**2017-2018 CAMS TASKS DOCUMENTATION**

**BY SENGHOR Etienne, ERP Analyst**

1. **CAMS Overview**

CAMS ERP System is the main College information System used in the college to track student activities.

CAMS ERP is mainly used in the following areas:

* Admissions
* Registration
* Billing
* Financial Aid
* Health
* Faculty and Staff
* Meetings and Room Reservations
* Reporting

The role of the CAMS Administrator is to facilitate department to use the software more efficiently and to develop features that will them get the information they need.

1. **Important College Acronyms**

The following Acronyms are mostly used for term designation:

**SP-XX**: SP Stands for Spring and XX the last 2 digits of the year. For example, SP-18 (Spring 18)

**SU-XX**: SU Stands for Summer and XX the last 2 digits of the year. For example, SU-18 (Summer 18)

**FA-XX**: FA Stands for Fall and XX the last 2 digits of the year. . For example, SP-18 (Fall 18)

1. **Different CAMS Servers, CAMS DB, CAMS Portal Servers, Files and Locations**

The following are the different Servers used to manage and store CAMS information. Those servers located in the Cloud A2k and are only accessible via RDP :

**A. CAMS Servers**

* **Trocaire-sql01**:

is the main CAMS Server. It Hosts the database and also a Client Sample of the CAMS Application.

* **Troc-camsdev**:

is a test server environment for Trocaire-sql01. It is generally used to test CAMS functionalities and the database servers.

This server also hosts the eCard System Server.

**B. Portals Servers**

There are 5 portal apps: Student, Faculty, Application, Evaluation, Adminpanel and they all located on the following servers:

* **Trocaire-ecams01**:

is the main portal server for CAMS. It hosts the webs apps which the prospects, students and faculty use on a daily basis.

* **Troc-portaldev**:

Is a test server environment for the portal and is mainly used for development purpose and test portal environment.

**B. CAMS Databases**

The 2 CAMS Databases are :

* **CAMS\_Enterprise**: is the main CAMS enterprise databases where all the information is stored.
* **Trocaire\_Extra**: hosts information about extra reporting functionalities, access, and student accounts

**C. Files and Location**

CAMS Files Location:

* On Trocaire-sql01 , Drive D, (D:\CAMS Enterprises)

Portal File Location:

* On the portal Server (Trocaire-ecams01), Drive C:

C:\inetpub\wwwroot\estudent for the student portal.

C:\inetpub\wwwroot\efaculty for the faculty portal.

C:\inetpub\wwwroot\applications for the application portal.

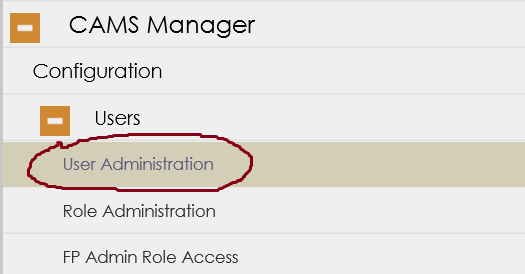
C:\inetpub\wwwroot\adminpanel for the adminpanel portal.

