

CHANGE FACULTY INFORMATION

PLEASE ENTER FACULTY CODE NUMBER 62

Command

!<C:>!ZFACULTY

!Rec: EOF/4

! !

FIRST NAME: JOHN LAST NAME: JOHNSON

SOCIAL SECURITY NO.: 123-45-6789

FACULTY CODE NUMBER: 62

OFFICE NUMBER: 212B PHONE NUMBER: 5508

PRESS CTRL-END TO SAVE AND EXIT; PRESS ESC TO EXIT

EDIT

|<C:>|ZFACULTY

|Rec: 1/4

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Caps

DELETE FACULTY

PLEASE ENTER FACULTY CODE NUMBER 62

Command

|<B:>|ZFACULTY

|Rec: EOF/1

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FIRST NAME: JOHN LAST NAME: JOHNSON

SOCIAL SECURITY NO.: 123-45-6789

FACULTY CODE NUMBER: 62

OFFICE NUMBER: 212B PHONE NUMBER: 5508

IS THIS THE RECORD YOU WISH TO DELETE? N

READ |<B:>|ZFACULTY |Rec: 1/1 | |

RECORD HAS BEEN DELETED

Command :<C:>IZFACULTY
Press any key to continue...

:Rec: 1/4

:

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Caps

RECORD NOT DELETED

Command :<B:>IZFACULTY
Press any key to continue...

:Rec: 1/1 : :

VIEW FACULTY DATABASE

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*-----*
| CURSOR  <-- --> |          UP   DOWN   |   DELETE   | Insert Mode:  Ins |
|          | Char:   Del  | Exit:      | ^End   |
| Field:  Home End | Page:  PgUp  PgDn   | Field:  ^Y   | Abort:        Esc  |
| Pan:    ^       | Help:   F1    | Record: ^U   | Set Options: ^Home |
*-----*

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SSN----- FNAME----- LNAME----- PHONE OFFNO FACNO
888-99-0000 MARY          COOK          2203  323  32
222-33-4444 JANE          JACKSON       2389  113B 42
111-22-3333 JAMES         SMITH         5379  526D 52
123-45-6789 JOHN          JOHNSON       5508  212B 62

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BROWSE          |<B:>|ZFACULTY          |Rec: 4/4          |          |

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View and edit fields.

DOCUMENTATION FOR THE REGISTRATION MENU

YOU WILL SEE	YOU WILL DO
1. The Main Menu will appear displaying the six menu options.	1. Type 3 to access the Registration Menu and press Enter.
2. A screen will appear asking the user to enter the appropriate quarter.	2. Type in the 3 letter abbreviation of the quarter and the last two digits of the year and press Enter. (AUT87 should be typed for the Autumn quarter of 1987.)
3. If the correct quarter was typed in, the Registration Menu will appear. If the incorrect quarter was typed in, a screen will appear saying 'DATABASE FILE DOES NOT EXIST' and press any key to continue. Press any key to return to the Main Menu.	3. Type a 1 to add new registration information and press Enter.
4. A screen will appear asking the user to enter the student's social security number and the course number.	4. Enter the student's social security number and course number, pressing Enter after each.
5. A screen will appear displaying the fields to be entered for the registration information.	5. Type in each of the fields for which there is information and press Enter after each. After the last field has been typed in (COMMENTS), press CTRL-END to save the record. DO NOT PRESS ENTER AFTER THE LAST FIELD HAS BEEN ENTERED!!!
6. The Registration Menu will appear displaying the 8 Menu options.	6. Type a 2 to change registration information and press Enter.
7. A screen will appear asking the user to enter the student's social security and course numbers.	7. Type in the student's social security number and course number, pressing Enter after each.
8. If the social security number and course number information exists, a screen will appear displaying the information with the given social security number and course number. If the social security number and course number information does not exist, a screen will appear saying 'SOCIAL SECURITY NUMBER AND/OR COURSE NUMBER NOT FOUND' and press any key to continue.	8. Make changes by typing in the new values and using the Enter key to move between fields. After the changes have been made, press CTRL-END to save the changes. If the displayed record is not the one the user wishes to change, press the PgDn key until the right record to change is found.

