



SAINT - ST7

TIPS & TRICKS

THE HUB SCREEN

- **HUB** is a fairly recent screen that is a **STUDENT LOOK-UP**
- It incorporates details from a variety of screens:
 - SCJ, SPR, SCE
- This MORE DETAILS button opens up even more fields for advanced retrievals

1 of 0 Student (STU) records

Student code [redacted] Surname [redacted]
 Forename used [redacted] Title [redacted] Gender [redacted]
 Initials [redacted] Previous surname [redacted]
 Full name [redacted]
 Date of birth [redacted] Age now [redacted] >>

SCJ details

SCJ code	Seq	Course	Year	Status	MOA code
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

SPR details

SPR code	Programme	Route	Batch
[redacted]	[redacted]	[redacted]	[redacted]

SCE details

SCJ code	Seq	Year	Course	Blk/Occ	Status
[redacted]	[redacted]	2005/6	[redacted]	[redacted]	[redacted]

RDS details




SCJ code	Seq	Project	Stage	Committee
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

O/D Bal
Fees due

Fees Due Receipt Credit Fees (FTR) Clr All Fees

Please see over page for MORE DETAILS screen

Student Details MDAINSWO SAINT - Test System 25/Jan/2006
 SRS01 Full Student Details SRS_STU

1 of 0 Student (STU) records  Submit Profile  View Image 

Student no. Title
 Known as Surname Letters
 D.o.B. Previous name Gender
 Forenames Initials
 Official name Edit name?

UCAS id Personal id HESA id.
 Start date GMC Reg. Stu. Support no.
 End date Scottish cand. no. External ref
 Batch number Vocational reg qual no. Teacher Train ref
 User def. 1 Stu. Union number Nurse ref
 User def. 2 Library number NI number


Home address
 Home address
 Home address
 Home address
 Postcode Mailsort
 Tel 1 / Fax no
 Tel 2 / Tel 3
 Home E-mail

Contact address
 Contact address
 Contact address
 Contact address
 Postcode Mailsort
 Tel 1 / Fax no
 Tel 2 / Tel 3
 Local E-mail

App status
 Stu status
 Ex. status
 Home/O'seas
 Fee status
 Fee Reason
 Debtor/LSS
 Religion
 Acd clearance
 Fin clnrc
 Highest qual
 Institution
 School code
 Year last attended: School Institute
 Institution Email
 Site No. of Depds
 Building Type of depds
 Room
 Analysis 1
 Analysis 2
 Analysis 3
 Analysis 4
 Analysis 5

Term-time acc.
 Employer
 Sponsor
 Unemployed Duration
 Occ backgrnd
 Social class
 Soc.Eco.Class
 Ethnic origin
 Nationality
 Country of birth
 LEA
 Country of domicile
 UK resident Study Permit
 UK Entry date Publicity flag
 Disability code
 Disability Reg No
 Disability allowance

Bank branch Sort code
 Account name Account no.
 Roll no. SA prefix
 Next of kin Car reg.
 Relation Car permit
 Tel Int. tel

 Submit Profile

- Any retrieve criteria can be put in here and then click the button to get back to the original hub screen

EXAMPLE:

- Enter retrieval criteria in HUB :

1 of 0 Student (STU) records

Student code: Surname, Forename used, Title, Gender, Initials, Previous surname, Full name, Date of birth, Age now

SCJ details: SCJ code, Seq, Course, Year, Status, MOA code

SPR details: SPR code, Programme, Route (COMSCI), Batch

SCE details: SCJ code, Seq, Year (2005/6), Course (CMUGD3), Bk/Occ, Status


RDS details: SCJ code, Seq, Project, Stage, Committee

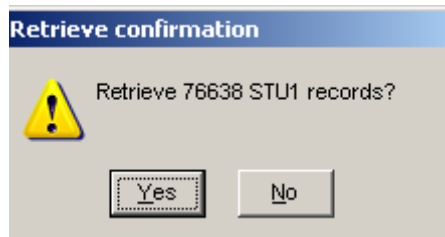
View Image, Home address, Contact Address, Next of Kin, Sponsor (SSP), E-mail the student, Text the student

- Press MORE DETAILS button and enter:

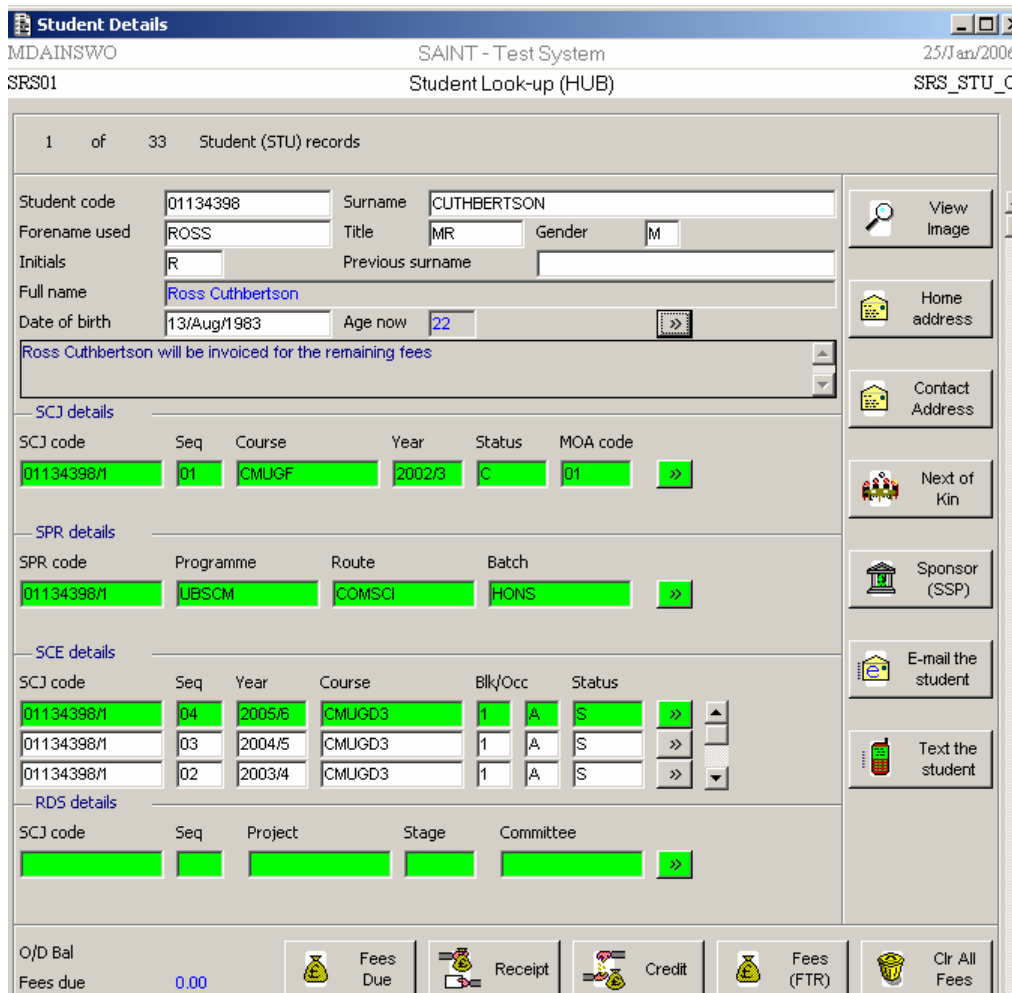
Abtor/LSS, Religion, Medical clearance, Nationality, Country of birth, LEA, Country of domicile, UK resident, UK Entry date, Disability code (!=), Disability Reg No, Disability allowance, Soc.Eco.Class, Ethnic origin, Nationality, Country of birth, LEA, Country of domicile, UK resident, UK Entry date, Study Permit, Publicity flag, School, Institute, No. of Depds, Type of depds, Bank branch, Account name, Sort code, Account no.

- Use INSERT WILDCARD (right click) and select NOT EQUAL TO then press SPACE BAR once (this tells SAINT to retrieve anything from that Disability code field that isn't blank)

- Press the  button to get back to the original screen and then RETRIEVE



- Then appears
- press YES – it will NOT retrieve all 76638 students
- The RETRIEVAL process takes a while as it is looking at all the screens associated with HUB (if the screen goes WHITE – don't panic – it does that sometimes)



Student Details window showing student information for Ross Cuthbertson. The window title is "Student Details" and the system is "SAINT - Test System". The date is "25/Jan/2006". The student code is "01134398" and the surname is "CUTHBERTSON". The forename used is "ROSS" and the title is "MR". The gender is "M". The date of birth is "13/Aug/1983" and the age now is "22".

The window displays several tables of details:

SCJ code	Seq	Course	Year	Status	MOA code
01134398/1	01	CMUGF	2002/3	C	01

SPR code	Programme	Route	Batch
01134398/1	UBSCM	COMSCI	HONS

SCJ code	Seq	Year	Course	Blk/Occ	Status
01134398/1	04	2005/6	CMUGD3	1 A	S
01134398/1	03	2004/5	CMUGD3	1 A	S
01134398/1	02	2003/4	CMUGD3	1 A	S

RDS code	Seq	Project	Stage	Committee

The window also shows financial information: O/D Bal is 0.00. There are buttons for Fees Due, Receipt, Credit, Fees (FTR), and Clr All Fees.

- The retrieval eventually brings in 33 records – going to MORE DETAILS for each student will display the DISABILITY CODE
- You can then go to FILE and EXPORT if required