1. **CREATE Staff Accounts / Give Access**

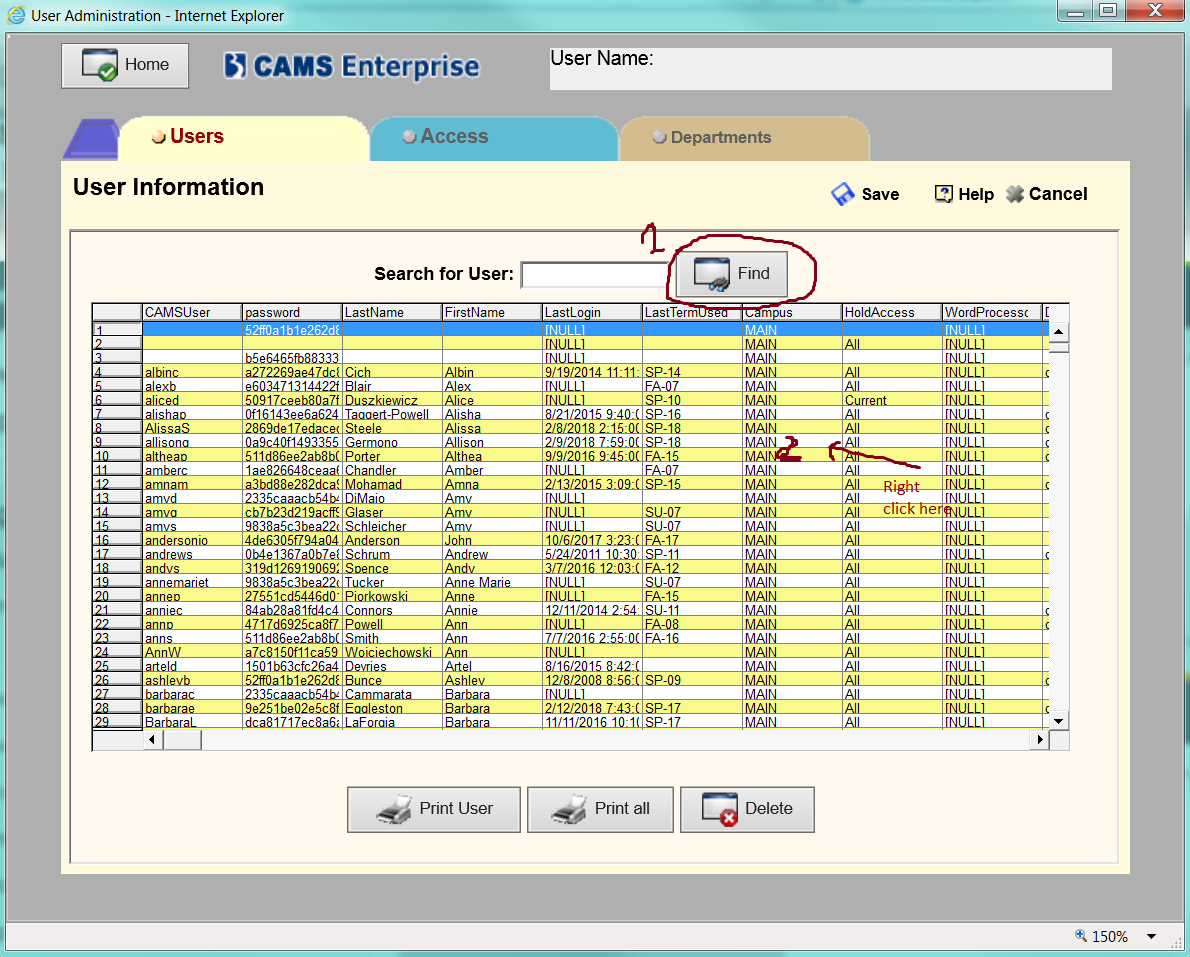
To Create Staff Accounts, follow the following steps:

1. Open CAMS and logon with a CAMS Mgr account and go to CAMS Manager \ Users

And select User Administration.



