Student File Management

Degree Audit Exceptions

Quick Reference Card

Accessing SFM

SFM can be accessed 1)from transactions containing Student master data or 2)by using the ZECM_SFM t-code and searching for students

1 🔞	Student File (Extended	2 ZECM_SFM - Student File Management	
1	<u>C</u> reate	R (D	🖻 Selection Student Master Data
	<u>A</u> ttachment list		Student Number
	<u>B</u> usiness References	Student Number	Object ID
Fin	nd <u>P</u> rivate note	and a second	Last Name
	≦ Send ▶	Principal Org. Unit	First Name
	<u>R</u> elationships	ዿ Status	Middle Name
	Workflow	Holds Recruitment	Name at Birth
	My Objects		Student ID
	Help for object services	Selection Criteria	B Date of Birith
	OpenText Document Access	Key Date	

Adding a Document for Processing

- 1) Expand the Add folder
- 2) Double-click the ᡀ icon next to the Colleges folder



3) Double-click option 3 - File upload

Select archiving type (1) 4 Entries found				
Restrictions				
<▼				
Def.arcmod Short Descript.				
1	ArchiveLink - Late Archiving with Barcode			
2	ArchiveLink/CM - File upload with DesktopLink			
3	ArchiveLink/CM - File upload			
4	ArchiveLink - Scanning			

4) Click the 🔜 icon

to the left of the 'Browse Document' field

Select the PDF and click 'Open'

🔄 Add Document	
Document	
Browse Document	4
Document Type	▼

5) Select 'Degree Audit Exception NP' in the 'Document Type' field (this may be auto-populated)

🔄 Add Document	
Document	
Browse Document	\Degree Audit Exception Request.pdf
Document Type 5	ZSFCDAEPDF Degree Audit Exception NP (P 🗸

6) Click the 🛃 icon to complete adding the document

Student File

before the document is displayed in the new folder

• 🔟	Student Num	uber First name	Middle name	Last name
- 🗁 🖉	10	A	М	D
🕨 📄 Sear	rch			
🔻 📂 Brov	vse			
Image: Provide the second s	All Documents			
- 🔁 🤇	Colleges			
-	늘 Not Proces	sed		
	• 🚣 😚	Degree Audit Excep	tion NP (PDF), archive	d at 08/16/2017

Viewing Processed Documents

Within the given student file in SFM, expand the folders

Browse

> Student Records

> Change Request

to view the processed 'Degree Audit Exception' documents

Browse	
🕨 🚞 All Document	s
🔻 📂 Student Reco	ords
🔻 📂 Change R	equest
L.	Degree Audit Exception (PDF), archived at 08/15/2017