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DOCUMENTATION FOR THE REGISTRATION MENU

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YOU WILL SEE	YOU WILL DO
9. The Registration Menu will appear displaying the B menu options.	9. Type a 3 to delete registration information and press Enter.
10. A screen will appear asking the user to enter the student's social security and course numbers.	10. Type in the student's social security number and course number for the course to be deleted and press Enter after each.
11. If the social security number and course numbers exist, a screen will appear displaying the information with the given social security and course numbers. If the given social security and course number information does not exist, a screen will appear saying 'SOCIAL SECURITY NUMBER AND/OR COURSE NUMBER NOT FOUND' and press any key to continue.	11. If the displayed record is the one the user wishes to delete, type a 'Y' and press Enter. A screen will appear saying 'RECORD HAS BEEN DELETED' and press any key to continue. If the displayed record is not the one the user wishes to delete, the user can either press PgDn to go to the next record and decide to delete it or the user can type an 'N' and press Enter to exit from the delete mode. If the user types an 'N', a screen will appear saying 'RECORD NOT DELETED' and press any key to continue.
12. The Registration Menu will appear displaying the B Menu options.	12. Type a 4 and press Enter to review the registration information.
13. A screen will appear displaying records having registration information for various students.	13. Use the cursor keys and the help screen at the top of the screen to move between records and fields in this mode.
14. The Registration Menu will appear displaying the B Menu options.	14. Type a 5 and press Enter to view registration information for a student.
15. A screen will appear asking the user to type in the social security number of the student whose registration information is to be viewed.	15. Type in the student's social security number and press Enter.
16. The View Information screen will appear with the options to view all classes for the student, or view new classes, or view new classes or view drop classes for the student.	16. Type in the corresponding number of the option the user wishes to choose and press Enter.

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DOCUMENTATION FOR THE REGISTRATION MENU

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YOU WILL SEE	YOU WILL DO
<p>17. If classes exist for that student a screen will appear displaying all of the courses which fit the chosen criteria. If there are no courses which fit the given criteria, a screen will appear saying 'NO CLASSES TO VIEW FOR STUDENT' and press any key to continue.</p>	<p>17. After all of the information has been viewed, press any key to return to the screen asking the user to enter a student's social security number.</p>
<p>18. The Registration Menu will appear displaying the B Menu options.</p>	<p>18. Type a 6 to print student information and press Enter. This option works the same as the view option above, but instead of displaying the information on the screen, the information is displayed on the printer. Make sure the printer is on and the on-line button is on before printing.</p>
<p>19. The Registration Menu will appear displaying the B Menu options.</p>	<p>19. Type a 7 to add a class and press Enter. This procedure is the same as adding a new class in option 1. Type an 8 to drop a class and press Enter.</p>
<p>20. A screen will appear asking the user to enter the social security number and course number to drop.</p>	<p>20. Type in the student's social security number and course number, pressing Enter after each.</p>
<p>21. The first course satisfying the given information will appear on the screen displaying a format similar to the change registration information screen.</p>	<p>21. If the displayed course information is the course you wish to drop, type a 'Y' where asked and press Enter. If the displayed course information is not the course you wish to drop, either type an 'N' and press Enter to exit or keep pressing the PgDn key until the correct course is displayed.</p>
<p>22. If a 'Y' was typed, a screen will appear saying 'COURSE HAS BEEN DROPPED' and press any key to continue. If an 'N' was typed, a screen will appear saying 'COURSE HAS NOT BEEN DROPPED' and press any key to continue.</p>	<p>22. Press any key to continue and return back to the screen asking the user to enter the social security number and course number of the class to drop. Continue in the above manner until finished.</p>

WHICH QUARTER DO YOU WISH TO WORK WITH? AUT86

Command

|<C:>|

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Caps

REGISTRATION INFORMATION

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- | | |
|------------------------|----------------------|
| 1. ADD NEW INFORMATION | 5. VIEW INFORMATION |
| 2. CHANGE INFORMATION | 6. PRINT INFORMATION |
| 3. REMOVE INFORMATION | 7. ADD CLASS |
| 4. REVIEW INFORMATION | 8. DROP CLASS |

0. EXIT

select 0

Command

|<C:>|AUT86

|Rec: 7/20

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Caps

ADD NEW COURSE

PLEASE ENTER STUDENT SOCIAL SECURITY NUMBER 305-86-3377

PLEASE ENTER COURSE NUMBER 100

Command

!<C:>!AUT86

!Rec: EOF/20

!

!

