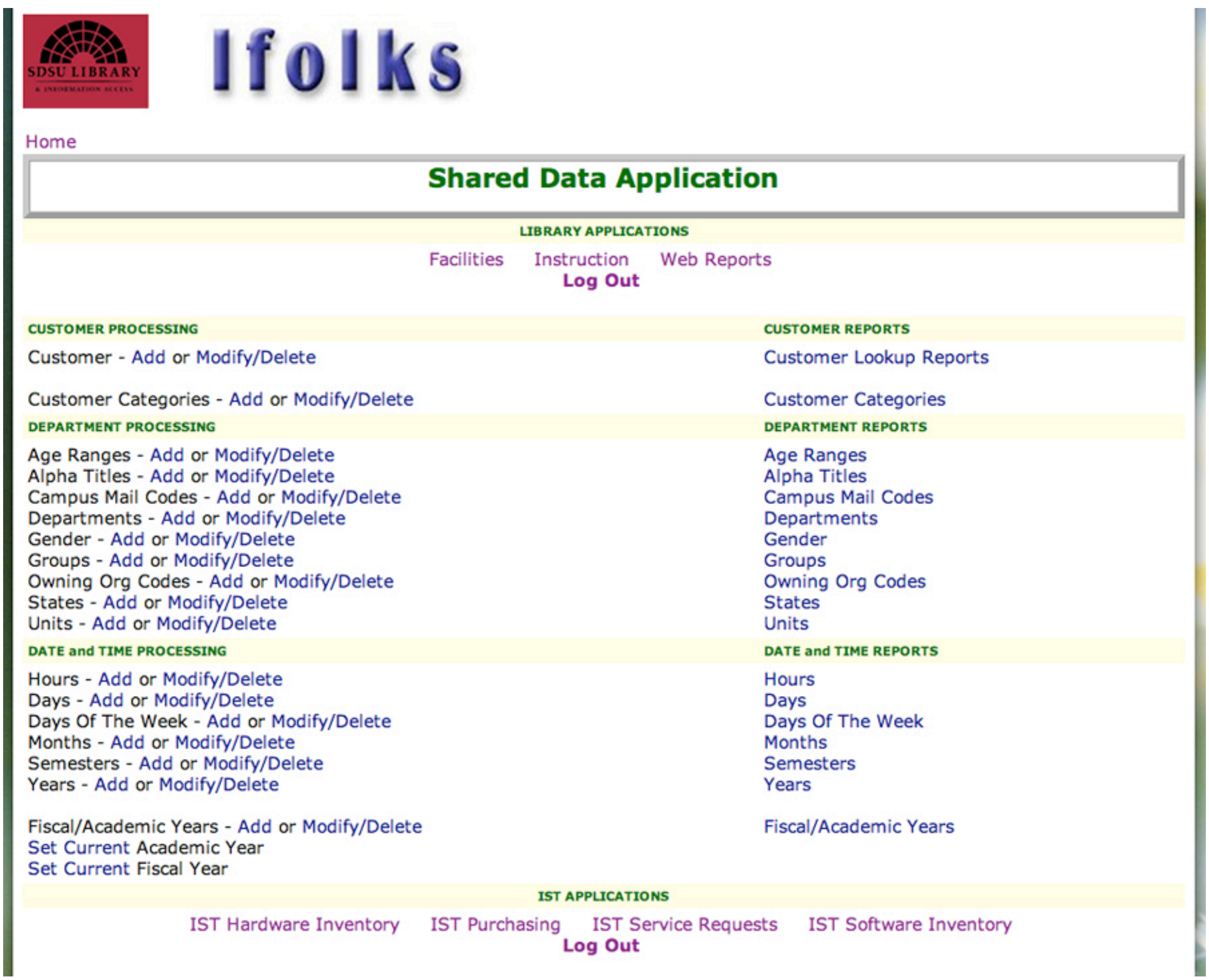
Information and Digital Technologies
February 7, 2008

Shared Data Application
Main Menu

The Shared Data Application allows all of the Oracle web application to share common data related to Library/Academic Affairs (outside) customers and Date/Time, as well as provide reports for the department. New Library customers are added/modified by LibAdmin (Mark Lester and Mo Dotson) and IDT (Carol Phillips and Sandy Neer, backup), while IDT (Carol Phillips and Sandy Neer, backup) only adds/modifies any new outside-customers.

> ***Tip:*** *Remember to delete customer access to any web applications before making a customer inactive (leaving the Library or SDSU or no longer one of our outside customers) in the Shared Data application.* ***See IDT for this.***



Tip: Data can be entered in Uppercase or Upper/lowercase, but all displays of Data are in Uppercase. Display exceptions are E-Mail Addresses and Web Addresses.

