PIQST00 Screen Elements

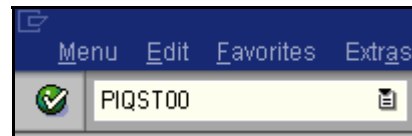**IRIS**
Integrated Resource
Information System

Process: PIQST00 provides access to both Student File records and Student Master Data records. Student File records contains information about the student's relationship with UK, such as admission, registration, modules appraisals (grades), etc. Student Master Data records contains information about the student, such as personal data, addresses, visa/residence data, etc.	
Role: Authorized Users	**Frequency:** When Needed

BEGINNING

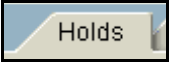| Enter the transaction code **PIQST00**	Menu Edit Favorites Extras ✓ PIQST00
Student Number Student number 10037714	Enter the student's eight-digit IRIS generated **Student Number** or search by entering the student's last name in the field

STUDENT FILE – STANDARD TOOLBAR

✓	◁ 🖫 ❘ 😊 😊 😣
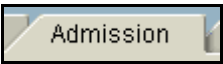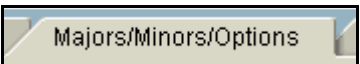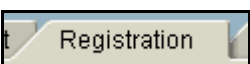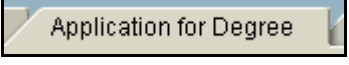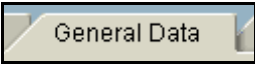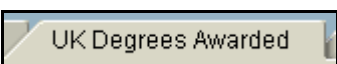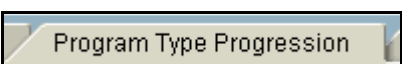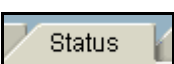
✓ **OK (Enter)**	May be used instead of pressing the **Enter** key
🖫 **Save**	Used to save new or changed records
😊 **Back**	Used to move back to the previous screen
😊 **Exit**	Used to exit the transaction

STUDENT FILE – APPLICATION TOOLBAR

Used to view student's academic work in general or by program type/program
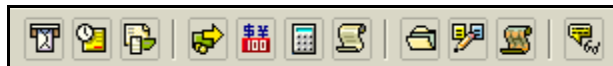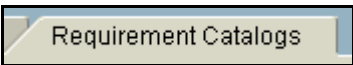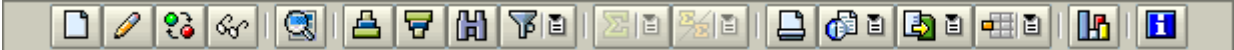
📇 **Academic Work Overview**	Used to view student's academic work in general or by program type/program
📝 **Note Overview**	Used to create, change, or display notes regarding the student

STUDENT FILE – TABS

Holds	Admission	Admission Check lists	Majors/Minors/Options	Transcript ...	◄ ► ▤

Holds	Information includes: Hold Type (Description), Status, Hold Grouping, Valid From, End Date
Admission	Information includes: Program of Study, Status, Academic Year, Session, Valid From, Valid To, Program Choice, Program Classification, Part Time, Admission Category
Majors/Minors/Options	Information includes: Program of Study, Module Group Category, Priority, Module Group (Description), Start Date, End Date
Registration	Information includes: Program of Study, Status, Academic Year, Session, Valid From, Valid To
Application for Degree	Information includes: Application for Degree-Status, Academic Year, Academic Session, Program Type
General Data	Information includes: Program of Study, Advisor, Anticipated Graduation, Organizational Unit
UK Degrees Awarded	Information includes: Qualification, Degree Type, Degree Level, Program of Study, Valid From, Valid To
Program Type Progression	Information includes: Program Type, Program Category, Program Results, Result Status, From Date, To Date, Valid From, Valid To, Academic Year, Academic Session
Status	Information includes: Status (Description), Status, Valid From, End Date, Status Ind. Category, Status Group

	Information includes: Audit Type & Description, Catalog, Requirement Catalog, Catalog Version (Number, Year, and Session, Valid From, Valid To
Requirement Catalogs	

