Introduction to SITS:Vision Client Server

- Foundation / basic skills course -

Course Description.

STTS:Vision client server software. A range of navigation methods and examples of useful tools will be outlined to provide the user with a practical introduction to SITS:Vision.

It should be noted that the topics presented during this course are designed to provide a foundation for further SITS:Vision training and should be considered preparatory to all other SITS:Vision courses.

Objectives.

During this course, you will learn many aspects of the SITS: Vision client server including:

- ✓ Introduction to SITS: Vision
- ✓ Differences between SITS:Vision client server and e:Vision
- ✓ Examples of client server and e:Vision screens
- ✓ Logging into and out of SITS: Vision client server
- \checkmark Windows tree style menus and the panel buttons
- ✓ Using commands to display tables/screens
- ✓ SITS: Vision client server screen components
- ✓ Further navigation and shortcuts
- ✓ Record operations:
 - Retrieving, adding, deleting & releasing records
 - o Using first, previous, next or last record navigation icons
 - Wildcards and Boolean operators
- ✓ Tools:
 - Special characters
 - o GoTo field contents
 - \circ Sorting
 - Dropping records
 - Quick analysis
 - Cross referencing analysis
 - Exporting *quick analysis* or *cross referencing analysis* data.

Pre-requisites.



Any introductory knowledge of using the computer in a Windows environment will be an advantage although no specialised knowledge of SITS:Vision or the client server software is necessary. This course will present a basic introduction to SITS:Vision client server including navigational topics and a range of tools.

Manual Version 1.2

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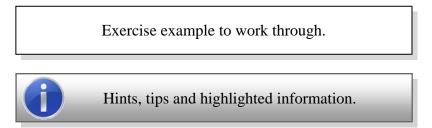
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Summary

SITS:VISION

Notations

The following notations and terms will be used during the course:



- Keyboard Shortcuts:
 - i.e. **CTRL+Q** (hold down the **CTRL** key and press **Q**)
- Menu Items:
 - i.e. <u>File, Exit</u>

(select the **File** menu and choose the **Quit** command or use **ALT+F** and then **ALT+Q**).

• Mouse operations

Select, click or left click:	Click the left button on the mouse.
Double click:	Click the left mouse button (<i>primary button</i>) in two quick successive clicks.
Right click:	Click the right mouse button (<i>secondary button</i>) over an area on the screen to display a context/pop-up menu (the menu will show a range of suitable commands).



Please note that if your mouse configuration is set to 'left handed mode' (instead of 'right handed mode') the buttons will be reversed. In 'left handed mode', the right-most button will be set as the *primary button* (for single or double clicking) and the left-most button will be set as the *secondary button* (i.e. for 'right click' operations where a context/pop-up menu will be displayed).



This course has been designed for users of **Windows XP**. The screenshots presented throughout this manual will therefore apply windows, icons, screens and buttons based on the default Windows XP style.

Disclaimer

The training materials provided in this manual have been created by the University of London for staff/users of SITS:Vision and e:Vision. Please note that the training materials are not sourced or supported by Tribal Group plc.



Section 1 – Introduction to SITS:Vision

In this section of the course, you will learn about:

- Introduction to the SITS: Vision system
- Differences between SITS: Vision client server and e: Vision
- Examples of client server and e:Vision screens.
- Loading SITS: Vision
- Logging into SITS:Vision
- Closing and logging out of SITS:Vision

There is **one** exercise in this section to help illustrate the above topics:

• Exercise 1A: Loading the SITS: Vision client server software, logging in and closing.

1.0 Introduction to SITS:Vision

SITS:Vision (also known as SITS), is a management information system used by many Higher Education institutions across the UK. The SITS:Vision software is supplied by the company Tribal. The name 'SITS' was originally derived from '**Strategic Information Technology Services**' who joined Tribal Group plc in October 2004.

SITS:Vision supports the administration of students and courses within universities and colleges. It is designed to increase efficiency in administrative processes by way of highly functional software working in conjunction with innovative technologies such as automation and workflow management.

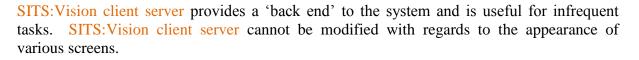
The software is designed to assist with statutory reporting and the production of flexible reports using key data. SITS:Vision provides a powerful and reliable database as well as flexible and efficient software to manage the unique needs of higher education.

SITS:VISION

e:VISION

There are two sides of SITS: Vision that you will use:

- SITS: Vision client server
- e:Vision¹



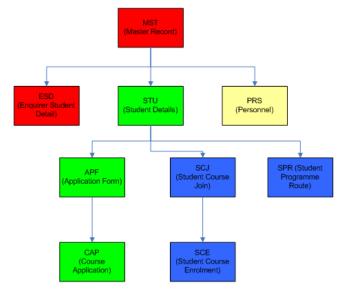
e:Vision provides secure portal access via the web and is used to manage the delivery of data and information from the SITS:Vision client server software. The e:Vision portal is useful for frequent activities as screens are customised to obtain/store the required information.

Further details with regards to the differences between SITS: Vision client server and e: Vision are presented in the next section of the course.

SITS: Vision High-Level Table Hierarchy

The diagram shown right presents a simplified introduction to the hierarchy of records and the main aspects of the student lifecycle in SITS:Vision (*without the processing screens*).

The **MST** (**Master**) table holds the *person* information and the related tables show examples of the *roles* that a *person* can have.



¹ e:Vision provides secure portal access via the web and is used to manage the delivery of data and information from the SITS:Vision client server system.

1.1 Differences between SITS:Vision client server and e:Vision

The client server software is provided in an 'as is' or 'out of the box' manner in much the same way as most 'off the shelf' **SITSUSION** client Server

For example, when you install and use an application such as *Microsoft Word* – this is provided in an '*as is*' or '*out of the box*' fashion. Most (if not all) of the screens are already created and arranged by the software developer/company. A range of predetermined icons/menus/tools/dialogs are also provided.

With regards to SITS: Vision client server, a range of useful tables/screens and processes are already provided by the software so that it can indeed be used in an '*out of the box*' manner.

SITS: Vision client server cannot be modified with regards to the appearance of various screens. However, not all of the fields in each table/screen need to be necessarily used as only the desired fields may be utilised as required. Additional fields may also be added to existing screens (in the form of 'user defined fields').

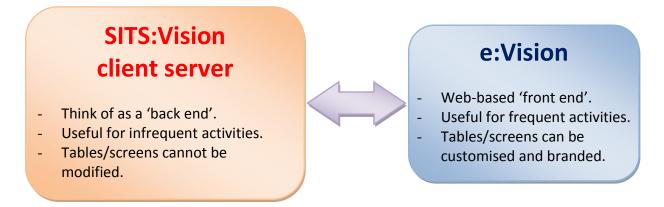
E:Vision provides secure portal access via the web and is used to manage the delivery of data and information from the SITS:Vision client server software.

e:VISION

Tables/screens can be fully customised (*unlike the tables/screens in client server*) so that only the required elements are displayed to a user. Branding can also be applied to e:Vision screens with regards to colours, logos etc. It should be noted however that not all client server tables/screens or processes can be represented in e:Vision.

E:Vision is useful for frequent activities as the tables/screens are customised to obtain/store the required information in the most efficient manner available. Data entry in an e:Vision screen can also be optimised (for example, when pressing the **TAB** key to move to another field, the order in which the cursor moves to another field can be arranged to enhance the flow of navigation).

Users of SITS: Vision are often advised that the client server can be used for infrequent tasks (i.e. once-a-day processes for example) or that the client server can be thought of as a *'back end'* to SITS: Vision. E: Vision can therefore be thought of as a *'front end'* for users.



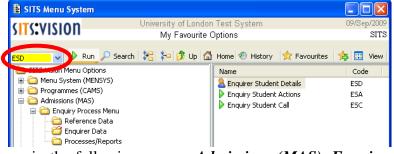
1.2 Examples of client server and e:Vision screens

As an example of the difference between SITS: Vision client server and e: Vision screens, the screenshots in this section illustrate how information with regards to an *Enquirer* would be displayed to a user.

1.2.1 Client server example screens

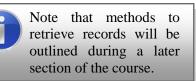
In this example, the **Enquirer Student Detail (ESD)** table/screen will be presented to illustrate a typical screen in the SITS:Vision client server software.

To load the ESD table (*for this example*), enter ESD into the **option box** and select the **Run** button, press the **TAB** key or press the **ENTER** key on the *number pad*.



Alternatively, locate the **ESD** screen in the following menus: *Admissions (MAS), Enquiry Process Menu, Enquirer Data*.

In the example **ESD** screen, a record relating to an enquirer has been retrieved and displayed.



The fields displayed on the **ESD** screen are the default '*out of the box*' fields provided by the software.

Note that some fields are left blank (as they may be unused).

To view additional details with regards to the current record (*i.e. an Enquirer in this example*), the use of the **Other** menu can be applied.

2 of 2 End	juirer Student Detail (ESD) records			UDF
Enquirer (ESD) Code Surname Forename Used Forename 1,2,3 Official Name	E0300305 DANVERS NIGEL NIGEL Nigel Danvers	Sort Name Enquirer Title Initials	DANVERS N MR N Edit Name?]
Job Title Home Address Address E-mail Address	12 EASTBOURNE AVENUE EALING LONDON W3 1DR Tel : 020 3142 9687	Gender Date of Birth Telephone Fax Number Last Call Date Last Call Time	M Mature? 020 3142 9687 01/Dec/2009 13:52:19	
Enq. Variation Type Academic Year Contact Method Source of Interest Student (STU) Code Interview Details Employer	ENG English version 2010/1 2010/11 ACADEMIC YEAR Telephone C Information Centre	UCAS id Interview Date		
Domicile 5826 Geog. Area 2 Region MID Department Faculty	ENGLAND School OTHER UK Institution Fee Status NI number External ref]	

In this example, the **Other** menu lists all the tables that are directly related to the current record.



Introduction to SITS: Vision Client Server

As a further illustration of viewing information that is related to a record in the **ESD** table/screen, shown right is a screen displaying data relating to the calls made by an enquirer.

This information is presented by selecting the **Other** menu and choosing **Call Log**. Other Actions Addresses A Call Log Fund Applicant Generated Letters Interview Details Master A

In the **Enquiry Student Call (ESC)** window (*shown right*), each call log will be listed.

Note that a scrollbar will appear towards the right-hand side of the window to enable scrolling up/down.

To return to the **ESD** table/screen, the current **ESC** window must been closed.

As another example of viewing further information that is related to a record in the **ESD** table/screen, shown right is a screen displaying data relating to the actions undertaken for an enquirer.

This information is presented by selecting the **Other** menu and choosing **Actions**.

Other Actions Addresses Call Log Fund Applicant Generated Letters Interview Details Master

In the **Enquiry Student Actions (ESA)** window (*shown right*), each *Area of Interest* that the enquirer has enquired about will be shown.

Date	10/Nov/2009	Time 15:34:31		Areas of Interest	
Ac. Year	2009/0	2009/10	1	EBA	BA
Department			2	ECC	cc
Faculty			3	ESEC	SEC
Source of int	IC	INFO CENTRE	4		
Contact Meth	Telephone	~	5		
User Code	TEMP1	Enquiries Temporary Login	1 6		
					~ ~
					×
	11/Nov/2009	Time 11:59:43		Areas of Interest	
Ac. Year	2009/0	2009/10	1	EBF	BF
Department			2	EIB	IB
Faculty			3	EPHI	PHI
Source of int	IC	INFO CENTRE	4		
Contact Meth	Telephone	×	5		
User Code	TEMP1	Enquiries Temporary Login	1 6		
					~
					~
	19/Nov/2009	Time 16:18:40		Areas of Interest	
Ac. Year	2006/7	2006/07	1	EBA	BA
Department			2		
Faculty			3		
Source of int	ESWEB	ES WEB	4		
boarce of the	IPP enquiry	*	5		
Contact Meth	IFF Origon y				

Enquiry Student Call (SRS_ESD_ESC)

DMLABEL Call date 01/Dec/2009 DMLABEL Call time 13:52 Call number 0005 Print action? Y Quantity Required 1 JSADMPROS Call date 19/Nov/2009 Call time 16:18 Call number 0055 Print action? Y
JSADMPROS Call date <u>19/Nov/2009</u> JSADMPROS Call time 16:18 Call number 0055
JSADMPROS Call time 16:18 Call number 0055
Call number 0055
Quantity Required 1
SPROS Call date 11/Nov/2009
SPROS Call time 11:59
Call number 0013
Print action? Y

Note that a scrollbar will appear towards the right-hand side of the window to enable scrolling up/down.

It should be noted that you cannot return to the **ESD** window until the current **ESA** window has been closed.

The examples presented above have been provided to illustrate how many tables/screens are already available in the SITS: Vision client server software in an '*out of the box*' manner. Useful fields can be used where appropriate and any fields that are not required may be omitted.

Menus can also be used to provide additional information via related tables (i.e. by the use of the **Other** menu and any available sub-menu commands). The **SITS**:Vision client server software can also be used if the e:Vision portal is not available (i.e. if the e:Vision web-based service is temporarily offline).

Note that methods to retrieve records and to navigate around client server screens will be outlined during a subsequent section of the course.

1.2.2 E:Vision example screens

To compare the difference between SITS: Vision client server and e: Vision screens, the previous example of displaying and exploring data for an *Enquirer* will be presented below (*using e: Vision screenshots instead of the client server screens*).

To display data with regards to an *enquirer*, in e:Vision you would firstly need to select the **Search and Edit** screen via the available menu.