Tip: Field Labels that are preceded by an asterisk are required fields. Field Labels without asterisks are optional fields.

*Tip: To exit from a screen, always use the screen's **Cancel or CANCELADD** button. There is only one instance where a browser's **BACK** button can be used to exit a screen in this application. See **Customer Reports** for its requirements. This was done to prevent the accumulation of empty record containers in the Oracle tables.*

Tip: When printing any Shared Data Application screen, use landscape orientation and 78% as the minimum options.

Customer Processing

These links support the creation, modification, and deletion of customer data and customer categories in support of Shared Data and other applications.

Tip: Customer Processing requires MAINTLESS level security or above access.

Customer - Add

This link on the application's Main Menu is used to add a new record in the Oracle Library Shared Data tables, so it immediately moves you to an empty Customer record container. The Customer fields contain information used to support customer access to the rest of the Oracle Application screens. The fields for the *Add Information to Shared Data - Customer* screen are:

First Name	**Required**. Text field; First Name of the Customer
Last Name	**Required**. Text field; Last Name of the Customer; DR. or JR. should be entered after the Last Name.
SR Initials	Text field; 2-3 characters; **Used by IDT Division employees only.**
Customer Category	**Required**. Dropdown of available Customer Categories.
Unit/Group Name	**Required**. Dropdown of available Unit/Group Names with associated Departments.
E-Mail Address	**Required**. Text field; default text in the field is @mail.sdsu.edu (correct this if necessary)
Red ID	Text field; 9-digit; default text is 0. Only needed by employees of the Library; **IDT's outside customers should use 0.**

Room Number	**Required**. Dropdown of available Room Numbers.
Campus Phone Number	**Required**. Text field; 5-digit.
2nd Campus Phone Number	Text field; 5-digit.
Fax Number	Text field; 5-digit.
Cell Phone Number	Text field; 12-digit includes area code.
Number Listed?	Dropdown YES or NO Flag.
Bibliographer?	Dropdown YES or NO Flag.
Dialing Capability	Dropdown of available Dialing Capabilities *(CAMPUS, CAMPUS & LOCAL, OR CAMPUS, LOCAL & SD COUNTY).*
Long Distance Authorization Code?	Dropdown YES or NO Flag.
Contact-By	Dropdown E-MAIL or PHONE Flag.
Allowed To Approve?	Dropdown YES or NO Flag.
Unit Head?	Dropdown YES or NO Flag.
Department Chair?	Dropdown YES or NO Flag.
Security Level	**Dropdown that requires ADMIN level access with an IDT login or above to see.**
Password	**Text field that requires ADMIN level access with an IDT login or above to see**; Default password is shown in asterisks.
Active Customer	Dropdown YES or NO Flag.
Comments	Text field; This is for Library employees only.
AA Comments	Text field; **This is for IDT outside customers only.**
Modified By	Dropdown of available modifiers; Defaults to login user
Date Created	**Display only.** Today's Date; Using format MM/DD/YYYY.

Once the data above is chosen/entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Customer record and return you to another new empty Customer record container.

2. If you **do NOT** want to add the new Customer record, clicking the **CANELADD** button will delete the current empty Customer record container and return you to the Shared Data Application Main Menu.

Customer - Modify/Delete

This link on the application's Main Menu goes to the Lookup screen for *Modify/Delete Information to Shared Data - Customer*, where the selection is by a dropdown of *Customer Name*. Use this link to modify existing records/fields in the Oracle Shared Data tables. Make your selection and click the **GO** button to move to the second Modify/Delete screen. The fields are:

First Name	**Required**. Text field; Enter the First Name of the Customer
Last Name	**Required**. Text field; Enter the Last Name of the Customer; DR. or JR. should be entered after the Last Name.
SR Initials	Text field; 2-3 characters; **Used by IDT Division employees only.**
Full Name	**Display Only** of the concatenation of the First and Last Name fields.
Customer Category	**Required**. Dropdown of available Customer Categories.
Unit/Group Name	**Required**. Dropdown of available Unit/Group Names.
E-Mail Address	**Required**. Text field; default text in the field is @mail.sdsu.edu (correct this if necessary)
Department Name	**Display Only** of the associated Department.
Red ID	Text field; 9-digit; default text is 0. Only needed by employees of the Library; **IDT's outside customers should use 0.**
Room Number	Dropdown of available Room Numbers.
Campus Phone Number	**Required**. Text field; 5-digit
2nd Campus Phone Number	Text field; 5-digit
Fax Number	Text field; 5-digit
Cell Phone Number	Text field; 12-digit includes area code.
Number Listed?	Dropdown YES or NO Flag.
Bibliographer?	Dropdown YES or NO Flag.
Dialing Capability	Dropdown of available Dialing Capabilities *(CAMPUS, CAMPUS & LOCAL, OR CAMPUS, LOCAL & SD COUNTY).*
Long Distance Authorization Code?	Dropdown YES or NO Flag.
Contact-By	Dropdown E-MAIL or PHONE Flag.
Allowed To Approve?	Dropdown YES or NO Flag.
Unit Head?	Dropdown YES or NO Flag.
Department Chair?	Dropdown YES or NO Flag.
Security Level	**Dropdown that requires ADMIN level access with an IDT login or above to see.**
Password	**Text field that requires ADMIN level access with an IDT login or above to see**; Default password is shown in asterisks.
Active Customer	Dropdown YES or NO Flag.
Comments	Text field; This is for Library employees only.
AA Comments	Text field; **This is for IDT outside customers only.**
Modified By	Dropdown of available modifiers; Defaults to login user
Date Modified	**Display only.** Today's Date; Using format MM/DD/YYYY.

