

Volume

1

ALGONQUIN COLLEGE

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Information Technology Services

# GENESIS

## User Guide

DRAFT

ALGONQUIN COLLEGE

# GENESIS User Guide

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Preface,

GENESIS is the project name of the development of Algonquin's Student Information System. GENESIS represents four years of commitment by Algonquin College users and development staff to design and build a feature-rich student information system.

GENESIS is not a static program. It was designed in modular form and will change over time, as enhancement and programming changes are implemented. Version 1.0 of GENESIS represents the first release of the "STUDENT MANAGEMENT" functions which has been added to the existing "CURRICULUM MANAGEMENT", to provide a single system for all student related data. Congratulations to all who participated in making this system a reality.

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## 1. Introduction to GENESIS

### *Algonquin College's Student Information System.*

**G**ENESIS is an all-inclusive Student Information and Administration System. The GENESIS application was developed by Algonquin College to provide a feature-rich application and database for all aspects of student information and administration. It was designed by user representatives, through JAD (Joint Application Design) sessions. The result is the GENESIS application or more accurately stated, a number of applications modules, designed by the users, for the users. The application modules encompass most aspects of student related College business functions from curriculum development to student registration and assignment of lockers and parking.

### 1.2 Purpose and Goals

**T**he purpose of this GENESIS User Guide is to provide an overview of the GENESIS system, what it does, and how to access its various functions. This User Guide will provide an introduction to the various program modules, and provide guidance on how to get started. It is essentially a “quick-start” reference document.

GENESIS provides functionality to implement a complex set of rules, guidelines and policies. The User Guide will focus on how to navigate through the screens, enter and view data. This guide is not intended to be a procedures manual, for practical reasons. The procedures manual would be a huge document. Since procedures and policies may change, rendering this document obsolete, this document will not provide procedures or policy specific explanations.


This User Guide is not intended to be a stand-alone training document. Nor is it intended to be a GENESIS technical manual.


This GENESIS User Guide will complement on-screen help documentation by providing an overview of the application, and the features normally used by the various users in Algonquin College.


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1 . 1 . 1 . 1 . 1 . 1 . 1 . 1 . 1

C O N T E N T S

 Valuable information

 Terminal Information

 PC Information

 Keyboard Information

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### 1.3 Document Structure (how to use this document)

The GENESIS application is the College's primary information system for all curriculum and student functions. Because the system includes so many processes, different areas of the College will interact with the system in very different ways, and at different times.

This document is structured to provide readers with a common introduction to the application and common tasks such as logging into the system and navigating through the screens. The document then provides a brief introduction to each major program module and to the various functions of that module.

This User Guide assumes the user already knows College policy and business practices. This document will not attempt to describe College policy or business practice. Again, on-screen help should be consulted for current information.

For quick access to specific information please go directly to following sections:

Section	Contains Information on:	Page
Application Framework	Provides an overview of <i>how</i> GENESIS was developed and contains some background and architecture information.	3
Getting Connected	Contains detailed instructions on how to log into the GENESIS system. Provides a “big picture” of the Algonquin network.	5
Working with VT or PC keyboards	Provides information on how to work with GENESIS from VTs or PCs and shows keyboard mapping information.	9
GENESIS Getting Started	Provides first introduction to the GENESIS application itself.	11
Curriculum Functions	This section contains a “Menu” tree of the various features in Curriculum (Program and Course) Management.	16
Student Functions	This section contains a “Menu” tree of the various features related to all aspects of Student information Management.	19
Printing Functions	Provides an overview of the printing features of GENESIS and the printing environment within Algonquin College	22

Table 1: Guide to Document Sections

## 1.4 Application Framework

The GENESIS application is an Ingres based application running on an IBM J40 RISC computer system. The GENESIS system consists of three components or layers:

- User Interface
- Application
- Database

### 1.4.1 User Interface

GENESIS is designed to work with a VT220 terminal (or equivalent). It will also work with a personal computer equipped with a suitable *terminal emulator*. The interface is therefore character based, as opposed to GUI (Graphic User Interface).

Data is entered (or viewed) on a terminal *Screen* in data *Fields*. More on screens and fields later. The top of a typical data screen, is a **Header**, which will indicate the major section of GENESIS, as well as the specific screen number and screen name. The centre area of the screen will normally contain the **information** or data fields. **Commands** available to the user will typically be displayed across the bottom of the screen. More “Commands” may be available that can be displayed on one line. “PF1 key” will scroll through available options. Figure 1 is an example of a typical GENESIS data Screen.

<b>Header</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">ALGONQUIN COLLEGE Curriculum Management</td> <td style="text-align: right; border-bottom: 1px solid black;">DU1.0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">CUI101 View Course</td> <td></td> </tr> <tr> <td>Course: ██████████</td> <td style="text-align: right;">Part of POS:</td> </tr> <tr> <td>Long Title:</td> <td style="text-align: right;">Start:</td> </tr> <tr> <td>Short Title:</td> <td style="text-align: right;">End:</td> </tr> <tr> <td>Owner:</td> <td style="text-align: right;">Section Maximum:</td> </tr> <tr> <td></td> <td style="text-align: right;">Section Minimum:</td> </tr> <tr> <td style="text-align: center;">GPA Inclusion:</td> <td style="text-align: center;">Incl. FT/PT Calc.:</td> </tr> <tr> <td style="text-align: center;">Statement of Achievement:</td> <td style="text-align: center;">GST Applicable:</td> </tr> <tr> <td style="text-align: center;">Course Assessment Type:</td> <td style="text-align: center;">Incidental Fee:</td> </tr> <tr> <td></td> <td style="text-align: center;">Half Course:</td> </tr> <tr> <td style="text-align: center;">Course Type:</td> <td style="text-align: center;">Normative Hours:</td> </tr> <tr> <td style="text-align: center;">Language:</td> <td style="text-align: center;">CE Delivered Hours:</td> </tr> <tr> <td style="text-align: center;">Funding Category:</td> <td style="text-align: center;">Aps Code:</td> </tr> <tr> <td style="text-align: center;">Grading System:</td> <td style="text-align: center;">Approval No:</td> </tr> <tr> <td style="text-align: center;">Evaluation Type:</td> <td style="text-align: center;">General Education:</td> </tr> <tr> <td style="text-align: center;">Factor:</td> <td></td> </tr> <tr> <td>PLA Challengeable:</td> <td></td> </tr> </table>	ALGONQUIN COLLEGE Curriculum Management	DU1.0	CUI101 View Course		Course: ██████████	Part of POS:	Long Title:	Start:	Short Title:	End:	Owner:	Section Maximum:		Section Minimum:	GPA Inclusion:	Incl. FT/PT Calc.:	Statement of Achievement:	GST Applicable:	Course Assessment Type:	Incidental Fee:		Half Course:	Course Type:	Normative Hours:	Language:	CE Delivered Hours:	Funding Category:	Aps Code:	Grading System:	Approval No:	Evaluation Type:	General Education:	Factor:		PLA Challengeable:	
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GenEd(1)	Description(2)	SubjectArea(3)	CompAccnts(4)	>																																	

Figure 1: Typical Data Screen

### 1.4.2 Application

The application was developed using Ingres ABF (Application By Forms). This creates a view of the “form” on a screen (VT terminal or PC). The Application contains some of the business logic (as defined through the JAD sessions).

The application consists of many individual application modules (programs). The modules are grouped into two main categories, *Curriculum* and *Student* functions. Table 2: GENESIS Application Modules, details the program modules and the expected dates the modules will be available. Although only modules included in Versions 1.0 of the GENESIS application are included in this release of the User Guide, future programs are listed for information purposes.

<b>GENESIS Ver. 1.0 April 1997</b>	<b>GENESIS Ver. 2.0 September 1997</b>	<b>GENESIS Ver. 3.0 December 1997</b>
<b>Curriculum Management Functions</b> (delivered in 1995)		
Program of Study (CI)		
Delivery of Curriculum (C2)		
<b>Student Management Functions</b>		
Admissions	Health Services	Alumni
Assessment	Career & College Preparation	Test Centre (new)
Financial Aid	Distance Education	Placement / Co-op (new)
Registration	Training Centre	Room Reservations
Sponsor	CE Program Declaration	
Grading	Student with Disabilities	
Student Accounts Receivable	Placement	
Student General Information	Marketing	
Student Academic Records	Apprentice	
Parking	SWF	
Lockers	Graduation Processes	

Table 2: GENESIS Application Modules

### 1.4.3 Database

All information (data) is stored in an Ingres database. A detailed description of the database is not part of this user guide. The users however, will appreciate one significant improvement when saving data. When a user initiates a “save” function (to save data just entered), the updated data is immediately available to all other users (unlike the old SIS system, which took several seconds).