_	,
Į	Home Page
1	The default home page to be available to all user types.
	Enquiries Toolbox
	Input External Enquiry
	Input Internal Enguiry
ĺ	Search and Edit Enquiries
Ī	Input Pross Enquiry
	Input Anonymous Enquiry
	Retrieve Unprinted Questions
L	Retrieve New Prospectus Requests

In first part of the Search and Edit you screen. could enter any desirable details with regards to the *Enquirer* that you are searching for (*i.e.* the family name of the Enquirer can be entered the into appropriate field as shown in the example *displayed right*).

After entering suitable search criteria, select the **Find** button (or press the **ENTER** key).

	Kenteve New Prospectus Reduests
earch for an enquirer	
Please complete the report options and click the 'Run Repor	t' button.
Enquirer Code	
Call Date (dd/mm/yyyy)	
Internal/External	External 💌
Title	
Forename 1	
Forename 2	
Forename 3	
Family name	danvers
Gender	▼
Address search	
City/State/Province	
Postcode	
Country	×
Home email	
Home Telephone	
Area of Interest (all 6)	
Consent to share info	
Method of contact	
Source of Interest	v
Study mode	
User code	
	Clear Find

SITS Training (Client Server)

Introduction to SITS: Vision Client Server

If more than one record exists for the specified person (i.e. an Enquirer *in this example*), a list of available records will be displayed.

List Matching Enquirers
There were 2 matching records found.
1. DANVERS, NEK, , , 27 Mulberry Mews, , , , , , EXTERNAL, , , , , , ,
2. DANVERS, NIGEL, MR, Male, 12 EASTBOURNE AVENUE, W3 1DR, LONDON, England, n.danvers@hadden.co.uk, 020 3142 9687, EXTERNAL, , Banking and Finance (BSc), International Business (MSc and Postgraduate Diploma), Philosophy (BA), , ,

Select the desired record to display further details.

In the View and Edit **Enquirer Details** screen (shown right), the record for the desired enquirer will be presented.

Note that in e:Vision, only the required fields are displayed on the screen (in order to avoid cluttering the screen with non-required fields).

Beneath the record data, further information with regards to the *calls* that the enquirer has made and any actions that have been completed will also be displayed.

Note that the *calls* and actions areas show that this example enquirer enquired on two has occasions and that the most recent date has been recorded against each appropriate action.

View and Edit Enquirer Details This page can be used to view and edit enquirer details TITLE Mr ENOUIRER CODE ~ E0300305 FORENAME 1 NIGEL CALL DATE 01/Dec/2009 FORENAME 2 INTERNAL/EXTERNAL Extern FORENAME 3 USER TR001 FAMILY NAME DANVERS IS THIS RECORD CLEAN? CLEAN V GENDER Male 💙 ADDRESS 1 12 EASTBOURNE AVENUE LEVEL OF STUDY N/A - External ~ ADDRESS 2 EALING CONTACT METHOD Telephone 💌 ADDRESS 3 SOURCE OF INTEREST Information Centre ~ ADDRESS 4 ACCEPT PUBLICITY? Y CITY LONDON Click here to edit Accept Publicity POSTCODE W3 1DR CONSENT TO SHARE INFORMATION NO COUNTRY England ~ Click here to return to search EMAIL n.danvers@hadden.co.uk Click here to return to list TELEPHONE 020 3142 9687 Click here to input a new enquiry using the data on this page MAIL RETURNED No 💌 REQUEST NOT FULFILLED **!!**? Store CALLS DATE AREA OF INTEREST OUESTION/NOTES 01-DEC-09 Banking and Finance (BSc) International Business (MSc and Postgraduate Diploma) Philosophy (BA) 11-NOV-09 Business Administration (BSc) Creative Computing (BSc) Information Security (MSc and Postgraduate Diploma) ACTIONS MATERIAL CODE CALL DATE COMPLETE? COMPLETED DATE ADMI AREI 01-DEC-09 Y 01-DEC-09 EMFSSPROS 01-DEC-09 01-DEC-09 INFOSECPROS 01-DEC-09 01-DEC-09 PGDEADLINE 01-DEC-09 01-DEC-09 FEESLIP 01-DEC-09 01-DEC-09 HUMPROS 01-DEC-09 01-DEC-09 RUSADMPROS 11-NOV-09 11-NOV-09 CISPROS 11-NOV-09 11-NOV-09

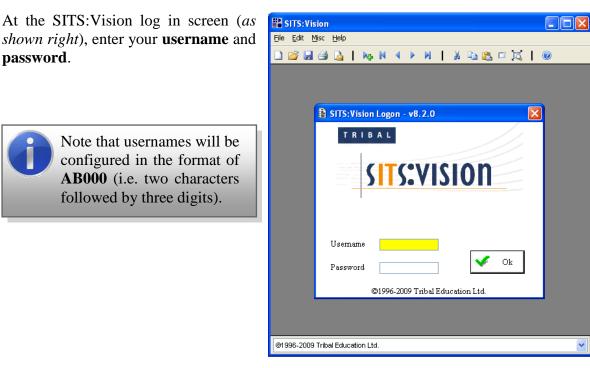
It should again be noted that e: Vision screens can be tailored to show only the required information from the SITS: Vision system. The e: Vision screens are hosted via an online portal but not all aspects of the SITS: Vision client server can be replicated in e: Vision.

The above examples have been presented to illustrate typical tables/screens in the SITS: Vision client server software and e: Vision. The examples have also been provided to highlight the differences between the display of SITS: Vision client server and e: Vision screens. Subsequent sections of this course will further address the use and navigation of the client server screens.

SITS Vision

1.3 Logging into SITS: Vision client server

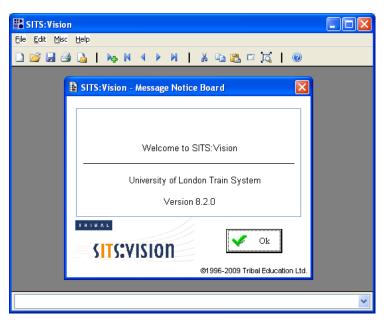
From the desktop (or the location/folder where shortcuts to SITS:Vision have been installed), double-click the **SITS Vision** icon.



Press the **ENTER** key or select the **Ok** button to continue.

A welcome screen/message board will be displayed (an example is shown right).

Press the **ENTER** key or select the **Ok** button to continue.



Introduction to SITS: Vision Client Server

After logging into SITS:Vision client server, the SITS Menu System will be displayed (*an example is shown right*).

Note that the default view for SITS: Vision client server is to display the menu in a 'Windows tree style'.

Further details of the menu system will be outlined in a subsequent section of the course.

Ele Edit Misc Help	▶ ₩ & ₪ 않	□戊┃ @		
SITS Menu System SITS:VISION ♥ Pan P Search	SITS:Vision Menu I		15/JTu1/2009 SITS	
STTS:Vision Menu Options H Constant Menu System (MENSYS) Constant Menu System (MENSYS) Constant Menu System (MAS) Constant Menu System Constant Menu System System System Constant Menu System System System System System Constant System Sy		Name Menu System (M Programmes (cA Admissions (MAS Students (SRS) Publishing (IPP) SITS:Vision Manu Visit MYSITS.com Exit	IMS) ;) uals SVM	
				۷

1.4 Logging out of SITS: Vision client server

There are several methods that can be used to exit and log out of SITS: Vision client server. These methods are outlined below:

(i) You can select the close icon to the upper right of the menu screen. A dialog box will be displayed and you will be prompted with the message "Exit menu system?".

Select $\underline{\mathbf{Y}}$ es to exit or $\underline{\mathbf{No}}$ to remain logged in.

(ii) You can also select the close icon from the upper right corner of the main background screen.

> A dialog box will be displayed and you will be prompted with the message "**Do you want to leave this application?**".

Select $\underline{\mathbf{Y}}$ es to exit or $\underline{\mathbf{No}}$ to remain logged in.

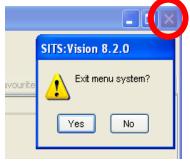
(iii) Type EX in the option box (towards the upper left of the SITS Menu System screen). Select Run or press the TAB or ENTER key (on the number pad) to execute the command and exit SITS:Vision client server.

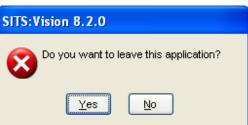
Note that no warning message will be displayed.

(iv) Double click the **Exit** command located in **SITS:Vision menu options**.

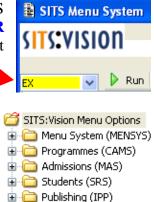
Note that no warning message will be displayed.

(v) From the <u>File</u> menu, select <u>Exit</u> (or choose CTRL+Q as a keyboard shortcut).





🗙 Exit



1.5 Exercise 1A

In this exercise you will load the SITS: Vision client server, log into the system and log out.

1. Ensure that the computer is switched on and logged into a Windows session. SITS:Vision 2. From the desktop, double-click File Edit Misc Help the **SITS Training** folder. 2-D 😂 🖬 😂 🔓 | 🍋 N 🔹 🕨 N 🔤 🖄 🗆 🔀 🗌 🛞 B SITS: Vision Logon - v8.2.0 Double click the **SITS Vision** # TRIBAL Train icon. SITS Vision TS:VISION Train If a 'security warning' window is Run displayed, select the **Run** button. Username 3. At the log in screen, enter your username s Ok Password and password (provided by the tutor). @1996-2009 Tribal Education Ltd Press the **ENTER** key or select **Ok**. @1996-2009 Tribal Education Ltd. 4. The welcome screen/message board will also be displayed. Select the **Ok** SITS Menu System button again to enter the SITS: Vision sits:vision SITS: Vision Menu Options client server software. 👿 🕨 Run 🔎 Search 🗏 🎾 🎓 🕼 Up 🚮 Home 👁 History 👷 Favourite: 👆 🛄 View SITS:Vision Menu Options Menu System (MENSYS) Menu System (MENSYS) Students (SRS) Depublishing (IPP) Method (Decemb Options) Name Programmes (CAMS)
Admissions (MAS) 5. After logging into **SITS:Vision client** Students (SRS) server, the SITS Menu System will be Publishing (IPP) History / Recent Opt My Favourite Options SVM MSC 🕖 SITS:Vi 🧕 Visit MYSITS.co displayed (an example is shown right). Note that the default view for SITS: Vision client server is to display the menu in a 'Windows tree style'. You will now explore methods used to exit and log out of SITS: Vision client server. 6. Choose **any** of the methods shown below: SITS:Vision 8.2.0 (i) Select the close icon to the upper right of the menu Exit menu system? 1 screen and answer Yes when prompted with the "Exit menu system?" dialog. Yes No or (ii) Select the close icon from the upper SITS:Vision 8.2.0 right corner of the main screen. Do you want to leave this application? X Choose Yes when prompted with the dialog "Do <u>Y</u>es No you want to leave this application?". 01 SITS Menu System (iii) Type **EX** in the option box (towards the upper left of the SITS Menu System screen). Select Run or press sits:vision the **TAB** key or the **ENTER** key on the number pad to execute the command and exit SITS: Vision client server. ~ 🕨 Run 7. If you finish the exercise quickly, repeat all the steps above and try an alternative method to exit the system (as outlined in step 6 above or section 1.4 in the manual). (End of Exercise)

Introduction to SITS: Vision Client Server

Section 2 – Navigation

In this section of the course, you will learn about:

- Windows tree style menus.
- Panel buttons.
- Using commands to display tables/screens.
- SITS: Vision client server screen components.
- Further navigation and shortcuts:
 - Pull-down menus.
 - ➢ Right-click menus.
 - Keyboard shortcuts.

There are two exercises in this section to help illustrate the above topics:

- Exercise 2A: Exploring the use of menus, panel buttons and navigation techniques.
- Exercise 2B: Exploring a range of menu and keyboard shortcut options.

2.0 Windows tree style menus and the panel buttons

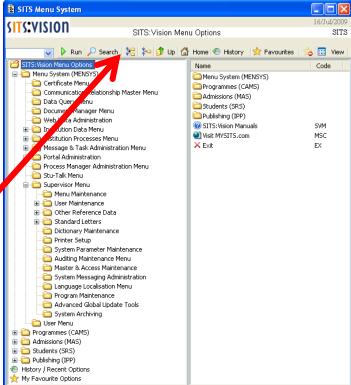
Although there are several menu formats available in the SITS:Vision client server, "Windows tree style" is preferred as it offers more functionality than other styles.

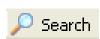
To the right is an example of a "Windows tree style" view of the SITS:Vision main menu options.

To the top of the window, **panel buttons** provide a range of useful facilities.



After entering a command in the **option box**, the **Run** button will run/open a menu option (or the last menu option that was previously opened).





The **Search** button provides access to a **Keyword Search** window where a menu search can be performed.

Enter a word (or words) in the *Search for* box, select **All words** or **Any word** (if desired) and choose the **Find** button.

A list of results will be displayed and the **<u>Run</u>** button can be used to run (open) a highlighted option.

The <u>Clear</u> button will clear/empty the Keyword Search window.

📱 SITS Menu System - Keyword Search 🛛 🗖 🔀				
Search for user O All words	O Any word			
Name	Code			
User Defined Validation Detail	UDD			
User Vertical Security	UVS			
User Components	usc 🗧			
User Defined Validation	UDV			
User Vertical Security Relationship	UVR			
User Program Exceptions	UPE			
User Security Role	USR			
User System Parameter	USP			
User Defined Fields By Type	UDT			
User Group Maintenance	UGR			
User Vertical Security Copy Facility	uvc 🗸			

The **expand all** button will expand every branch of the menu tree and the **collapse all** button will collapse all branches.

