Chapter 6

ON-LINE PROGRAMS

The on-line programs are a series of interactive screens providing districts with the ability to browse (look at) and update (change) their data stored on the information data base. The programs described in this document run at NWRDC in the County CICS region. The on-line programs incorporate all EIAS reject and some validation specifications and are designed to prevent the introduction of errors into the information data base. Consequently, any addition or update to a record must pass all reject tests or it will not be allowed.

This chapter provides information on how to sign on to CICS, how to navigate between the different screens and how to use the on-line help facility. Illustrations of some of the on-line screens are provided throughout the chapter.

Establishing a Session

The following are two methods for establishing a session with NWRDC:

1. Access through the TYMNET components of the FIRN network

If a menu similar to the following is displayed on the terminal when FIRN has been accessed, the terminal is connected through the TYMNET portion of the network:

```
SELECT LOGON PROCEDURE
        NWRDC 3270
        NERDC 3270
        NERDC ASYNCHRONOUS
        SERDC ASYNCHRONOUS
        FSUCC ASYNCHRONOUS
        MANUAL LOGON
```

1. Place the cursor beside NWRDC 3270, and
2. Press the ENTER/RETURN key.

A VTAM screen from NWRDC similar to the following will be displayed:

```
*************** NWRMENU - ENTER ONE OF THE FOLLOWING ***************
*NWRICOM NWRIACT NWRCICS NWRCICC NWRCICT NWRDICS NWRTSO NWRMUSS WRDC*
**** OTHER MENUS, ENTER: S  (SAMMENU); E  (NERMENU); C  (CFRMENU) ****
```

1. Type NWRCICC, and
2. Press the ENTER/RETURN key.

2. Access through SNA components of the FIRN network

If the connection is via SNA, the terminal displays the VTAM menu for the SNA host center.

1. Type NWRCICC, and
2. Press the ENTER/RETURN key.

Whether connecting through TYMNET or SNA, once the terminal is successfully connected to NWRDC's County CICS system, the following screen will be displayed:

```
        NWRDC --- CICS SECURITY SYSTEM
        SPECIFY USER-ID AND PASSWORD
          TERMINAL ===   XXNN
                TIME ===   NN.NN.NN
           USER-ID  ===        === REQUIRED
          PASSWORD ===        === REQUIRED
     NEW PASSWORD  ===
```

1. Type the USER-ID,
2. Tab down to the PASSWORD field,
3. Type the password,
4. To change the password (the first time you logon or any other time you wish to change your password):

   a) Tab down to the NEW PASSWORD field,
   b) Type the new password you want (must be at least 4 characters) in the NEW PASSWORD field, and then
   c) Press the ENTER/RETURN key

   NOTE: Do not press the ENTER/RETURN key until both the USER-ID and PASSWORD have been typed. For future logons, omit Step 4 unless you wish to change the password.

   The new password will be known only to the user and not to the EIAS/EDS Contact. If the password is lost or forgotten, call the EIAS/EDS Contact Person. He/she will need to have the Education Data Center (EDC) reestablish the password at NWRDC. Try to avoid this problem by maintaining the password in a safe place. **Remember to treat all data base passwords as confidential information.** They are the keys to your share of the information data base.

The next screen in the logon sequence is as follows:

```
                    NWRDC

--- CICS SECURITY SYSTEM
            SPECIFY ACCOUNT TO BE CHARGED FOR THIS SESSION
                LOGON-ID===              === REQUIRED
             SUB-PROJECT  ===            === OPTIONAL
                PASSWORD  ===            === REQUIRED
IF ABOVE IS AS DESIRED, DEPRESS ENTER, ELSE ENTER DESIRED VALUES
```

This screen requires that you specify a valid NWRDC LOGON-ID that will be charged for the session. The LOGON-ID should already be set up and should be the same as your user ID. You need only press the ENTER/RETURN key.

The next screen is the NWRDC CICS screen from which you access the On-Line Programs for browsing and/or updating.

```
-------------NWRDC --- CICS SECURITY SYSTEM -------------
LAST SIGNON WAS 15.37.31     85.180
NWR CICS SESSION BEGINNING 14.36.40          85.201
TERMINAL (XXNN)    USER(XXXXXX)   GROUP(XX-XXXXX)
---------------------------SIGNON COMPLETED------------
```

Note the terminal-ID, user and group information for future reference in case of terminal or network problems. (Write it down if necessary.)