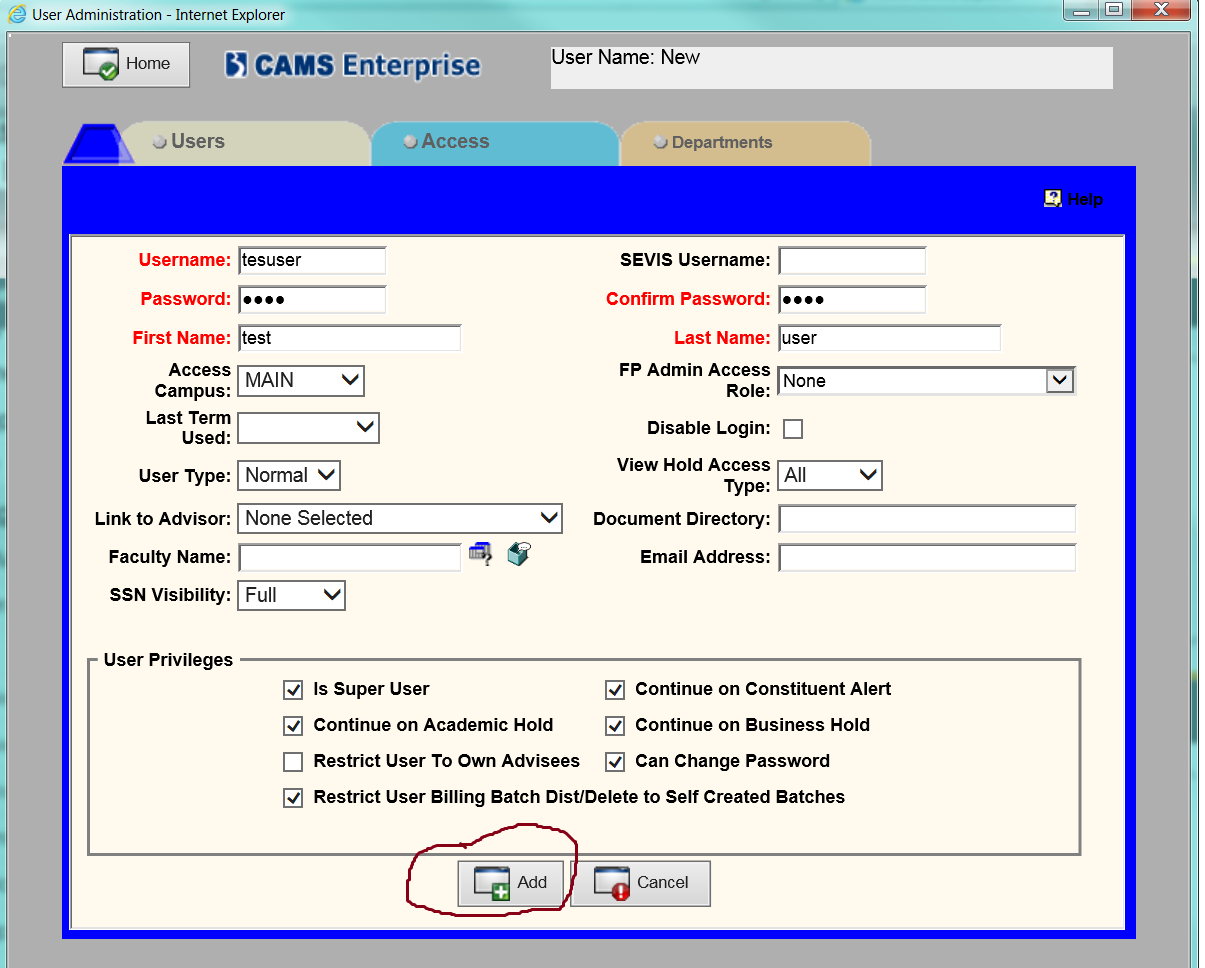
1. In the User Admistrator window, click and then right click on the window to start creating a new Staff Account.

