STIOffice – User Records

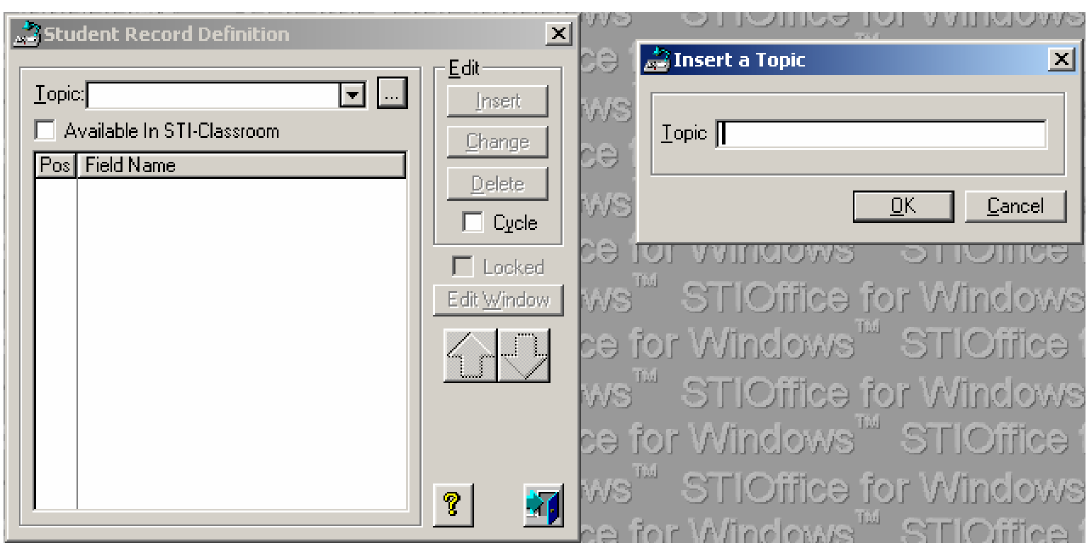
About User Records

Customized *User Records* may be created when the user needs to collect and report on any type of student data that is not already accumulated in STIOffice.

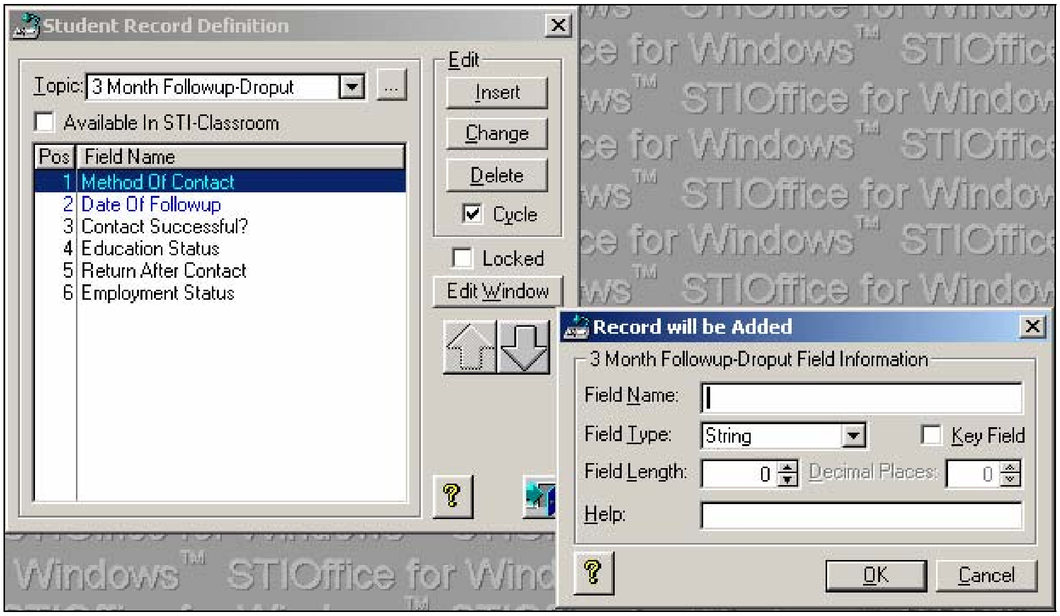
In most states, at least one user record is pre-installed for state-required reporting. These pre-loaded records should not be altered.