Caps

CHANGE COURSE INFORMATION

PLEASE ENTER SOCIAL SECURITY NUMBER 111-11-1111

PLEASE ENTER COURSE NUMBER 101

Command

|<C:>|AUT86

|Rec: EOF/20

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DELETE COURSE

PLEASE ENTER SOCIAL SECURITY NUMBER 111-11-1111

PLEASE ENTER COURSE NUMBER 101

Command

|<C:>|AUT86

|Rec: EOF/20

|

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FIRST NAME: KATHY LAST NAME: JOHNSON
SOCIAL SECURITY NO. : 111-11-1111 TYPE OF COURSE: N
REFERENCE NO. : 23 DEPARTMENT NAME: ENG
DEPARTMENT NUMBER: 26 COURSE NUMBER: 101
SECTION NUMBER: 1 CREDIT HOURS: 4
COURSE NAME: LITERATURE FACULTY NUMBER: 62
FACULTY INITIAL AND LAST NAME: D. SMITH
COMMENTS:
IS THIS THE CORRECT COURSE ?

READ !<C:>!AUT86 !Rec: 6/20 ! !

RECORD HAS BEEN DELETED

Command |<C:>|AUT86
Press any key to continue...

|Rec: EOF/19 | |

RECORD NOT DELETED

Command |<C:>|AUT86
Press any key to continue...

|Rec: EOF/20 | |

VIEW REGISTRATION DATABASE

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*-----*
| CURSOR  <-- --> |          UP  DOWN  |  DELETE  | Insert Mode:  Ins |
| Char:   Del  | Exit:   ^End |
| Field: Home End | Page:  PgUp  PgDn  | Field:  ^Y  | Abort:         Esc |
| Pan:    ^  | Help:   F1   | Record: ^U  | Set Options: ^Home |
*-----*

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SSN-----	FNAME-----	LNAME-----	REFNO	DEPTNAME	DEPTNO	CRSNO	SECNO	CRHRS
111-11-1111	KATHY	JOHNSON	102	CS	12	220	1	4
222-22-2222	JAMES	BROWN	220	MACS	27	220	1	4
222-22-2222	JAMES	BROWN	101	MATH	32	222	1	4
222-22-2222	JAMES	BROWN	53	HSC	37	250	1	4
305-86-3377	KATHERINE	HARRIS	23	CS	25	100	1	4
305-86-3377	KATHERINE	HARRIS	27	ENG	32	100	1	4
305-86-3377	KATHERINE	HARRIS	23	MATH	32	102	1	4
305-86-3377	KATHERINE	HARRIS	101	MATH	15	108	1	4
305-86-3377	KATHERINE	HARRIS	32	CC	42	213	1	4
305-86-3377	KATHERINE	HARRIS	42	CS	15	435	1	4
333-33-3333	JANE	SMITH	300	CS	44	300	1	4

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BROWSE          ;<C:>!AUT86          ;Rec: 11/19          ;          ;

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View and edit fields.

[VIEW ALL COURSES FOR STUDENT](#)

PLEASE ENTER STUDENT SOCIAL SECURITY NUMBER 305-86-3377

Command

!<C:>!AUT86

!Rec: 11/19

!

!

V I E W I N F O R M A T I O N

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1. VIEW ALL CLASSES
2. VIEW NEW CLASSES
3. VIEW ADD CLASSES
4. VIEW DROP CLASSES

0. EXIT

----- select 0 -----*

Command

|<C:>|AUT86

|Rec: 7/20

|

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Caps

Record#	REFNO	DEPTNAME	DEPTNO	CRSNO	SECNO	CRHRS	CRSNAME	FACNO	COMMENTS
1	23	CS	25	100	1	4	SYSTEMS ANAL	63	
2	27	ENG	32	100	1	4	LITERATURE	62	
3	23	MATH	32	102	1	4	ALGEBRA	62	
4	101	MATH	15	108	1	4	MODELS	62	NO PREVIOUS MATH BACKGROUND
5	32	CC	42	213	1	4	VOCAB DVLP	62	LAST COURSE
6	42	CS	15	435	1	4	LANGUAGES	63	LATE REGISTR ATION

Press any key to continue...

Command

!<C:>!TEMP

!Rec: EOF/6

!

!