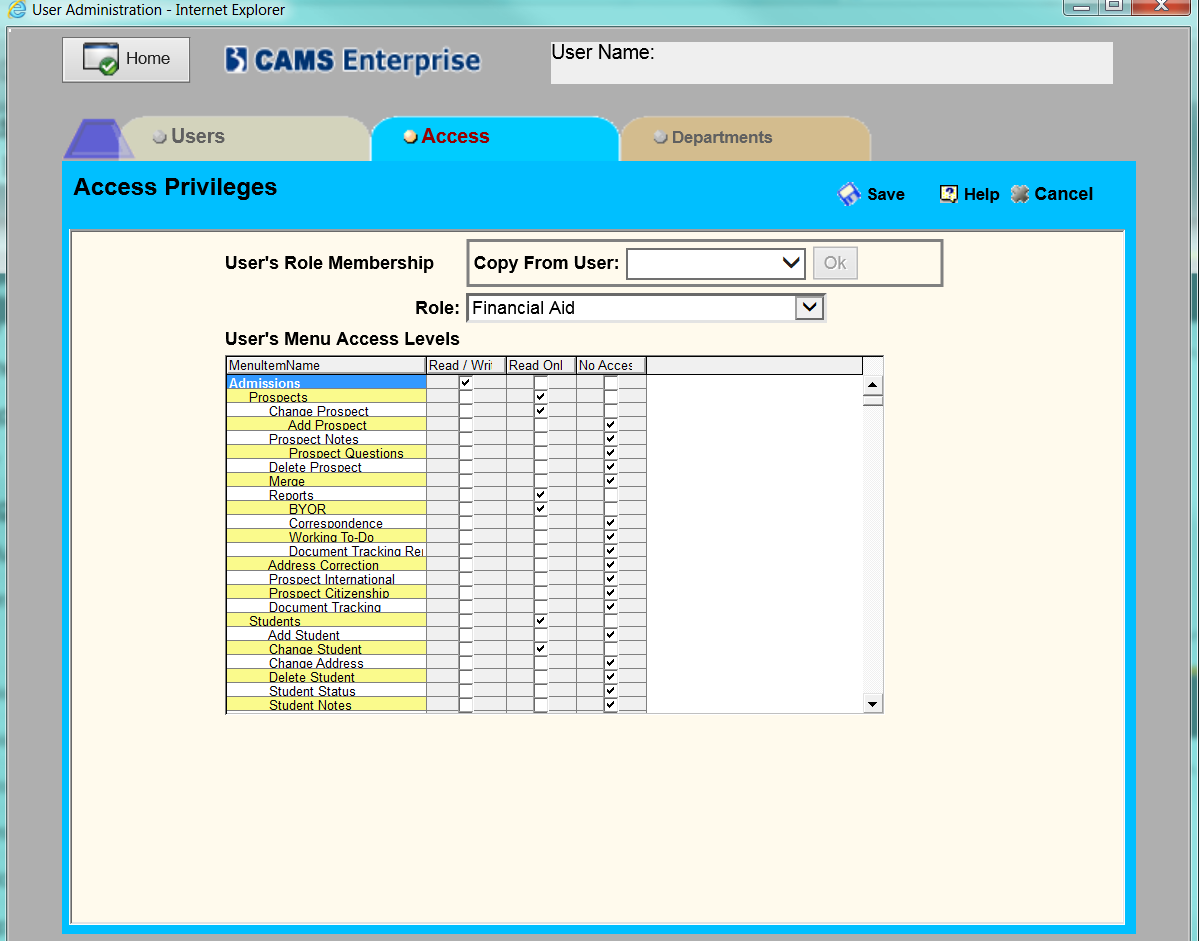


1. Enter the Username, Password , FirstName, LastName in the Box.

Usertype should be Normal

SSN Visibility should set to Masked

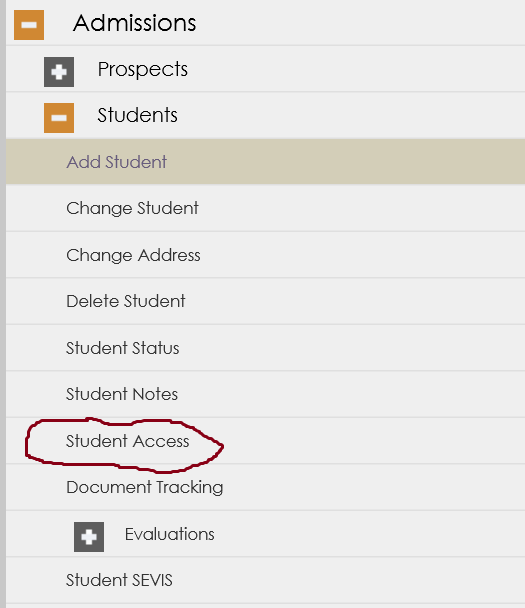


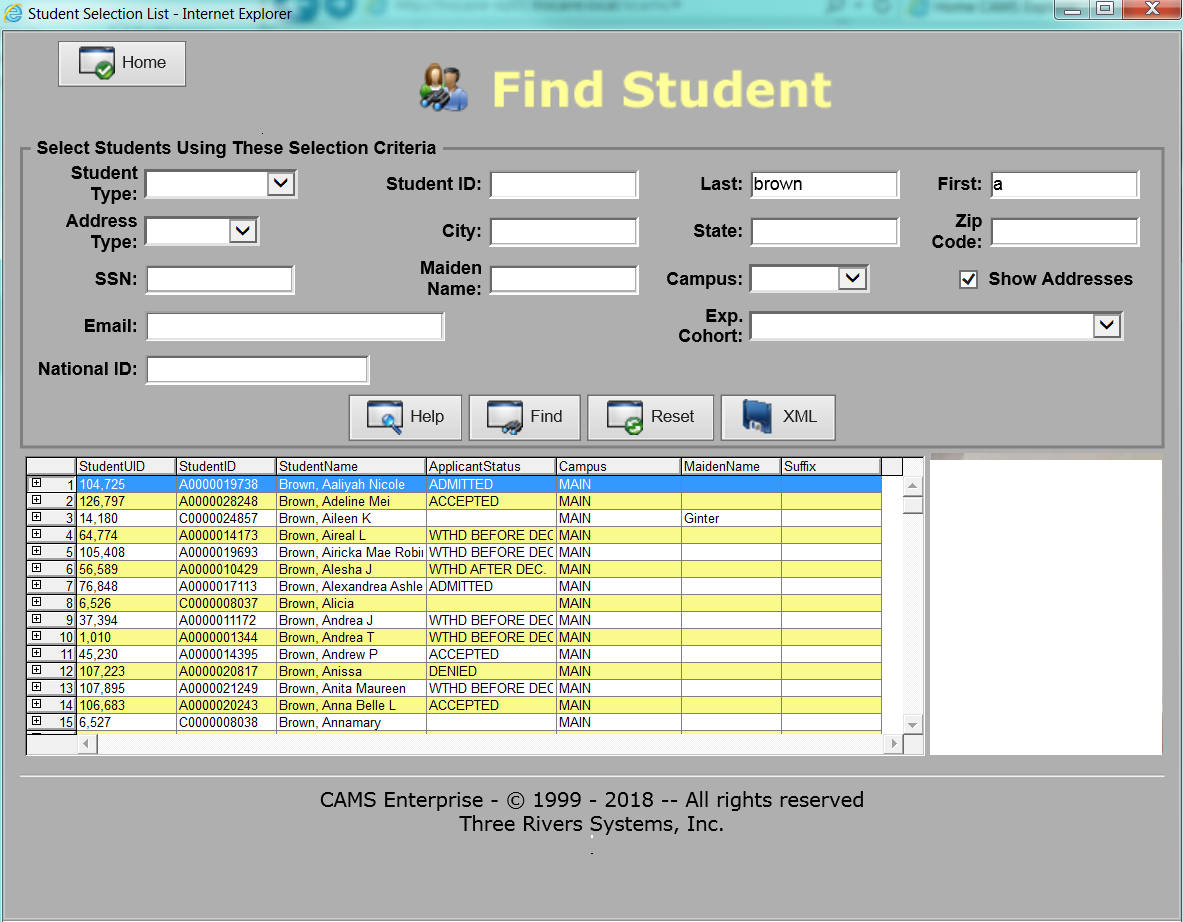


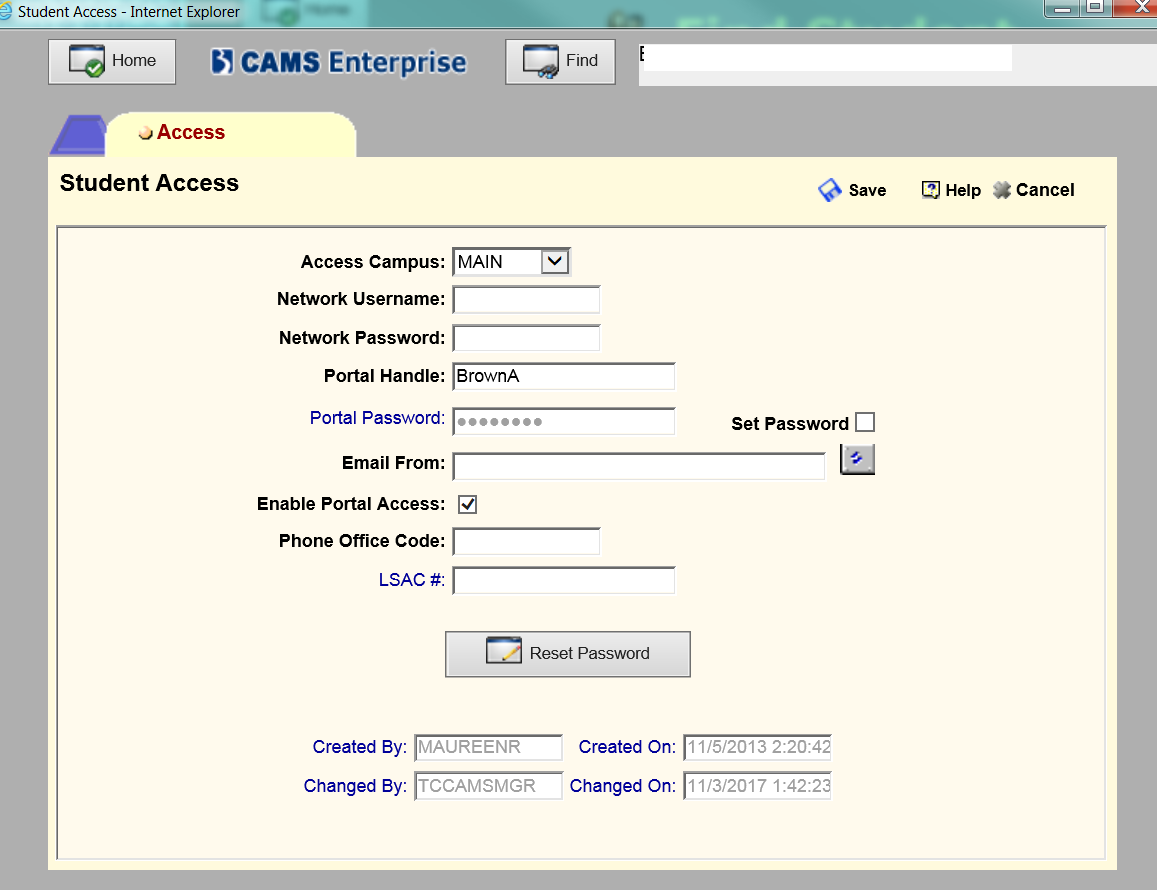
1. **CREATE Student Accounts**

Please, see System Jobs section

1. **Password Reset**







1. **OneCard System Server Overview and Update**

Please, see System Jobs section

1. Great Plain Server , DB and Credentials
2. Admin Panel Portal and sections
3. CAMS Admin Email Account
4. Scheduled Tasks
5. **System Jobs**
6. **Preparing the Upcoming Term**

Before the beginning of every term , it is essential to set the jobs to the correct term and make the essential term preparation to ensure the jobs will be running smoothly.

1. **System Jobs Listing**

* **Student Accomodation Reminder Email (AccoReminJob)**

Note: This is job is termless job which triggers a reminder email based on the request that was submitted by the student for the Accessibility services.

* **CAMS to Barnes and Nobles Export (Barnes\_Noble\_Job\_SP-18) – (Critical)**