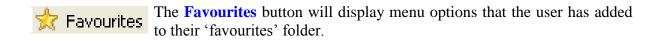


The **Up** button will move the user from a sub-menu back to the previous menu (i.e. the next menu higher in the tree).



The **Home** button will move a user to the top of the menu tree.

History The **History** button will display the 'history' folder which will show the most recently accessed menu options within the current session.



The star button presents three options depending on the selected menu option:

- A plus icon is displayed if a menu option can be added to "Favourites".
 - ➤ A no-entry sign is displayed if a menu cannot be added to 'Favourites'.
 - > A cross is shown if a menu option can be removed from the 'Favourites' list.



The **View** button can be used to change the format of the menu options. By selecting the **View** button, the display of menu commands can be toggled between **list format** or **icon and text**.

Name	Code				
🛅 Menu System (MENSYS)		_			
Programmes (CAMS)		Menu	-	Admissions	Students
🚞 Admissions (MAS)		System	(CAMS)	(MAS)	(SRS)
C SRS)		(MENSYS)			
🚞 Publishing (IPP)			\odot	(2)	- ×
SITS: Vision Manuals	SVM	Durk Kalaisan	CITCUL	LI: -: h	F 14
🔍 Visit MYSITS.com	MSC	Publishing	SITS:Vision	Visit	Exit
🗙 Exit	EX	(IPP)	Manuals	MYSITS	
List format			loon a	and toxt	

List format



The icons displayed in the SITS: Vision client server indicate the type of menu option available:

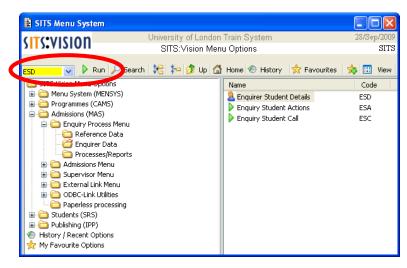
	Menu	×	Close
	Option	Ð	History / recent options
٩	Process	☆	My favourite options
3	Report	0	Help
2	User / Person		Web Page

2.1 Using commands to display tables/screens

Each table/screen in SITS: Vision client server can be displayed by using commands instead of locating a menu in the "Windows tree view" and running/double-clicking the desired menu option. This provides a very quick and useful method to users who may frequently access a range of menu options during their use of the system.

In the **option box** you can enter a menu command and press the **TAB** key, the **ENTER** key (on the *number pad*) **or** select the **Run** button to quickly display a menu option.

Applying a shortcut/command can help a user from having to find the menu option (i.e. the example screen displayed right shows that the **ESD** screen is located in the *Admissions* (*MAS*), *Enquiry Process Menu*, *Enquirer Data* folders).



2.2 Exercise 2A

In this exercise you will explore the use of menus, panel buttons and navigation techniques.

- 1. Ensure that you are logged into SITS: Vision client server and from the panel button area, select the **Home** button (so that the **SITS:Vision Menu Options** is displayed).
- 2. As an <u>example</u> of opening a menu option, select the [+] icon adjacent to Admissions (MAS).

Select the [+] icon adjacent to **Enquiry Process Menu** and choose the option labelled **Enquirer Data**.

- 🗟 SITS Menu System Train System **SITS:VISION** SIT Enquirer Data search 🛛 🍋 🎓 ಶ Up 🚮 Home 🐵 History 🛛 📩 Favourites 🗸 🕨 Run 🍝 🔝 View SITS: Vision Menu Options Code Name 🗄 🫅 Menu System (MENSYS) 🙎 Enquirer Student Details ESD Programmes (CAMS) Enquiry Student Actions ESA Admissions (MAS) Enquiry Student Call ESC 🚞 Enquiry Process Menu 🛅 Reference Data 🚰 Enquirer Data
- 3. From the list of options available on the right-hand side of the screen, **double-click** the **Enquirer Student Details** icon.

Name	Code
a Enquirer Student Details	ESD
Enquiry Student Actions	ESA
Enquiry Student Call	ESC

In this example the **Enquirer Student Details** (**ESD**) window will be displayed. For the moment we will not need to make use of this window (*as it was just an example of opening a command/window in the SITS:Vision client server software*).

(Continued...)

Introduction to SITS: Vision Client Server

4.	Close the window (select the 🗙 icon towards the upper right corner of the window or press the F4 key).
	With the Enquirer Student Details icon still highlighted (<i>as shown above</i>), select the icon.
5.	When prompted with 'add to favourites?', select the Yes button.
6.	You will now open another example menu option using a command instead of locating the option in the "Windows tree style" view.
	Although you are about to open a particular screen/table, do not worry about the contents of the screen for the moment as this is just an experiment to open a screen by using a command.
	In the option box (upper left corner of the <i>SITS Menu</i> <i>System</i> window), enter the command TRAN (<i>for the</i> <i>Transfer Options screen</i>) and press the TAB key, the ENTER key (on the number pad) or select the Run button.
7.	Close the window (select the \mathbf{X} icon towards the upper right corner or press F4).
	With the Transfer Options icon still highlighted (as shown right), select the ficon.
	When prompted with 'add to favourites?', select the Yes Populate IPP / IPO Tables XIPP PUB Netton.
8.	View the 'Favourites' folder by selecting the 📌 Favourites button.
9.	You should be able to see the favourites that you have added so far. Double click any of the favourites to display a screen (and exit the chosen screen afterwards as we will not be using the selected screen during this exercise).
10.	Back in the <i>Favourites</i> list, select any of the options that you have added so far and choose the button.
	When prompted to confirm the removal of the favourite, select the Yes button. The chosen option will be removed from the favourite list.
11.	Repeat the step above to remove all favourites added to the <i>Favourites</i> list.
12.	(<i>Optional</i>) If you finish the exercise quickly, select the History button to re-open any screens that you may have previously viewed. Also try the View button to change the display of the menu options. (End of Exercise)

2.3 SITS: Vision client server screen components

There are four basic kinds of screens within the SITS: Vision client server software. These screens are:

- Data maintenance screens
- Process screens
- Report screens
- SITS: Vision management screens

A typical screen is usually composed as follows:

SITS: Vision will also make use of many windows controls (often referred to as 'widgets'). Some examples of these types of controls are:

• Command buttons



• Pull-down/drop-down list

	~
Floating	
Floating help off	
Non-floating help	
HTML style via Internet Explorer	

The pull-down list, displays a list of options that you can choose from. Select the down arrow to view all items in the list and move the mouse over the item to select it (an example is shown left).

• **Option buttons** (often referred to as **Radio Buttons**).



A group of buttons that present a range of choices to the user. If you select an option, all other options are automatically deselected.

• Checkboxes

Checkboxes are a set of square boxes that you can select or deselect to turn options on or off. With regards to checkboxes, you can select more than one box at a time.

University of London International Programmes	(Author: Dr. Richard M. Clark)
SITS Training (Client Server)	Introduction to SITS: Vision Client Server

Tabs
 Web Access
 Client Server
 Password
 User Components
 Program Exceptions
 System Parameters

Some windows contain too many elements to fit in a single area. To partition the window into groups of commands, **tabs** are often used. Tabs display headings along the top and you can select the options under each heading by clicking on the tab itself.

• Spin Boxes



Spin boxes are used to select values. The user can click the up or down arrows to increase/decrease the value in the box. Additionally, the user can enter the number in the box directly.

2.4 Further navigation and shortcuts

SITS:Vision provides a number of different methods to perform the same function via keyboard or mouse interaction. Every user may have a personal preference with regards to which method to apply. This section therefore outlines a range of techniques that can be used to navigate around the SITS:Vision client server software.

2.4.1 Pull-down menus

Pull-down menus are located at the top of the SITS:Vision client server window.

It should be noted that the menu options may change, depending on the window that may be opened in the main screen.

SITS:Vision 8.2.	0	
<u>File E</u> dit <u>M</u> isc <u>H</u> elp		
🗋 💕 📕 🎒 🍒	№ № ∢ ▶ ₩ % № № □ 💢 @	
🖹 SITS Menu Syst	lem .	
SITS:VISION		l7/Jul/2009
3113 • 1131011	Data Query Menu	SITS
	Run 🔑 Search 🔀 🏷 🦻 Up 🖾 Home 🕙 History 🗙 Favourites 🎄	🔛 View

In the main *SITS Menu System* screen (*as shown above*), the pull-down menus will consist of <u>File</u>, <u>Edit</u>, <u>Misc and Help</u>.

In many other windows, a different range of menu options will be displayed (for example <u>File, Edit, Goto, Misc, Other, Current, All and Help</u>).

BITS: Visi	ion 8.2.0	
<u>File E</u> dit <u>G</u> o	oto <u>M</u> isc <u>O</u> ther <u>C</u> urrent <u>A</u> ll <u>H</u> elp	
🗋 💕 🛃	a 🔓 🍋 K 4 🕨 K 🕹 🖻 🖀 🗆 🔀 🎯	
🖹 [STU] H	ull Student Details	
SITS		17/Jul/2009
SRS01	Full Student Details (STU)	SRS_STU_B
1 of	0 Student (STU) records	View UDF

It should be noted that **File**, **Edit**, **Misc** and **Help** will be available in <u>all</u> screens.

Commands via the pull-down menus can be accessed by:

- Selecting a menu by using a mouse.
- Pressing the menu bar key (F10) followed by the underlined letter of the desired menu (you can also use the arrow keys after pressing F10 to move along/down menus).
- Pressing **ALT** and the underlined letter of the desired menu.

Global update

The common menus (for all windows in SITS: Vision client server) are shown below:

File		Edit	Goto	Misc	Help
Add	Ctrl+N	Cut Ctrl+	Field Value	Clear screen F12	Help F1
Retrieve	Ctrl+R	Copy Ctrl+	Rec Number	Print screen Ctrl+P	SITS:Vision Manual Ctrl+F1
Store	Ctrl+S	Paste Ctrl+	Next rec Page_Down	Message Ctrl+M	Keyboard help Alt+F1
Delete	Alt+D	Clear Field F7	Previnec Page_Up	Print Message	
Release		Edit Field	First rec Ctrl+Page_Up Last rec Ctrl+Page_Down	Quick Analysis	My SITS Web site
Print	Ctrl+P	Zoom Ctrl+	2	- Sort	e:Vision Login
E		Quick Zoom	Down screen Alt+Page_Down	Drop records	Server Info
Export Import		Insert Wildcard	Up screen Alt+Page_Up	Set 'IO' Level	About
Link Start/St		Insert Special	Related Documents		Hoode
		Insert Special		Save profile	
Accept	Ctrl+A	Get text Ctrl+			
Quit	Ctrl+Q	Write text Ctrl+	V	My personal notes	
		Panel on / off			

File menu:

<u>A</u> dd <u>R</u> etrieve <u>S</u> tore <u>D</u> elete R <u>e</u> lease <u>P</u> rint E <u>x</u> port <u>I</u> mport <u>L</u> ink Start/Stop	Used to add a new record (which once defined, needs to be stored). Used to retrieve an existing record based on none, one or many selection criteria. Stores a new record or an existing record that has been modified. Removes a record. You will be prompted to confirm the action. Prepares the retrieved record to be used as a template for a new record. Used to print a screen. Note that this option is also available on the Misc menu. Allow data to be extracted from the system for manipulation with other software. Allows data to be imported from external sources. Provides the ability to start a Dynamic Data Exchange (DDE) link with another application. The application can be automatically launched when the user starts a DDE link and closed when the user terminates the link.
A <u>c</u> cept	Exits from a program/screen or zoom mode. Accept also accepts a code from a selection list.
<u>Q</u> uit	Quit from a program/screen or zoom mode. Quit also exits a selection list without selecting a code.
Edit menu:	
Cut, Copy, Paste Clear <u>F</u> ield E <u>d</u> it Field <u>Z</u> oom	Standard Windows cut/copy/paste commands. Delete the entry in the field. The 'Edit Field' option is available for any field that is greater than 50 characters (where the field is not part of the primary key). The text from the selected field will be taken through to the 'Edit Field' screen where it will be possible to perform <i>Cut</i> , <i>Copy</i> , <i>Paste</i> , <i>Undo</i> , <i>Re-Do</i> , <i>Find</i> , <i>Find Next</i> and <i>Find and Replace</i> . Increases the size of the working area (as a larger
<u>Q</u> uick Zoom	window). Note that you must un-zoom using the state of the state of the working area to a full screen window.
<u>I</u> nsert Wildcard I <u>n</u> sert Special <u>G</u> et Text <u>W</u> rite Text P <u>a</u> nel on/off	Inserts a wildcard or Boolean operator into a field. Inserts a special character. Inserts the contents of text file into the current field. Writes the contents of the current field into a text file. Turns the panel (just beneath the menus) on or off .
Clear, retrieve	e, store, print, message buffer Add record, first, previous, next, last

Add record, first, previous, next, last

Global update Allows a user to make a change to a field which can be applied to many records at once.

