



SAINT - ST7.2.1

TIPS & TRICKS

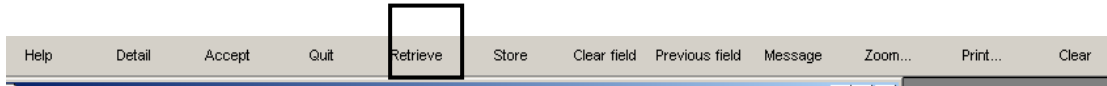
RETRIEVING RECORDS

Retrieving Records

SIMPLE RETRIEVAL

You can RETRIEVE in the following ways:

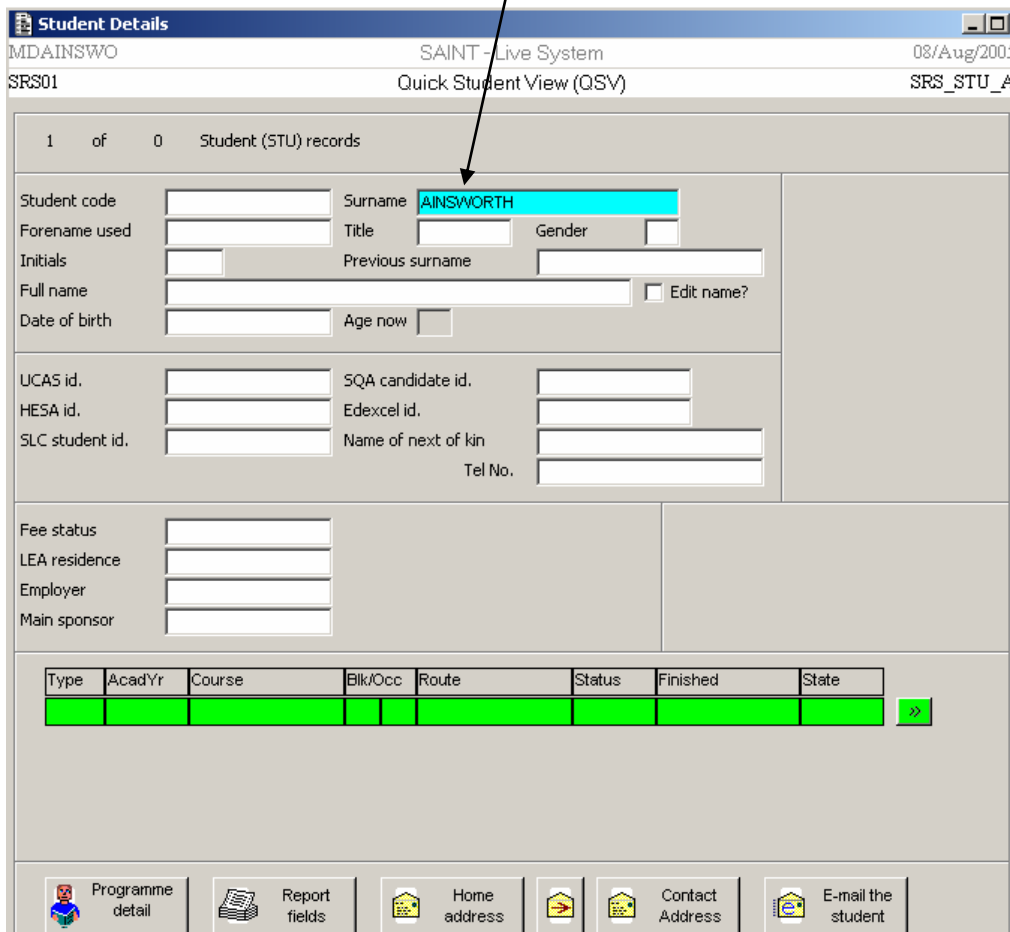
- Press Retrieve button on top toolbar



- Go to File and click on Retrieve
- Right-click mouse and select 'Retrieve' from pop-up menu
- Press Ctrl + R
- Press F5