## 2. Getting Connected

**G**ENESIS is a character based application, which simply means it works with VT220 type terminals or PCs with a *terminal emulator*. This technology was chosen because VT terminals are still widely used in the College.

### 2.1 GENESIS User Account

To access the GENESIS system, you must have a valid account and password. During the start-up phase of the project, account creation will be coordinated through Area Representatives. After that time, please see your Manager or Liaison for authorization paperwork.

For security purposes, accounts are tailored to the user's function (profile). The extent to which users can enter or access information will be determined by the user's job function. Any request for additional access must be made through your manager. College Policy, Freedom of Information Act, and audit controls dictate that access is strictly controlled.

### 2.2 Logging onto GENESIS

The Algonquin College network consists of a variety of *Terminals* and *PC Servers* providing data access to campuses in Ottawa (Woodroffe & Rideau), Carleton Place, Perth and Pembroke. See Figure 2 for a simplified network diagram.

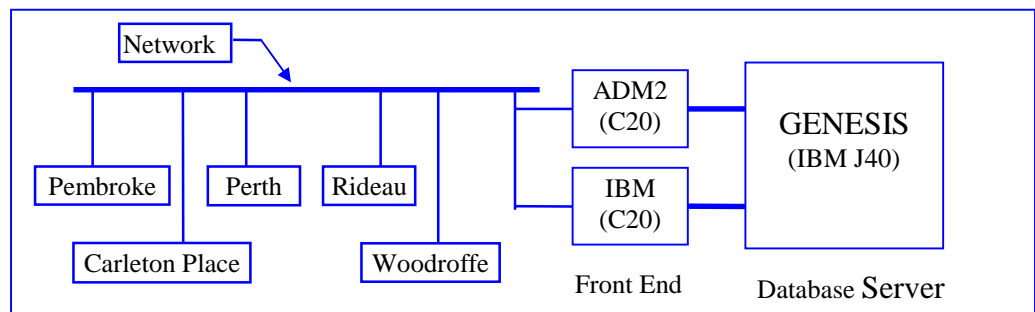


Figure 2: Algonquin Simplified Network Overview

The GENESIS application and Ingres Database run on an IBM “*Host*” system (J40 at the writing of this document). The J40 is referred to as the database server. Connection is actually made to one of two “front end” servers (IBM C20s).

Access from your terminal or PC will be through Algonquin’s internal network. The Algonquin network topography will accommodate both *Serial* and *Ethernet LAN* connections. VTs are *Serial* devices while PCs can be either *Serial* (Com Port) or *Ethernet (Network)*.

The Log-on process to access the GENESIS host system is slightly different for Serial and Ethernet devices.

### 2.2.1 Terminal Connection (Serial)

Terminals are connect to a “*terminal server*”, which allow the user to “connect” to any system *served* by that terminal server. The user must first “log” onto the terminal server. This is normally performed by:

1. **<CR>** *To tell the terminal server you want access. The server will respond with: “DEC SERVER 200/500 Terminal Server..” and then prompt you with “enter user name:”*
1. **(Your last name)** Tell the server who you are. Please enter your last name for maintenance & troubleshooting reasons. Should the server stop responding, Information Technology Services must be able to identify your connection. If you don’t enter a valid name, it will take longer (perhaps next day) to restart the terminal server. The terminal server will then respond with: “**Local>**”
2. **C ADM2 <CR>** Type C ADM2 (Connect) to connect your terminal to the GENESIS system (ADM2).
3. The GENESIS server will then prompt you with “**login:**” Enter your *account name* as provided by security.
4. The system will then prompt you for your password: Enter your password.

The first time you log into GENESIS, the system will immediately request you change your password. Please enter a new alphanumeric password that is at least 8 characters long. Please protect this password and inform security if you suspect someone has used your account. The last time you logged into the system will be displayed on the greetings screen each time you log in.

**Break Key:** The Terminal Break Key (F5) will interrupt your GENESIS session, and return you to the server prompt (Local>). From there, you can establish a second “connection” to another system, or you can “resume” your session to re-establish communications with GENESIS from the point that you pressed “Break”.

### 2.2.2 PC Connection

There are two fundamental differences when a PC is used instead of a terminal:

- Logging in from a PC requires a terminal emulation program.
- The standard enhanced 101 PC keyboard is different from the VT keyboard

See the next section for application keyboard mapping.

Information Technology Services has tested and therefore will support only the following terminal emulation programs, as detailed in Table 2 below.

Operating System	Connection Type	
	Communications Port	Ethernet LAN
DOS	PROCOM (no printing)	Not Supported
Windows 3.1	SmarTerm	SmarTerm
Windows 95	SmarTerm	SmarTerm

**Table 3: Supported Terminal Emulator**

### 2.2.3 Serial Connection (Com Port)

Start your terminal emulator (DOS or Windows. Then follow the instructions for terminal access as described in Section 2.2.1 on page 6). PROCOM runs in full screen mode. In a Windows environment, the terminal emulator will open a terminal window on your computer screen. From there, follow instructions for terminal access as described in Section 2.2.1 on page 6. A Windows environment will allow you to switch between applications, and will allow the user to copy (copy and paste) information on the terminal screen to another PC application, such as a word processor or spreadsheet.

**Break Key (F5):** Like the VT terminal, a PC with a serial connection must have the capability to “Break” (F5) your session and talk to the DECSERVER. Typing **RES** (resume) will establish communications from where you left off.

### 2.2.4 Ethernet LAN Connections

Only PCs running Windows 3.1 or Windows 95 will be supported on the LAN. Windows NT or UNIX users will have to be handled on a case by case basis.

If your PC (running Windows) is connected to the Algonquin LAN, the terminal emulator may be resident on the network server, or installed on our PC. In most cases, the terminal emulator will be resident on your network server and the configuration will be set-up for you.

If the terminal emulator is installed on your system, you may need network support to help set up the configuration. Configure and save your terminal emulator for your network. To access the GENESIS system:

1. **Double Click** To start your terminal emulator.
2. **Select ADM2** Select ADM2 from the list of available systems. (your system may only have one system, in which case this step will be skipped)
3. **Type <CR>** Press the Carriage Return <CR> once to tell the GENESIS system you want attention.
4. **“login:”** The GENESIS server will then prompt you with “login:” Enter your *account name* as provided by security.
5. **“Password”** The system will then prompt you for your password. Enter your password, and press “<CR>”
6. GENESIS will then present you with the first page of the GENESIS menu.

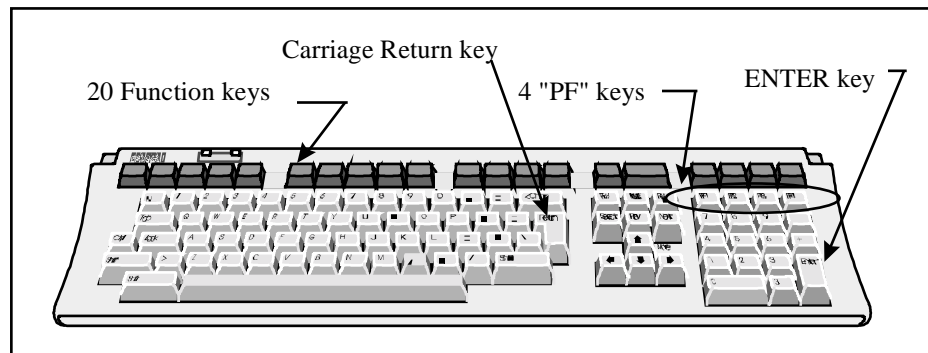
The first time you log into GENESIS, the system will immediately request you change your password. Please enter a new alphanumeric password that is at least 8 characters long. Please protect this password and inform security if you suspect someone has used your account. The last time you logged into the system will be displayed on the greetings screen each time you log in.

**Break Key (F5) :** Typing “F5” when connected to a LAN environment is not the same as on a terminal. F5 in a LAN would exit you from the GENESIS application. For this reason, F5 has been disabled by the GENESIS system. Pressing F5 on a PC connected via the LAN will simply cause the PC to “beep”.

## 2.3 Working with Keyboards

This section describes the differences between the VT style keyboard and the PC style keyboard.