1. Clear the screen,
2. Type MMnn (where nn is the number of your district; e.g., MM06 for district 06, Broward),
3. Press the ENTER/RETURN key.

At this point, the Main Menu will appear as follows and you will have successfully signed on to the On-line System.

```
                    STATE OF FLORIDA                    MAIN
                  STUDENT/STAFF/FINANCE
                       MAIN MENU

          1-SDCM     Student Component Menu
          2-SFCM     Staff Component Menu
          3-FNCM     Finance Component Menu
          4-WDIS     WDIS Component Menu
          5-CCCM     Course Code Component Menu
          6-MESS     Broadcast Messages
         99-HELP     Help Main Menu

     Enter Option Number or 4-Character Code
     COMMAND ==

     PF1=HELP PF9=EXIT
```

Navigating the On-line Programs

From the On-line Programs Main Menu screen, you may enter:

1. Student Component of the information data base,
2. Staff Component, or
3. Finance Component, or
4. WDIS Component, or
5. Course Code Component, or
6. Broadcast Messages; or
99. Help Main Menu.

Each menu option has assigned to it both a menu number and a screen ID. Screen ID's are 4-character codes that are displayed in the upper right-hand corner of the screen. "MAIN" is the screen ID for the Main Menu. Menu options can be selected by entering either the option number or the associated screen ID.

To select the Student Component Menu:

1. Type either the number "1" on the COMMAND line, or
2. Type the code "SDCM" on the COMMAND line and
3. Press the ENTER/RETURN key.

This will result in the display of the following screen:

```
                                STATE OF FLORIDA                    SDCM
                              STUDENT COMPONENT MENU

 1-DEMO   Student Demographic Data        18-SSCD   Student Schedule
 2-SCRS   Student Course Data             19-SFTE   Student FTE Data
 3-TCRS   Teacher Course Data             20-TSCD   Teacher Schedule
 4-EXCS   Exceptional Student Data        21-CLAS   Class Roster
 5-EXCP   Exceptional Program Data        22-DFTE   DIST/SCHL Weight/Unweight
                                                    FTE
 6-FSIS   FED/STATE Indicator Data        23-EDST   Edit Status
 7-PRSC   Prior School Status             24-FNLR   Final Reports
 8-LENG   Limited English                 25-STUL   Student Locator
 9-SASS   State Assessment                26-RRPT   Reports on Request
10-REIS   Responsible Instructor          27-CCNN   Course Numbers/Names

                   Please page forward (PF8) for End of Year Formats

COMMAND➔            Enter Option Number or 4-Character Code

PF1=HELP    PF5=MAIN MENU    PF8=FRWD BROWSE    PF9=EXIT
```

This is the first part of the Student Component Menu.

- Options 1 through 8 permit a district to browse AND update data on individual tables of the information data base.
- Options 18 through 27 are browse-only programs.
- Option 26 allows a district to request that a report(s) be generated.

Note that the options on this part of the menu relate to reporting formats (tables) collected during Surveys 1 through 4 and 9. Reporting formats collected in Survey 5 are displayed on the second part of the menu. Pressing **PF8** (Programmed Function key 8) will cause this second part of the Student Component Menu to be displayed as shown on the following page.

```
                                STATE OF FLORIDA                    EYCM
                                END OF YEAR MENU

35-DEM5   Student Demographic Data        51-VSCD   Vocational Student Schedule
36-VCRS   Voc Student Course Data         52-VCLS   Vocational Class Roster
37-VTCH   Voc Teacher Course Data         53-VTSC   Vocational Teacher Schedule
39-EOYS   End of Year Status Data         99-HELP   Help Menu
40-DISC   Discipline Data
41-FSCE   FED/ST Compensatory-Chapt1
42-ADCH   Adult Student Course
43-EXC5   Exceptional Student Data
44-SASS   Statewide Assessment
45-DOPP   Dropout Prevention Program
46-SATT   Student Attendance
47-STRN   Student Transcript
48-SAFE   School Safety Data
49-DJEN   DJJ Student Entry
50-DJEX   DJJ Student Exit

COMMAND ==          Enter Option Number or 4-Character Code
PF1=HELP    PF5=MAIN MENU    PF7=BKWD BROWSE    PF9=EXIT
```

Again, the browse and update options (35 through 48) are displayed on the left of the screen, while the browse-only options appear on the right (options 51 through 53; interactive Help (99) is browse-only as well).