1. Changing the current data and clicking the **MODIFY** button, will submit the information, modify the record and return you to the previous *Lookup screen*.
2. There is a **DELETE** button – ***Tip:*** *DO NOT USE IT.*
3. If you **do NOT** want to modify this particular Customer record, clicking the **Cancel** button will return you to the previous Lookup screen. Here another choice can be made from the Customer Name dropdown or clicking the **Cancel** button on this screen will return you to the Shared Data Application Main Menu.

Customer Categories - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data - Customer Categories* screen and opens to an empty Customer Categories record container. The field is:

Category Name	**Required**. Text field; Enter a unique Customer Category Name.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Customer Categories record and return you to another new empty Customer Categories record container.

If you do NOT want to add a new Customer Categories record, clicking the **CANCELADD** button will delete the current empty Customer Categories record container and return you to the Shared Data Application Main Menu.

Customer Categories - Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data - Customer Categories* screen, and allows a selection from a dropdown of the current Customer Names. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Category Name	**Required**. Text field; Enter a unique Customer Category Name.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Customer Categories record and return you to the previous Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the previous Lookup screen. Or clicking the **Cancel** button will also return you to the previous Lookup screen, if neither is desired.

Customer Reports

These reports are for the verification of customer data used by Shared Data and other applications.

> ***Tip:*** *Customer Reports require MAINTLESS level security or above access.*
>
> ***Tip:*** *Any report with multiple criteria/report options will allow the browser's **BACK** button to be used between the actual report and the previous lookup screen to preserve the criteria/report used. This way minor changes in the criteria can be made without starting from scratch or a second report can be chosen using the same criteria. This is the only instance where a browser's **BACK** button can be used.*

Customer Lookup Reports

This link on the application's Main Menu goes to the *Customer Report Selection Lookup* screen, where search criteria selection can be done. Select from the drop down boxes or type in partial values to choose report criteria. Checking an adjacent checkbox will Negate the selection or data entered. The Lookup fields are as follows and some fields allow for an **OR** choice:

Customer's First Name	Text field; Enter the First Name **OR**
Customer's Last Name	Text field; Enter the Last Name
Customer Category	Text field; Enter the Customer Category **OR** Enter a series of Customer Categories separated by commas,NO spaces **OR** Enter two Customer Categories separated by a semicolon for range in alphabetical order.
Unit	Dropdown selection of available Units Names – Numbers **OR** Enter a series of Unit Numbers separated by commas,NO spaces.
Group	Dropdown selection of available Groups.
Department	Dropdown selection of available Departments.
Red ID	Text field; Enter a partial or full Red ID.
Room Number	Dropdown selection of available Room Numbers **OR** Enter a Room Number **OR** Enter a series of Room Numbers separated by commas,NO spaces.
Active or Inactive Customers	Dropdown YES or NO Flag.
Security Level	**Dropdown that requires ADMIN level access with**

	an IDT login or above to see.
Dialing Capability	Dropdown selection of available Dialing Capabilities *(CAMPUS, CAMPUS & LOCAL, OR CAMPUS, LOCAL & SD COUNTY).*
Long Distance Authorization Code	Dropdown YES or NO Flag.
Unit Head	Dropdown YES or NO Flag.
Department Chair	Dropdown YES or NO Flag.
Contact-By	Dropdown E-MAIL or PHONE Flag.
Bibliographer	Dropdown YES or NO Flag.
Comments	Text field; This is for Library employees only.
AA Comments	Text field; **This is for IDT outside customers only.**
Modified By	Dropdown selection of available modifiers.
Date Modified	Text field; Enter a single Date Modified **OR** Enter a series of dates separated by commas,NO spaces **OR** Enter two dates separated by a semicolon for range of dates.