Put criteria into the field as applicable – as full as possible OR partial if unsure on spelling and use GOLDSTAR wildcard ie AINSW* will retrieve same results

A screenshot of the 'Student Details' form in the SAINT Live System. The form is titled 'Quick Student View (QSV)' and shows '1 of 0 Student (STU) records'. The 'Surname' field is highlighted in cyan and contains the text 'AINSWORTH'. An arrow points from the text above to this field. The form includes fields for Student code, Forename used, Initials, Full name, Date of birth, Age now, UCAS id., HESA id., SLC student id., SQA candidate id., Edexcel id., Name of next of kin, Tel No., Fee status, LEA residence, Employer, and Main sponsor. At the bottom, there is a table with columns: Type, AcadYr, Course, Blk/Occ, Route, Status, Finished, and State. The table is currently empty. Below the table are buttons for Programme detail, Report fields, Home address, Contact Address, and E-mail the student.

The number displayed here shows how many records you have retrieved

SAINT - Live System 08/Aug/2005
 SRS01 Quick Student View (QSV) SRS_STU_A

1 of 5 Student (STU) records

Student code: 03002899 Surname: AINSWORTH
 Forename used: EMMA Title: MISS Gender: F
 Initials: EM Previous surname:
 Full name: Emma Mary Ainsworth Edit name?
 Date of birth: 03/Apr/1982 Age now: 23

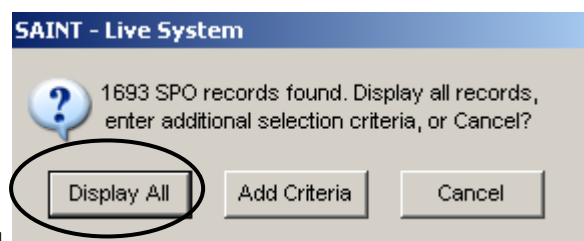
UCAS id.: 031375739 SQA candidate id.:
 HESA id.: Edexcel id.:
 SLC student id.: Name of next of kin:
 Tel No.:

Fee status: H HOME
 LEA residence: 383 LEEDS
 Employer:
 Main sponsor:

Type	AcadYr	Course	Blk/Occ	Route	Status	Finished	State
APP	2003/4	UCLISC3	1 A	CLISCI	A		CD

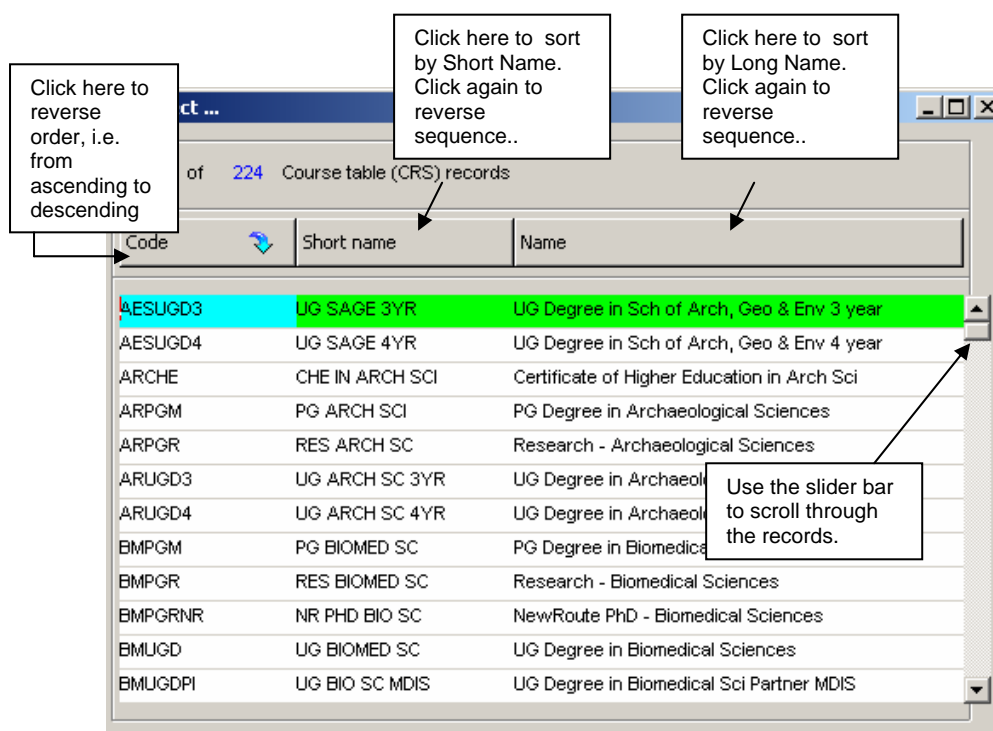
If you do not know the criteria code for a field:

- Double-click in the empty field. A box is displayed which lets you see all the codes

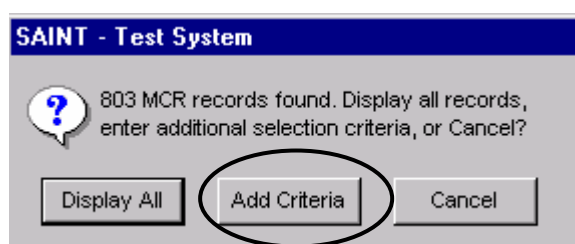


- Clicking **Display All** will show all records. You can click on the column headings to change the sort order of the information. The default is that records are initially presented in the order of the first column, in ascending sequence
- To select a record, select it with your mouse, and double-click (or press F2 or "Detail" on the button panel). This will insert the chosen code into the field on your main screen, and allow you to *RETRIEVE* that information

See example on next page.

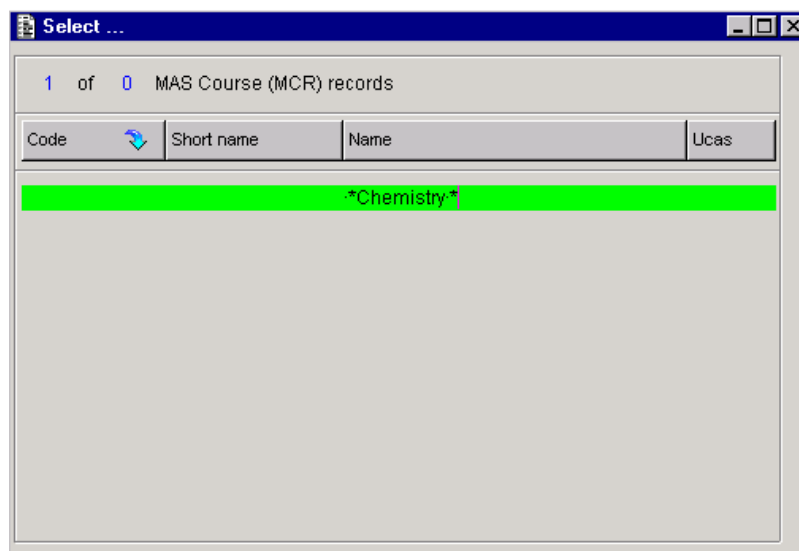


As an alternative to displaying all the possible values, you may narrow your search by using the “Add Criteria” button:



You may use the wildcard character (*) to look for records. In this example, the system will retrieve any records where the “Name” field contains the string [any characters followed by...] “Chemistry” [...followed by any characters]:

Please note – the wild card is NOT the asterisk above the figure 8 on your keyboard. The wildcard is the * to be found on top of the number pad on the left hand side of your keyboard.



- This will work in any of the columns, e.g. you could put “F.*” in the UCAS field to search for all records whose UCAS Code starts with “F”, and so on.