At the bottom of the screen, the last two lines display commands that may be executed by pressing one of the PF (Programmed Function) keys. On the screen above, PF1, PF5, PF7, and PF9 are displayed.

1. Pressing **PF1** gets you interactive HELP, which is discussed later in this chapter.
2. Pressing **PF5** returns you to the Main Menu of the On-line System.
3. To return to the first part of the Student Component Menu, press **PF7**.
4. Pressing **PF9** ends this CICS session (you can do this from any screen of the On-line System except HELP). A terminating screen will then be displayed:

    a) Clear the screen,
    b) Type SECU,LOGOFF, and
    c) Press the ENTER/RETURN key to return the terminal to the NWRDC VTAM menu (at which point you have successfully signed off).

As mentioned above, menu options are selected by entering either the option number or screen ID.

An option may be selected by entering its screen ID even if the option doesn't appear on the current menu display. For example, If the Main Menu screen is displayed, typing SFTE will display the Student FTE Data screen. The same is true of a selection's option number, with the provision that if the option doesn't appear on the screen you should enter its fully qualified number. Fully qualified means that you would type both the main menu and component menu option numbers together. For example, since the Student Component Menu is option number 1 on the Main Menu, and the Student Course Data browse/update program is option number 3 on the Student Component Menu, you would type "1.3" to enter its fully qualified option number. Of course, if you are in the Student Component Menu already, you would only have to enter a "3" to select this option. It's only from other menus that the fully qualified form must be entered. To go directly to option number 5 on the Staff Component Menu, you could type "2.5" and use this as a way to bypass the display of the Staff Component Menu.

Selecting the Student Course Data browse/update option results in the display of the following screen:

```
                    STUDENT DATA BASE                    SCRS
                  STUDENT COURSE DATA

To BROWSE -- Enter AT LEAST through Student ID, AT MOST through End Period

DISTRICT OF INSTRUCTION: _          YEAR: ___     SURVEY: __
SCHOOL OF INSTRUCTION:
STUDENT ID:
COURSE:
SECTION: __          BEGIN PERIOD: _    END PERIOD:  _     TERM: __

DISTRICT OF ENROLLMENT:
SCHOOL OF ENROLLMENT:
DAYS/WEEK: _                                   MINS/WEEK: ___
FEFP PROGRAM: __     FTE EARNED: ____
                     VOC. PROGRAM CODE:  _________
GRADE:               VOC STUDENT INTENT: _     DUAL ENROLLMENT: __
LIMITED ENG PROF:_   YEAR ROUND SCHL: _        FTE PENDING (FYI):  ___

COMMAND ==   ___
blank=BROWSE  A=ADD  C=CHANGE  X=DEL  PF1=HELP  PF2=REFRESH  PF3=STUDENT
MENU PF5=MAIN MENU   PF7=BKWD BROWSE   PF8=FRWD BROWSE    PF9=EXIT
CLEAR=ERASE DATA
```

This is the kind of screen that can be used for both **browse and update**. These functions will be discussed later in the chapter.

From this screen the following can be used:

- PF1 to get interactive Help,
- PF3 to exit this screen and return to the Student Component Menu,
- PF5 to exit and return to the On-line System Main Menu, or
- PF9 to exit the On-line System entirely.

In addition, it is possible to switch to a different screen by:

1. Typing its screen ID on the COMMAND line and pressing the ENTER/RETURN key, or
2. Typing the new screen's option number (fully qualified if the screen is not one of the Student Component options) on the COMMAND line and pressing the ENTER/RETURN key.

Browse and Update Programs

No attempt will be made here to describe the operation of each screen of the on-line programs in detail. Instead, a general discussion of each function of the browse/update programs will be given using the Student Course Data browse/update program (screen ID SCRS, displayed on previous page) as an example. The browse-only programs will be discussed later in the chapter.

All programs have browse capability. During the state processing window, some of the programs have the update facility turned on to allow districts to edit the data submitted during that survey. After the state processing window is complete, the update facility for student data base components is turned off.