### 2.3.1 Terminal Keyboard



**Figure 3: VT Style Terminal Keyboard Layout**

The application was originally written for a VT220 (or equivalent) terminal. The main characteristic of a VT200 style keyboard is the twenty Function Keys and the four designated “PF” Keys. The additional function and PF keys allow users to perform or initiate action with just one keystroke, making the VT style keyboard very efficient for data entry functions.

### 2.3.2 The PC Keyboard

A Standard Enhanced 101 type PC keyboard is quite different from a VT terminal keyboard in that it will have only 12 Function Keys (instead of 20). As well, the PF keys do not exist. To perform the same functions as a VT keyboard, the PC keyboard must be *re-mapped*.

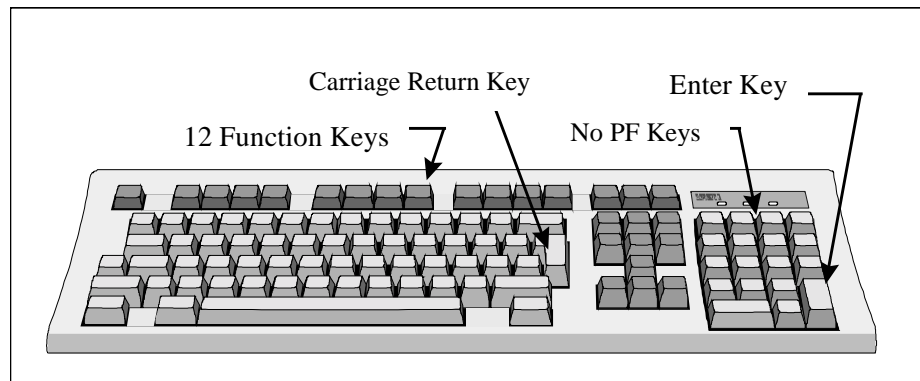


Figure 4: PC Style Keyboard Layout

For example, to access the help screens from a terminal, you simply press the “HELP” key, which is actually F15. The PC keyboard does not have a F15 Key. To perform the same function on a PC, “Help” must be re-mapped to another key or sequence of keys that a PC does have. To get the equivalent of Help (F15), you *re-map* your PC keyboard to “Shift and F5”. With your keyboard re-mapped, the GENESIS system will actually be issued a HELP (F15) command whenever the user holds the Shift key down and presses the F5 key. Note: Make sure you press Shift and F5, as F5 by itself may issue a “Break” command. See Break Key in Section 2.2.4.

The re-mapping is actually performed by the terminal emulator and has been configured into SmarTerm that resides on the server. If SmarTerm is loaded onto your PC, the map file must be loaded onto your PC. This file is available from Information Technology Services. The mapped keys are listed in Section Function / Command Keys on Page 14.

See the next section for a list of GENESIS Terminal keys and the equivalent PC Key(s). For the remainder of this User Guide, the convention for indicating function keys will be to show the VT key Bolded, followed by the PC equivalent key or keys shown in brackets. For example, “Help” will be shown as **F15** (Shift + F5).

### 3. GENESIS Getting Started

Congratulations, you have logged into the GENESIS main screen.

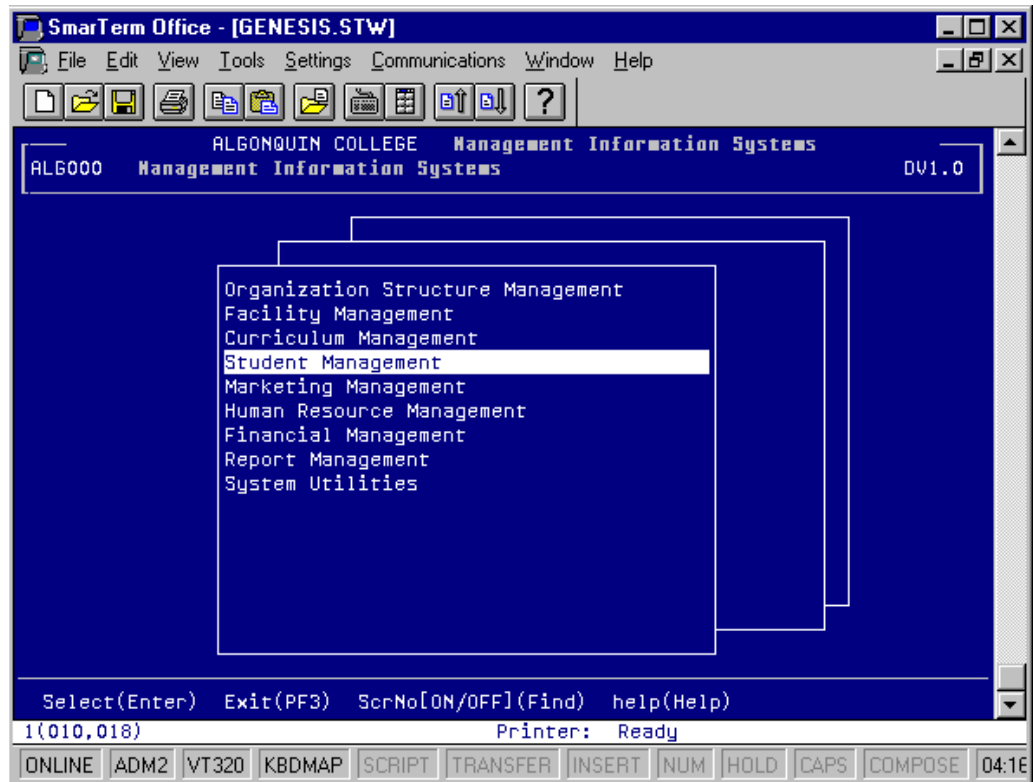


Figure 5: GENESIS Main Screen (as viewed from SmarTerm)

The first screen of the GENESIS system is referred to as the “Main Menu” or “Top Menu”. The “menu” is contained in a box, with the top item highlighted. The menu items include:

<b>Organization Structure Management</b>
<b>Facility Management</b>
<b>Curriculum Management</b>
<b>Student Management</b>
<b>Marketing Management</b>
<b>Human Resource Management</b>
<b>Financial Management</b>
<b>Report Management</b>
<b>System Utilities</b>

### 3.1 Getting Around

The GENESIS application is very large. It is impossible to fit all of the information onto one screen. GENESIS therefore provides a structured approach to help the user “zoom” into a specific area. This hierarchical structure consists of a series of menus that guide the user to the desired area or program function. The “bottom” of the “menu tree” is the actual screen where data is entered or displayed.


GENESIS therefore has two types of screen; *menu screens* and *data screens*.

As stated earlier, there are many different types of GENESIS users. Users will be assigned a “profile” that will provide access to only those sections deemed necessary for that user’s job function. Therefore not all users will have access to, or indeed see, all menu items available. For illustration purposes, the examples in this user guide show all menu items.

#### 3.1.1 Menu Screens

The primary purpose of menu screens is to guide the user to a desired program area. These screens therefore help the user navigate through the program. To “navigate” into the program area, the user uses the Up or Down arrows, to select (highlight) the desired program area. Once the program area is highlighted, the user presses the “Enter Key”.



**Please note:** The “Enter” key is on the *numeric* keypad on the extreme right side on both the terminal and PC keyboards. The “Enter” key is not the same as the “Carriage Return” (<CR>) key located at the right of the alpha keys, even though some PC keyboards might have the word “Enter” stamped the <CR>  key.

Pressing “Enter” with a highlighted area will move the user one level toward the desired program area. Some smaller applications require just one or two navigation steps, while more complex programs such as Curriculum Management may take several steps to guide the user to a specific program area. The “Arrow” and “Enter” keys are used to “drill down” into the specific area.

Once the user has viewed or entered the desired data, the user may remain in that area to view or enter additional data. The **PF3** (F3) key is used to navigate one level up. Each successive **PF3** (F3) will move the user up one level.

If the user then wishes to access a different part of a program, the **PF4** (F4) key will jump to the top menu, within the same program area. From there, the user can “drill down” into another program, in the same program area.



### 3.1.2 MyMenu

While the menu tree provides a logical and structured approach to navigating through the GENESIS system, it may be cumbersome for experienced users. To facilitate this productivity requirement, **F14** (Shift+F4) will leave the menu structure, and list all data entry screens that are available for that user's profile. This list is called "MyMenu". MyMenu provides a convenient way to jump to and from specific data screens, once the user is familiar with the application and screen names.

