

PIQST00 Change Key Date

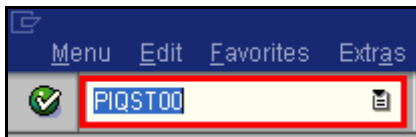
Process: Use this process to change the key date. The key date on the Student File and Student Master Data auto-defaults to the current date. The Key Date determines what data you see for a student. If you use the current date, IRIS will show you what is current for the student or you can enter a date directly into the Key Date field.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code



PIQST00 <- Two zeros on the end

STUDENT FILE SCREEN

Student Number

Student number

Enter either the student's **Student Number** or search for the student

Press **Enter** to pull up the student's records

The **Key Date** may be set on any tab where it exists

Note: The steps shown here work for all **Key Date** fields

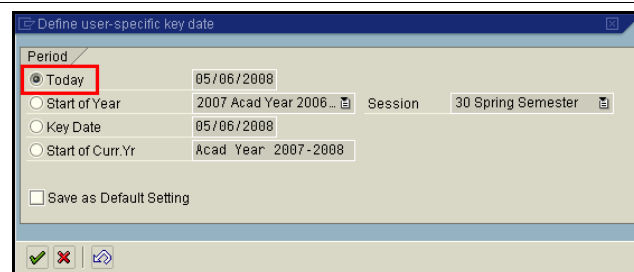
To set the **Key Date**, click on the **Key Date** icon located to the right of the **Key Date** field



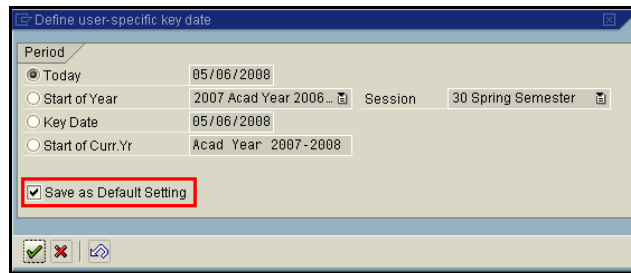
SET DEFAULT KEY DATE

It is recommended that the key date be set to the current date (**Today**) as the default date

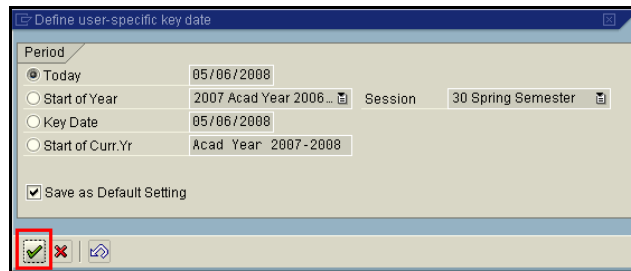
Click on the **Today** radio button



Click in the box next to **Save as Default Setting**



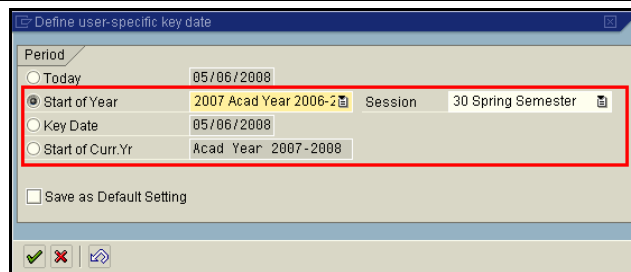
Click on the **Continue** icon in the lower-left corner of the screen



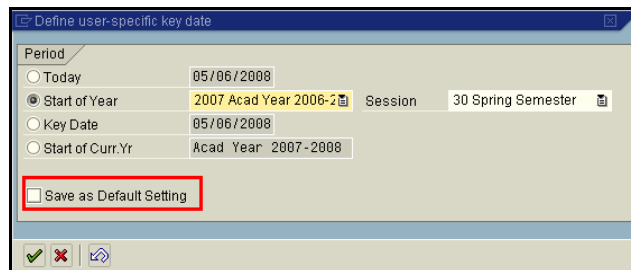
OTHER DATE SETTINGS

Other choices for the key date include:

- Start of Year/Session**
- Start of Current Year**



For date settings other than **Today**, the **Save as Default Setting** checkbox should not be checked



Click on the **Continue** icon

Note: The **Key Date** will reset to **Today** when you exit the transaction screen. If you are remaining in **PIQST00** to view other records, remember to change the **Key Date** back to today or you may not be able to display all the records.

