

# Creating/Amending / Deleting SPI records

*How to create/ amend / delete SPI records or delete blank SPI records*

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# SPI Records in SAINT

## INTRODUCTION

There are probably quite a few scenarios where you may wish to either create a new SPI record or amend an existing one. This document has picked just a couple of examples to demonstrate the procedure.

## CREATING A NEW SPI RECORD

For example: If you have a student who needs another SPI record for a current or past academic year due to **Chair's Action**:

- Enter student UB number and retrieve SPI records (example has 1 of 6 records)

The screenshot shows the 'Student Progress Info' window in the SAINT system. The window title is 'Student Progress Info' and the system name is 'SAINT - Test System'. The date is '08/May/2008'. The student ID is 'CAM01' and the record type is 'Student Progress Info (SPI)'. The window shows a list of 6 SPI records, with the first record selected. The details for the selected record are as follows:

SPR code	2004/5	2004/2005	Seq No.	01
Year	2004/5	2004/2005	Sort name	2004/2005
Period	SEM1	SEMESTER 1	SCJ code	2004/2005
Level	0	FOUNDATION	Course	ENGUGF
Programme	UFYENG	FOUND ENGINEER	Block	1
Route	FOUNDA	Foundation Year in Engineering	Occ	A
Scope Year	2004/5	Mitigating Circs?	QCA factor	
Scope Period		Current batch	Amended	
Process status	Agreed		Previous SPI LEV	
Actual PIT	TO DO	REGISTRY--ONLY	Attempted Hrs	
Agreed PIT	RESITS	REGISTRY-- ONLY	Credit Hrs	
Decision Date	08/Jul/2005		Non-Qual Hrs	
			QCS	

- Establish which academic year the new SPI needs to be in
- Take note of the highest sequence number eg 

Seq No.	06
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 of existing SPI records
- You need to only have one SPI record on screen – SAINT will not allow you to 'release' the record otherwise so pick the correct SPI and re-retrieve

- Ensure you have your cursor on the SPI record of the correct academic year:
  - Go to FILE and then RELEASE
  - Enter the next sequence number in the correct box from the one you have noted down eg noted down 06 – you enter 07
  - Change process status **Process status** to INCOMPLETE
  - Delete any PIT codes in either the ACTUAL or AGREED PIT code fields
  - Delete any Decision Date
- Check to make sure Block and Level are correct
- STORE

**Student Progress Info**

MDAINSWO SAINT - Test System 08/May/2008  
 CAM01 Student Progress Info (SPI) CAM\_SPI

1 of 1 Student Progress Information (SPI) records

SPR code	[REDACTED]	Seq No.	06
Year	2006/7 2006/2007	Sort name	[REDACTED]
Period	SEM2 SEMESTER 2	SCJ code	[REDACTED]
Level	1 MODLEV/CSESTG 1	Course	ENGLUD3
Programme	UBSENG		ENG UNDERGRAD 3
Route	AUTODT	Block	1
	BSc Automotive Design Technology	Occ	A

Scope Year	2006/7	Mitigating Circs?	<input type="checkbox"/>	QCA factor	
Scope Period		Current batch	HONS	Amended	

Process status	Incomplete	Previous SPI LEV		Session	Cumulative
Actual PIT		Attempted Hrs			
Agreed PIT		Credit Hrs			
Decision Date		Non-Qual Hrs			

## AMENDING A SPI RECORD

For example: You may find that the CURRENT BATCH field on the SPI record is incorrect eg it should say ORD and it says HONS or vice versa: (please note – you need to check this kind of discrepancy on the relevant SPR and SCE screen and submit a help call – if necessary)

- Go to SPI and enter the student's UB number – retrieve

The screenshot shows the 'Student Progress Info (SPI)' record for student CAM01. The current batch is 'ORD'. The record details are as follows:

SPR code	[REDACTED]	Seq No.	09
Year	2007/8	Sort name	[REDACTED]
Period	SEM2	SCJ code	[REDACTED]
Level	3	Course	ENUGD3
Programme	UBSENG	Block	3
	BSC ENGINEERING	Occ	A
Route	INFTMG		
	BSc Information Technology Management		

Additional fields include: Scope Year (2007/8), Mitigating Circs? (checkbox), Current batch (ORD), QCA factor, Amended, Process status (Incomplete), Actual PIT, Agreed PIT, Decision Date, Previous SPI LEV, Attempted Hrs, Credit Hrs, Non-Qual Hrs, and QCS.

- Go to the correct SPI record and change the CURRENT BATCH to the correct wording eg HONS or ORD
- STORE

The screenshot shows the 'Student Progress Info (SPI)' record for student CAM01, with the current batch changed to 'HONS'. The record details are as follows:

SPR code	[REDACTED]	Seq No.	09
Year	2007/8	Sort name	[REDACTED]
Period	SEM2	SCJ code	[REDACTED]
Level	3	Course	ENUGD3
Programme	UBSENG	Block	3
	BSC ENGINEERING	Occ	A
Route	INFTMG		
	BSc Information Technology Management		

Additional fields include: Scope Year (2007/8), Mitigating Circs? (checkbox), Current batch (HONS), QCA factor, Amended, Process status (Incomplete), Actual PIT, Agreed PIT, Decision Date, Previous SPI LEV, Attempted Hrs, Credit Hrs, Non-Qual Hrs, and QCS.

## 'UN-DOING' PIT CODES

Please take note – the SPI screen is NOT for amending **AGREED PIT** codes and decision dates. You must go to the CSP screen and use the UNDO feature to amend agreed PIT CODES.



is the UNDO button.

You can, however, delete an ACTUAL PIT code from a SPI record – from SPI – if the student in question has been processed accidentally. PLEASE NOTE: if the student is in their AWARD year then processing them will have created a SAW record – you will need to deal with that:-

**If in any doubt, log a call with the helpdesk.**

## Deleting an ACTUAL PIT code from SPI

If a SPI record has been created erroneously and not needed:

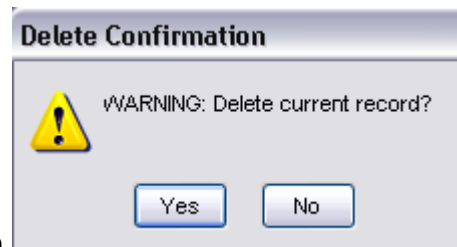
- Click on the relevant SPI record and retrieve so only that record is showing

The screenshot shows the 'Student Progress Info' window for record CAM\_SPI. The record details are as follows:

SPR code	[REDACTED]	Seq No.	09
Year	2007/8	Sort name	[REDACTED]
Period	SEM2	SCJ code	[REDACTED]
Level	3	Course	ENUGD3
Programme	UBSENG	Block	3
Route	INFTMG	Occ	A
	BSc Information Technology Management		

Additional fields include: Scope Year (2007/8), Mitigating Circs? (checkbox), Current batch (ORD), QCA factor, Amended (checkbox), Process status (Incomplete), and a table for Previous SPI LEV, Attempted Hrs, Credit Hrs, Non-Qual Hrs, and QCS.

- Either press ALT+D or File – Delete



- Press Yes button
- SPI record is deleted