PIQST00 Screen Elements

IRIS
Integrated Resource
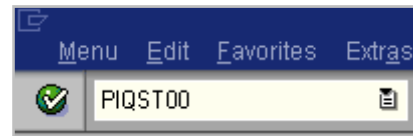Information System

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

Entering PIQST00

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

Standard Toolbar Icons on the Student File Screen

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

Application Toolbar Icons on the Student File Screen
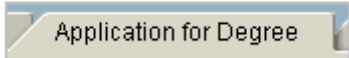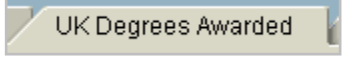
|	
Academic Work Overview	Used to view student's academic work in general or by program type/program
Note Overview	Used to create, change, or display notes regarding the student

Student File Tabs

| Holds | Recruitment | Applications | Admission | Admission Check lists | Majo... | ◄ ► 🗐 |

|	Information includes
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
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
General Data	Information includes: Program of Study, Advisor, Anticipated Graduation, Organizational Unit
Status	Information includes: Status (Description), Status, Valid From, End Date, Status Ind. Category, Status Group
✔ Advisors	Information includes: Student Advisor, Derived Organizational Unit
Requirement Catalogs	Information includes: Audit Type & Description, Catalog, Requirement Catalog, Catalog Version (Number, Year, and Session, Valid From, Valid To

|	
Application for Degree	Information includes: Application for Degree-Status, Academic Year, Academic Session, Program Type
UK Degrees Awarded	Information includes: Qualification, Degree Type, Degree Level, Program of Study, Valid From, Valid To

Tab Icons on the Student File Screen (May Vary on Each Tab)
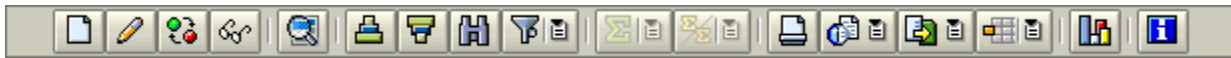
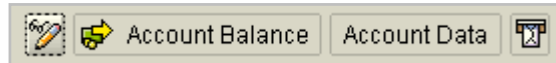|	
Key Date	Used to change the date which determines which records are displayed; default is **Today**
Create	Used to create a new record
Change	Used to change a record
Display	Used to display a record
Delete	Used to delete a record **CAUTION!** Use this icon very carefully. If in doubt, check with Dean's 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

Access Icons for the Student Master Data Screen

Student number 10037714
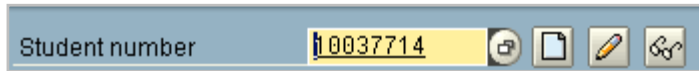
These icons are used to access **Student Master Data** records

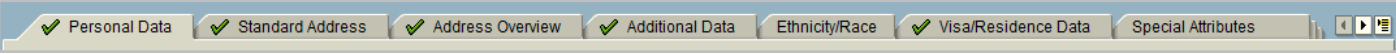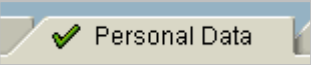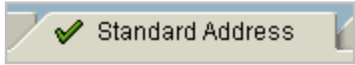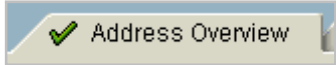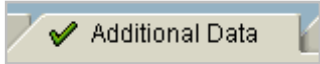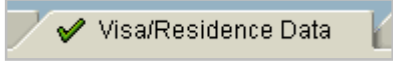| Icon	Description
☐ **Create**	**Do Not Use!!!**
✎ **Change**	**Not Recommended!** Using this icon will lock out other users from the student's records
✎ **Display**	Use this icon to access the **Student Master Data** records

Application Toolbar Icons for Student Master Data

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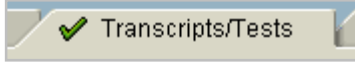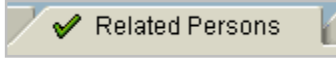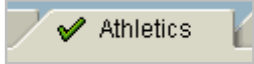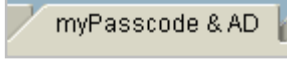
Icon	Description
Display <-> Change	Used to toggle between display mode and change mode **Remember!** If you go into change mode, change back to display mode as soon as you have saved your changes.
➡ Account Balance **Account Balance**	Used to view the student's account balances
Account Data **Account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

Student Master Data Tabs

[✔ Personal Data | ✔ Standard Address | ✔ Address Overview | ✔ Additional Data | Ethnicity/Race | ✔ Visa/Residence Data | Special Attributes | ◄ ►]

Tab	Description
✔ Personal Data	Information includes: Last Name, First Name, Middle Name, ID Number, Birth Date, Nationality

PIQST00 Screen Elements

✔ Standard Address	Information includes: Street, City, State, ZIP Code, Country, Telephone, Email
✔ Address Overview	Information includes: Address Overview, Address Usages – Current, University Housing, International, Permanent
✔ Additional Data	Information includes: Ethnicity Origin, Privacy Level
✔ Visa/Residence Data	Information includes: Visa Type, Visa Number, Start Date, End Date, Date of Issue, Country of Issue, Issuing Authority
✔ Transcripts/Tests	Information includes: External Transcripts – College/University and High School, External Test Results
✔ Related Persons	Information includes: Relationship Type, Partners (Name), Legal Guardian, Emergency Contact, Valid From, End Date
✔ Athletics	Information includes: Activity, Academic Year, Academic Session, Walk-on, Recruited, Scholarship, NCAA GPA
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