### 3.1.3 Data Screens

The Data Screen is where the actual work is performed. A typical Data Screen will consist of a series of Data Fields, with highlighted blocks (fields) to enter or view information (data). Data normally must be entered for each field. The <CR> or "Tab" keys will advance the cursor to the next data field.



The Data Screens will normally display a list of command or action keys across the bottom of the screen. These command keys provide additional optional actions. For example, **F9** will save the data entered. Other command keys will allow the user to perform such tasks as delete a row, cancel your entry, or lookup more information. Where there are more options available, than will fit onto the command bar on the bottom of the screen, the **PF1** (F1) will scroll through the available commands. **PF3** (F3) will exit from a data screen and return the user to the last menu screen accessed.

### 3.1.4 On-Line Help

On-line help is available at any time by pressing "Help" on a terminal keyboard or Shift + F5 on a PC keyboard. Pressing *help* will display a pop-up window as in the example Figure 6: Help Facility. The Help Facility will present the users with three Help options. (Note: full implementation of On-line Help is June, 1997)

1. Screen Information
2. Field Information
3. Departmental Procedures

#### 3.1.4.1 SCREEN INFORMATION

Screen Information will provide an overview of the purpose of that screen. Also provided is a list of action/function items available and the description of those actions.

#### 3.1.4.2 FIELD INFORMATION

Field Information will provide a list and a brief description of all data elements on that screen.

### 3.1.4.3 DEPARTMENTAL PROCEDURES

**Departmental Procedures** will provide the users with step by step instructions on how to perform selected tasks using GENESIS (course loading for example). These should be available by June 1997. Until then, this screen will indicate “Sorry - No help available...”.

### 3.1.4.4 USING HELP

After invoking help **F15** (Shift + F5) select the type of help by using the **Arrows** or **Carriage Return** key to move the highlighted area and pressing the Enter key. This will open a full screen display of the appropriate information. Once the help information is displayed, the user can use the **arrow** keys to scroll up or down, one line at a time, through the printed screen.

ALGONQUIN COLLEGE Curriculum Management DV1.0  
 CUI101 View Course

Course: [REDACTED] Part of POS: [REDACTED]  
 Long Ti [REDACTED] Start: [REDACTED] End: [REDACTED]  
 Short Ti Help On: View Course  
 Owner: ( CUI101 ) Access by: demo  
 Statement Course Departmental Procedures  
 Course Type: [REDACTED] Normative Hours: [REDACTED]  
 Language: [REDACTED] CE Delivered Hours: [REDACTED]  
 Funding Category: [REDACTED] Aps Code: [REDACTED]  
 Grading System: [REDACTED] Approval No: [REDACTED]  
 Evaluation Type: [REDACTED] General Education: [REDACTED]  
 Factor: [REDACTED]  
 PLA Challengeable: [REDACTED]

Help Facility  
 Help On: View Course  
 Screen Information  
 Field Information  
 Departmental Procedures

Select(Enter) Exit(PF3)

Figure 6: Help Facility

**Page Up** and **Page Down** keys will scroll up or down one screen at a time.

In the Field Information help facility, the user can also type the **first letter** of the **field name**. The screen will “jump” sequentially to each field name beginning with the letter typed. **PF3** (F3) will exit the help facility and return the user to the program.

## 3.2 Function / Command Keys

The following is a list of “commands” and the associated keys that invokes or performs that action, for the VT and PC Keyboards. Commands are listed alphabetically, in groups such as navigational or editing functions. Some keys are listed in more than one table for user convenience.

## 3.2.1 Navigational / Help Keys



Command / Action	Terminal	PC
<b>Select / Go..</b> Go to selected area	<b>Enter Key</b>	<b>Enter Key</b>
<b>Exit..</b> Finish and move 1 level up	<b>PF3</b>	<b>F3</b>
<b>Help..</b> Open help screen	<b>Help Key</b>	<b>Shift + F5</b>
<b>Main Menu..</b> Go to top program menu	<b>PF4</b>	<b>F4</b>
<b>Menu Scroll..</b> Through available actions	<b>PF1</b>	<b>F1</b>
<b>My Menu..</b> List all screens available	<b>F14</b>	<b>Shift + F4</b>
<b>Next Item..</b> Moves cursor to next field (do not clear to end of field)	<b>&lt;CR&gt;</b>	<b>&lt;CR&gt;</b>
<b>Screen No..</b> Toggle menu screen numbers on and off	<b>Find</b>	<b>Home</b>
<b>Scroll Up..</b> Move up one screen	<b>Screen Up</b>	<b>Page Up</b>
<b>Scroll Down..</b> Move down one screen	<b>Screen Down</b>	<b>Page Down</b>

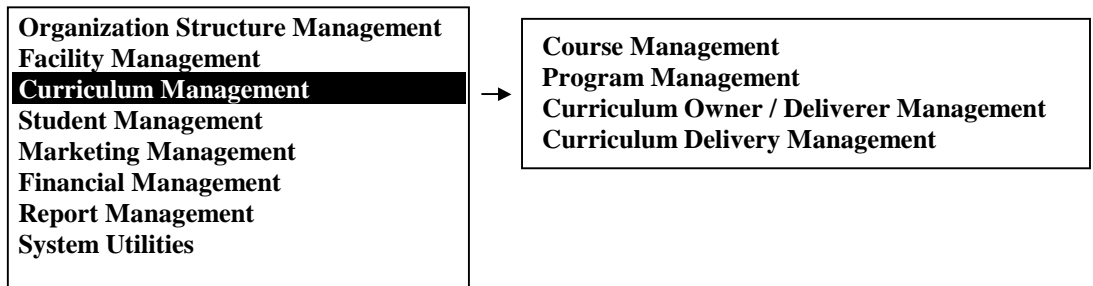
## 3.2.2 Data Manipulation / Editing Keys :

Command / Action	Terminal	PC
<b>Add / Start..</b> To enter a new item	<b>F6</b>	<b>F6</b>
<b>Cancel..</b> Cancel data entry or lookup	<b>(.) Numeric</b>	<b>(.) Numeric</b>
<b>Clear Rest..</b> Clear to end of field and move cursor to the next field	<b>(,) Numeric</b>	<b>(+) Numeric</b>
<b>Change..</b> Change existing item	<b>F7</b>	<b>F7</b>
<b>Delete All..</b> Remove all data	<b>F12</b>	<b>Shift + F2</b>
<b>Delete / Finish..</b> Delete and update database	<b>F8</b>	<b>F8</b>
<b>Delete Row..</b> Erase and delete row	<b>F11</b>	<b>F11</b>
<b>Insert Row..</b> Move data down	<b>F10</b>	<b>F10</b>
<b>Lookup..</b> Display available choices	<b>(0) Numeric</b>	<b>(0) Numeric</b>
<b>Menu..</b> Scroll through Command menu (menu bar at bottom of screen)	<b>PF1</b>	<b>F1</b>
<b>More Data..</b> Display more data on item	<b>F13</b>	<b>Shift + F3</b>
<b>New Row..</b> Move to first column in next row	<b>Ctrl N</b>	<b>Ctrl N</b>
<b>Save..</b> Save data just entered	<b>F9</b>	<b>F9</b>
<b>Next Item..</b> Moves cursor to next field (no automatically clear to end of field)	<b>&lt;CR&gt;</b>	<b>&lt;CR&gt;</b>
<b>Previous Field..</b> Go to previous field	<b>(-)</b>	<b>(-)</b>
<b>Next Field..</b> Go to next field	<b>Tab</b>	<b>Tab</b>

## 4. Curriculum Management

### 4.1 Curriculum Menu Tree

The figure on the next two pages represents the “menu tree” for Curriculum Management. The Curriculum Management (if available on your menu), is accessed by using the arrow keys to move the highlight over the Curriculum Management area, then pressing the “Enter” key (on the numeric keypad).



**Figure 7: Selecting Curriculum Management**

The menu tree is provided to help the user navigate to the desired data entry screen. The user selects (with the arrow keys) and hits the Enter key to drill down through the menus to the desired data screen. The following keys will help get the user started.

Enter: Used to “drill down” or zoom into the program.

PF3 (F3): To take one step “up” or back through the menus.

PF4 (F4): Will take you to the first menu in current program.