The top of the Student Course Data browse/update screen has instructions that tell the user the minimum (and the maximum) number of fields the user needs to supply in order to give the program enough information to locate a record or records on the information data base. For the Student Course screen, the user must enter a minimum of five fields (**District of Instruction, Year, Survey, School of Instruction, and Student ID**). A specific record can be located if the user supplies five more fields to the program (**Course, Section, Begin Period, End Period and Term**). All other screens contain similar instructions about the information that must be supplied in order to locate a record on the data base. At a minimum, District, Year, Survey and Student ID must be supplied in order to access a record/screen on the student data base.

If one or more records are found on the information data base, the program displays the first for the user. **PF7** and **PF8** can then be used to **browse backward and forward** through the set of records found. If no records are found matching the criteria specified by the user, the program provides this information to the user.

In addition to browse capability, the browse/update programs of the on-line programs have the ability to:

1. Add records to the data base,
2. Delete records, and
3. Change records selected by the user.

NOTE: As previously stated, the update capability for the Student Data Base is available only during the state processing window and is effective only for the current survey. At all other times, the on-line programs can only be used to browse the data base.

- **<u>Add a record</u> -** To add a record to the data base the user must:

1. Supply valid information in every field of the screen,
2. Type the letter "A" on the COMMAND line, and
3. Press the ENTER/RETURN key.

If the add is successful, a message will be returned to the user indicating this. An add will not be successful (will be rejected) if one of the following occurs:

1. The record to be added contains the same key information as a record already on the data base, or
2. The record fails any of the reject rules for that reporting format.

NOTE:

1. Key information is defined as the set of fields on the record used to make that record unique. The key fields for each reporting format are identified in the cover page information for that format.

2. Some STATE VALIDATION edits will be applied to the records, but will not cause rejection of the record. Instead, a message will be displayed explaining the validation error. If more than one error is detected in the new record, the program will report that multiple errors have occurred. Any fields containing invalid information will be highlighted to assist the user in identifying the problem(s) with the data. By pressing PF1 for interactive Help, the multiple error messages will be displayed.

3. The on-line program facilitates changes to other records by maintaining as much key information as possible when switching from one screen to another. So, for example, if changes need to be made to several different records for the same student, the key information allows the user to move easily from one record or record type to another.

It was mentioned earlier that the **ENTER/RETURN** key must be pressed to cause an add to be executed. Actually, an add (or a delete or a change) will be executed if any of the following keys are pressed with an "A" on the COMMAND line:

1. **PF3** - Pressing PF3 with an "A" on the COMMAND line will cause the add to be applied and then return the user to the Component Menu display.
2. **PF5** - Pressing PF5 with an "A" on the COMMAND line will cause the add to be applied and then return the user to the Main Menu display.
3. **PF7** - Pressing PF7 will cause the add to be applied and the prior record selected based on the last browse key established.
4. **PF8** - Pressing PF8 will cause the add to be applied and the next record selected based on the last browse key established.

For example, if a course record for a student with id = 0100000001 is being displayed and the user (1) changes the student ID to 010000002, (2) types an "A" on the COMMAND line, and (3) presses PF8; the add will be executed and the next record for student with id = 0100000001 will be displayed. If the user presses the ENTER/RETURN key instead of PF8, the newly added record for student 0100000002 will be displayed.

Additional function keys the user should be aware of are the following:

1. **PF9** - Pressing PF9 will cancel any add, change or delete in progress.
2. **PF2** - Pressing PF2 will refresh the screen.
3. **CLEAR** - Pressing CLEAR will erase all variable information on the screen

- **<u>Delete a record</u>** - To delete a record from the data base, the user must:

1. Enter the key information needed to uniquely identify the record to be deleted,
2. Type an "X" on the COMMAND line, and
3. Press the ENTER/RETURN key (or one of the other keys previously mentioned in the discussion of the add function).

If the record to be deleted does not exist on the data base, the delete will fail and the program will report this fact. **If the record does exist, the user will receive a request to confirm that the record should, in fact, be deleted. If confirmation is given, the record will be deleted**.

- **<u>Change/Update a record</u>** - To change or update a record on the data base, the user must:

1. Display the record to be changed or updated,
2. Make changes to any of the fields (including key fields),
3. Type a "C" on the COMMAND line, and
4. Press the ENTER/RETURN key (or any of the other keys mentioned earlier in the discussion of the add function).

As additional protection for the user, the program displays the before and after image of the record being changed on a confirmation screen. The change will be applied to the data base only if confirmation is given. As with the add function, the changed record must pass all applicable reject rule and validation tests.