Once the criteria are selected, click the radio button on the report you want to run. Only one report can be run at a time. The report choices are below:

CUSTOMER REPORTS

- Full Customer List
- IDT Customer List
- LibAdmin Customer List

UNIT REPORTS

- Customer By Unit
- Red ID By Group/Unit

Next choose between the **Match Any Field Entered** button, or the **Match All Fields Entered** button to search the Customer records and display the chosen report.

> ***Tip:*** *Clicking the **Match All Fields Entered** button with no criteria selections equals ALL records for the requested report.*

Customer Categories

This link on the application's Main Menu goes straight to *Shared Data – Customer Category Report* (a list of the Customer Categories) and lists the total number of Customer Category records.

ACS-FACULTY
ACS-STAFF
FACILITY- ROOM
FOUNDATION EMPLOYEE
GRADUATE TEACHING ASSIDTANT
INVENTORY

LAB	PATRON
LIB-FACULTY	STUDENT ASSIDTANT
LIB-STAFF	TEACHING ASSIDTANT
OFFICE	VISITOR/CONTRACTOR

Department Processing

These links support the creation, modification, and deletion of the generic data information in the necessary dropdown lists supporting Shared Data and other applications using generic data not tied to any one application.

> ***Tip:*** *Department Processing requires MAINT Level security or above access.*

> ***Tip:*** *In this section, there are LibQual only (Age Range, Gender) links, and one link that can be used by any application's need for alphabetic headings (Alpha Titles).*

Age Ranges - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data - Age Ranges* screen and opens to a new empty record container. The fields are:

LIBQUAL Age ID	Text field; Enter a unique ID for the LIBQUAL Age. These were supplied by the LibQual service and we don't currently use this field.
Age Range Name	**Required**. Text field; Enter a unique name of the age range.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Age Ranges record and return you to another new empty record container.

If you do NOT want to add a new Age Ranges record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Age Ranges – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data - Age Ranges* screen, and allows a selection from a dropdown of the current Age Ranges. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

LIBQUAL Age ID	Text field; Enter a unique ID for the LIBQUAL Age. These

	were supplied by the LibQual service and we don't currently use this field.
Age Range Name	**Required**. Text field; Enter a unique name of the age range.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Age Ranges record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Alpha Titles - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data - Alpha Titles* screen and opens to a new empty record container. The field is:

Alpha Title	**Required**. Text field; Enter a unique name of the alpha title. This table is used to create A to Z Letter Titles for web page indexes in Alpha order.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Alpha Titles record and return you to another new empty record container.

If you do NOT want to add a new Alpha Titles record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Alpha Titles – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data - Alpha Titles* screen, and allows a selection from a dropdown of the current Alpha Titles. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Alpha Title	**Required**. Text field; Enter a unique name of the alpha title. This table is used to create A to Z Letter Titles for web page indexes in Alpha order.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Alpha Titles record and return you to the Lookup screen.

You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Campus Mail Codes - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data - Campus Mail Codes* screen and opens to a new empty record container. The field is:

Campus Mail Code	**Required**. Text field; Enter a unique campus mail code.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Campus Mail Codes record and return you to another new empty record container.

If you do NOT want to add a new Campus Mail Codes record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Campus Mail Codes – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Campus Mail Codes* screen, and allows a selection from a dropdown of the current Campus Mail Codes. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Campus Mail Code	**Required**. Text field; Enter a unique campus mail code.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Campus Mail Codes record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Departments - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data - Departments* screen and opens to a new empty record container. The field is:

Department Name	**Required**. Text field; Enter a unique name of the department.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Departments record and return you to another new empty record container.

If you do NOT want to add a new Departments record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Departments – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Departments* screen, and allows a selection from a dropdown of the Departments. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Department Name	**Required**. Text field; Enter a unique name of the department.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Departments record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Gender - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data - Gender* screen and opens to a new empty record container. The fields are:

LIBQUAL Gender ID	Text field; Enter a unique LIBQUAL gender ID. This was supplied by the LibQUAL service and we don't currently use this field.
Gender Name	**Required**. Text field; Enter a unique gender name.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Gender record and return you to another new empty record container.

If you do NOT want to add a new Gender record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Gender – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Gender* screen, and allows a selection from a dropdown of the Genders. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

LIBQUAL Gender ID	Text field; Enter a unique LIBQUAL gender ID. This was supplied by the LibQUAL service and we don't currently use this field.
Gender Name	**Required**. Text field; Enter a unique gender name.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Gender record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Groups - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data - Groups* screen and opens to a new empty record container. The fields are:

Group Name	**Required**. Text field; Enter a unique name of the group.
Management Name	**Required**. Dropdown selection of corresponding management names. The Management Name list is populated by customers whose Dept Chair flag = Yes and Allowed to Approve = Yes.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Groups record and return you to another new empty record container.