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<u>F</u> irst rec / <u>L</u> ast rec	Go to a value in a field on the record in the retrieved list. Go to a specific record in the retrieved list. Go to the next or previous record in the retrieved list. Go to the first or last record in the retrieved list. Go the record at the bottom or top of the screen. This option is useful for a list of simpler records that have been retrieved.
Misc menu:	
<u>C</u> lear screen <u>P</u> rint screen <u>M</u> essage	Removes all the current details on the screen (but does not delete them). Triggers a process to print the screen. Accesses the message buffer. The buffer may contain error, warning or information messages.
Prin <u>t</u> Message	Prints the contents of the message buffer.
Quick Analysis	Allows the user to run an analysis of the values in a specific field and/or perform cross analysis with another field (for example: minimum, maximum, total value, average, count etc).
<u>S</u> ort	Allows the user to perform a sort operation.
<u>D</u> rop records	Enables the user to drop or keep records from a retrieved list using a variety of criteria including ranges or values of records. It should be noted that dropped records are not deleted; they are not available for viewing or processing on the current screen. This facility is useful if you are amending a large list as you are able to drop records that have already been viewed or amended.
Set ' <u>I</u> O' Level	Options can be defined to specify the level to which messages are returned to the message buffer by the system.
S <u>a</u> ve profiles	Saving a profile enables a user to temporarily store information so that it can be reused when the screen is next accessed or as part of the retrieval of data.
<u>L</u> oad last profile	Allows the user to load the last combination of values that they used to retrieve a certain set of records if "Save Profiles" had been enabled.
M <u>y</u> personal notes	Allows the user to add information that is available for inclusion in a standard letter. The note is created as a text file in the working directory on the user's PC.
Help menu:	
<u>H</u> elp <u>S</u> ITS:Vision Manu	Displays the help window in relation to the currently opened window. al Gives access to the SITS:Vision manual.

<u> </u>	
SITS:Vision Manual	Gives access to the SITS: Vision manual.
<u>K</u> eyboard Help	Displays a map of the keyboard with an explanation of the special keys.
<u>My</u> SITS Web Site	Gives access directly to the "My SITS" Website (www.mysits.com)
e: <u>V</u> ision Login	Gives access directly to e: Vision via the Internet.
Server Inf <u>o</u>	Provides server information.
<u>A</u> bout	Help with regards to the version of the field, program, its location, privileges and hot fixes.

2.4.2 Right-click menus

You are also able to right-click any of the SITS:Vision client server screens or fields. A context/right-click menu will be displayed (and the contents will vary depending on where you right-clicked the mouse).



2.4.3 Keyboard shortcuts

• The GOLD key

The **gold key** can be used to provide additional functions when applied in conjunction with normal keys. For example GOLD+Z would activate the *zoom* function. In Windows, the GOLD key is the + key on the number pad (as shown in the keyboard help window below)

Note that you can also press the **ESC** key to activate the 'gold key' function (which is useful for keyboards or laptops which may not provide a number pad). For example, to apply the 'GOLD+Z' keys for the *zoom* function you can either press + key on the number pad and Z or **ESC** and Z.

• Function keys

The **F1** through to **F12** keys can also be used as shortcut keys to popular commands:

Key	Action	GOLD+key	CTRL+key	ALT+key
F1	Help	Help	SITS: Vision manuals	Keyboard
F2	Detail	Detail	-	-
F3	Accept	Accept	-	-
F4	Quit	Quit	Quit	Exit application
F5	Retrieve	-	-	-
F6	Store	-	Switch window within session	-
F7	Clear field	Clear field	Clear field	-
F8	Previous field	Previous field	-	-
F9	Message	Message	Message	-
F10	Activate menu	Activate menu	-	-
F11	Print screen	Print screen	-	-
F12	Clear screen	Clear screen	Print screen	-

• ALT key

The **ALT** key can also be used to access keyboard shortcuts with regards to menus and commands (in much the same manner as with many other Windows-based applications).

Press the **ALT** key to highlight menu hot keys and then select another keystroke (*note that you do not need to hold down the ALT key*). Keyboard shortcuts are displayed with an underscore (*as demonstrated in the example menu shown right*).

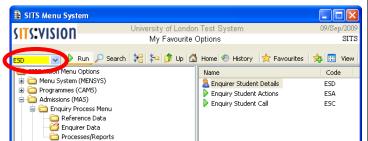




2.5 Exercise 2B

In this exercise, you will explore a range of menu and keyboard shortcut options.

- 1. Ensure that you are logged into the SITS:Vision client server software and from the panel button area, select the **Home** button (to make sure that the **SITS:Vision Menu Options** are displayed).
- 2. You will now open a screen so that you can explore a number of keyboard shortcuts.
 - In the SITS Menu System screen, open the Enquirer Student Detail table/screen by entering ESD into the option box (and selecting the Run button or by pressing TAB or ENTER from the number pad).



You can also load the table/screen in the following menus: Admissions (MAS), Enquiry Process Menu, Enquirer Data.

Do not worry too much about the actual contents of the menu options explored during this exercise; example screens are used during the exploration of menus/keys etc.

3. In the **ESD** table/screen, enter the *Surname* and *Forename Used* fields as shown right.

Enquirer (ESD) Code		
Surname	DANVERS	
Forename Used	NIGEL	
Forename 1,2,3		

Note that you can either click into a field to enter the data or press the **TAB** key to move to the next field (or **SHIFT+TAB** to move back to a previous field).

4. After entering the example data shown above (i.e. *Nigel Danvers*), select the <u>File</u> menu and choose <u>Retrieve</u>.

File		
A	dd	Ctrl+N
R	etrieve	Ctrl+R
5	tore	Ctrl+S
D	elete	Alt+D
R	<u>e</u> lease	

Home Address 12 EASTBOURNE AVENUE EALING

LONDON

W3 1DR

Tel

: 020 3142 9687

This action will open the record based on the values entered into the current table/screen.

You can also choose CTRL+R or F5 as keyboard shortcuts to retrieve a record.

Note that further record operations (*Add, Store, Delete* etc) will be explored in a subsequent section of the course. This exercise briefly introduces the concept of 'record retrieval'.

5. The example record for '*Nigel Danvers*' (*a previous enquirer*) will be loaded.

6. As an example of using the 'zoom function', position the cursor in the *Home Address* field.

Select the <u>Edit</u> menu and choose <u>Zoom or</u> select the zoom button $[]_{a}$ from the **panel** to zoom into the *Home Address* field (*the CTRL+Z shortcut can also be used*).

Select the *green tick* icon \checkmark or press F3 to accept the current address in the field.

(Continued...)

Other

Actions Addresses

Call Log

Generated Letters

Introduction to SITS: Vision Client Server

- 7. Back in the **ESD** (**Enquirer Student Detail**) table/screen, select the <u>**Other**</u> menu to list all of the tables that are directly related to the current record (*i.e. an Enquirer in this example*).
- 8. As a further illustration of viewing information that is related to a record in the ESD table/screen, select <u>Call Log</u> from the <u>Other</u> menu.

The <u>Call Log</u> option will display data relating to the calls made by an enquirer (as shown right in the Enquiry Student Call window).

Note that a scrollbar will appear towards the right-hand side of the window to enable scrolling up/down (you can also use the **Page Up/Page Down** keys).

To return to the **ESD** screen, close the current screen by selecting the **[x]** icon in the upper right corner or press **F4**.

9. As another example of viewing information that is related to a record in the ESD table/screen, select the Other menu and choose Actions.

The <u>Actions</u> option will display each Area of Interest that the enquirer has enquired about (as shown right in the Enquiry Student Actions window).

Use the scrollbar towards the right-hand side of the window (or the Page Up/Page Down keys) to scroll up/down.

B r ce						
	rudent Call (:	iRS_ESD_ESC)				
1 of -	4 Enquiry St	udent Call (ESC) records fo	or Enquirer		DANVERS	Ν
Date 1	0/Nov/2009	Time 15:34:31		Areas of Intere	st	
Ac. Year	2009/0	2009/10	1	EBA	BA	
Department	2000/0		2	ECC	cc	
Faculty		-	3	ESEC	SEC	
Source of int	10	INFO CENTRE	4	ESEC	- 360	
	IC Tulul				_	
Contact Meth	Telephone	× .	5		_	
User Code	TEMP1	Enquiries Temporary Lo	ogin 16			
						~
Date 1	1/Nov/2009	Time 11:59:43	3	Areas of Intere	st	
Ac. Year	2009/0	2009/10	1	EBF	BF	
Department			2	EIB	в	
Faculty		-	3	EPHI	PHI	
	IC	INFO CENTRE	4			
Contact Meth	Telephone	v o centra	5		-	
User Code	TEMP1	Enquiries Temporary Lo			-	
User Code	TEMPT	Enquines remporary co	iginn o			~
						~
	9/Nov/2009	Time 16:18:40)	Areas of Intere		
Ac. Year	2006/7	2006/07	1	EBA	BA	
Department			2			
Faculty			3			
Source of int	ESWEB	ES WEB	4			
Contact Meth	IPP enquiry	*	5			
User Code	GUEST		6			
						~
						\sim
🖹 Enquiry St	udent Action	is (SRS_ESD_ESA)				
1 of 3	8 Enquiry St	udent Action (ESA) record	s for Enquirer		DANVERS	N
Action code	ADML/	ADMLABEL	Cal	l date	01/Dec/20	009
Material code				l time	13:52	103
	ADMLA	ADIVILADEL				
Department				Inumber	0005	
Faculty				nt action?	Y	
Required? / Date		5/Dec/2009	Qu	antity Required	1	
Complete? / Dat	e Y/C	1/Dec/2009				
Action code		MPROS BUSADMPROS		l date	19/Nov/20	09
Material code	BUSAD	MPROS BUSADMPROS		l time	16:18	
Department				Inumber	0055	

To return to the **ESD** screen, close the *Enquiry Student Actions* screen (select the **[x]** icon in the upper right corner or press the **F4** key).

Y 23/Nov/2009

Y 19/Nov/2009

Y 15/Nov/2009

Y 11/Nov/2009

CISPROS

CISPROS

CISPROS

CISPROS

Close the ESD screen (select the [x] icon in the upper right corner of the window or press F4). If asked if you wish to '*Quit without saving/storing*', choose Yes as you will not be saving any changes in this exercise.



Print action?

Call date

Call time

Call number

Print action?

Quantity Required

Quantity Required

1

11:59

0013

Y

1

11/Nov/2009

(Enter of Exercise)

Faculty

Required? / Date

Complete? / Date

Action code

Department

Required? / Date

Complete? / Date

Faculty

Material code

Introduction to SITS: Vision Client Server

Section 3 – Record operations

In this section of the course, you will learn about:

- Retrieving records.
- First, previous, next or last records.
- Wildcards and Boolean operators.
- Adding records.
- Deleting records.
- Releasing records.

There are two exercises in this section to help illustrate the above topics:

- Exercise 3A: Applying the use of wildcards and Boolean operators to retrieve data.
- Exercise 3B Experimenting with the addition, deletion and releasing of records.

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3.0 Retrieving records

Towards the upper area of a data table/screen, a line indicating the number of the current record, the total number of records retrieved and the name of the table will be displayed.

This information is known as the Current Occurrence of Total Occurrences.

When initially entering a screen (and prior to retrieving records), "1 of 0 <Table Name>" will be displayed.

- To retrieve a single record:
 - Use the primary key field(s), which will require a <u>unique code</u>.
 - Retrieve records using the **<u>File</u>** menu, choosing **<u>R</u>etrieve.**
 - *or* by pressing **F5**
 - *or* by pressing the **TAB** key.
 - *or* by pressing GOLD+R (GOLD = the + key on the number pad or the ESC key).
 - *or* by right-clicking (just outside of the field box) and choosing **Retrieve**.

• To retrieve multiple records:

- In the desired field(s), enter suitable codes.
- Retrieve the corresponding records (using <u>File-> Retrieve</u>, F5, GOLD+R or right-click->Retrieve as outlined above).
- Scroll through the records using the record navigation buttons (see section 3.1 below).

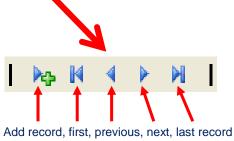
3.1 First, previous, next or last records

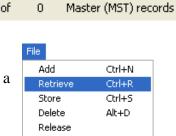
To navigate to the *first*, *previous*, *next* or *last* record (in the currently opened window) you can use the panel buttons or keyboard shortcuts.

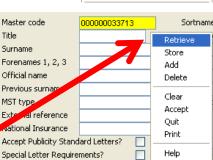
First record: Select the [M] button or use the keyboard shortcut of CTRL + PageUp (PgUp).

Previous/next record: Select the \checkmark buttons or use the keyboard shortcut of **PageUp** (*PgUp*) or **PageDown** (*PgDn*).

Last record: Select the button or use the keyboard shortcut of CTRL + PageDown(PgDn)







1 of 190 Master (MST) records

3.2 Wildcards and Boolean operators

Wildcards and Boolean² operators can be applied during the retrieval of records. Wildcards can be inserted via the GOLD key or by using the <u>Edit</u> menu (selecting <u>Insert Wildcard</u> and

choosing a suitable option).

A wildcard can also be inserted by **right-clicking** a field and selecting **Insert Wildcard** (*as shown right*).

Enquirer (ESD) Code		Sort Name
Surname	DA	Enquirer Title
Forename Used	Clear Field	Initials
Forename 1,2,3	Cut	
Official Name	Copy	
Job Title	Paste	
Home Address		Geoder
	Insert Wildcard 🔸	Any characters (*)
	Print Field	Any single character (?)
Address	Flinchield	Or (¦)
	Help	And (&)
F-mail Address		Not (!)
E-mail Address		Equal To (=)
		Not Equal To (!=)
Enq. Variation Type		Greater Than (>)
Academic Year		Greater Than or Equal To (>=)
Contact Method		Less Than (<)
Source of Interest		Less Than or Equal To (<=)
Student (STU) Code		Gold Semi Colon (;)

dit		
Cut	Ctrl+X	
Сору	Ctrl+C	
Paste	Ctrl+V	
Clear Field	F7	
Edit Field		
Zoom	Ctrl+Z	
Quick Zoom		
Insert Wildcard	Þ	Any characters (*)
Insert Special		Any single character (?)
Get text	Ctrl+G	Or (¦)
Write text	Ctrl+W	And (&)
		Not (!)
Panel on / off		Equal To (=)
Global update		Not Equal To (!=)
•		Greater Than (>)
		Greater Than or Equal To (>=)
		Less Than (<)
		Less Than or Equal To (<=)
		Gold Semi Colon (;)

The following table outlines the range of wildcards and Boolean operators that may be used.

