menu - V3.0-01        02:14 PM  
  
1  MENU - School Initialization  
2  MENU - Student Records  
3  MENU - Scheduling  
4  MENU - Marks Administration  
5  MENU - Attendance  
6  MENU - Report Writer  
7  MGMT - Batch Queue/Print Queue Management  
  
8  Table of Contents - Screens  
9                                - Reports  
10                               - Batch Jobs
```

11 - Parameters

12 Link to Other Applications

Command: 12

Message:

From the "Link to Other Applications Menu" you can choose to display any of items listed below. PLEASE NOTE - THIS LIST MIGHT BE ENHANCED FROM TIME TO TIME, as suggestions are submitted.

**** NOTE: You do NOT need to display the LINK MENU. From any SIS screen you can simply go where you want to. For example: D SDAY**

To go into EMIS type in "13" or **D TCN**

```
-----  
SIS - M99                SCHOOL NAME                NOV 25, 1996  
                        Link to Other Applications        02:14 PM  
  
1  General- Mail (MAIL)          12  EMIS- Select /EMSTCN (SEL)  
2      - Phone (PHONE)           13      - "LIVE" EMSTCN (TCN)  
3      - View Reports (VIEW)     14      - UNCLEMIS (UNC)  
4      - Show Day Queues (SDAY)  15      - MEMBEMIS (MEM)  
5      - Show Night Queues (SN)  16      - PROSISEMIS (PRO)  
  
6  Print  - Print to Slave (SLAVE)  17 Other- Run "SAS" Pgrm (SAS)  
7      - Print to Queue (QUEUE)   18      - Run "DMS" Pgrm(DMS1)  
8      - Show Print Que (SHOWQ)  19      - DMS Poise Sys (DMS)  
9      - Delete Entry (DELETEQ)  20 NWOCA's Dicipline (NWDISC)  
10     - Start Print Que (STARTQ)  
11     - Stop Print Queue (STOPQ)
```

Command: D TCN

Message:

Presto, you are in the LIVE database by pressing any key.....

From here you can select any of the EMIS files you wish to enter *OR* press (F8) EXIT to go back into SIS.

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