If you do NOT want to add a new Groups record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Groups – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Groups* screen, and allows a selection from a dropdown of the Groups. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Group Name	**Required**. Text field; Enter a unique name of the group.
Management Name	**Required**. Dropdown selection of corresponding management names. The Management Name list is populated by customers whose Dept Chair flag = Yes and Allowed to Approve = Yes.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Groups record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Owning Org Codes - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – Owning Org Codes* screen and opens to a new empty record container. The fields are:

Org Code	**Required**. Text field; Enter a unique owning org code; supplied by MMO.
Description	**Required**. Text field; Enter a corresponding description of the Org Code; supplied by MMO.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Owning Org Codes record and return you to another new empty record container.

If you <u>do NOT want</u> to add a new Owning Org Codes record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Owning Org Codes – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Owning Org Codes* screen, and allows a selection from a dropdown of the Owning Org Codes. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Org Code	**Required**. Text field; Enter a unique owning org code; supplied by MMO.
Description	**Required**. Text field; Enter a corresponding description of the Org Code; supplied by MMO.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Owning Org Codes record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

States - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – States* screen and opens to a new empty record container. The fields are:

2 Character State Code	**Required**. Text field; Enter a unique 2 character state code; supplied by US Post Office.
Full State Name	**Required**. Text field; Enter a corresponding full state name; supplied by US Post Office.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new States record and return you to another new empty record container.

If you do NOT want to add a new States record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

States – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – States* screen, and allows a selection from a dropdown of the States. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

2 Character State Code	**Required**. Text field; Enter a unique 2 character state code; supplied by US Post Office.
Full State Name	**Required**. Text field; Enter a corresponding full state name; supplied by US Post Office.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed States record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Units - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – Units* screen and opens to a new empty record container. The fields are:

Unit Name	**Required**. Text field; Enter a unique name of the Unit.
Supervisor	Dropdown of available Supervisors. Select a corresponding supervisor from list of standard Supervisors. ***Tip:*** *To create a supervisor, you must make the person at least a Unit Head in their Customer record.*
Active Unit	Dropdown YES or NO flag.
Department Name	**Required**. Dropdown of available Department Names for selection or Text field to enter a unique name. Use the Text field as a last resort.
Group Name	**Required**. Dropdown of available Group Names for selection or Text field to enter a unique. name Use the Text field as a last resort.
Campus Mail Code	**Required**. Dropdown of available Campus Mail Codes for selection or Text field to enter a unique code. Use the Text field as a last resort.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Units record and return you to another new empty record container.

If you <u>do NOT want</u> to add a new Units record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Units – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Units* screen, and allows a selection from a dropdown of the Units. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Unit Name	**Required**. Text field; Enter a unique name of the Unit.
Supervisor	Dropdown. Select a corresponding supervisor from list of standard Supervisors. ***Tip:*** *To create a supervisor, you must make the person at least a Unit Head in their Customer record.*
Active Unit	Dropdown YES or NO flag.
Department Name	**Required**. Dropdown of available Department Names for selection or Text field to enter a unique name. Use the Text field as a last resort.
Group Name	**Required**. Dropdown of available Group Names for selection or Text field to enter a unique name. Use the Text field as a last resort.
Campus Mail Code	**Required**. Dropdown of available Campus Mail Codes for selection or Text field to enter a unique code. Use the Text field as a last resort.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Units record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Department Reports

These reports are mostly used for verification of the generic data information in necessary dropdown lists for Shared Data and other applications.

Tip: *Department Reports require MAINT level security or above access.*

Age Ranges

This link on the application's Main Menu goes straight to *Shared Data – Age Ranges Report* (a list of the Age Ranges) and list the total number of Age Ranges records.

LIBQUAL Age ID	**Age Range Name**
11	Under 18
12	18 - 22
13	23 - 30
14	31 - 45
15	46 - 65
16	Over 65

Alpha Titles

This link on the application's Main Menu goes straight to *Shared Data – Alpha Titles Report* (a list of the Alpha Titles) and lists the total number of Alpha Titles records. This table is used to create A to Z Letter Titles for web page indexes in Alpha order.

A	J-K-L	S
B	K	T
C	L	U
D	M	U-V
E	N	V
F	O	W
G	P	W-X-Y-Z
H	Q	X
I	Q-R	Y
J	R	Z

Campus Mail Codes

This link on the application's Main Menu goes straight to *Shared Data – Campus Mail Codes Report* (a list of the Campus Mail Codes) and lists the total number of Campus Mail Codes records.

1603	5102	8050
1623	7442	8062
1695	7711	8075
4114	8000	8114
4124	8005	
4313	8030	

Departments

This link on the application's Main Menu goes straight to *Shared Data – Departments Report* (a list of the Departments) and lists the total number of Departments records.

