Practice Exercises Part 1

Complete the exercises below by navigating through Datatel’s COLTEST database.

1. Log into Datatel’s COLTEST database with your temporary username and password. If you have not been given a temporary username and password, please contact Linda Greeley at (714) 744-2654.

   (Be sure you change the database to COLTEST in the login window)

2. Name the first five folders in the main Datatel screen:

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. Expand the second folder in the list (AM – Recruitment/Admissions Mgmt). Then, expand the first folder in that list (PRA – Prospects and Applicants).

   Name the screens that appear in the folder:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. What types of screens are they? (e.g., inquiry, maintenance, report, etc.)

   ____________________________________________________________

5. Try accessing the ASUM screen by double-clicking on the screen in the folder list. Pull up a sample applicant ID # 867331. What is the person’s name?

   ____________________________________________________________

   (HINT: Look at the top portion of the screen) Remember to cancel out of the screen since you are just viewing information.
6. From the main Datatel screen, go to the NAE screen by using the mnemonic field. Pull up the same person in the NAE screen as in exercise 5. (Remember you can enter an @ symbol to pull up the last record in a new screen.)

What is the street address for the person?

________________________________________________________

7. How many phone numbers does the person have? __________________

8. There are at least 3 people named Jane Smith in Datatel. Look up each one in the NAE screen and write down their Chapman ID number and Birth Date. (Try selecting all records at once from the resolution screen and navigate to each record to find the information.)

   a. Chapman ID ________________   Birth Date ________________
   b. Chapman ID ________________   Birth Date ________________
   c. Chapman ID ________________   Birth Date ________________

Practice looking these people up by partial name and/or Chapman ID number. Note when you get a resolution screen and vs. when you are taken directly into the record.

9. Add 3 new people to the system. (Be sure to practice thorough searches by checking social security number, partial names, formal and/or nicknames and using the Soundex feature.)

For each record, be sure to enter a full name; SSN (beginning with 999-99-XXXX); domestic address (in the US); at least 2 phone numbers; a birthdate; ethnicity; gender; and an e-mail address. For one of the records, add an additional name such as a Maiden name to the record.

Please write down the Chapman ID number that was generated for each new record you entered:

   #1 ______________________________
   #2 ______________________________
   #3 ______________________________

10. Take the 2nd ID you entered in exercise 10 and add a business address to their record. Also, add a business phone number to the record.

*When you enter information in a screen, try to identify the difference between the SAVE and SAVE ALL functions.*
11. Take the 3rd ID you entered in exercise 10 and add a diploma address to the record.

12. Take the 2nd ID you entered in exercise 10 and 11 and pretend that you spelled the street name for the Business address wrong and forgot the add a Suite number. Make the correction to the Business address.