N.B. While SAINT is generally non-case-specific (i.e. it doesn't care whether or not you use capitals), in some cases – such as the “Name” field above – the data *is* held in a mixed-case format, hence “Chemistry” with a capital “C”. The best way to check whether this applies in a particular case is probably “trial and error”!

- Enter your search string and RETRIEVE.

Code	Short name	Name	Ucas
DCHEMIS3	CHEMISTRY 3YR	BSc Chemistry (3 year) Direct	
DCHEMIS4	CHEMISTRY 4YR	BSc Chemistry (4 year) Direct	
DCHEMPF4	CHEM PHARM/F SC MChem	Chemistry with Pharm & Forens	
DCHMPFS3	CHEM PH/FS 3YR	BSc Chemistry with Pharm & Forensic E	
DCHMPFS4	CHEM PH/FS 4YR	BSc Chemistry with Pharm & Forensic E	
DCHMTRY4	CHEMISTRY 4YR	MChem Chemistry (4 year) Direct	
UCHEMIS3	CHEMISTRY 3YR	BSc Chemistry (3 year) UCAS	F100
UCHEMIS4	CHEMISTRY 4YR	BSc Chemistry (4 year) UCAS	F101
UCHEMPF4	CHEM PHARM/F SC MChem	Chemistry with Pharm & Forens	F1B0
UCHMPFS3	CHEM PH/FS 3YR	BSc Chemistry with Pharm & Forensic	F1B2
UCHMPFS4	CHEM PH/FS 4YR	BSc Chemistry with Pharm & Forensic	F1BF
UCHMTRY4	CHEMISTRY 4YR	MChem Chemistry (4 year) UCAS	F102

- Double-click or F2 in the required row to use that code in your search.

SECONDARY RETRIEVE

- Note that, once you have retrieved a number of records, you may scroll through them (using the slider bar or the **PageUp** and **PageDown** keys on your keyboard), until a particular record is on screen, and then press **RETRIEVE** again. This will “drop” all the other records, and your screen message will now read “1 of 1”.

This is sometimes useful when doing a name search, and you are looking for a particular “J. Smith” (say) without knowing their UB Number.

ADVANCED RETRIEVAL

- You may, of course, want to narrow your retrieval profile still further. If, for example, you want applicants for MAS Course “DCHMPFS3” who have applied for the academic session 2005/6, whose surname begins with the letter “B”, simply add your search criteria to multiple fields:

The screenshot shows the 'Application Clearance & Decision Entry' (ACD) system interface. The window title is 'Application Clearance & Decision Entry'. The main area shows search criteria for MAS course 'DCHMPFS3' and entry year '2005/6'. A red circle highlights the 'Applicant id' field with 'B*' entered. Below the search fields is a table with columns 'Stage', 'Decision', and 'Response'. At the bottom, there are various filters and fields like 'DSC code', 'Start date', 'Exp end date', 'Department', 'Faculty', 'Created date', 'Tutor 1', 'Tutor 2', 'USU code', 'App category', 'Fund category', 'Acad. clnrc', 'Fin clnrc', 'RFT', 'Exemption', 'Accept status', 'Fee amount', 'Reply by date', 'Reg'n date', 'GTRR Maths', 'GTRR English', 'GTRR Science', 'Length in yrs', and 'Clearing?'.