Note: This job exports data regularly from CAMS to the Barnes Servers via SFTP.

This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term.

* **Barnes and Nobles to CAMS Import (BN\_TO\_CAMS\_JOB\_SP-18) – (Critical)**

Note: This job import data regularly from Barnes and Nobles Servers to CAMS via SFTP.

This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term.

Also, before the start of the term it is important to prepare the repository for the transaction. (to be continued))

* **Barnes and Nobles Transactions Hit/Miss Verification Report (BNToCAMSWeeklyVerifJob\_SP18)**

Note: This job is a report job that sends an email weekly to Student Accounts about the status of the transactions imported in CAMS during the week.

This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term.

Also, before the start of the term it is important to prepare the repository for the transaction. (to be continued)

* BookStore Enrollment File(BKSTORE\_EnrollFILE\_SP-18)
* CAMS to EMP Prospect Bridge (CAMS\_PROSPECT\_EMP\_JOB)
* CAMS to EMP Student Bridge (CAMS\_Student\_EMP\_Job)
* Check Daily Dropped Faculty in Moodle (CheckDroppedFacultyJob\_SP18)
* CAMS to Moodle Export (Conduit\_Job)
* Wrong ID Card Detection (DetectWrongBNID)
* Emergency Notification System Student Upload
* Generate Student Accounts
* Generate Financial Aid Discrepancy Report
* Generate Moodle Faculty History
* Upload New Pictures from OneCard into CAMS
* EMP to CAMS Import
* Program Directors Health Report Generation
* Students Health Record Reminder Emails
* Accepted Students Letter Upload
* High School Scores Pickup
* Processing Federal Loan Data
* Purple Briefcase Students Upload
* Backup Rotation
* Report Processor
* Semester Snapshots Processing
* Generate Prior Day acceptance Report to HelpDesk
* Update OneCard System with Newly accepted Students
* Semester Academic Status Update
* Student Status Update.

1. **Some other CAMS Resources at Trocaire**

* Dr Nikki Tomasello
* Dr Dick Linn
* Jim Poulos
* CAMS Community Forum
* Managing CAMS Enterprise Book
* CAMS Support

1. **CAMS Support**

For all CAMS issues that isn’t listed, CAMS support is a great resource, they are open Monday through Friday 8:30a to 8pm Central Time

**Phone Number**: **636-386-8616 Option 3**

1. Troubleshooting