Character	Туре	Definition
•*	Wildcard	Search for any characters. For example, if you defined \mathbf{N}^* in a primary
		key field, records whose code started with N would be retrieved.
·?	Wildcard	Can be used if the required records have a field of a specific length. For
_		example N??? would retrieve all records whose code started with N
		followed by three other characters.
•	Boolean	NOT – for example '!COMP1 would retrieve all records that do not use
-		the code COMP1.
.1	Boolean	OR – allows two different search strings in the same field, where either
		one may be identified. For example, N ^{**} X ^{**} would retrieve records
,		whose code started with N or X.
·&	Boolean	AND – allows two different search strings in the same field, where both
•••		are identified. For example C* & !COMP1 would retrieve records
		whose code started with C and excluded any codes of 'COMP1'.
·=	Boolean	Equal to – for example =COMP1 would retrieve all records that match
		the code COMP1. Entering '= on its own would retrieve all records
		where the field value is blank.
·!'=	Boolean	Not equal to – for example ':=COMP1 would retrieve all records that
-		do not match the code COMP1.
.>	Boolean	Greater than – for example >C would retrieve all records greater than C
		(i.e. D, E, F Z)
.>.=	Boolean	Greater than or equal to – for example >=C would retrieve all records
		greater than or equal to C (i.e. C Z)
.<	Boolean	Less than – for example <c< b=""> would retrieve all records less than C (i.e.</c<>
		beginning with A or B).
:<:=	Boolean	Less than or equal to – for example <=C would retrieve all records less
		than or equal to C (i.e. beginning with A, B or C).



Note: leaving a blank in a search pattern will result in the retrieval of all records containing <u>any</u> value in the field (including blank entries). Entering a **GOLD** asterisk (i.e. a * character) will result with the retrieval of all records containing a value in the selected field (not including records where the chosen field contains a blank entry).

² Boolean algebra is based on logical counterparts, namely conjunction $x \wedge y$ (**AND**), disjunction $x \vee y$ (**OR**) and complement or negation $\neg x$ (**NOT**). Further information with regards to Boolean algebra and operators can be found at http://en.wikipedia.org/wiki/Boolean_algebra_(logic)#Basic_operations.

3.3 Exercise 3A

In this exercise, you will apply a range of different wildcards to retrieve records.

1.	Ensure that you are logged into the SITS:Vision client server software and from the panel button area, select the Home button (to make sure that the SITS:Vision Menu Options are displayed).
2.	You will now experiment with the use of wildcards and Boolean operators.
	In the SITS Menu System screen, open the Enquirer Student Detail table/screen by entering ESD into the option box (and selecting the Run button or by pressing TAB or ENTER from the number pad).
	You can also load the table/screen in the following menus: Admissions (MAS), Enquiry Process Menu, Enquirer Data.
	Do not worry too much about the actual contents of the menu options explored during this exercise; example screens are used during the exploration of various tools.
3.	In the Surname field, enter the characters RUBE (<i>as shown right</i>).
	Add the wildcard ** by:
	 Selecting the <u>Edit</u> menu, choosing <u>Insert Wildcard</u> and <u>Any characters (*)</u> Right-clicking, selecting <u>Insert Wildcard</u> and choosing <u>Any characters (*)</u> or Using the keyboard shortcut of <u>GOLD</u> + * (<u>GOLD</u> = number pad '+' or <u>ESC</u>)
4.	Press F5 (or select <u>File</u> , <u>Retrieve</u>) to retrieve corresponding records. If you are prompted with a ' <i>Retrieve Records</i> ?' message, select <u>Yes</u> .
5.	A number of records will be loaded into the table/screen. Note that the <i>Occurrence</i> label towards the top of the table/screen will indicate the number of matching records retrieved (an example is shown below).
	1 of 7 Enquirer Student Detail (ESD) records
6.	Scroll through the retrieved records using the record navigation buttons (towards the top of the screen) or the scrollbar or via keyboard shortcuts (Page Up, Page Down).
	Home Address 12 QUAY ROAD SAXTON
	Display the record for Lucy Rubens (as shown right).
	(Continued)

7.	Press F12 or choose the Misc menu and select Clear Screen to clear the screen.			
8.	You will now apply further wildcards to retrieve records.			
	In the <i>Surname</i> field, enter the characters DA (as shown right).			
	After the DA text, insert the .? wildcard by: Surname DA?			
	- Selecting the Edit menu, choosing Insert Wildcard and Any single character (?)			
	 or - Right-clicking, selecting Insert Wildcard and choosing Any single character (?) or - Using the keyboard shortcut of GOLD + ? (GOLD = number pad '+' or ESC) 			
	This wildcard will retrieve any record with a surname consisting of 3 characters, starting with the characters DA and any other character.			
9.	Press F5 (or select <u>File</u> , <u>Retrieve</u>) to retrieve corresponding records. If you are prompted with a ' <i>Retrieve Records</i> ?' message, select <u>Yes</u> .			
10.	Scroll through the records (<i>using the scrollbar</i> , Page Up/Down or the record navigation buttons) to view the retrieved records.			
	Can you see how the wildcard has been successfully applied?			
11. (<i>Optional extra example</i>) Press F12 or choose the Misc menu and select Clear Screen to clear the screen.				
	In the <i>Surname</i> field, firstly enter the surname of DANVERS . Enquirer (ESD) Code Surname DANVERS (RUBENS Forename Used			
	After ' <i>Danvers</i> ', add the • wildcard by:			
	- Selecting the <u>Edit</u> menu, choosing <u>Insert Wildcard</u> and Or $({}_{1}^{+})$			
	 - Right-clicking, selecting Insert Wildcard and choosing Or (¹/₁) 			
	or - Using the keyboard shortcut of GOLD + (GOLD = number pad '+' or ESC)			
	After the . wildcard, add the surname RUBENS (as shown in the above example).			
12.	Press F5 (or select File, Retrieve) to retrieve corresponding records.			
13.	The resulting records should include all enquirers with a surname of Danvers or Rubens .			
14.	After experimenting with the examples presented in this exercise, close the Enquirer Student Detail window.			
	(End of exercise)			

3.4 Adding records

New records can be added to a table at any time. Records can be added using the **File** menu (by choosing **Add**) or by selecting the **add record** icon from the panel.

When adding records, the following points should be considered:

- A new record must have a <u>unique</u> code.
- > The code for a new record must follow any existing coding convention.
- > Code fields and short name fields will always default to UPPER CASE.
- The format of the full name field (i.e. the description) can be entered in upper or lower case. It is recommended that upper case is used for consistency and to help avoid mistakes during record retrieval.
- > Complete as many fields as possible in the new record.
- Some fields may be mandatory and you will be unable to leave such fields blank.
- After completing any required fields, store the record by pressing the F6 key or by choosing the File menu and selecting Store.

3.5 Deleting records

If you have appropriate user access rights to delete records you can delete by:

- Retrieving the desired record in an appropriate screen (*enter suitable criteria into a desired field and retrieve the record using the <i>File->Retrieve menu or the F5 key*).
- With the correct record displayed on the screen, select the **File** menu and choose **Delete**.
- In the **Delete Confirmation** window, select <u>Yes</u> to confirm the deletion or <u>No</u> to cancel.
- Close/quit the screen (press F4 or select the close window icon).

Note that you must delete any related table entries prior to deleting the parent table entry. If you do not, you will leave the low level record 'hanging'.

Also note that deleting a record in one table may affect records in another. It should also be noted that not all users will be able to delete records (depending on their user access rights).

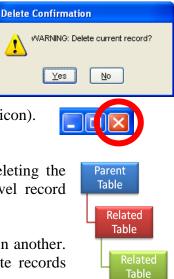
<u>R</u> etrieve	Ctrl+R
<u>S</u> tore	Ctrl+S
<u>D</u> elete	Alt+D
R <u>e</u> lease	

Ctrl+N

<u>File</u> <u>A</u>dd

32

File	
Add	Ctrl+N
Retrieve	Ctrl+R
Store	Ctrl+S
Delete	Alt+D
Release	



(Author: Dr. Richard M. Clark)
Introduction to SITS: Vision Client Server

University of London International Programmes

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3.6 Releasing records

If there are many records that you wish to create (perhaps with very similar contents for each record), you can apply the use of the release facility to use a single record as a template.

The release facility can be found by selecting the **File** menu and choosing **Release**.

Using a single record as a template, you can make modifications and store the modified record.

Note that the new record is created whilst leaving the old record intact.

It should also be noted that the primary key <u>must</u> be changed before the new record can be stored.

- The steps involved in releasing records are:
 - Retrieving the desired record in an appropriate screen (F5 or File->Retrieve).
 - From the **<u>File</u>** menu, select **<u>Release</u>** to release a new record.
 - The *Current & Total Occurrence* line will display '1 of 0 records' (an example is shown right).
 - Change appropriate values in the record (including the primary key).
 - Press **F6** (or choose the **File** menu and select **Store**) to store the new record. The *Current & Total Occurrence* line will show '1 of 1 records'.
 - Close/quit the screen (press **F4** or select the close window icon) or repeat the above steps to enter another record.

Elle	
<u>A</u> dd	Ctrl+N
<u>R</u> etrieve	Ctrl+R
<u>S</u> tore	Ctrl+S
<u>D</u> elete	Alt+D
R <u>e</u> lease	
Print	Ctrl+P

3.7 Exercise 3B

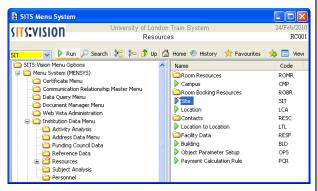
In this exercise, you will add, delete and release records in a table.

1. Ensure that you are logged into SITS: Vision and from the panel button area, select the **Home** button (to make sure that the **SITS: Vision Menu Options** are displayed).

Do not worry too much about the actual contents of the menu options explored during this exercise; example screens are used during the exploration of various tools.

2. In the **SITS Menu System** screen, display the **Site / Building / Room** window by either entering **SIT** into the **option box** (and select **Run**, press the **TAB** key or the **ENTER** key from the number pad)

> Alternatively, locate the table/screen in the following menus: *Menu System (MENSYS), Institution Data Menu, Resources (as shown right).*



3. In the example table/screen used during this exercise, you can create/view/edit records with regards to *Site/Building/Room* data. For this example, enter data in the manner outlined below and press **TAB** to move to the next field.

In the *Code* field, enter a code of **TEST0n** where **n** is your computer number (i.e. **TEST01**, **TEST02** etc – ask the tutor for assistance if required).

Code	Short Name	Name
TEST01	TEST01	Test Site 1

Press the **TAB** key to move to the *Short Name* field and enter the same data as the *Code* field (i.e. TEST01, TEST02 etc).

In the *Name* field, enter a full name in the format of **Test Site n** where **n** is your computer number (i.e. 1, 2 etc – ask the tutor for assistance if required).

Note that after entering data into the *Name* field, if you press the **TAB** key once more, a message will be displayed asking "*Add another record*"? If this message is presented, select <u>No</u> (as you will not be adding further records at this point).



To store the new record, press the **F6** key, use the keyboard shortcut of **CTRL+S** or select the **File** menu and choose **Store**.

4. The Enter Audit Description window will be displayed. Enter a suitable *Reason For Change* (*an example is shown right*) and select the <u>Ok</u> button.

Enter Audit Description		
Update Entity SIT.CAMS		
Reason For Change:		
Inserting a new location		
	V	Qk

5. To exit the screen, press **F4** or select the **[x]** icon in the upper right corner.

(Continued...)

6. You will now use the **Release** facility to create a new record based on the values already contained in an existing record. In the SITS Menu System screen, display the Site/Building/Room window by either entering **SIT** into the **option box** (and selecting **Run**, pressing **TAB** or **ENTER** from the number pad) or by locating the screen in the following menus: *Menu System* (MENSYS), Institution Data Menu, Resources. Enter the code that you applied during step 3 Enter the code that you applied during step 3 (i.e. **TEST01**, **TEST02** etc) and press the TEST01 Short Name Name TEST01 Test Site 1 **TAB** key or **F5** key to retrieve the record. Alternatively, you can **double-click** the empty *Code* field to display a selection list where you can choose the value that you entered during step 3 (remember to press the **TAB** key or the **F5** key to retrieve the record after choosing from a selection list). Eile 7. The record that you created earlier will be reloaded into the Ctrl+N <u>A</u>dd current table/screen. Select the **File** menu and choose **Release**. Ctrl+R <u>R</u>etrieve Store Ctrl+S You can now modify the record with the knowledge that the <u>D</u>elete Alt+D original record will remain unchanged (i.e. you have copied a Releas 'template' of the original data to save as another record). Print Ctrl+P Modify the fields with additional 1 of 0 Site (SIT) Records characters such as your initials or name Code Short Name Name (an example is shown right). TEST01RC TEST01RC Test Site 1 Richard Clark To store the new record, press the F6 key, use the keyboard shortcut of CTRL+S or select the **File** menu and choose **Store**. Enter Audit Description 8. The Enter Audit Description window will be Update Entity SIT.CAM displayed. Enter a suitable Reason For Change Reason For Change: serting a new location (an example is shown right) and select **Ok** button. X <u>C</u>ancel <u>O</u>k Close the Site/Building/Room window. 9. You will now delete the record that you have entered (as another example of using menus or keyboard shortcuts). In the SITS Menu System screen, display the Site/Building/Room window by either entering **SIT** into the **option box** (and selecting **Run**, pressing **TAB** or **ENTER** from the number pad) or by locating the screen in the following menus: Menu System (MENSYS), Institution Data Menu, Resources. Enter any of the codes that you applied Code Short Name Name Test Site 1 TEST01 TEST01 earlier (during step 3 and/or step 7) and press the **TAB** key or **F5** key to retrieve File Delete Confirmation the record(s). Add Ctrl+N WARNING: Delete current record? Ctrl+R Retrieve Chrl+S Store To delete the record(s), select the **File** Delete Alt+D <u>Y</u>es No menu and choose **Delete**. Release You will be prompted to confirm the deletion of a record. In the **Delete** Confirmation window, select the <u>Yes</u> button. (End of Exercise)

SITS:VISION

Section 4 – Tools & Special Characters

In this section of the course, you will learn about:

- Special characters.
- GoTo field contents.
- First, previous, next or last records.
- Sorting.
- Dropping records.
- Quick analysis.
- Exporting quick analysis data.
- Cross referencing analysis.
- Exporting Cross referencing analysis data.

