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COMMON DATATEL SCREENS
This section of the manual will familiarize you with common screens you should have access to in Datatel.

Name and Address Entry (NAE)

The NAE screen can be used to view general demographic information for a student, staff or faculty member. The screen displays their full name, preferred address, phone numbers, SSN (if known), Date of Birth (if known), e-mail address and former names. This is the first screen completed when a person is added to the Datatel system. You can also identify the person’s Chapman ID number in this screen.
Address Summary (ADSU)

The ADSU screen can be used to view a person’s different address types such as: billing address, business address, diploma address, former address, temporary address, and pending address. The preferred mailing and residence address is what appears in the NAE screen. Other addresses the person has on file can be found in this screen. To view more specific information on an address, detail in on the address line and select ADR from the menu.
Person Addresses (ADR)

From the ADR screen, you can view more specific information about a person’s address. You may also view the person’s phone and e-mail information.
Applicant Summary (ASUM)

The ASUM screen can be used to view an applicant’s information. The top portion of the screen shows the Academic Program of an applicant and/or prospect, the Start Term, Academic Level, Current Application Status with Status Date and the Application Fee Balance. You can also detail down on several other areas of that person’s record.
Student Profile (SPRO)

The SPRO screen can be used to view student information. The screen displays a student’s Academic Programs and their Program Status, Student Type, Home Location, and Student Advisor Information. From the SPRO screen, you can also detail into other Datatel screens. (These screens can also be accessed by typing in the mnemonic directly in the mnemonic field in the main Datatel screen.)
AR Account Inquiry by AR Code (ARIQ)

The ARIQ screen is used to view an individual's account information. Transactions are displayed in reverse chronological order by invoice and AR type. Enter the name or ID number in the AR Accountholder LookUp. If a student has multiple AR types, you will need to select one in the AR Type LookUp.

AR Types:
- STAR – Student Accounts Receivable
- AFAR – Admissions Application Fee Accounts Receivable
- EXED – Extended Education
- TXAR – Transcripts Accounts Receivable

At the Term LookUp prompt, you may enter a specific term, or press ENTER to look at account information for all terms.
Student Academic Credits (STAC)

The STAC screen is used to view a student’s coursework and transfer credits. You can view the Course name, Course title, status of the Course, the number of credits, the Term and the Grade.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Title</th>
<th>Stat</th>
<th>Credits</th>
<th>CEUs</th>
<th>Term</th>
<th>Gr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TRANS-1TR</td>
<td>N</td>
<td>15.00</td>
<td></td>
<td>TRANS</td>
<td>P</td>
</tr>
<tr>
<td>2</td>
<td>TRANS-1TR</td>
<td>N</td>
<td>0.00</td>
<td></td>
<td>TRANS</td>
<td>P</td>
</tr>
<tr>
<td>3</td>
<td>TRANS-1TR</td>
<td>N</td>
<td>20.00</td>
<td></td>
<td>TRANS</td>
<td>P</td>
</tr>
<tr>
<td>4</td>
<td>TRANS-1TR</td>
<td>N</td>
<td>0.00</td>
<td></td>
<td>TRANS</td>
<td>P</td>
</tr>
<tr>
<td>5</td>
<td>TRANS-1TR</td>
<td>N</td>
<td>0.00</td>
<td></td>
<td>TRANS</td>
<td>P</td>
</tr>
<tr>
<td>6</td>
<td>SDC-380</td>
<td>N</td>
<td>4.00</td>
<td></td>
<td>TRANS</td>
<td>P</td>
</tr>
<tr>
<td>7</td>
<td>SDC-403</td>
<td>N</td>
<td>3.00</td>
<td></td>
<td>TRANS</td>
<td>P</td>
</tr>
<tr>
<td>8</td>
<td>SDC-403</td>
<td>N</td>
<td>3.00</td>
<td></td>
<td>TRANS</td>
<td>P</td>
</tr>
</tbody>
</table>

Controller Student Academic Credits: Value 1/7
Print Screens

All reports go through several print screens before the report prints. You have your initial screens where you select your criteria. Then you may also get a screen to choose the sorting criteria (normally left as is). Finally you will see the print screens. These are described in the following pages.

Print Screen #1

**Print Screen #1 fields**

<table>
<thead>
<tr>
<th><strong>Output Device</strong></th>
<th><strong>Choices</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P</strong> = Printer (network printer)</td>
<td><strong>A</strong> = Aux (local printer)</td>
</tr>
<tr>
<td><strong>H</strong> = Hold/Browse (screen)</td>
<td></td>
</tr>
</tbody>
</table>

**Printer**

The printer will default to your location’s laser printer, or you can LOOKUP another location’s printer and print to their printer. You can lookup your location’s printer name by typing “**AC##**…” Where the ## is your two digit location number (i.e. “AC37…” will show all the printer’s for Sacramento).
Accept all other defaults by pressing **F10**, or the single disk button.

![Figure 2 Print Screen #2](image)

<table>
<thead>
<tr>
<th><strong>Print Screen #2 fields</strong></th>
<th><strong>Choices</strong></th>
</tr>
</thead>
</table>
| Execute in Phantom Mode?   | **N** = Print  
Will display Figure 3 on monitor.  
**Y** = You’ll be prompted for Phantom or Batch and doesn’t display Figure 3 on monitor. |
| Phantom / Batch Queue      | **P** = Phantom Process  
You want the report to print right away, but you do not want to watch the report execute on your monitor.  
**B** = Default Batch Queue  
You want to schedule your job for later. |
| Batch Start Time           | If you chose Batch mode, you’ll need to enter the time you want the report to print. |
Accept all other defaults by pressing **F10**, or the single disk button.

You then get the following Progress Screen.

![Progress Screen](image.png)

- On the right side of the screen, you can monitor the progress of the report you selected. As the report is compiled, a black bar on the right side of the screen will rise as it fills in the percentages. After the bar reaches 100%, a message will appear “RETURN to continue…” (see arrow above). Press ENTER and the above screen will disappear.

- If you chose to print the report in Figure 1, it should start printing to your default Datatel printer.

- If you chose to view the report in Figure 1, Datatel will say “Now browse the Hold files” and your report will appear in the Report Browser on your monitor like the following page.
At the top of the screen you will see some icons:

- The **Open Door** icon will exit the Report Browser and return to the Datatel menu. You can also press **F9** to exit.

- The **Monitor** icon will import the file to your PC. You will be asked where to save the file on your PC.

- The **Up Arrow Paper** icon means to page up.

- The **Down Arrow Paper** icon means to page down.

- Tells you what page you are on and how many total there are (i.e. “1/2” means you are on page 1 of 2 pages).

- The **F Paper** icon means to go to the first page.

- The **L Paper** icon means to go to the last page.

- The **Print Local** (first) printer icon means Datatel will try to print to the printer that is attached directly to your PC. You can change the selected printer if you choose to. Normally this icon is not used.

- The Print Remote (second) printer icon means Datatel will print to the Datatel printer. Once you select this icon, Datatel will bring up the Print Screen similar to Figure 1 above. Just press **F10** through Figures 1 & 2 to get your printout.