As with the add function, using PF7 and PF8 instead of the ENTER/RETURN key to apply a change permits the user to stay within the set of records originally selected. Consequently, if a user needs to change the FTE Earned, Course for all of a student's Student Course Schedule records, the user can use the following steps:

1. Display (browse) the first Student Course Schedule record for the student;
2. Change the FTE Earned, Course displayed on the screen,
3. Type a "C" on the COMMAND line,
4. Press PF8; and
5. Confirm the change on the confirmation screen.

After the steps above, the on-line program will display the second record for the student and the user can continue the process until all Student Course Schedule records for the student are updated. (This is a quick way to update multiple records of the same type for a student.) Note that **if the ENTER/RETURN key is pressed rather than PF8, the newly changed record will remain on the screen.** If the user then wants to change the next record for the student, the record will need to be displayed by pressing PF8. The procedure, above, reduces the number of keystrokes required to complete the task.

Browse-only Programs

Certain of the data base on-line programs are limited to browse functions. These programs are provided to assist the districts in troubleshooting their data so that the browse/update programs can be used more effectively. **Updates are not permitted using these programs.**

While browse/update programs display data base records one at a time for browse/update purposes, the browse-only programs display information from several records at once on the screen. Often, information from multiple data base tables is used in putting together these displays.

The browse-only programs operate according to the same rules as the browse function of the browse/update programs:

1. The screen instructs the user as to the fields that must be entered,
2. The user enters these fields,
3. The user presses the ENTER/RETURN key, and
4. The information is displayed.

PF7, PF8 and the other function keys perform the same functions as in the other on-line programs.

The following are short descriptions of the browse-only programs. Option numbers and screen ID's follow the program names in parentheses:

STUDENT COMPONENT MENU

Student Schedule (18-SSCD) - a list of the classes taken by a student within a given School of Instruction.

Student FTE Data (19-SFTE) - a list of all classes taken by a student within the District of Instruction, displaying FTE Earned, Course for each course. Also, if FTE Earned, Course has been NULLed by a validation rule, the value of the FTE Earned prior to nullification is displayed under the heading "NONFUNDABLE FTE."

Teacher Schedule (20-TSCD) - a list of all classes taught by a teacher within a given School of Instruction.

Class Roster (21-CLAS) - a program that produces two lists that the user can view one at a time, by pressing PF6. The first list names the students taking a given class. The second is a list of the teachers teaching that class.

DIST/SCHL Weight/Unweight FTE (22-DFTE) - a summarization of FTE Earned by School of Instruction, FEFP, and Grade. Totals can be produced for rows for which FTE will be funded and for rows containing errors that would invalidate the row for use in FTE funding calculations.

Edit Status (23-EDST) - a program that will allow districts to monitor the progress of their data in the System. Use this program to (1) make sure that an initial submission or batch update has been processed (2) to view totals related to that processing, and (3) to see what datasets are available for retrieval.

Final Reports (24-FNLR) - a program that will allow districts to see which end-of-the-survey reports (final reports) are available for retrieval.

Student Locator (25-STUL) - a program that will locate a student by last name, birth date, and gender.

Reports for Request (26-RRPT) - a program that will allow districts to request reports to be generated.

Course Numbers/Names (27-CCNN) - a program that allows districts to browse the Course Code Directory, the Postsecondary Courses and Vocational Courses.

Vocational Student Schedule (51-VSCD) - the Survey 5 version of Student Schedule (SSCD).

Vocational Class Roster (52-VCLS) - the Survey 5 version of Class Roster (CLAS).

Vocational Teacher Schedule (53-VTSC) - the Survey 5 version of Teacher Schedule (TSCD).

STAFF COMPONENT MENU

FTE for Staff (4-FTES) - a display of both primary and additional job assignments for individual staff.

Staff Supplements and Benefits (7-SUBN) - a display of both Supplement and Benefit information for individual staff.

Edit Status (14-EDST) - a program that will allow districts to monitor the progress of their data in the System. Use this program to (1) make sure that an initial submission or batch update has been processed (2) to view totals related to that processing, and (3) to see which datasets are available for retrieval.

Final Report (15-FNLR) – a program that will allow districts to see which end-of-the-survey (final reports) are available for retrieval.

Staff Browse by Last Name (16-SFBM) – a program that displays identifying information for a staff member upon input of the staff member's Last Name.

Reports for Request (17-RRPT) - a display of reports available for requesting and the option to request generation.