ACAD. AFFAIRS	LIBRARY & INFO. ACCESS
ACAD. SENATE	OFFICE OF INTERNAT. PROGS
ACAD. SERVICES	PRESIDENT'S OFFICE
BUSINESS AFFAIRS	DUS
FACULTY AFFAIRS	VP OF ACAD. AFFAIRS
ITS	

Gender

This link on the application's Main Menu goes straight to *Shared Data – Gender Report* (a list of the Genders) and lists the total number of Gender records.

LIBQUAL Gender ID	Gender Name
5	MALE
6	FEMALE

Groups

This link on the application's Main Menu goes straight to *Shared Data – Groups Report* (a list of the Groups) and lists the total number of Groups records.

Group Name	Management Name
ACADEMIC AFFAIRS	NANCY MARLIN
ACCESS, COMM., & FISCAL SERVICES	MARK LESTER
INFOSYS	JON CAWTHORNE
IVC-LIB	NANCY MARLIN
LIBRARY ADMINIDTRATION	JON CAWTHORNE
RESEARCH SERVICES	MARK STOVER

Owning Org Codes

This link on the application's Main Menu goes straight to *Shared Data – Owning Org Codes Report* (a list of the Owning Org Codes) and lists the total number of Owning Org Codes records.

Org Code	Description
40050	SENATE
40111	LIBRARY ADMINIDTRATION
40199	LIBRARY DEVELOPMENT
40205	ACADEMIC COMPUTING TECHNOLOGY
40206	INTERNATIONAL PROGRAMS, OFFICE OF
40401	IVC
40404	IVC - BRAWLEY SITE
40501	ITS
40502	BATS
40601	STUDENT ADMISSIONS
40705	UNDERGRADUATE STUDIES, DEAN'S OFFICE
40715	FRESHMAN SUCCESS
41003	ART, DESIGN, AND ART HIDTORY, SCHOOL OF
42001	SCIENCES, DEANS OFFICE
42002	ASTRONOMY, DEPT. OF
42004	CHEMIDTRY DEPT
43001	BUSINESS ADMINIDTRATION, DEANS OFFICE
46007	MECHANICAL ENGINEERING, DEPT OF
48024	SOCIOLOGY, DEPT OF

49001	EXTENDED STUDIES, DEANS OFFICE
50015	CAREER SERVICES
50030	DISABLED STUDENT SERVICES
50035	EOP AND ETHNIC AFFAIRS
50130	INFORMATION SYSTEM MANAGEMENT, STUDENT AFFAIRS
50190	STUDENT AFFAIRS ADMIN, ASSOC VP
52100	ATHLETICS
60100	PRESIDENT'S OFFICE
60200	DIVERSITY AND EQUITY
60326	UNIVERSITY ADVANCEMENT, VP, OFFICE OF
61010	BUSINESS AND FINANCIAL AFFAIRS, VP
63071	UNIVERSITY COMPUTER OPERATIONS
90100	FOUNDATION, SDSU

States

This link on the application's Main Menu goes straight to *Shared Data – States Report* (a list of the States) and lists the total number of States records.

2 Character State Code	Full State Name
AK	Alaska
AL	Alabama
AR	Arkansas
AU	AUSTRAILIA
AZ	Arizona
CA	California
CN	CANADA
CO	Colorado
CT	Connecticut
DC	Washington D.C.
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Maine
MD	Maryland
ME	Massachusetts
MI	Michigan
MN	Minnesota
MO	Missouri
MS	Mississippi

MT	Montana
MX	MEXICO
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NL	THE NETHERLANDS
NM	New Mexico
NO	NORWAY
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
SW	SWITZERLAND
TN	Tennessee
TX	Texas
UK	UNITED KINGDOM
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming

Units

This link on the application's Main Menu goes the *Unit Report Selection Lookup* screen, where a selection can be made from the drop down boxes or Unit IDs can be entered to choose report criteria. Checking an adjacent checkbox will Negate the selection or data entered. The fields are:

Unit Name	Select from the dropdown of available Unit Names or enter in the Text field a series of Unit Numbers separated by commas,NO spaces.
Group	Dropdown of available Groups.
Active Unit?	Dropdown Yes/No Flag. ***Tip:*** *with no criteria set for* ***Active Unit?****, the report will list inactive units and their associated information along with active units.*
Supervisor	Dropdown of available Supervisors.

Management	Dropdown of available Management.

Next choose between the **Match Any Field Entered** button, or the **Match All Fields Entered** button to search the Unit records and display the report.

> ***Tip:*** *Clicking the **Match All Fields Entered** button with no criteria selections equals ALL records for the requested report.*

The results are presented as the *Shared Data – Units Report* (a list of the Units) and list the total number of Units records.