There are two exercises in this section to help illustrate the above topics:

- Exercise 4A: Applying the use of special characters, using the GoTo field contents tool, sorting records, dropping records and making use of record navigation tools.
- Exercise 4B: Exploring the quick analysis and cross referencing analysis tools.

4.0 Special characters

There may be instances where you wish to quickly insert special characters into various fields in the SITS:Vision client server software. To insert a special character, you can type a keyboard shortcut (if the required characters are available on the keyboard) or you can make use of the **Insert Special** menu command.

• To enter keyboard characters:

- Select the desired field (in a suitable window).
- Type any desired characters (for example: if you required the name ANDRÉ, you would start by typing 'ANDR').
- Press the **GOLD** key (+ on the number pad or the **ESC** key).
- Press the **J** key and enter suitable special characters (for example: to complete the name ANDRÉ, you would then type **E** and $\dot{}$ to insert the character \dot{E})



Note: the shorthand notation for the above example would be: ANDR <GOLD> JE ´

• To enter special characters via the menu:

- Select the desired field (in a suitable window).
- Type any desired characters (for example: if you required the name ANDRÉ, you would start by typing 'ANDR').
- From the **Edit** menu, select **Insert Special**.
- The Insert Special Characters window will be displayed.
- Position the cursor into the text box towards the lower edge of the window.
 Insert Special Characters (MEN_YKYC)
- Choose an appropriate character to insert.
- The character will be added to any existing text in the lower pane of the window.
- To accept the changes made, select the **green tick** icon (or choose the **red cross** icon to cancel).

🖹 Insert Spe	cial Characters	(MEN_YKYC	:)				
Currency a	and Numbers	Mathem	atical symbol	ls and operati	ors	Character map	
Specia	l Letters	Misce	ellaneous Syr	mbols		Greek Letters	
Umlaut: {Letter} " Acute: {Letter} ' Grave:	A C E Ä Ë Á Ć É	I L N Ï Í Ĺ Ń	O R Ö Ŕ	s u Ü ŚÚ	Υ Ÿ Ý	Dipthong: A E Overcircle: A * Thorn (Icelandic):	Æ
Grave: {Letter}`	ÀÈ	İ	Ò	Ù		P /	Þ
Circumflex: {Letter} ^	ÂĈÊ	Í	Ô	ŜÛ	Ŷ	Eth (Icelandic): D -	Ð
Tilde: {Letter} ~	à (Î	Ő	Ű		Double S: S S	ิม
Caron: {Letter} <	ČĔ	ĽŇ	Ř	Š		Slash: Letter O /	Ø
Cedilla: {Letter} ,	Ç	ĻŅ	Ŗ	Ş		⊙ Upperca: ◯ Lowerca:	
ont Arial,10							*
ANDR							
🗸 🗙	አ 🗈 🛍	, n	CH .	M M	M		



4.1 GoTo field contents

The **GoTo Field Contents** window can be used to quickly find a record according to specified search criteria. This facility is very useful if you have retrieved many records (possibly hundreds of records) but then wish to search the retrieved records for particular data items.

Before applying the **GoTo Field Contents** window, place the cursor into a suitable field in a record/window.

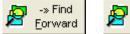
From the <u>GoTo</u> menu, select Field <u>Value</u> and the GoTo Field Contents window will be displayed (note that at least one record may need to be retrieved/opened in order to activate the commands under the <u>GoTo</u> menu).

Goto		📱 GoTo Field Contents	×
Field Value		1 of 1 Goto Record Profile records	
Rec Number			
Next rec	Page_Down	Field name Search for Condition	
Prev rec	Page_Up		
First rec	Ctrl+Page_Up	ESD_FUSD Blank Include V	
Last rec	Ctrl+Page_Down		
Down screen	Alt+Page_Down		
Up screen	Alt+Page_Up	Cancel 🔀 Clear 🖉> Find 🖉> Find 🛃 Count	:
Related Documer	nts		

The current field name will be displayed in the *Field name* box.

In the *Search for* box, enter suitable text (an example is shown right).

To search for the desired item, select the **Find Forward** or **Find Backward** buttons.





🖹 GoTo F	ield Contents	
1 of	1 Goto Record Profile records	
Field name	Search for	Condition
ESD_FUSD	DAVID	Include
X Can	cel 🔀 Clear 🖉» Find Forward	Backward 234 Count

If a corresponding record is found, the record data will be displayed.



If you choose the **Count** button, the system will count the number of matching records (in the current window). The count value will be displayed in the message bar, along the lower left edge of the screen.

4 Record(s) found matching criteria.

Repeat the above steps as required to display further results.

Enguirer Student Detail (ESD) records

4.2 Sorting

Towards the top of many windows, the number of records will be indicated as records **1 of N** (in a similar manner to the example shown right).

Rather than browsing randomly through the records until you find the record that you are searching for, you can sort the records into ascending or descending order.

1

of

125

To apply the use of the sort tool, select the desired field and from the <u>Misc</u> menu, choose <u>Sort</u>.

Misc			
⊆lear screen Print Screen	F12 Ctrl+P	Sort Sort entity Enquirer Student Details (ESD)	
<u>M</u> essage Prin <u>t</u> Message	Ctrl+M	-Sort by field	Ascending Descending
Quick Analysis Sort		Then by field	
<u>D</u> rop records Set ' <u>I</u> O' Level		Then by field	Descending Ascending
S <u>a</u> ve profile			
Load last profile			
My personal note	s		

In the **Sort** window, you can choose up to three fields (as the levels for sorting) and further apply the option of **Ascending** or **Descending** for each field.

To choose a field, select a drop-down arrow and choose a suitable option.

Select the $\underline{O}k$ button to apply the sort or select \underline{C} ancel to abort.

Sancel	Ascending Descending
Sort	
Sort entity Enquirer Student Details (ESD)	
ESD_FUSD.ESD - Forename used	 Ascending
- Then by field	ODescending
(None)	 Ascending
AYR_CODE.AYR - Academic Year code	O Descending
AYR_NAME.AYR - Full name COD_CODE.COD - Country of Domicile code	 Ascending
COD_SNAM.COD - Short name	ODescending
DPT_CODE.DPT - Department code DPT_SNAM.DPT - Short name	
ESD_AUTN.ESD - Auto build name?	🗸 <u>O</u> k
ESD_CALD.ESD - Last call date - ESD_CALT.ESD - Last call time	

4.3 Dropping records

Under the <u>Misc</u> menu, you can select <u>Drop records</u> if you wish to remove records (temporarily) from the currently displayed window. Dropped records are <u>not</u> deleted, only temporarily removed from the current screen.

Misc
Clear screen F12
Print Screen Ctrl+P
Message Ctrl+M
Print Message
Quick Analysis
Sort
Drop records
Set' 10' Level
Save profile
Load last profile
My personal notes

This feature is useful if you wish to omit records from the current activity.

Drop/Keep occurrences
Drop Enquirer Student Details (ESD.SRS) records.
 Orop records ○ Keep records
 ○ Current record ○ Range of records From 1 ○ Select by Value
X Cancel

In the **Drop/Keep occurrences** window, select the **Drop records** option and choose:

- Current record (to drop the currently displayed record only).
- Range of records (to delete a range of records from x to y)
- Select by Value to indicate records that may be 'dropped' according to specified criteria.

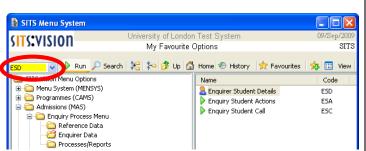
Select the **Ok** button when complete.

4.4 **Exercise 4A**

In this exercise, you will apply the use of special characters, use the GoTo field contents tool, apply sorting, drop records and make use of record navigation tools.

- 1. Ensure that you are logged into SITS: Vision and from the panel button area, select the Home button (to make sure that the SITS:Vision Menu Options are displayed).
- 2. You will now experiment with the use of special characters.

In the SITS Menu System screen, open the Enquirer Student Detail table/screen by entering **ESD** into the option box (and selecting the **Run** button or by pressing TAB or ENTER from the number pad).



You can also load the table/screen in the following menus: Admissions (MAS), Enquiry Process Menu, Enquirer Data.

Do not worry too much about the actual contents of the menu options explored during this exercise; example screens are used during the exploration of various tools.

3. In the *Forename Used* field, type: **ANDR** From the Edit menu, select Insert Special.

Enquirer (ESD) Code		
Surname		
Forename Used	ANDR	
Forename 1,2,3		

Font

ANDRÉ

Print Screen

Print Message

Message

Arial,10

In the **Insert Special Characters** window, check that the cursor is positioned after the text 'ANDR' towards the lower left corner of the screen.

Select the È button and note the insertion of the special character.

To accept the text, select the green tick icon.

As an alternative approach, you can also use the keyboard to enter special characters: Press the GOLD key (+ on the number pad or the ESC key) and press the J key. Type: E and

This text **ANDRÉ** should now be displayed in the *Forename Used* box.

- Press F5 (or select File, Retrieve) to retrieve corresponding records. If you are 4. prompted with a '*Retrieve Records*?' message, select <u>Yes</u>.
- 5. Scroll through the records (using the scrollbar, Page Up/Down or the record navigation buttons) to view the surname for the retrieved records.
- 6. After browsing the records retrieved so far, clear the current screen by selecting the Misc menu and choosing the Clear screen command (note that you can also press the **F12** key to clear a screen).

(Continued...)

Я

Ctrl+P

Ctrl+M

Introduction to SITS: Vision Client Server 7. With the Enquirer Student Detail Enquirer (ESD) Code Surname SMITH table/screen still open, position the cursor in Forename Used the *Surname* field and type the text: **SMITH** Forename 1.2.3 File Press the F5 key (or from the File menu, select Retrieve) to 8. Add Ctrl+N retrieve records with a surname of 'SMITH'. Retrieve Ctrl+R Ctrl+S Store 9. If you are prompted with the **Retrieve confirmation** message, **Retrieve confirmation** select the **Yes** button. Retrieve 125 ESD records? 10. Now position the cursor in the Forename Used box (as you No <u>Y</u>es will search the retrieved records for a particular 'forename'). 11. From the GoTo menu, select Field 🗟 GoTo Field Contents Value and the GoTo Field Contents of 1 Goto Record Profile records window will be displayed. Field name Search for Condition 12. In the Search for box, enter the text ESD_FUSD DAVID Include * **DAVID** and select the **Find Forward** -» Find «- Find 🔊 1234 Count X Cancel Clea 1 button. 13. The appropriate record will be displayed in the Enquirer Student Detail window. This example demonstrates how you can 'go to' a particular instance of a record without manually scrolling through all records. 14. Repeat steps 11 and 12 (above) a few more times to view additional records matching the name 'David Smith'. 15. After browsing the records retrieved so far, clear the current screen Print Screen Ctrl+P by selecting the Misc menu and choosing the Clear screen command Message Ctrl+M (note that you can also press the F12 key to clear a screen). Print Message 16. In the Surname field, enter the Enquirer (ESD) Code characters **DAN** (as shown right). Surname DAN-* Forename Used After the characters **DAN**, add the Forename 1,2,3 wildcard .* by: - Selecting the Edit menu, choosing Insert Wildcard and Any characters (*) or - Right-clicking, selecting Insert Wildcard and choosing Any characters (*) - Using the keyboard shortcut of GOLD + * (GOLD = number pad '+' or ESC) 17. Press the F5 key (or from the File menu, select Retrieve) to Ctrl+N Add Retrie Ctrl+R retrieve the records. Store Ctrl+S If you are prompted with a **Retrieve confirmation** window, select the **Yes** button. 18. Scroll through the records (using the scrollbar, Page Up/Down К or the record navigation buttons) to view the retrieved records. Note how the default order of the records is via the *Enquirer* (ESD) Code field.

(Continued...)

19.	Position the cursor in the <i>Surname</i> field and from the Misc menu, choose Sort.				
20.	In the Sort window, the <i>Sort by field</i> will already be populated. In the <i>Then by field</i> , select the drop-down arrow and choose: ESD_FUSD.ESD – Forename used Check that the Ascending option is selected for both fields.	Sort Sort entity Enquirer Student Details (ESD) Sort by field ESD_SURN ESD - Surname Ascending Then by field ESD_FUSD ESD - Forename used Ascending Then by field (None) Cancel C			
	Select the Ok button and note how Surname code and Forename used (in	the records will be sorted in the order of Ascending order). e additional steps below or go to step 23 .			
21.	(<i>Optional</i>) Use the record navigation is records and display any record of your data shown and the record number.				
22.		Drop/Keep occurrences			
	 window, select Drop records and choose the Current record option. Select Ok when complete. Notice how the chosen record has been removed from the screen. Experiment with further 'drop records' features (i.e. using the '<i>Range of records</i>' options for example). 	Drop Enquirer Student Details (ESD.SRS) records.			
23.	expanded menus/trees.	7).			
	(End of I	Exercise)			

4.5 Quick analysis

The Quick Analysis tool allows the user to perform basic mathematical analysis of the values in a field.