Creating a User Record

- In the main menu, select **Utilities | Students | User Record Definition**.
- At the top of the *Student Record Definition* menu, click on the ... button to create a *Topic*. Enter the topic name or title and click **OK**. The new topic name will be placed into the *Topic* field.

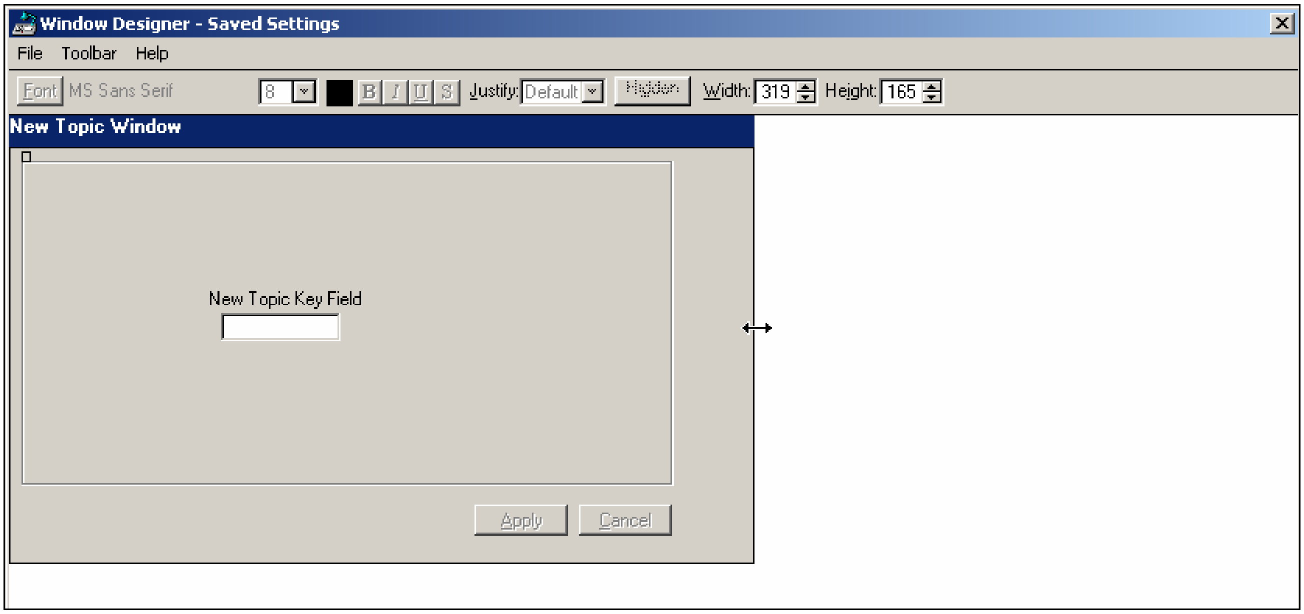


- With the proper topic selected, all fields of information to be collected about that topic must be defined. Perform the following steps to do this:
    - Check the *Cycle* box under the *Edit* area to cycle through the *Insert* screen for multiple inserts.
    - Click **Insert**.



- To define a field, enter a *Field Name*, *Field Type* and *Field Length*. A line of text may be entered into the *Help* field to create a *Tip* box that will be displayed when the mouse is rested over the field by a user during data entry.
- Choose a *Field Type*. The seven choices are *String*, *Date*, *Integer*, *Decimal*, *Time*, *Checkbox* and *Drop-List*. A new drop-list may be created, or an existing drop-list such as *Courses*, *Students* or *Teachers* may be used.
- At least one field *must* be marked as a key field. The first *Key Field* will sort the data. All key fields are required for data entry – users will be unable to save new records unless they enter data in the key field.

- Once the fields have been established, click the **Edit Window** button to design the menu that will be used for entering data for this user record. Perform the following steps to do this:
    - Window boxes may be resized by clicking in the blue bar at the top of the window and then placing the mouse arrow on vertical and/or horizontal outlines. When the black “double arrow” appears, left-click and drag (hold the mouse button down) on the line until it reaches the desired size.