F14 (Shift+F4): Will list all screens available to user. Select and Enter will jump to that screen

CURRICULUM FUNCTIONS

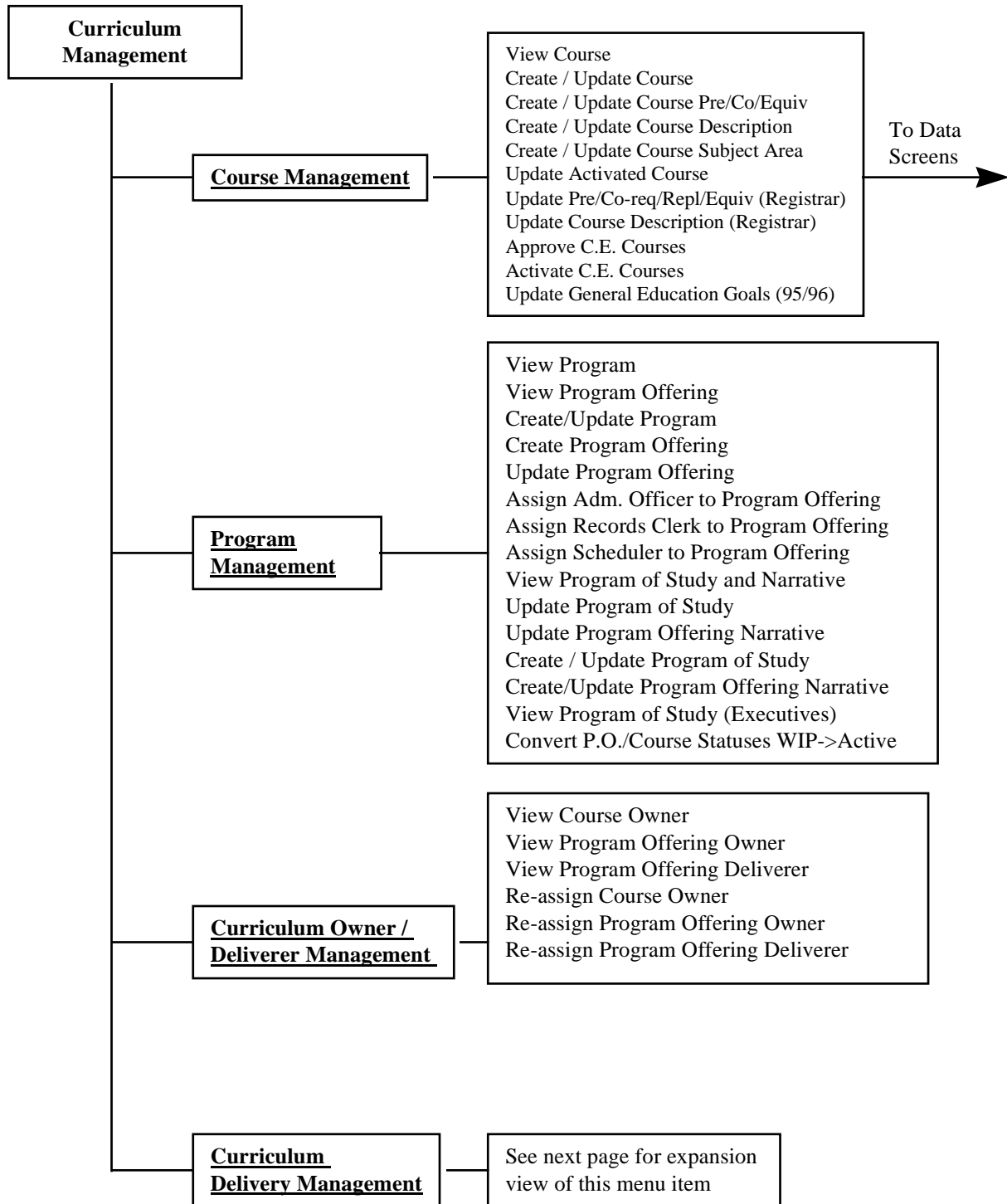


Figure 8: Curriculum Management Menu

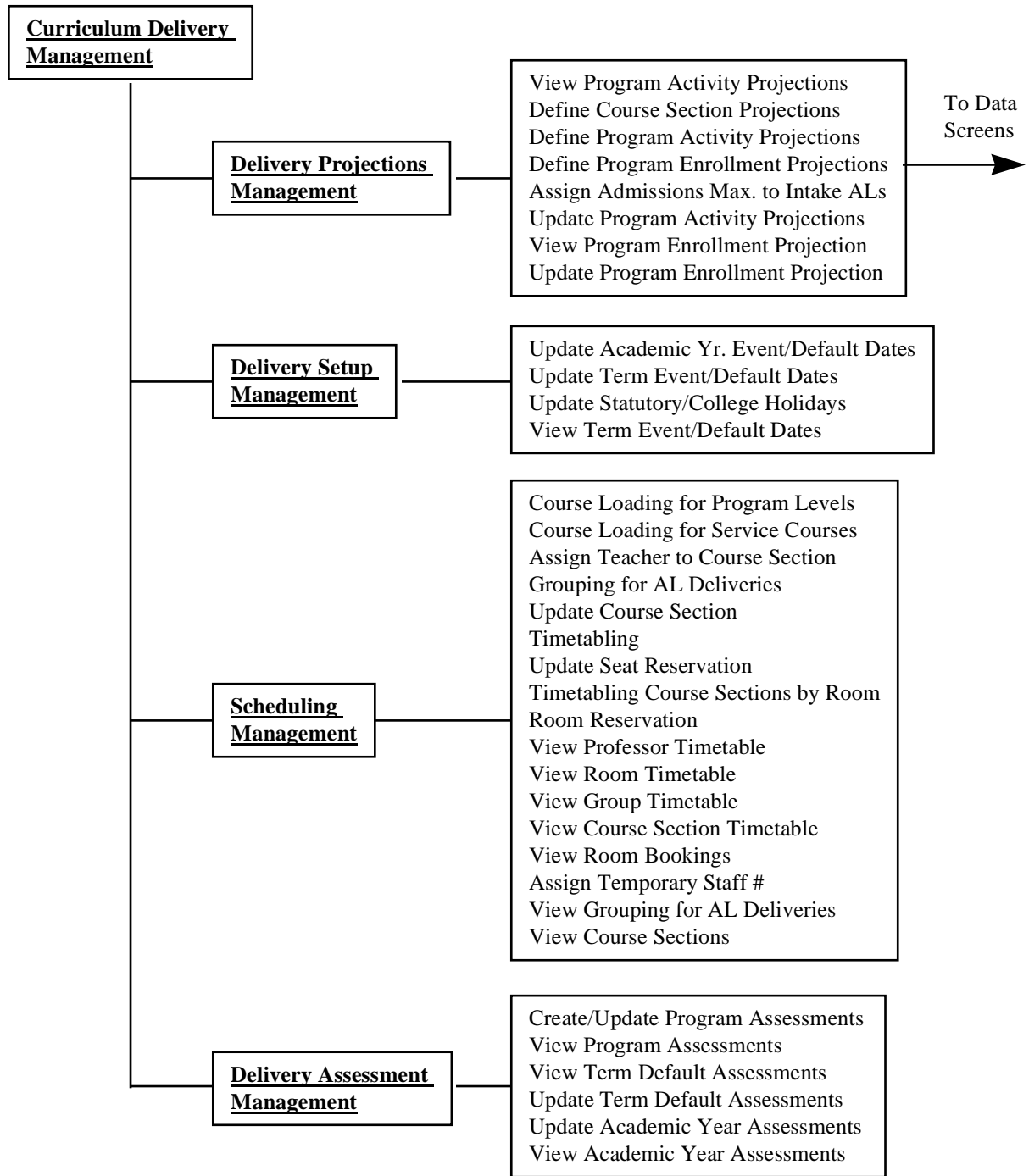
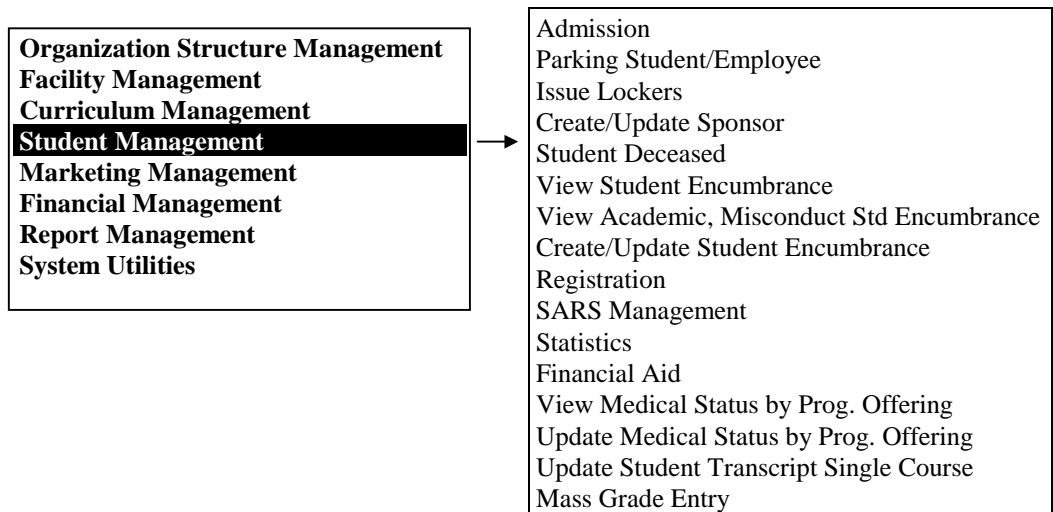


Figure 9 : Delivery Management Menu

## 5. Student Management

### 5.1 Student Menu Tree

The figures on the next two pages represent the “menu tree” for Student Management. The Student Management (if available on your menu), is accessed by using the arrow keys to move the highlight over the Student Management area pressing the “Enter” key (on the numeric keypad).