To activate the Quick Analysis tool, select the <u>Misc</u> menu and choose <u>Quick Analysis</u>. It should however be noted that the Quick Analysis tool is only available if more than one record is retrieved in the current table.

The basic mathematical analyses that can be performed are:

- Minimum value in the field.
- Maximum value in the field.
- \circ Total value of the fields.
- Average of the values in the field.
- Median (middle) value.
- Mode (most common) value.
- Standard deviation value.
- Mode frequency.
- A list of the values and a count of each type of value in both actual and percentage values.

In the Advanced Quick Analysis window, the *Field* box will be populated with the code of the field where the cursor is currently situated.

To apply mathematical analysis, ensure that the **Mathematical analysis** option has been selected.

Select the **Discard retrieved records after processing** tick box if you wish to drop retrieved records after the use of the Quick Analysis tool (*i.e. the previous window will be cleared after using Quick Analysis*).

Advanced Quick Analysis - Selection screen

Analysis of field ESD_CALD.ESD - Last call date.

Analysis of field ESD_CALD.ESD - Last call date.

Cross reference analysis
Field ESD_CALD.ESD Last call date

Discard retrieved records after processing
Group values case sensitively

Maximum processing time in minutes

Cancel

Concel

Conc

Select the **Group values case sensitively** tick box if you wish to distinguish between lowercase and uppercase values in the analysed records.

Select the Ok button to apply the Quick Analysis tool or <u>Cancel</u> to abort.

It should be noted that the analysis may take a few minutes to process if you are processing a large number of records. During this time period, you may see a processing window displayed (*as shown right*).



MISC		
⊆le	ear screen	F12
Pri	nt Screen	Ctrl+P
Me	ssage	Ctrl+M
Pri	n <u>t</u> Message	
Qu	iick Analysis	
<u>5</u> 0	rt	
Dr	op records	
Se	t ' <u>I</u> O' Level	
✓ S <u>a</u>	ve profile	
Lo	ad last profile	;
My	personal no	tes

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After selecting **Ok**, the **Quick Analysis Results** window will display appropriate results (*an example is shown right*).

Value	Count	Perc
-------	-------	------

In the results area of the window, you can also select the headers (Value, Count, Perc etc) to toggle the data between ascending and descending order.

The **message bar** (*lower left corner of the screen*) will also display an indication of ascending or descending sorting if a header has been selected.

	is Results (MEN_Y	QAZAJ	_	
		Value	Count	Perc
	: ESD_CALD.ESD	02/Nov/2009	124	11.65%
Last	call date	03/Nov/2009	70	6.58%
		04/Nov/2009	86	8.08%
Total records	1064 15	05/Nov/2009	120	11.28%
Unique records	15	06/Nov/2009	74	6.95%
Total values	0	09/Nov/2009	169	15.88%
Unique values	0	10/Nov/2009	163	15.32%
Minimum value	02/Nov/2009	11/Nov/2009	85	7.99%
Maximum value	27/Nov/2009	12/Nov/2009	34	3.20%
Total value	13/Nov/2009	10	0.94%	
		17/Nov/2009	1	0.09%
Average value		18/Nov/2009	20	1.88%
St. Dev. (Sample)		19/Nov/2009	51	4.79%
Median value		20/Nov/2009	32	3.01%
Mode value		27/Nov/2009	25	2.35%
Mode frequency				
🛐 Export	🗸 <u>O</u> k			
	-			

Sorted by descending value.

Export

Select the <u>**Ok**</u> button to close the window (or choose the **Export** button to export the data to an external file – as outlined in section 4.5.1 below).

4.5.1 Exporting quick analysis data

Note that in the **Quick Analysis Results** window (*as shown above*) you can also select **Export** if you wish to export the results to an external file.

A Quick Analysis – Data export window will be displayed (as shown below).

🖹 Quick Analysis - Data export	🛱 Quick Analysis - Data export 📃 🗖 🔀
Export Quick Analysis	Export Quick Analysis
Data format BAR Bar delimited	Data format CSV Comma separated
Filename C:Work/men_yqa2a.bar	Filename C:Work/men_yqa2a.CSV

In the *Data format* field, you can change the format of the file by entering a suitable value (for example, **CSV** or **EXCEL** can be applied to create a comma separated value file that can easily be imported into Microsoft Excel).



If you wish to select a different format, select the *Data format* field and press **F2** to display a list of available options (see **Appendix A**).

Adjacent to the *Filename* field, you can select the folder icon to choose an appropriate drive/folder. Note that you are also able to edit the auto-generated filename if desired.

Select the Ok button to export the data or Cancel to abort.

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4.6 Cross referencing analysis

A cross reference analysis allows the user to produce a cross tabulation, showing all the values held in two fields. The **Cross referencing** tool is available via the **Advanced Quick Analysis** window (*as explored during the previous section of the course*).

To access the **Cross referencing** tool, select the <u>Misc</u> menu and choose <u>Quick Analysis</u>. It should however be noted that the <u>Quick Analysis</u> command is only available if more than one record is retrieved in the current table.

In the Advanced Quick Analysis window, select the option labelled Cross reference analysis.

The *Field 1* box will be populated with the code of the field where the cursor is currently situated.

Select the *Field 2* box and either press **F2** or **double-click** to select a suitable field from the **Select...** window.



In the Select... window, choose an appropriate field code to insert into *Field 2*.

Scroll up/down using the vertical scroll bar (or use the **Page Up** / **Page Down** keys).

When you have identified the desired field, select the field and press F3 to accept or choose Accept from the <u>File</u> menu (you can also choose the keyboard shortcut of CTRL+A or double-click an item from the list).

File	
Retrieve	Ctrl+R
Print	Ctrl+P
Accept	Ctrl+A
Quit	Ctrl+Q

B Select				
1 of 55 Pro	ogram Field List (PFL) records.			
FLD Code	🔖 FLD Name	Dict	Entity	
ESD_HAFN	Home address fax number	SRS	ESD	~
ESD_HTEL	Home Telephone Number 1	SRS	ESD	
ESD_INIT	Initials	SRS	ESD	
ESD_IOID	Interview/open day invite date	SRS	ESD	=
ESD_IOIS	Interview/Open day invite status	s fleSRS	ESD	
ESD_JOBT	Job Title	SRS	ESD	
ESD_MATR	Mature flag	SRS	ESD	
ESD_MOCC	Method of contact	SRS	ESD	
ESD_NAME	Full name	SRS	ESD	
ESD_NINO	National Insurance Number	SRS	ESD	
ESD_SRTN	Sort name	SRS	ESD	
ESD_SURN	Surname	SRS	ESD	~

📱 Advanced Quick Analysis - Selection screen 📲 🗖 🔀

Analysis of field ESD_CALD.ESD - Last call date.

Last call date

Mathematical analysis (Min, Max, Average)

Discard retrieved records after processing

Cross reference analysis

Group values case sensitively

Maximum processing time in minutes

<u>C</u>ancel

Field 1 ESD_CALD.ESD

Field 2

х

Misc	
<u>⊂</u> lear screen	F12
<u>P</u> rint Screen	Ctrl+P
<u>M</u> essage	Ctrl+M
Prin <u>t</u> Message	
Quick Analysis	
<u>S</u> ort	
Drop records	
Set ' <u>I</u> O' Level	
✓ Save profile	
Load last profile	
My personal note:	s

2

\$

<u>O</u>k

Introduction to SITS: Vision Client Server

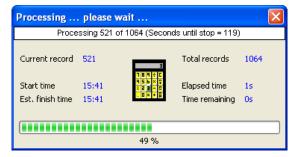
Select the **Discard retrieved records after processing** tick box if you wish to drop retrieved records after the use of the Quick Analysis tool (*i.e. the previous window will be cleared after using Quick Analysis*).

Select the **Group values case sensitively** tick box if you wish to distinguish between lowercase and uppercase values in the analysed records.

Select the <u>Ok</u> button to apply the **Cross reference analysis** tool or **Cancel** to abort.

It should be noted that the analysis may take a few minutes to process if you are processing a large number of records. During this time period, a processing window may be displayed (*as shown right*).

🖹 Adv	anced Quick Analy	rsis - Selection screen 🛛 🗖 🔀						
	Analysis of field ESD_CALD.ESD - Last call date.							
🔘 Ma	athematical analysis (Min	n,Max,Average)						
Cross reference analysis								
Field 1	ESD_CALD.ESD	Last call date						
Field 2	ESD_MOCC.ESD	Method of contact						
	200_0000000							
Dise	card retrieved records a	after processing						
	oup values case sensitive							
		.,,						
Movinuu	m processing time in min	utes 2						
Maximu	in processing time in min							
×	<u>C</u> ancel	🗹 <u>O</u> k						



The **Quick Analysis** – **Results** window will display the results of the *Cross reference analysis*.

Note that the default format is set to **Text**.



The example displayed right presents a cross reference analysis of the number of enquiries by date and method of contact.

🖹 Quic	ck Analysis	- Result	is) >
		Analy	sis of field	ESD_CAI	.D.ESD (La	ast call da	te) vs. ESD	_MOCC.ES	D (Method	of contact)	L.			
Present	ation			Di	splay Mode			Row sor	t —					
Row =	ESD_CALD).ESD - La	st call date	. (Number	of records	5	💿 Coo	le 💽 A	Ascending		-	-	. 1
	OESD MOC	C ESD - M	lethod of c		_			OTot	al + 👝 r)escendina	+	3	Export	t
Font	Courier.8				Percenta	age of <u>R</u> ov	w total	Column	~	/oscontaing				
	· · ·			- (Percenta	age of Col	umn total				-			
Format	8 Text Html		<u>Z</u> ero valu	es?	-			💽 💿 Coo	+	Ascending	_ C	olumn W		
	Chart	🗹 Show	Percentaç	je? 🛛 🤇	Percenta	age of <u>G</u> ra	and total	🔷 🔘 Tot	al ' 🔿 🛙	escending			6	\$
														1
		1795 NO	CC.ESD	- Wethe						+				
		+					+	++	+	++				
IESD C	CALD. ESD	EML	IIPP	LET	IPSN	ITEL	IWEB	{blank	TOTAL	I %AGE I				
	call date		1	1	1	1			1	1 1				
		+	+	+	+	+	+	++	+	++				
20091	102	1	1	I I	1	I.	124	I I	124	11.7%				
20091	103	16	1	I .	1	15	59	I I	70	6.6%				
20091	104	20	11	1	1	I З	50	I I	86	8.1%				
20091		33	1 7	4	16	I З	52	15	120	11.3%				
20091		5	19	1	1	I.	59	I I	74	7.0%				
120091		8		-	-					15.9%				
20091		29			. –					15.3%				
20091		11			. –				85					
20091		1 10			. –		1		34					
20091		4				!	1		10					
120091		 4	 7			1	1		1 20					
120091		4 16			. –				20 51					
120091		1 10			. –	1 3	. –		1 32					
120091		1 5	1 4						1 25					
										+======+				
TOTAL		. 161	115	. 65	20	57	614	32 I	1064	1				
1		+	+	+	+	+	+	++		-				
PERCE	INTAGE	15.1%	10.8%	6.1%	1.9%	5.4%	57.7%	3.0%						
=====		+=====	+=====	+=====	+=====	+=====	+=====	+====+						
1														1

SITS Training (Client Server)

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To change the display format to **HTML**, select the **Html** radio button.

Format Orext Html Chart

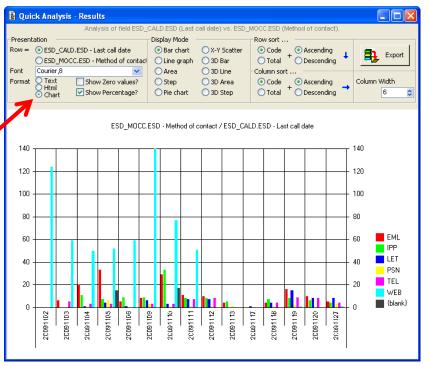
The example displayed right presents a cross reference analysis of the number of enquiries by date and method of contact.

Quick Analysis - Results									
Analysis of field	ESD_CAL	D.ESD (La:	st call dat	e) vs. ES	SD_MOCC	ESD (Meth	nod of cont	act).	
Presentation Row = © ESD_CALD.ESD - Last call date ESD_MOCC.ESD - Method of or Font Courier,8 Ormat Html Show Zero value Chart Show Zero value	ontaci es?	olay Mode Number ol Percentag Percentag Percentag	le of <u>R</u> ow le of <u>⊂</u> olu	ımn total	O Colu	Total + (mn sort Code _ (Ascendin Descendi Ascendin Descendin	ng 🕇	Column Width
Number of records			ESD_N	мосс	.ESD	- Metho	d of con	tact	
ESD_CALD.ESD - Last call date	EML	IPP	LET	PSN	TEL	WEB	{blank}	Total	Percentage
20091102						124		124	11.7%
20091103	6				5	59		70	6.6%
20091104	20	11	1	1	3	50		86	8.1%
20091105	33	7	4	6	3	52	15	120	11.3%
20091106	5	9	1			59		74	7.0%
20091109	8	9	6	3	3	140		169	15.9%
20091110	29	33	3	1	3	77	17	163	15.3%
20091111	11	8	7	1	7	51		85	8.0%
20091112	10	8	7	1	8			34	3.2%
20091113	4	5		1				10	0.9%
20091117			1					1	0.1%
20091118	4	7	4	1	4			20	1.9%
20091119	16	8	15	2	9	1		51	4.8%
20091120	10	6	8		8			32	3.0%
20091127	5	4	8	3	4	1		25	2.3%
TOTAL	161	115	65	20	57	614	32	1064	
Percentage	15.1%	10.8%	6.1%	1.9%	5.4%	57.7%	3.0%		

To change the display to **Chart** format, select the **Chart** radio button.