Date and Time Processing

These links support the creation, modification, and deletion of the date and time information in the necessary dropdown lists supporting Shared Data and other applications.

> ***Tip:*** *Date and Time Processing requires MAINT Level security or above access.*

Hours - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – Hours* screen and opens to a new empty record container. The fields are:

Hour Number	**Required**. Text field; Enter a unique hour : minutes number with AM or PM; format = 00:00 AM
Hour in Time Format	**Required**. Text field; Enter a corresponding hour : minutes : seconds number with AM or PM; format = 00:00:00 AM

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Hours record and return you to another new empty record container.

If you <u>do NOT want</u> to add a new Hours record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Hours – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Hours* screen, and allows a selection from a dropdown of the Hour Numbers. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Hour Number	**Required**. Text field; Enter a unique hour : minutes number with AM or PM; format = 00:00 AM
Hour in Time Format	**Required**. Text field; Enter a corresponding hour : minutes : seconds number with AM or PM; format = 00:00:00 AM

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Hours record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Days - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – Days* screen and opens to a new empty record container. The field is:

Day Number	**Required**. Text field; Enter a unique number for the Day

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Days record and return you to another new empty record container.

If you do NOT want to add a new Days record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Days – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Days* screen, and allows a selection from a dropdown of the Day Numbers. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Day Number	**Required**. Text field; Enter a unique number for the Day

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Days record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Days Of The Week - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – Days Of The Week* screen and opens to a new empty record container. The field is:

Days Of The Week Name	**Required**. Text field; Enter a unique Day or Combination Days Of The Week Name

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Days Of The Week record and return you to another new empty record container.

If you <u>do NOT want</u> to add a new Days Of The Week record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Days Of The Week – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – – Days Of The Week* screen, and allows a selection from a dropdown of the Days Of The Week Names. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Days Of The Week Name	**Required**. Text field; Enter a unique Day or Combination Days Of The Week Name

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Days Of The Week record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Months - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – Months* screen and opens to a new empty record container. The fields are:

Month Name	**Required**. Text field; Enter a unique Month Name
Month Number	**Required**. Text field; Enter a corresponding Month Number; A leading zero is required for single digit months.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Months record and return you to another new empty record container.

If you do NOT want to add a new Month record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Months – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Months* screen, and allows a selection from a dropdown of the Month Name. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Month Name	**Required**. Text field; Enter a unique Month Name
Month Number	**Required**. Text field; Enter a corresponding Month Number; A leading zero is required for single digit months.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Month record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Semesters - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – Semesters* screen and opens to a new empty record container. The field is:

Semester Name	**Required**. Text field; Enter a unique Semester Name

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Semesters record and return you to another new empty record container.

If you do NOT want to add a new Semesters record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Semesters – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Semesters* screen, and allows a selection from a dropdown of the Semester Name. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Semester Name	**Required**. Text field; Enter a unique Semester Name

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Semesters record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Years - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – Years* screen and opens to a new empty record container. The fields are:

Year	**Required**. Text field; Enter a unique 4 digit year; format is YYYY.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Years record and return you to another new empty record container.

If you do NOT want to add a new Years record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Years – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Years* screen, and allows a selection from a dropdown of the Years. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Year	**Required**. Text field; Enter a unique 4 digit year; format is YYYY.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Years record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Fiscal/Academic Years - Add

This link on the application's Main Menu goes to the *Add Information to Shared Data – Fiscal/Academic Years* screen and opens to a new empty record container. The fields are:

Fiscal Year – 2 Digits	**Required**. Text field; Enter a unique 2 digit Fiscal Year; i.e. 07/08
Fiscal Year – 4 Digits	**Required**. Text field; Enter a corresponding 4 digit Fiscal Year; i.e. 2007-2008
Current Fiscal Year Flag	Dropdown YES or NO flag.
Current Academic Year Flag	Dropdown YES or NO flag.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Fiscal/Academic Years record and return you to another new empty record container.

If you do NOT want to add a new Fiscal/Academic Years record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Fiscal/Academic Years – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data* – Fiscal/Academic Years screen, and allows a selection from a dropdown of the Fiscal/Academic Years (4 Digits). After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Fiscal Year – 2 Digits	**Required**. Text field; Enter a unique 2 digit Fiscal Year; i.e. 07/08
Fiscal Year – 4 Digits	**Required**. Text field; Enter a corresponding 4 digit Fiscal

	Year; i.e. 2007-2008
Current Fiscal Year Flag	Dropdown YES or NO flag.
Current Academic Year Flag	Dropdown YES or NO flag.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Fiscal/Academic Years record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Set Current Academic Year

This link on the application's Main Menu goes directly to the programming to set the current Academic Year based on the data entered into the Oracle Fiscal/Academic Years Table above. This should automatically advance based on the server's date/time. This is the manual alternative; used as needed. A screen similar to the following will display and a few seconds later return to the application's Main Menu:

CURRENT YEAR = 2008

CURRENT MONTH = 1

ENDYEAR = 2007-2008

The Current ACADEMIC Year has been SET to YES and
the Previous ACADEMIC Year has been set to NO!