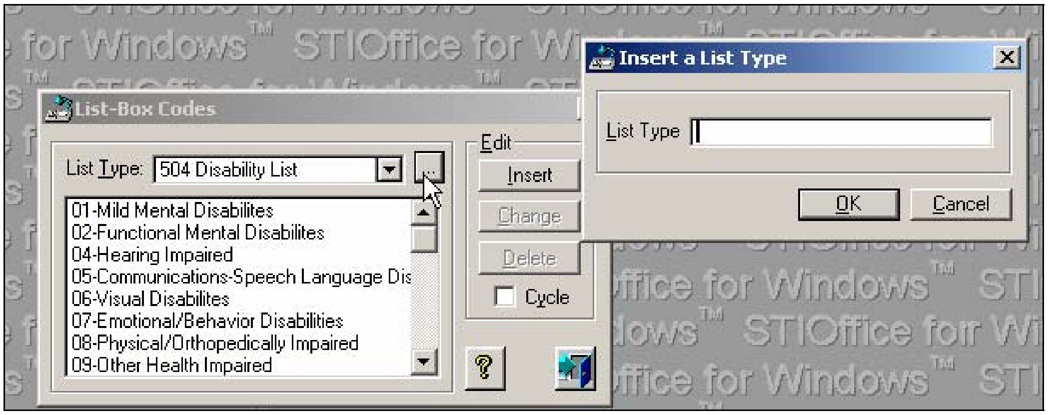


    - Additionally, the interior box may be resized by clicking the small square box in the upper left corner of the window and then moving the mouse to the vertical and/or horizontal outlines to obtain the black double arrow. Click and drag the window to the desired size within the existing larger window. Resizing is generally not necessary, unless there is a large amount of data input.
    - Drag the fields from the developed list- located on the right side of the screen- onto the *Window Designer* form. These fields may be placed at any location within the smaller window.
    - Fields may be resized and/or reformatted by clicking on the field to highlight it in red. While the fields are thus highlighted, repositioning, resizing and formatting changes may be made. Toolbar features may also be used at this point.
    - When finished, click **File | Save** and **Close** to save the modifications.
- The *Lock* feature will prevent any user other than the original creator from changing or deleting a user record. Bear in mind that if the user record was created by a user logged in with the @@@ user code for supervisors, other users logged in the same way will be able to modify or delete the user record.
- Use the arrows to move field names up or down in the list.

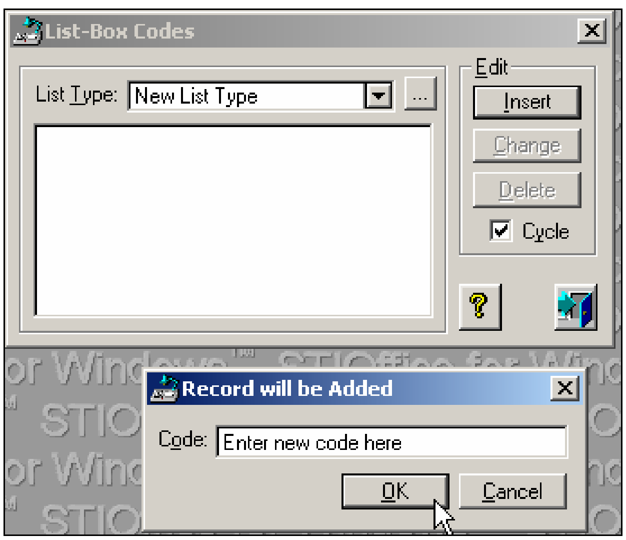
Creating a User Record Drop-List

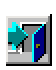
To define the *Drop-List* field type, perform the following steps:

- In the main menu, select **Utilities** | **Students** | **User Record List Definition**. Click the  button to name the *List Type*.



- With the appropriate *List Type* selected, click **Insert** to develop the *Drop-List*. Be sure to check the *Cycle* box to facilitate quick entry of multiple items. To exit the *Cycle*, click *Cancel* in a blank record when finished.



- Use the **Delete** button to remove an incorrect entry.
- Click the  icon to exit.

> Note: Drop-lists may also be created from the *User Record Definition* menu when the *Field Type* is initially built. The **Define** button will appear on the menu, offering the selection of *Drop-List* from the *Field Types*.