Quick Reference Card - Basic 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	Selection Criteria Key Date 05/06/2008
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	Period Period Today D570672008 Start of Year 2007 Acad Year 2006 Session 30 Spring Semester Start of Curr.Yr Acad Year 2007-2008 Save as Default Setting X X

Quick Reference Card - Basic PIQSTOO Change Key Date



Click in the box next to Save as Default Setting	Period Today 9Today 95/06/2008 0Start of Year 2007 Acad Year 2006 Session 30 Spring Semester Key Date 95/06/2008 Start of Curr.Yr Acad Year 2007-2008 Save as Default Setting
Click on the Continue icon in the lower-left corner of the screen	Period Image: Constraint of Constraints of Constra
OTHER DATE SETTINGS	
Other choices for the key date include: Start of Year/Session Start of Current Year	C Define user-specific key date Period O Today 05/06/2008 Start of Year 2007 Acad Year 2006-2 Session 30 Spring Semester Key Date 05/06/2008 Start of Curr.Yr Acad Year 2007-2008 Save as Default Setting
For date settings other than Today , the Save as Default Setting checkbox should not be checked	C Define user-specific key date Period Today 05/06/2008 Start of Year 2007 Acad Year 2006-2 Session 30 Spring Semester Session Start of Curr.Yr Acad Year 2007-2008 Save as Default Setting X X
Click on the Continue icon	
Note: The Key Date will reset to Today when you exit the transaction screen. If you are remaining in PIQSTOO to view other records, remember to change the Key Date back to today or you may not be able to display all the records.	C Define user-specific key date Period Today 05/06/2008 © Start of Year 2007 Acad Year 2006-25 Start of Curr.Yr Acad Year 2007-2008 Save as Default Setting