Set Current Fiscal Year

This link on the application's Main Menu goes directly to the programming to set the current Fiscal Year based on the data entered into the Oracle Fiscal/Academic Years Table above. This should automatically advance based on the server's date/time. This is the manual alternative; used as needed. A screen similar to the following will display and a few seconds later return to the application's Main Menu:

CURRENT YEAR = 2008

CURRENT MONTH = 1

ENDYEAR = 2007-2008

The Current FISCAL Year has been SET to YES and the Previous FISCAL Year has been set to NO!

Date and Time Reports

These reports are mostly used for verification of the date and time information in necessary dropdown lists for Shared Data and other applications.

Tip: *Date and Time Reports require MAINT level security or above access.*

Hours

This link on the application's Main Menu goes straight to *Shared Data – Hours Report* (a list of the Hours) and lists the total number of Hours records. Below is a sample of the report and shows the current records are on the Hour and the Half-Hour.

Hours Text	Hours Time Format
12:00 AM	12:00:00 AM
12:30 AM	12:30:00 AM
01:00 AM	01:00:00 AM
01:30 AM	01:30:00 AM
02:00 AM	02:00:00 AM

Days

This link on the application's Main Menu goes straight to *Shared Data – Days Report* (a list of the Days) and lists the total number of Days records. Below is a sample of the report and it is currently 1 through 31 (maximum number of days in a month).

Day Text
1
2
3
4
5

Days Of The Week

This link on the application's Main Menu goes straight to *Shared Data – Days Of The Week Report* (a list of the Days Of The Week) and lists the total number of Days Of The Week records. Combination Days Of The Week are used by Instruction primarily.

SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
MONDAY & TUESDAY
MONDAY & WEDNESDAY
MONDAY & THURSDAY
MONDAY & FRIDAY
MONDAY THRU WEDNESDAY
MONDAY THRU THURSDAY
MONDAY THRU FRIDAY
TUESDAY & WEDNESDAY
TUESDAY & THURSDAY
TUESDAY & FRIDAY
TUESDAY THRU THURSDAY
TUESDAY THRU FRIDAY
WEDNESDAY & THURSDAY
WEDNESDAY & FRIDAY
WEDNESDAY THRU FRIDAY
THURSDAY & FRIDAY

Months

This link on the application's Main Menu goes straight to *Shared Data – Months Report* (a list of the Months) and lists the total number of Months records.

Month Number	Month Name
01	January
02	February
03	March
04	April
05	May
06	June
07	July
08	August
09	September
10	October
11	November
12	December

Semesters

This link on the application's Main Menu goes straight to *Shared Data – Semesters Report* (a list of the Semesters) and lists the total number of Semesters records.

SUMMER
FALL

SPRING

Years

This link on the application's Main Menu goes straight to *Shared Data – Years Report* (a list of the Years) and lists the total number of Years records.

1999	2008	2017
2000	2009	2018
2001	2010	2019
2002	2011	2020
2003	2012	2021
2004	2013	2022
2005	2014	2023
2006	2015	2024
2007	2016	2025

Fiscal/Academic Years

This link on the application's Main Menu goes straight to *Shared Data – Fiscal/Academic Years Report* (a list of the Fiscal/Academic Years) and lists the total number of Fiscal/Academic Years records. Below is a sample of the report and demonstrates the current Fiscal/Academic Years.

Fiscal Year – 2 Digits	**Fiscal Year - 4 Digits**	**Current Fiscal Year Flag**	**Current Academic Year Flag**
85/86	1985-1986	NO	NO
86/87	1986-1987	NO	NO
87/88	1987-1988	NO	NO
88/89	1988-1989	NO	NO
89/90	1989-1990	NO	NO
90/91	1990-1991	NO	NO
91/92	1991-1992	NO	NO
92/93	1992-1993	NO	NO
93/94	1993-1994	NO	NO
94/95	1994-1995	NO	NO
95/96	1995-1996	NO	NO
96/97	1996-1997	NO	NO
97/98	1997-1998	NO	NO
98/99	1998-1999	NO	NO
99/00	1999-2000	NO	NO
00/01	2000-2001	NO	NO
01/02	2001-2002	NO	NO
02/03	2002-2003	NO	NO
03/04	2003-2004	NO	NO
04/05	2004-2005	NO	NO
05/06	2005-2006	NO	NO
06/07	2006-2007	NO	NO
07/08	2007-2008	YES	YES