The menu tree is provided to help the user navigate to the desired data entry screen. The user selects and presses “Enter” to drill down through the menus to the desired data screen. The following keys will help get the user started.

Enter: Used to “drill down” or zoom into the program.

PF3 (F3): To take one step “up” or back through the menus.

PF4 (F4): Will take you to the first menu in current program.

F14 (Shift+F4): Will list all screens available to user. Select and Enter will jump to that screen

STUDENT MANAGEMENT

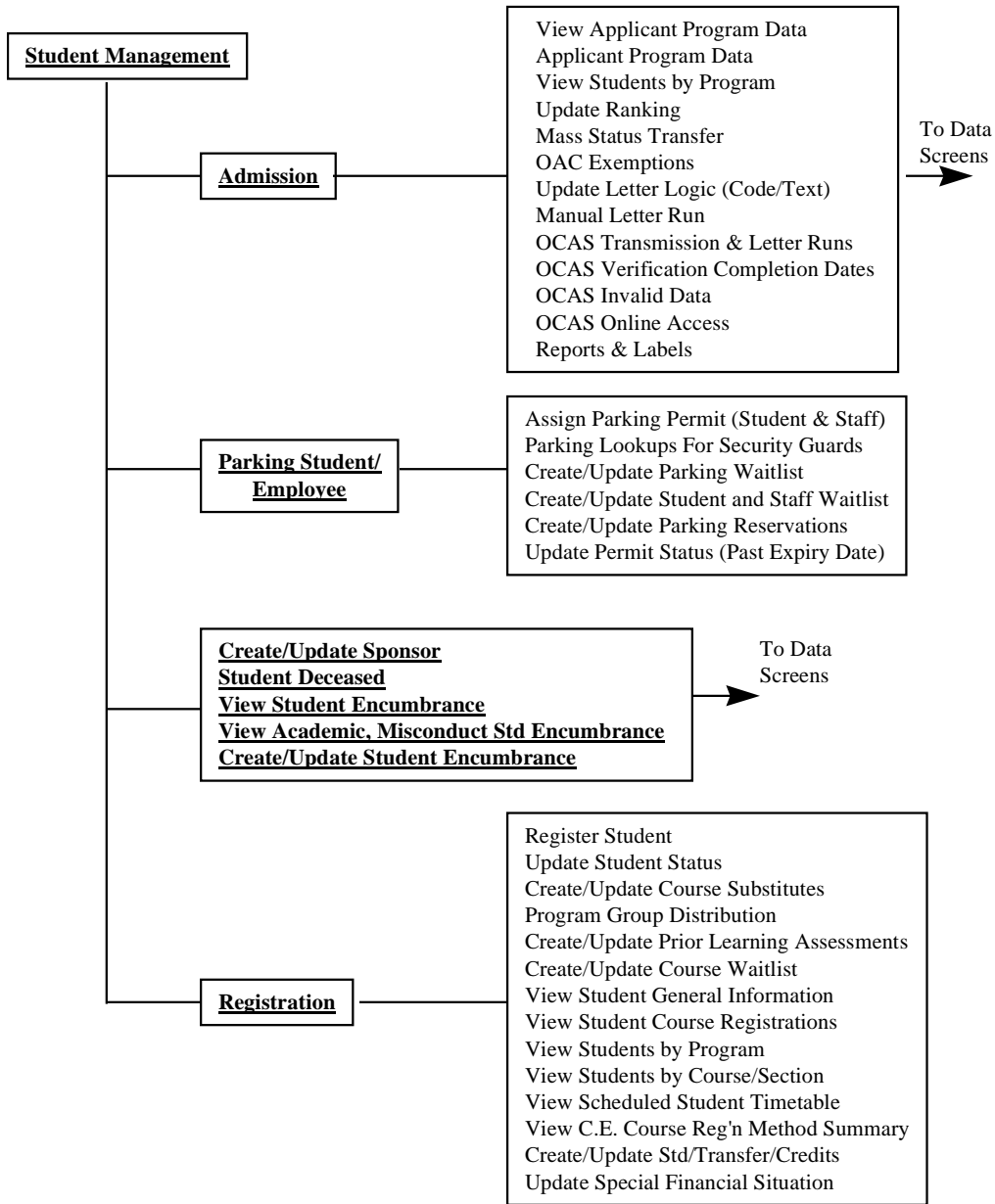


Figure 10 : Student Management Menu



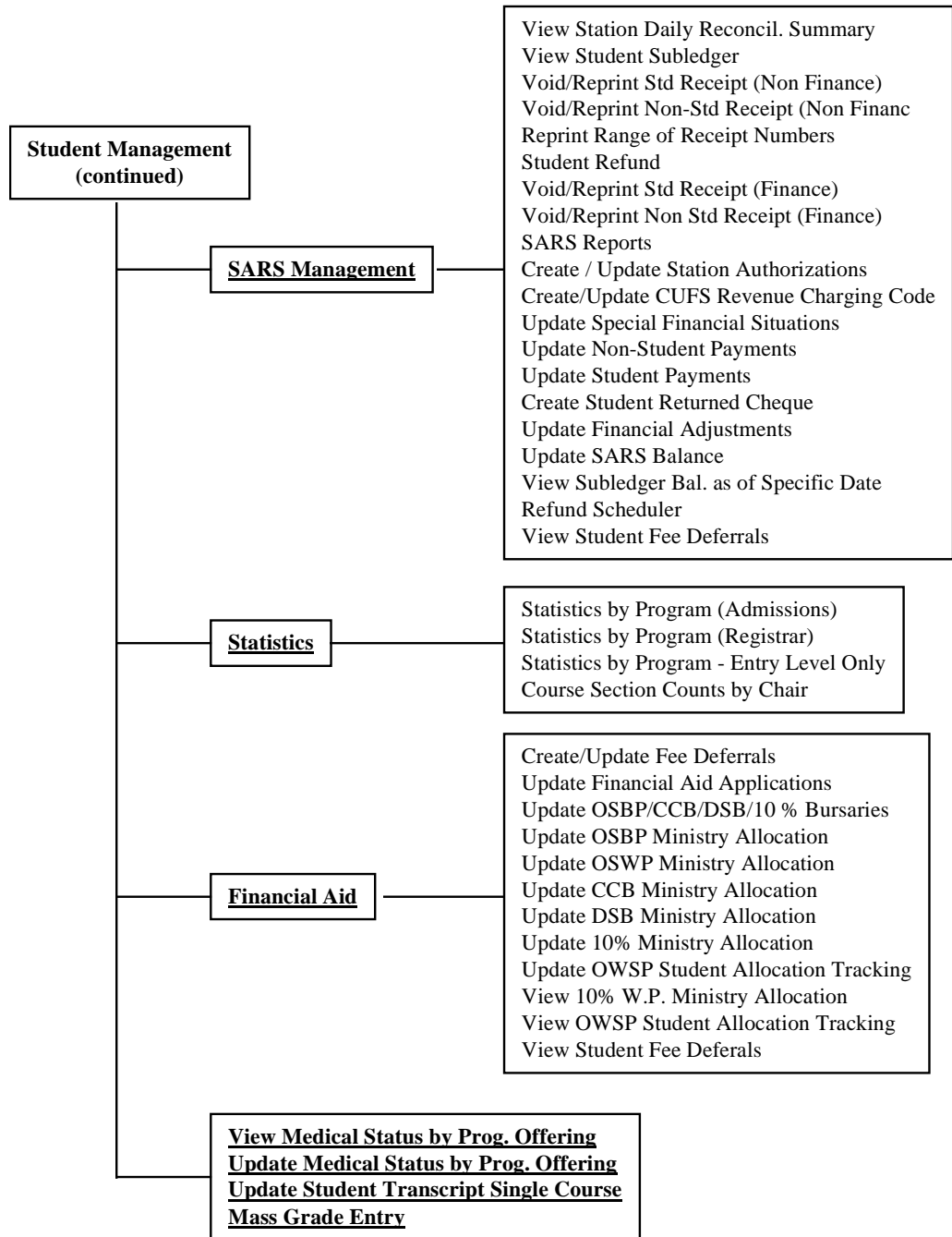


Figure 11 : Student Management Menu continued

## 6. Printing

Up to this point, the GENESIS User Guide has focused on accessing GENESIS using a video screen on a terminal or PC. The screens provide a vehicle to enter and view data. In addition to viewing information, there is a requirement to print the data onto paper (such as student timetables at the Registrar's Office). The GENESIS system provides a print facility to print the required "Report". This section describes the various print facilities available in GENESIS.