The example displayed right presents a cross reference analysis of the number of enquiries by date and method of contact.



In **Chart** format, you can change the type of chart by selecting a suitable option under the *Display Mode* group (towards the top-middle area of the **Quick Analysis – Results** window).

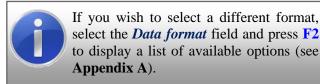
-Display Mode 👘	
💿 Bar chart	🔘 X-Y Scatter
🔵 Line graph	🔘 3D Bar
🔘 Area	🔘 3D Line
🔘 Step	🔘 3D Area
🔵 Pie chart	🔘 3D Step

4.6.1 Exporting cross referencing analysis data

As outlined earlier in section 4.5.1, you can also choose the **Export** button in the **Quick Analysis** – **Results** window if you wish to export the results to an external file.



In the **Quick Analysis** – **Data export** window, enter a suitable format in the *Data format* field (for example, **CSV** or **EXCEL** can be applied to create a comma separated value file that can easily be imported into Microsoft Excel).



🖹 Quick Analysis - Data export	
Export Quick Analysis	
Data format CSV Comma separated	
Filename C:WorkVcross_ref.CSV	
X Cancel	<u> </u>

Adjacent to the *Filename* field, you can select the folder icon to choose an appropriate drive/folder. Note that you are also able to edit the auto-generated filename if desired.

Select the Ok button to export the data or Cancel to abort.

SITS:VISION

4.7 Exercise 4B

In this exercise, you will explore the quick analysis and cross referencing analysis tools.

- 1. Ensure that you are logged into SITS: Vision client server and from the panel button area, select the **Home** button (to make sure that the **SITS: Vision Menu Options** are displayed).
- 2. You will use wildcards (*as explored earlier during section 3.2*) and the *Quick Analysis* tool to view the number of enquiries during a period of time.

In the SITS Menu System screen, open the Enquirer Student Detail table/screen by entering ESD into the option box (and selecting the Run button or by pressing TAB or ENTER from the number pad).

SITS Menu System			
sits:vision	University of Lon	don Test System	09/Sep/2009
))•VIJIUII	My Favouri	te Options	SITS
	iearch 🛛 🎀 🏷 Up	🚹 Home 📀 History 👷 Favourit	es 🎭 🛄 View
- Options		Name	Code
🗄 🧰 Menu System (MENSYS)		Enquirer Student Details	ESD
Programmes (CAMS) Admissions (MAS)		Enquiry Student Actions	ESA
Enquiry Process Men		Enquiry Student Call	ESC
Reference Data	J		
Enquirer Data			
Processes/Repor	h.a.		

You can also load the table/screen in the following menus: Admissions (MAS), Enquiry Process Menu, Enquirer Data.

3.	Position the cursor in the <i>Last Call Date</i> field.		Fax Number					
	In the <i>Last Call Date</i> field, enter the date shown below (including wildcards):	range	Last Call Date Last Call Time					
	 Press the GOLD key (ESC or + on the number pad) and type > Press the GOLD key (ESC or + on the number pad) and type = Type: 01/11/2009 Type: & Press the GOLD key (ESC or + on the number pad) and type < Press the GOLD key (ESC or + on the number pad) and type = Type: 30/11/2009 							
	The text will appear as: ->-=01/11/2009&-<-=	:30/11/2	2009 Last Call D	ate <mark><=30/11/2009</mark>				
4.	Note that you can also right-click in the field (or use the Edit menu) and choose Insert Wildcard to choose the >, = or < characters instead of typing them. Ask the tutor for assistance if required. Press the F5 key (or from the File menu, select Retrieve) to retrieve records.							
	When prompted to retrieve files, select $\underline{\mathbf{Y}}$ es.		tical analysis (Min,Max,Avera erence analysis	ge)				
5.	Position the cursor in the <i>Last Call Date</i> field and from the <u>Misc</u> menu, choose the <u>Quick Analysis</u> option. In the Advanced Quick Analysis window, check that <u>Mathematical analysis</u> is selected and select the <u>Ok</u> button. (Continued)	Discard re	CALDESD Last call da trieved records after process ues case sensitively essing time in minutes					

to the example shown right).

ascending/descending order.

In the Quick Analysis Results window, a

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Value	Count	Perc	Total value Average valu St. Dev. (Sam		13/Nov/2009 17/Nov/2009 18/Nov/2009 19/Nov/2009		10 0.94% 1 0.09% 20 1.88% 51 4.79%
Close the Q window to ret Details window			Median value 20/Nov/2009 32 Mode value 27/Nov/2009 25 Mode frequency 25 25				
Back in the En opened during t for assistance).	the earlier part			•			
Position the cu menu, choose th			field a Last Cal		e <u>M</u> isc	Print Screen Message Print Message Quick Analysis	Ctrl+P Ctrl+M
In the Advanced Quick Analysis – Selection screen, check that the option Cross reference analysis has been selected.							
<i>Field 2</i> will Select <i>Field 2</i> <i>Field 2</i>) to view for analysis.	and press F2	(or double c	lick	ESD_HTEL Hor ESD_INIT Initi	D Name ne address fax number ne Telephone Number 1	SRS ES SRS ES SRS ES	SD SD
Use the Page 1 bar to scroll th to the " <i>ESD_N</i> field.	rough the reco	ords until you	get 🤇	ESD_JOBT Job FOLLINN Main ESD_MOCC Med ESD_NINO Nati ESD_NINO Nati ESD_SRTN Sor	rview/Open day invite stat Title dure nag hod of contact hod of contact nonal Insurance Number t name mame	tus fIISRS ES SRS ES SRS ES SRS ES SRS ES SRS ES SRS ES SRS ES	SD S
With this field double-click th menu and selec	ne field code o	-	•		f field ESD_CALD.ESD	-Last call date.	
Back in the window, select Note that there results are calc	t the <u>O</u> k but <i>may be a brie</i>	tton to contin ef delay whilst	nue.	Field 1 ESD_CALD E Field 2 ESD_MOCC E Discard retrieved Group values case Maximum processing til	SD Method of c records after processin e sensitively	ontact	•
In the Quick table of the resu	•		n, a	X Cancel		*	Qk
Towards the up and Chart f representations	rom the F o		, select to vie			⊂Q⊢	ext Itml Thart
Close the Quick Analysis – Results and ESD windows when complete.							

(End of exercise)

Count Perc 124 11.65% table will be shown (in a similar manner Value Results for field: ESD_CALD.ESD 02/Nov/2009 Last call date 03/Nov/2009 04/Nov/2009 Total records 1064 05/Nov/2009 120 11.28% 74 6.95% Unique records 15 06/Nov/2009 Select the headings Value, Count and 09/Nov/2009 Total values 0 Perc to modify the view of the data in 10/Nov/2009 Unique values 11/Nov/2009 02/Nov/2009 Minimum value 12/Nov/2009 Maximum value 27/Nov/2009 13/Nov/2009 Total value

Quick Analysis Results (MEN_YQA2A)

Introduction to SITS: Vision Client Server

(Author: Dr. Richard M. Clark)

70 6.58% 86 8.08%

169 15.88%

163 15.32%

85 7.99%

34 3.20%

10 0.94%

Appendix A – Further exported data formats

Further exported data formats are available when applying the **Data export** feature during the use of the **Quick Analysis** or **Cross referencing analysis** tools.

In the **Data export** window, clear the *Data format* field and either double click the field or press the **F2** key to display a selection list.

📱 Quick Anal	ysis - Data export	
	Export Quick Analysis	
Data format	BAR Bar delimited	
Filename	C:WVork\men_yqa2a.bar	🞽
X <u>C</u> ance	ı	V Ok

The contents of the selection lists are shown below.

🖹 Select	
2 of 19	Data Exchange Format (DEF) records
Code 🔷 📎	Name
BAR	Bar delimited
BAR+OS	Bar delimited + move files
BARBAR	Double Bar delimited
CSV	Comma separated
csv,	Comma separated (Dummy field)
CSV2	Comma & Quote separated
CSV3	Comma & Quote & bar separated
EXCEL	Comma separated - into excel
FIXED	Fixed width format
HTML	HTML table format - export only!
POG	Special def for POG, POD and POP records
PRABAR	PRA bar import
ТАВ	TAB delimited
TEST	Very safe [[{ }}{]] delimited
TEXT	Free format text style export
XML	XML style export with no headings
XML1	XML style export with IDOCTYPE definition
XML2	XML style export with <dsc> definition</dsc>

From the selection list, you can either **double click** a suitable option or highlight a value and press **F3**.

Appendix B – Glossary

The following terms, abbreviations and commands have been used during the topics presented throughout this course/manual. The table below provides a summary of the terms used.

Term	Description
BAR	Bar delimited file. A 'bar' character is used to separate different items of data.
Boolean operators	Boolean operations allow you to combine search terms using the Boolean operators AND , OR and NOT .
Cross referencing analysis	A cross reference analysis allows the user to produce a cross tabulation, showing all the values held in two fields.
CSV	Comma separated value file. A 'comma' character is used to separate different items/fields of data.
e:Vision	Provides secure portal access via the web and is used to manage the delivery of data and information from the SITS:Vision client server system.
ESA	Enquirer Student Actions table. Each ESD (<i>Enquirer Student Details</i>) table may also have one or more ESA records associated with it. An ESA record is created for each programme (<i>Area of Interest</i>) that each enquirer requests information about.
ESC	Enquirer Student Call table. Each ESD (<i>Enquirer Student Details</i>) table may also have one or more ESC records associated with it. An ESC record is created for each contact that an enquirer has had with the University.
ESD	Enquirer Student Details table. This table holds one record per enquirer (contact information and most recent contact with the University).
EX	The Exit command
Favourites	Panel button used to display menu options that the user had added to the 'favourites' folder.
Field	A field is the basic unit of data (i.e. a single piece of information) in a record.
GOLD key	The GOLD key is the + key on the number pad or the ESC key.
GoTo field contents	The GoTo Field Contents window can be used to quickly find a record according to specified search criteria.
History	Panel button used to display the 'history' folder which will show the most recently accessed menu options within the current session.
Home	Panel button used to move the user to the top of the menu tree.
Message buffer	Displays any error messages and the output of some processing operations. The contents of the message buffer can be viewed and printed.
Panel buttons	Towards the top of the SITS: Vision main menu, a range of buttons are displayed. These buttons are referred to as panel buttons.
Primary key	A unique identifier for each records (usually the first fields in a table). A primary key cannot be duplicated (in another record) and cannot be edited.

SITS Training (Client Server)

Introduction to SITS: Vision Client Server

Term	Description
Quick Analysis	The <i>Quick Analysis</i> tool allows the user to perform basic mathematical analysis of the values in a field.
Record	A record stores information with regards to a person/item etc. Each record can be uniquely identified via a primary key.
SIT	The Site/Building/Room screen.
SITS Menu System	The menu system is displayed in a 'Windows tree style' format and provides access to options/screens that the user is permitted to run.
SITS:Vision	SITS: Vision is a management information system used by many Higher Education institutions across the UK.
SITS:Vision client server	SITS: Vision client server provides a 'back end' to the system and is useful for infrequent tasks. The screens in SITS: Vision cannot be modified. Not all of the fields in each table/screen need to be necessarily used as only the desired fields may be utilised as required
Table	Also referred to as an 'entity', a table is a group of data consisting of records. For example, information about a student would be stored in a 'student' table.
View	The View button can be used to change the format of the menu options. By selecting the View button, the display of menu commands can be toggled between icon and text or list format .
Wildcard	A wildcard character is a character that may be substituted for any of a defined subset of all possible characters. Wildcards are used during searches, for defining criteria and for the retrieval of records A wildcard character (for example, *) can therefore be applied to identify data/records according to the specified characters. For example, to search for all records starting with 'R', you would enter 'R*' or to search for an address with 'Russell' in the data you could enter *russell* in an address field.
Windows Tree Style Menus	The "Windows tree style" is the preferred menu format in SITS:Vision as it offers more functionality than other styles. A 'tree' displays the options/commands available to the user and branches of the tree can be expanded and collapsed by selecting the [+] and [-] icons respectively.

Summary

SITS:VISION During this course, you have been introduced to the SITS:Vision client server software for the viewing, creation During this course, you have been introduced to the and editing of database records.

Upon completion of this course, you should now have a basic understanding of the following topics:

- Introduction to SITS: Vision.
- Differences between SITS: Vision client server and e: Vision.
- Examples of client server and e: Vision screens.
 - Client server example screens.
 - E:Vision example screens.
- Logging into SITS: Vision client server. •
- Logging out of SITS: Vision client server.
- Windows tree style menus and the panel buttons. •
- Using commands to display tables/screens. ٠
- SITS: Vision client server screen components. •
- Further navigation and shortcuts.
 - Pull-down menus.
 - Right-click menus.
 - Keyboard shortcuts.
- **Record** operations:
 - Retrieving records.
 - Using first, previous, next or last record navigation icons.
 - Wildcards and Boolean operators.
 - Adding records.
 - Deleting records.
 - Releasing records.
- Tools:
 - Special characters.
 - GoTo field contents.
 - Sorting.
 - Dropping records.
 - Quick analysis. Ο
 - Exporting quick analysis data.
 - Cross referencing analysis. 0
 - Exporting cross referencing analysis data.