- Press **RETRIEVE** and it will bring back the relevant records

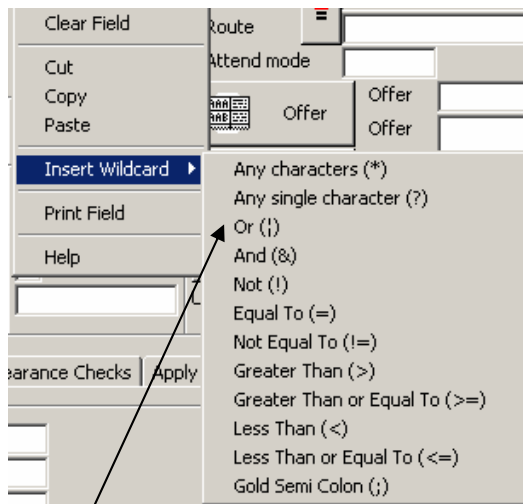
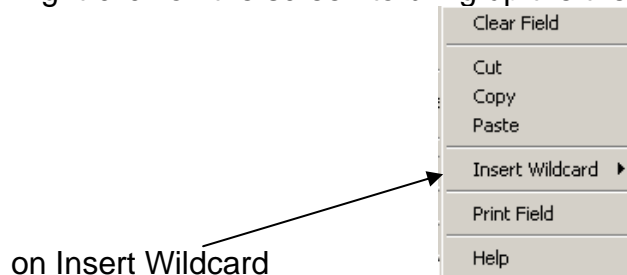
Logical Operations

You are not restricted to just one value per field, however.

For example, you may want to find applicants who have applied to one of a list of MAS courses – say, UCHMPFS4, UCHMPFS3 or UCHEMPF4, AND whose surname is *EITHER* beginning with B OR S

To do this, use the 'WILDCARD' characters. In the MAS course field you would type the first code you wanted then the Wildcard for OR then the next code etc. To get this menu you:

- Right-click on the screen to bring up the the menu below - put mouse



- pick in the above search you would

The date entered into the MAS field would look like this:

UCHMPFS4 | UCHMPFS3 | UCHEMPF4

In surname field you would use enter B | S – see example on next page

Application Clearance & Decision Entry	
MDAINSWO	SAINT - Live System
MAS01	Application Clearance & Decision E
1 of 0 Course Application (CAP) records	
Applicant id	<input type="text" value="BJS"/>
UCAS id	<input type="text"/> Choice <input type="checkbox"/> UCAScrs/cam <input type="text"/>
MAS crse	<input type="text" value="UCHMPFS4-UCHMPFS"/> BSc Chemistry with Pharm & Forensic Sc (4yr) UCAS
Entry year	<input type="text" value="2005/6"/> 2005/2006
Month code	<input type="text"/> SRS course <input type="text"/>
App status	<input type="text"/> Prog <input type="text"/>
Qual status	<input type="text"/> Route <input type="text"/>
	Attend mode <input type="text"/>
	Offer <input type="text"/>

RETRIEVE

Examples of Other Search Criteria

As well as the “OR” wildcard there are various other ways to restrict your searches. For example, you may want all records where a particular field is GREATER THAN or LESS THAN or NOT EQUAL TO a particular value.

‘Greater Than’ for eg -

- all records with a date from 1st January 2003 onwards by entering
(>) 31/12/2002

‘Less Than’

- all records with a date *earlier than* 1st January 2003:
(<) 01/01/03

Ranges

- To find a date within a particular range, you can use **greater than** and **less than** in conjunction with the “&” (AND) character.

e.g. to find all records with a date in August 2002, enter the following using wildcards, in the relevant date field:

(>)31/07/02 (&)(<) 01/09/02

Greater than And Less than

Not Equal To

- To find records where the surname is NOT “Smith”, simply enter correct wildcard and the Surname::

(!)=SMITH

Combining Logical Operations

Note that all the above may be used in combination, to give you a very flexible set of “ANDs”, “ORs”, “equals”, “not equals”, “greater thans” and “less thans”

BUT remember one very important piece of logic:

Combining “NOT” with “OR” , will give you everything!

For example, if you want everybody *except* “Smith”s and “Jones”es, the criteria “Name not equal Smith, OR name not equal Jones” -
- will actually give you *everybody*, Smiths and Jones included!

This is because “Smith” qualifies on the basis of not being equal to Jones, and Jones qualifies on the basis of not being equal to Smith!

The correct logic here should be: “Name not equal Smith AND name not equal Jones” – this will exclude all Smiths and Joneses, as is required.