Interactive Help

The Interactive Help facility **provides screen sensitive on-line documentation**. If edit errors occur during an update attempt or if errors exist on a record being displayed, the Help System can be invoked to provide Help text pertaining specifically to those errors. The Help System can be entered in the following ways:

1. If there have been edit errors, the user can hit **PF1** with a blank COMMAND line **to see Help details on the edit errors only**;

2. A user can **type a menu code** (On-line System screen ID's plus several additional Help System codes) on the COMMAND line **and press PF1 to see a specific Help menu**;
3. A user can type "**HELP**" or "**1.99**" on the COMMAND line **to see the Help menu associated with the current screen being accessed by the user**;
4. If there have been no edit errors, the user can hit **PF1 with "HELP" or nothing on the COMMAND line to see the Help menu associated with the current screen**; or
5. A user can type "**ALL**" on the COMMAND line **and press PF1** to see all Help details associated with the screen the user is currently viewing.

Any time a Help menu provides a list of items for selection, the item of choice can be selected by:

1. Placing the cursor under the item and
2. Pressing the ENTER/RETURN key, or
3. By typing a Help code (displayed in parentheses) on the COMMAND line.

The Help System has been designed to be used in the majority of cases that will arise during a given update session. However, **successful utilization of the update facility does depend on the user being very familiar with the data in the data base.** Help text has been included for data edit, format, and content, but this does not preclude the need to be familiar with the school district processes and data.

When a Help menu has been displayed, the user can make a selection by:

1. Using the TAB key to move the cursor to any of the topics displayed or by entering a menu code on the COMMAND line and then pressing the ENTER/RETURN key;
2. Typing one of the Help menu codes (plus the special codes ALL - used to select ALL Help details associated with that Help menu - or ERRS - for only the ones with errors) on the COMMAND line and pressing the ENTER/RETURN key; or
3. Using the PF3 key to navigate within the menus of the Help System, displaying previous menus.

PF7 and PF8 are used to browse within the Help details screens.

Once within the Help System, the only exit is to again use PF1. The user cannot exit directly to CICS from Help.

The following is the Help System Main Menu. It is presented when Help has been requested from a user viewing the on-line programs Main Menu (and at the other times mentioned above).

```
DOE INFORMATION DATA BASE
HELP SYSTEM
(HELP) MAIN MENU
```

You may ask for help on any of these topics by placing the cursor under any character of the topic desired and pressing the ENTER key. A MENU is indicated when a name is preceded by a MENU code (shown in parentheses). MENU may also be selected by typing its code on the COMMAND line and pressing the ENTER key.

```
(SDCM)    STUDENT MENU
(SFCM)    STAFF MENU
(FNCM)    FINANCE MENU
(NAV)     NAVIGATION
(XERR)    ERROR LISTS
(SFBM)    STAFF BROWSE
(WDCM)    WDIS MENU

COMMAND ===
PF1=END HELP,    PF3=PREVIOUS HELP SCREEN
```

This menu can be used to navigate through the Help System in much the same way as a user would navigate through the screens of the on-line programs, with the additional feature of the user being permitted to make a selection by using the TAB key to move the cursor to the chosen topic and pressing the ENTER/RETURN key.

The following is an example of the Help menu displayed when general information was requested from the Student Schedule screen (screen ID SSCD):

```
DOE INFORMATION DATA BASE
HELP SYSTEM
(SSCD) STU SCHEDULE
```

You may ask for help on any of these topics by placing the cursor under any character of the topic desired and pressing the ENTER key. A MENU is indicated when a name is preceded by a MENU code (shown in parentheses). MENU may also be selected by typing its code on the COMMAND line and pressing the ENTER key.

```
(ALL)   ALL FIELDS    (ERRS)   ERRORS ONLY    (HELP) MAIN MENU

DISTRICT - INSTR.       SURVEY YEAR     SURVEY PERIOD
STUDENT ID.
END PERIOD           DAYS/WEEK         ADULT CLASS HOURS   MIN/WEEK



COMMAND ===
PF1=END,        PF3=PREVIOUS SCREEN
```