### 6.1 Printing Environment

As described earlier, GENESIS is designed to operate in a technological environment using VT type terminals. This technology uses two primary method of printing:

1. Central "System" Printers - to print large over-night reports
2. LAN "Queued" Printer - to print smaller immediate reports

The proliferation of personal computers with attached "personal" printers added a third printing option, with more flexibility, but with more complexity. Local printers attached to PCs could function as:

1. PC "Attached" Printer - for *other* then GENESIS printing
2. LAN "Queued" Printer - to print smaller immediate reports

The above may seem confusing, but it is an important consideration. Users must know where to expect reports to be printed and how to direct the printing to the desired printer. As well, the user should know which reports are best printed centrally, and which reports can be printed locally.

To a large extent, the user profile will determine which reports a user can print. The available reports will generally fall into broad categories:

- System Reports
- Local Reports

## 6.2 System Reports

GENESIS offers over 250 reports. At the writing of this Guide, all GENESIS reports are *hard coded*, which means the content and format of the reports cannot be modified by the user. The majority of these are reports represent lists of data elements. The format of many of these reports was designed for fanfold computer paper on a large system printer. These reports are printed at a central location by Information Technology Services staff. The reports are separated and held at a central location for pick-up. This offers a degree of security for sensitive data.

From a user perspective, initiating a System Report is relatively straightforward. The user selects the available report in the REPORTS MANAGEMENT, selects the report parameters (if required) and selects the desired *Print Queue* for the central printer in the desired campus. System reports are usually printed over-night and are available next business day.

## 6.3 Local Printing

### 6.3.1 Designated Queued Printer

Many users have a need for local printers. An example is the Registrar's Office, where a student's receipt or timetable is printed, while the student is waiting at the wicket. This application requires immediate printing. To serve this requirement, "queued" printers are dedicated to this function. These printers are typically LA210 or LA75 type *serial*, dot matrix printers, connected to a designated *print server*. Oftentimes, the printer is loaded with special "forms", so printing to this printer is restricted to one user (or series of users).

In this scenario, the user issues the print command from a nearby terminal, and the system immediately directs the requested report to the designated printer.

### 6.3.2 Local Queued Printer

Similar to the designated queued printer, local printers (typically LASER printers) are assigned a Queue Name. These printers may be shared amongst a number of users, or the printer may be in a private office. In these cases, the printer is assigned a printer queue name, and is available to print reports from the system. The user simply selects that Printer Queue for the available list, when requesting a report.

### 6.3.3 Printers connected to PC's Parallel Port

Printers connected to PCs require special consideration as these printers are normally connected to the PC's *parallel* printer port. GENESIS, in combination with the authorized terminal emulator (SmarTerm), is capable of printing directly to your dedicated printer. In this mode, the user simply makes sure the printer is ready, and initiates the normal GENESIS print report function.

In the printer queue dialogue box, the user selects the designated local printer queue for the specific printer type. The name of the printer queue will be provided when SmarTerm is installed, since this feature is only available in a Windows environment.

#### 6.3.3.1 POSTSCRIPT PRINTERS

GENESIS cannot print in postscript mode. Only non-postscript printers, or printers capable of automatically switching from postscript to non-postscript mode should be used through SmarTerm. If the user has a NEC printer, the printer should be switched permanently to non-postscript mode. Manual intervention, to switch between postscript and non-postscript is problematic and not recommended.

#### 6.3.3.2 SMARTERM

Local printing to an attached printer is only available with SmarTerm. Information Technology Services has tested, and will support the printers listed below these as an attached PC printer. Normal keyboard access will be suspended during printing to an attached printer. Normal keyboard access will be restored when the report is finished printing. For this reason, only short reports should be printed.



#### 6.3.3.3 SUPPORTED ATTACHED PRINTERS

Only the following printers are supported under this configuration:

IBM LEXMARK 4039	LEXMARK Optra R
IBM LaserPrinter E	IBM LaserPrinter 10P
IBM LaserPrinter 5	NEC 90 *
NEC 95 *	OkiLaser 840

\* Designates printers that do not automatically switch from postscript to non-postscript mode.

#### 6.3.4 PC Printers, the way it used to be.

Prior to establishing SmarTerm as the terminal emulator standard, the College adopted a variety of approaches to print to attached printers. In most cases, a second network (serial) line was installed and also connected to the printer. Some printers required manual intervention to switch from parallel to serial and from postscript to non-postscript. Some systems required the use of a “switch box”, to switch the printer between the PC and the SIS system.

There are no immediate plans to eliminate this access.

Users are encouraged to upgrade to a Windows environment to take full advantage of current technology. SmarTerm will be implemented to complement the existing network topography. However, any new requirement for printing to an attached printer will be implemented using SmarTerm. This may require that PCs be updated to MS Windows 3.1 or 95.

## 7. Print Queue Management - UniQ

**G**ENESIS has a “new and improved” print queue manager. The print queue manager allows the user to control or manage a local printer (to change paper type for example). There are many other reasons a user may want to control or terminate a print job. The GENESIS utility to provide this functionality is called **UniQ**.

The UniQ application is found under System Utilities in the Main Menu and then Print Queue Manager in the sub-menu. Pressing the Enter key with Print Queue Manager highlighted will *invoke* the UniQ Users Menu below.

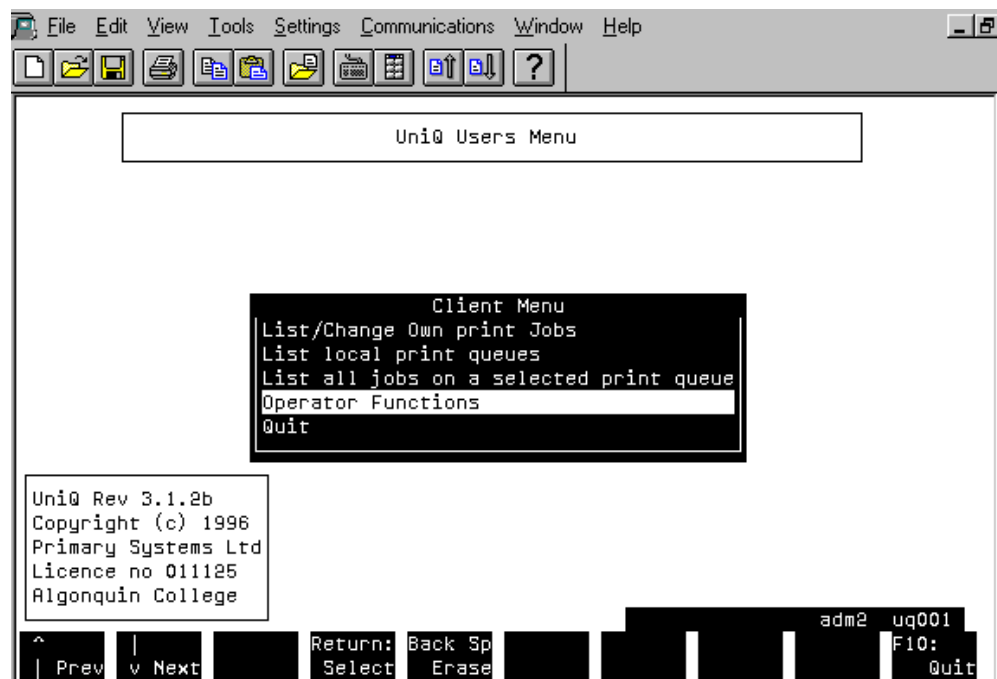


Figure 12: UniQ User Menu

Once the UniQ application is invoked (running), UniQ has its own Command keys. While these are different than GENESIS, the UniQ command keys are also listed at the bottom of the screens, so the look and feel of UniQ is not too dissimilar.