STUDENT FILE – TAB ICONS

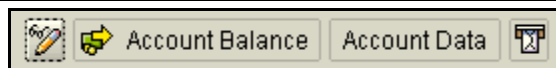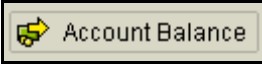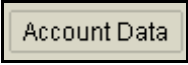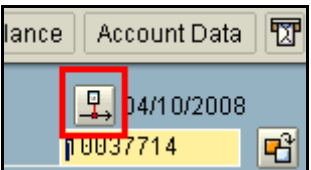|	
Key Date	Used to change the date which determines which records are displayed; default is **Today**
Create	Used to create a new record
Change	Used to change a record
Display	Used to display a record
Delete	Used to delete a record **CAUTION!** Use this icon very carefully. If in doubt, check with Dean's office or Registrar's office.
Details	Used to display the details of a record
Activate <-> Inactivate	Used as a toggle between activating or inactivating a record, such as a Hold
Sort Ascending	Used to sort the records in ascending order
Sort Descending	Used to sort the records in descending order
Find	Used to find a specific record
Filter	Used to filter the records

STUDENT MASTER DATA – ACCESS ICONS

Student number [10037714]
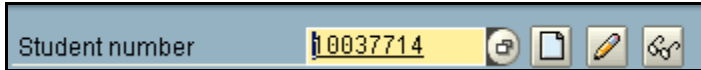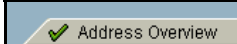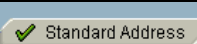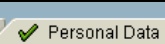
These icons are used to access **Student Master Data** records
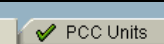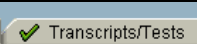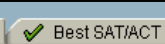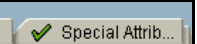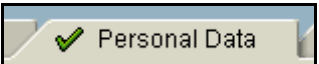
Create	**Do Not Use!!!**
Change	**Not Recommended!** Using this icon will lock out other users from the student's records
Display	Use this icon to access the **Student Master Data** records

STUDENT MASTER DATA – APPLICATION BAR

Account Balance   Account Data

Display <-> Change	Used to toggle between display mode and change mode **Remember!** If you go into change mode, change back to display mode as soon as you have saved your changes.
Account Balance	Used to view the student's account balances
Account Data	Used to view the student's account data
Key Date (Below the Application Bar) 04/10/2008 10037714	Used to change the **Key Date**

STUDENT MASTER DATA – TABS

✓ Address Overview ✓ Standard Address ✓ Personal Data ✓ PCC Units ✓ Transcripts/Tests ✓ Best SAT/ACT ✓ Special Attrib...

✓ Personal Data	Information includes: Last Name, First Name, Middle Name, ID Number, Birth Date, Nationality

PIQST00 Screen Elements

IRIS
Integrated Resource
Information System

✔ Address Overview	Information includes: Address Overview, Address Usages – Current, University Housing, International, Permanent
✔ Standard Address	Information includes: Street, City, State, ZIP Code, Country, Telephone, Email
✔ Transcripts/Tests	Information includes: External Transcripts – College/University and High School, External Test Results
✔ Visa/Residence Data	Information includes: Visa Type, Visa Number, Start Date, End Date, Date of Issue, Country of Issue, Issuing Authority
✔ Athletics	Information includes: Activity, Academic Year, Academic Session, Walk-on, Recruited, Scholarship, NCAA GPA
✔ Advisors	Information includes: Student Advisor, Derived Organizational Unit
✔ Related Persons	Information includes: Relationship Type, Partners (Name), Legal Guardian, Emergency Contact, Valid From, End Date
✔ Additional Data	Information includes: Ethnicity Origin, Privacy Level
Medical Info	Information includes: Health Credentials, Immunization Codes, Area of Interest
myPasscode & AD	Information includes: Access Information, Access Password, AD User ID
STUDENT MASTER DATA – RETURN TO STUDENT FILE	
Click on the **Back** icon located on the **Standard Toolbar**	Settings System H