Had there been an error in one of the key fields the user was required to enter on the Student Schedule screen, that field would have been highlighted on this menu. The user could then use the TAB key to move to the highlighted field (or one of the others), press the ENTER/RETURN key, and have the Help System display informative text. If, for example, the user had placed the cursor on the Survey Year field and pressed the ENTER/RETURN key, the following screen would then be displayed:

```
********** DOE INFORMATION DATA BASE - HELP SYSTEM ********
*** BEGIN HELP DISPLAY ***

Survey year
        The school year for which this survey was reported (4 digits, right justified with leading zeroes;
        e.g., 8485 for school year 1984-85)

*** END HELP DISPLAY ***
PF1=END HELP, PF3=PREVIOUS HELP MENU, PF7=BKWD BROWSE, PF8=FRWD BROWSE
```

When edit errors occur, the user does not have to navigate through a Help menu, selecting one highlighted field at a time. By simply pressing **PF1** after an error occurs, the Help System will automatically display Help information on the errors that have occurred. **If**, for example, **edit errors had occurred** in **District of Instruction, School of Instruction, and Survey Year**, pressing **PF1** would produce the following display:

```
********** DOE INFORMATION DATA BASE - HELP SYSTEM ********
*** BEGIN HELP DISPLAY ***
District of instruction
        The number for the school district providing the instruction.  (2 digits, right justified with
        leading zeroes; 01 through 70 or 72 through 76)

School of instruction
        The state assigned four digit numbers for the school which provides the instruction or services
        to the student.
        (4 character alphanumeric codes)
                0001-9899     District school sites from the Master School ID File
                C901-C928     Florida public community colleges
                U970-U978     Florida public state universities
                N999          Out-of-state schools

Survey year
        The school year for which this survey was reported (4 digits, right justified with leading zeroes;
        e.g. 8485 for school year 1984-85)

*** END HELP DISPLAY ***
PF1=END HELP, PF3=PREVIOUS HELP MENU, PF7=BKWD BROWSE,  PF8=FRWD
BROWSE
```

If a set of Help details takes more than one screen to display, the user may use **PF7** and **PF8** to scroll backwards and forwards through the Help display.

Serious Error Processing

In the event of a data base error or an unforeseen error in the programs of the On-line System itself, a serious error screen will be displayed. This screen will contain diagnostic information that will aid EIAS/EDS in resolving the problem that has occurred. Information on serious errors will be logged to a file at NWRDC, but if this log is damaged, the only copy of what has transpired will be what appears on your screen. You should therefore preserve this information (write it down or make a screen print) and report the problem to the Educational Data Systems Contact Person as soon as possible.

The following is a sample serious error screen. If you ever encounter this screen, write down the information displayed or make a screen print and call the Educational Data Systems Contact Person.

```
*************SERIOUS ERROR DESCRIPTION SCREEN*************
**************************************************
A SERIOUS ERROR HAS OCCURRED
PLEASE CONVEY THE FOLLOWING INFORMATION
TO THE EDS PROGRAMMING STAFF (SUNCOM 278-7911)
*******************************************************************

PROGRAM NAME ===  FNGQ30
PARAGRAPH    ===  6000
TRANSACTION  ===  GQ30
ORIGINAL TRAN ===  MM21
TERMINAL ID  ===  FNXD
FUNCTION KEY ===  PF1
FUNCTION CODE ===  100A
RETURN CODE  ===  000000000000
DATASET      ===
SQL CODE     ===  0100
ERROR CODE   ===  T106

T106:  An error occurred during an SQL FETCH operation.
-911:  Deadlock or time out.  Try again later.
```

To exit the serious error screen, press the CLEAR key. You may then restart your session by typing MMnn (where nn is your district number) or sign off from CICS by typing SECU,LOGOFF and pressing the ENTER/RETURN key.

Checking for Reports Available for Retrieval

During the state processing window, reports are generated and available for retrieval. The Schedule of Events (Appendix C) lists these reports and the approximate times that they were generated. Due to unforeseen circumstances and special requests, some of these reports are generated at other times.

By using the Edit Status on-line screen (item 23 on the STUDENT MENU or item 14 on the STAFF MENU of the DOE Information Data Base on-line programs) the user can check to see when a report has been generated. The PF6 function key returns a screen that shows the data set name and creation date of all reports related to a particular reporting format.

After the state processing window, FINAL Reports are generated. Appendix L lists these reports and the surveys when they are generated. The Final Report on-line screen (Item 24 on the STUDENT MENU and item 15 on the STAFF MENU of the DOE Information Data Base on-line programs) allows the user to see when these reports are available.