

# STIOffice – User Files

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## About User Files

*User Files* are available for storing customized student information that is not included in the pre-set data fields in STIOffice. The *prompt text* (this refers to the data fields displayed onscreen when users enter user file information) of existing user files may also be changed here at any time.

Some user files are pre-installed with STIOffice (either new installations or updates), depending on the state. For more details, please consult the *State Guidelines* document for your state, available on the **Documentation** page of the STI Support site at <http://support.sti-k12.com> (login and password required).

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## User File Setup

To set up user files, select **Utilities | Students | User File Definition** and perform the following steps:

The screenshot shows the 'User File Definition' dialog box. On the left, a list titled 'Select a File' contains 10 entries: 1 State Define, 2 Sports, 3 Sp Placement, 4 Clubs, 5 WWW, 6 ESS, 7 Library Id, 8 Permissions, 9 Automobile (highlighted), and 10 Undefined. To the right of this list is a 'File Name' field containing 'Automobile'. Below that is a 'String Prompts' section with 12 numbered input fields: 1: Make, 2: Model, 3: Color, 4: License Plate, 5: (empty), 6: (empty), 7: (empty), 8: (empty), 9: (empty), 10: (empty), 11: (empty), 12: (empty). To the right of the string prompts are 'Date Prompts' (6 fields) and 'Number Prompts' (6 fields). The date prompts are: 1: Issue Parking Space, 2: (empty), 3: (empty), 4: (empty), 5: (empty), 6: (empty). The number prompts are: 1: Year, 2: Parking Space, 3: (empty), 4: (empty), 5: (empty), 6: (empty). On the far right is a 'Checkboxes' section with 8 numbered fields: 1: Ins On File?, 2: (empty), 3: (empty), 4: (empty), 5: (empty), 6: (empty), 7: (empty), 8: (empty). At the bottom right are 'OK' and 'Cancel' buttons.

- **Select a File:** Each user file (up to 10 are allowed) is numbered, with *User File 1* usually reserved for state-specific data. All data fields shown on the menu will pertain to the user file that is highlighted in this browse box.

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Note: *User File 1*, as the state-specific user file, should NOT be modified by users in states that implement pre-installed user file setup.

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- **File Name:** Enter a descriptive name that will apply to the information contained in this user file.

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Note: All the remaining blank boxes on the menu are called *field labels*. The text entered in each field label will determine what users see onscreen when they access a student's user file record.

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- **String Prompts:** String Prompts allow for alpha and numeric data. To create string prompt fields, click in any field label box displayed under *String Prompts* and type a label for each desired field. STIOffice will prompt the user to enter text in these fields when a student's User File is accessed.
- **Date Prompts:** Date prompts allow for entry of dates only. To create date prompt fields, click in any field label box listed under *Date Prompts* and type a label for each desired field. STIOffice will prompt the user to place dates in these fields when a student's User File is accessed.
- **Number Prompts:** Number prompts allow for entry of numeric data only. To create number prompt fields, click in any field label box listed under *Number Prompts* and type a label for each desired field. STIOffice will prompt the user to enter numerical data in these fields when a student's User File is accessed.

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Note: Number prompts 1 through 3 allow data entry of integers only. Number prompts 4 through 6 allow data entry of up to two decimal places.

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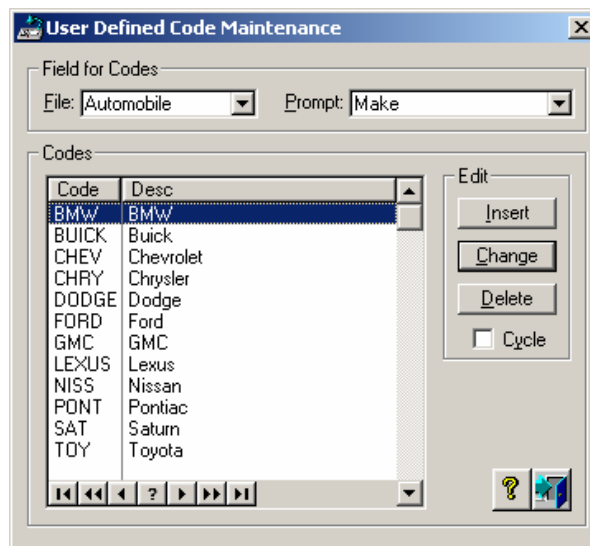
- **Checkboxes:** Checkboxes allow for entry of a check mark. If checked, the student meets the criteria. If unchecked, the student does not meet the criteria. These are fields within the file in which the user will only check an item. To create checkbox fields, click in any field label box listed under *Checkboxes* and type a label for each desired field. STIOffice will prompt the user to place a check mark in these fields when a student's User File is accessed.
- When finished setting up all of the fields for the user file, click the **OK** button to save.