PRINT COURSES FOR A STUDENT

PLEASE ENTER STUDENT SOCIAL SECURITY NUMBER 305-86-3377

Command

|<C:>|AUT86

|Rec: 11/19

|

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PRINT REGISTRATION INFORMATION

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1. PRINT ALL CLASSES
2. PRINT NEW CLASSES
3. PRINT ADD CLASSES
4. PRINT DROP CLASSES

0. EXIT

----- select 0 -----*

Command

|<C: >|AUT86

|Rec: 11/19

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KATHERINE HARRIS

305-86-3377

aut86

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07/16/86

REFNO	DEPTNAME	DEPTNO	CRSNO	SECNO	CRHRS	COURSE NAME	FACNO	TYPE	COMMENTS
23	CS	25	100	1	4	SYSTEMS ANAL	63	D	
23	MATH	32	102	1	4	ALGEBRA	62	A	
101	MATH	15	108	1	4	MODELS	62	A	NO PREVIOUS MATH BACKGROUND
27	ENG	32	110	1	4	LITERATURE	62	A	
32	CC	42	213	1	4	VOCAB DYLP	62	N	LAST COURSE
42	CS	15	435	1	4	LANGUAGES	63	A	LATE REGISTRATION

DOCUMENTATION FOR THE FACULTY CLASS LISTS

YOU WILL SEE	YOU WILL DO
1. The Main Menu will appear displaying the six menu options.	1. Type a 4 to access the Faculty Class Lists Menu and press Enter.
2. A screen will appear asking the user to enter the appropriate quarter.	2. Type in the 3 letter abbreviation of the quarter and the last two digits of the year and press Enter. (AUT87 should be typed for the Autumn quarter of 1987.)
3. If the correct quarter was typed in, the Faculty Class List Menu will appear. If the incorrect quarter was typed in, a screen will appear saying 'DATABASE FILE DOES NOT EXIST' and press any key to continue. Press any key to return to the Main Menu.	3. Type a 1 to view a faculty class list and press Enter. A screen will appear asking the user to enter the first initial and last name of the faculty to view. (J. SMITH is an example of the way the name should be entered.) If the name was entered correctly and there exists courses and students for that faculty, a screen will appear displaying the course number, last name, and first name of the students belonging to that faculty. Press any key to go back to the Faculty Class List Menu when all students have been viewed. If there are no students to view for that faculty, a screen will appear saying 'NO CLASSES TO PRINT FOR INSTRUCTOR' and press any key to continue and return to the Faculty Class List Menu. Type a 2 to print a faculty class list and press Enter. Proceed as above, making sure that the printer is on and also on-line and the paper is adjusted. Type a 0 to leave the Faculty Class List Menu and return to the Main Menu.

WHICH QUARTER DO YOU WISH TO WORK WITH? AUT86

Command

|<C:>|

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Caps

FACULTY CLASS LIST MENU

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- 1. VIEW FACULTY CLASS LIST
- 2. PRINT FACULTY CLASS LIST

0. EXIT

select 0

Command

|<C:>|AUT86

|Rec: 19/19

| |

VIEW COURSES FOR FACULTY

ENTER FIRST INITIAL AND LAST NAME OF INSTRUCTOR: N. SMITH

Command

|<C:>|AUT86

|Rec: 19/19

|

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Crsno	Lname	Fname
104	JACKSON	ANGELA
108	HARRIS	KATHERINE
333	SMITH	JANE
435	HARRIS	KATHERINE
496	MAIN	ROBERT
500	JACKSON	ANGELA

Press any key to continue...

PRINT COURSES FOR FACULTY

ENTER FIRST INITIAL AND LAST NAME OF INSTRUCTOR: N. SMITH

Command

|<C:>|AUT86

|Rec: 20/20

|

|

Caps

N. SMITH
AUT86
Page No. 1
07/16/86

COURSE NO.	LAST NAME	FIRST NAME
104	JACKSON	ANGELA
108	HARRIS	KATHERINE
333	SMITH	JANE
435	HARRIS	KATHERINE
496	MAIN	ROBERT
500	JACKSON	ANGELA

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DOCUMENTATION FOR THE DATABASE BACKUP

YOU WILL SEE	YOU WILL DO
<p>1. A screen will appear asking the user to enter the name of the database to backup. If the wrong name is entered, an error message will appear saying that the database does not exist and press any key to continue and return to the Main Menu.</p>	<p>1. Type the 5-character database name and press Enter.</p>
<p>2. If the database exists, a screen will appear telling the user to insert the diskette into drive B: and press any key when ready.</p>	<p>2. Insert the floppy diskette into drive B: and press any key to start the backup process.</p>
<p>3. A screen will appear saying 'COPYING DATABASE FILE TO DISKETTE'. When finished copying, a screen will appear saying 'COPY COMPLETE' and press any key to continue and return to the Main Menu.</p>	<p>3. Press any key to continue and return to the Main Menu.</p>

DATABASE BACKUP PROCEDURE

ENTER DATABASE FILE TO BACKUP: AUT86

Command

|<C:>|

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Caps