UniQ is a complete program with many functions. The UniQ User/Operator Guide is itself a large manual. However, the typical GENESIS user will need to access only a few “Operator Functions” in UniQ.

a) To enter into the Operator Functions, the user uses the Up/Down arrows to highlight the Operator Functions and then presses enter or Carriage Return (UniQ does not differentiate between these keys).

**OR**

b) At the UniQ User Menu, the user presses “O”, the first letter of the desired command.

Both the above procedures will bring up the main operator function screen as detailed below.

Available Actions →

Information Field →

List of Printer Oueues →

Function Keys →

### 7.1.1 Available Actions

Across the top of the operator function screen is a list of actions available to the user. The user selects the desired action by using the right/left arrow keys to highlight the desired action, and then pressing Enter. The user can “jump” to the desired action by pressing the first letter of the action. For example to select “paper”, the user would press “P” twice. The first “P” would highlight “Pause” and the second “P” would highlight “Paper”.

The “Actions” that are available will depend on user security.

### 7.1.2 Information Field

The information field provides more detail when an “Action” item is highlighted. Note that “F1:Help” is listed in the bottom command menu. “F1” will open a dialogue box and provide more specific help.

### 7.1.3 List of Printer Queues

This area lists relevant information for all printer queues. (Printer Queue Name, Status, Enabled ?, Page Paper and ID)

Use the Page Up / Page Down keys to scroll through the available printer queues (Printer). Then use the Up/Down arrows to select highlight the desired printer.

To jump directly to the desired printer, press “F2: Locate”. F2 will open a dialogue box requesting the Printer (queue) Name. You must enter the complete queue name and then press Enter.

Once you have located and highlighted the desired printer queue, the user can perform any of the actions listed across the top of the screen.

### 7.1.4 Function Keys

The available command/function keys are listed across the bottom of the screen. The function keys are generally used to navigate and confirm execution.

## 7.2 Changing Paper Type

The most common reason for accessing UniQ will be to set-up the system to print a different paper type. In many cases, printers are dedicated to a specific print function, and so changing paper type is not required. However, some printers are used for multiple applications and paper types. The system will not attempt to print a report that requires different paper, without making sure the correct paper is loaded. This process requires manual intervention by the user to: 1) load the new paper and 2) enable the software for the new paper type. Therefore, the system will “suspend” printing of that job until both are confirmed.

To update the printer queue with a different paper type:

1. Enter the UniQ User Menu
2. Press “O” to enter the Operator Menu
3. Press “P” twice to select Paper
4. Press **F2** and enter your printer queue name  
**At this point, both the Paper and Queue are highlighted.**
5. Press **Enter** to open Paper Maintenance Dialogue box.
6. Press “C” to “Change Paper Type”.
7. Enter new Paper Type, or press **Enter** to open list of available paper types.



8. Use UP/Down arrow or type first letter of paper type to jump to list. Then use arrow keys to select paper type. Press **Enter**...
9. A dialogue box will appear telling you that the printer is now disabled, and you should change the paper.
10. When ready, press "**F9: Commit**" to confirm paper is loaded.
11. Press "**F7: Enable**" to enable printer, and then any character to acknowledge.
12. Press "**Q**" three times to quit the various menus to go back to the GENESIS System Utilities menu.

### 7.2.1 Multiple Paper Types



One of the advantages of UniQ is that the user can assign multiple paper types to a printer queue. For example, SISLET and STANDARD are both 8 ½ x 11 paper. Using the "Add Paper Type" function (instead of Change Paper Type) the user can allocate multiple paper types. This feature eliminates the need to change paper type for reports which normally use letterhead or non-letterhead reports. **Both** SISLET and STANDARD should be enabled for normal printing on letterhead paper. To add a second paper type, include the following steps:

At step 7, type **SISLET**.

At step 12, move cursor to Add Paper Type, and press **Enter**.

13. Type **STANDARD** at the Enter New Paper and press **Enter**.

14. Press **F9: Proceed**.

15. Then press "**Q**" three times to exit.

### 7.2.2 Viewing paper types already enabled

UniQ does not currently have a command to list the paper types enabled for a printer. To see this list, highlight the "Remove Paper Type" and press Enter twice. This will open a pop-up window listing the paper types currently enabled. **Then press "Q" twice, to exit without removing.**

## 7.3 Printer Queues

New Printer Queue designations had to be assigned for GENESIS. The new printer queue designation is generally composed of:

**CCBRRR\_N** Where:

**CC** - Indicates two-letter campus designation

**B** - Indicates Building (if applicable)

**RRR** - Indicates Room number

**N** - Indicates the printer number in the room

See next page Old SIS system to GENESIS cross-reference.

<b>Old Queue Name</b>	<b>GENESIS Queue Name</b>
EDP02	WOC316_A1
EDP03	WOC316_S2
HPC06	HP120C_1
LAS01	WOC316_A2
MAIN	MAINSITE
MCC01	MCMAIN_2
MCC02	MCMAIN_3
MCC03	MCMAIN_1
PMA01	PM214_1
PMA02	PM214_2
PMA03	PM209_1
PMB01	PM214_3
PMB02	PM214_4
PMH01	PM303_1
PMI01	PM306_1
PTB01	PT5_1
PTC01	PT5_2
RBC01	RIB215E_1
RBE01	RIB204E_1
RBM01	RIB201A_1
RBS01	RIB153_1
RCA01	RIC121_1
RCB01	RIC100_1
RCC01	RIC105_1
RCR01	RIC103_1
RCS01	RIC100_2
RCT01	RIC100C_1
REH01	RIE216_1
REH02	RIE212_1
RGY01	RIGYM_1
RGY02	RIGYM_2
RGY03	RIGYM_3
RGY04	RIGYM_4
WAB01	WOA207_1
WAM02	WOA207_2
WAS01	WOA207_3
WBC03	WOB282_1
WBC04	WOB215A_1
WBE01	WOB336_1
WBF01	WOB414_1
WBF02	WOB412D_1
WBI01	WOB314_1
WBM01	WOB436_1

WBM02	WOB437B_1
WBN01	WOB237A_1
WBO01	WOB346_1
WBS01	WOB137A_1
WBS02	WOB115A_1
WCA01	WOC550_1
WCA02	WOC550_2
WCF01	WOC230_1
WCR01	WOC150_19
WCR02	WOC150_2
WCR03	WOC150_3
WCR04	WOC150_4
WCR05	WOC150_5
WCR06	WOC150_6
WCR07	WOC150_7
WCR08	WOC150_8
WCR09	WOC150_9
WCR10	WOC150_10
WCR11	WOC150_11
WCR12	WOC150_12
WCR13	WOC150_13
WCR14	WOC150_14
WCR15	WOC150_15
WCR16	WOC150_16
WCR17	WOC150_17
WCR18	WOC150_18
WCR19	WOC150_1
WCR20	WOC150_20
WCR21	WOC150_21
WCT01	WOC224_1
WEC01	WOB210_1
WES01	WOE111_1
WGY01	WOGYM_1
WGY02	WOGYM_2
WGY03	WOGYM_3
WGY04	WOGYM_4
WHB01	WOH111A_1
WHH01	WOH100B_1
WJA01	WOJ117_1
WJC01	WOJ205_2
WJC02	WOJ205_1
WJC03	WOJ203_1
WJD01	WOJ109_1
WJM01	WOJ313A_1
WNM01	WON215_1

## 7.4 Paper Alignment

Laser printers do not need alignment.

The two most common types of dot-matrix printers in use are the LA75 and the LA210. UniQ expects the print head to be positioned the same distance from the top of form for both printers.

### 7.4.1 LA75 Paper Alignment

Aligning the paper on the LA75 for GENESIS printing will be the same as printing from the previous SIS system. The top of form should be positioned even with the top surface of the clear plastic cover.

### 7.4.2 LA210 Paper Alignment

For the LA210, the top of form should be aligned with the bottom of the clear plastic cover. If using fan-fold letterhead (SISLET), the top corner of the clear plastic paper mask should align with the top of the leg of the “L” in Algonquin. See below.