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## User File Codes

User File Codes allow the user to enter a list of items that can be selected from a drop-down when entering user file data. For example, if a user file has been created with string prompts to track automobile make, color and model the user can create drop-down lists to save time during data entry. To create a list of items to be used in a User File String Prompt, perform the following steps:

- Go to **Utilities | Code Maintenance | User File Codes**.



- Click the drop-down arrow to select the User File and the Prompt (for example, *Automobile* and *Make*).
- Click **Cycle**, then click **Insert**.
- Enter the *Code* and *Description* for each item (for example, *Pontiac*, *Buick*, *Ford*, *Chevrolet*) and click **OK** to save.
- Continue to add each item to appear in the selection list for the selected *User File* field.
- Under this example, when entering automobile data for a student, the user will be able to select the *Make* of automobile from the list created.
- When the list is complete, click the **X** in the upper right corner to stop cycling through codes and close the dialog box.

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## User File Data Entry

To enter User File data for a single student, perform the following steps:

- Go to **Students | Desktop** or **Add/Edit Student Information**.
- In *Student Desktop*, click the **Ellipsis** button to select a student and then click the **Other Info** button to access User Files. In *Add/Edit Student Information*, the user files appear as numbered boxes in the upper left portion of the screen. Highlight the student and click the number corresponding with the user file for which data is to be entered.

- Enter data in the appropriate field(s). Click any number at the top of the screen to access other user files.
- Click **OK** to save the changes.

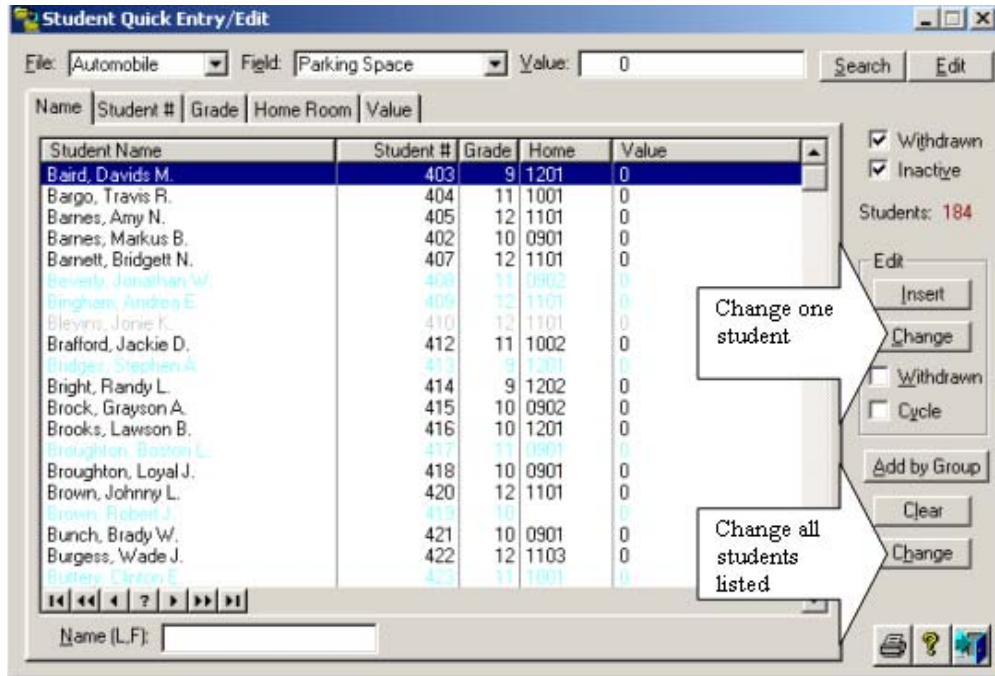
To enter User File data for multiple students, perform the following steps:

- Go to **Students | Quick Entry/Edit**. This method is useful for entering the same User File data for multiple students.

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Note: Basic instructions for using Quick Entry/Edit to enter User File data entry are listed below. For more details about the utility, please refer to the *STIOffice – Quick Entry/Edit Quick Reference Guide*.

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- Click the *File* drop-down arrow and select the user file to be changed.
- Click the *Field* drop-down arrow and select the data to be edited.
- Click **Search** to display a list of students who currently have a blank (or 0) value in the selected field.
- To change the value for all students on the list, click the **Change** button in the lower right hand corner. Enter the new value to give to all students and click **OK**.
- To change a single student, highlight the student on the list and click the **Change** button under the *edit* section in the middle of the list of buttons on the right. Enter the new value and click **OK** to save the record.
- To clear the value for all students, click the **Clear** button. **WARNING:** If the **Clear** button is clicked while no students appear on the list, the data will be cleared for all students in the database. The **Clear** command should be used with caution.

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Note: If you enter zero in the *Value* field, the checkbox for the selected data field will be unchecked. If you enter a Value of 1 (one), the box will be checked.

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