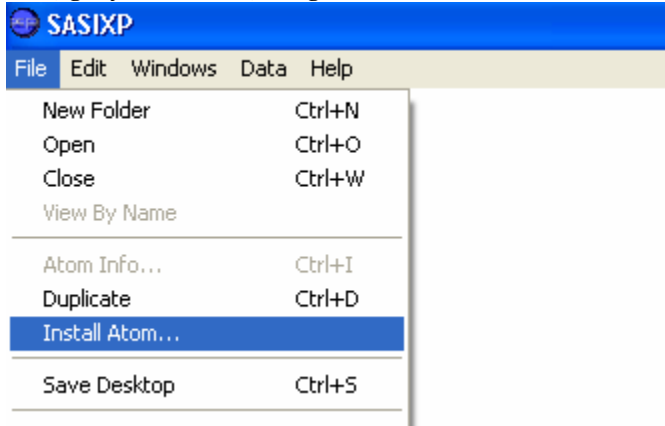
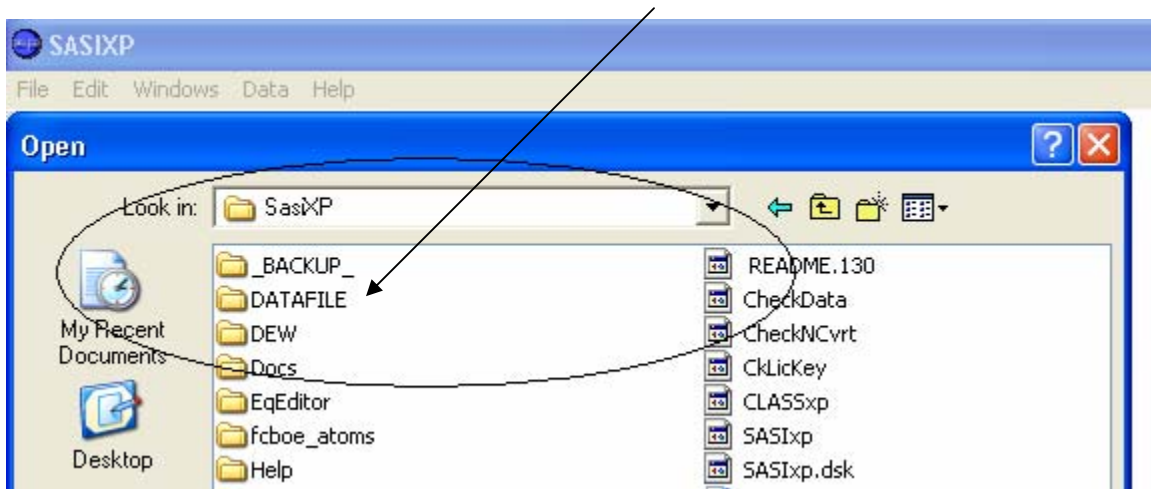


## 1. How to Install an Atom and/or ReOrg Log

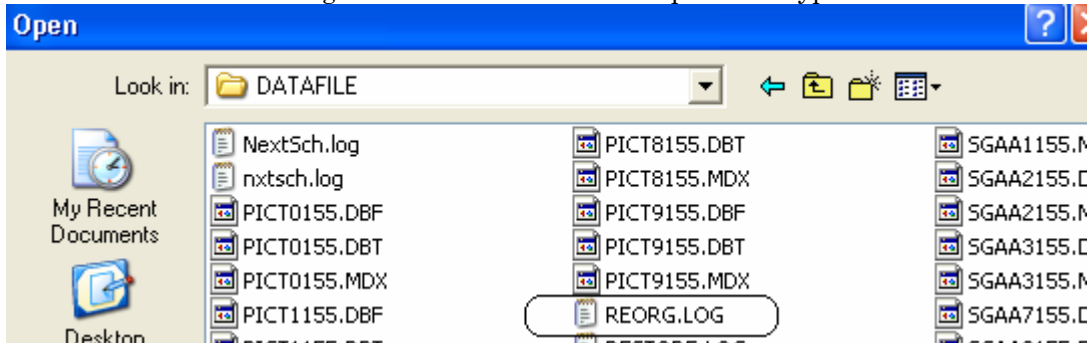
File, gray menu bar, drag to Install Atom:



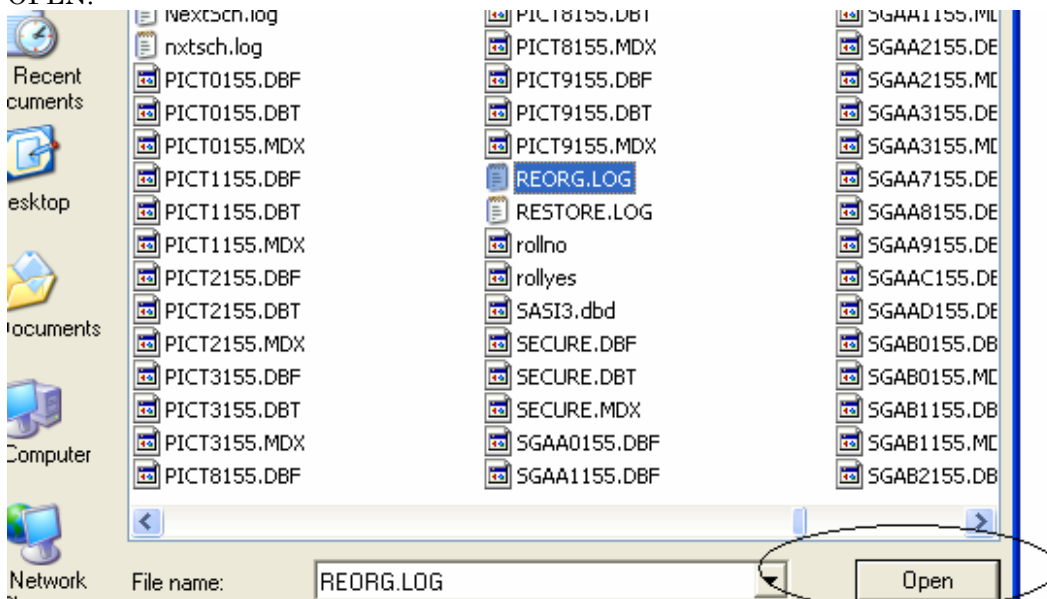
Navigate to SASIxp, Click on the Datafile to Open



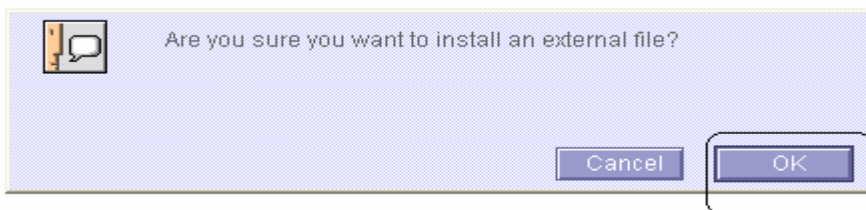
Either arrow over to Reorg or click once in the white space and type R



Double click on Reorg or click OPEN.



The following message will appear on your SASI desktop. Click OK.



Final Product! That's it!

Edit Windows Data Help



## 2. How to Reorganize & Why

- Run the reorg when you first log in; or log out of SASI and back in to eliminate number of errors
- How frequent you reorg the files depends on the activity at your school
- Beginning of the year ~ daily; thereafter once a week
- Beginning of a semester ~ 2 or 3 times a week
- Purpose ~ maintain clean files

3.

3. When do you need exclusive use of certain atoms?

- Mass Assign Course Requests (Mass Scheduling)
- Update Grades (and Update Attendance if necessary.)
- Reorganize Files – Note: This program will run but will not reorganize any files that are open. When this process is complete and you get a message, “# files are skipped because errors occurred while reorganizing them. See the error log file. REORG.LOG for details.” You will need to check the Reorg.log in the Datafile folder. Typically you will get errors on the ASYR and AUSR and that is normal because we are accessing those files (School year and User) when running the process.
- Update Classes from Mass Scheduling to Basic Scheduling
- Create Seats in Classxp
- End of Term

#### 4. What is the difference between Qualified and Non-qualified files?

- Non-qualified files do not change from year to year – AUSR is an example: 4 character filename; AUSR.dbf
- Qualified files are student related and four character filename and last digit of school year & school number from School Setup; the majority of the Datafile folder is made up of qualified files; example: ASTU4123.dbf

#### 5. Difference between Export and Export List

Query Export	Export List
No column headings exported	Column Headings exported (needed for mail merge)
No dashes in Telephone number	Dashes in Telephone number
Standard ASCII format	Excel format
Can choose field delimiters and record delimiters	Cannot choose delimiters

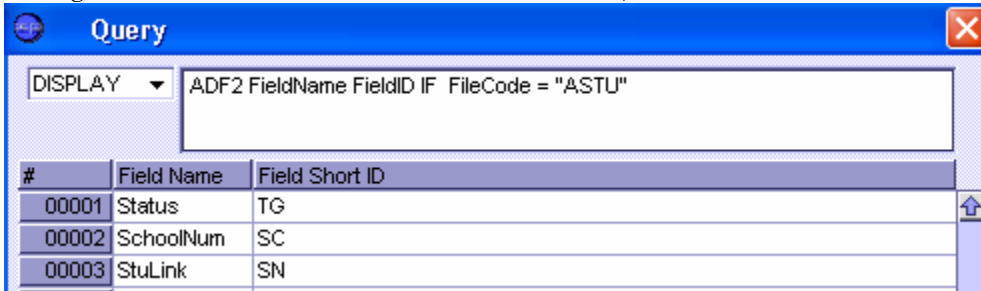
#### 6. PROBLEM SOLVING 101

- Exit the program (SASIXp) only. Wait a minute and then re-enter the program. Is the problem fixed?
- Exit SASIXp, shut down your workstation (does it shut down without problem or do you have to turn the switch off?) Once off – restart and come back into SASIXp. Does it work now?
- Try to login (as you) to SASIXp on another workstation. Attempt the same process that failed for you, does it work now? (If so – could be problem with your workstation).
- Ask a co-worker to do the same thing that you were trying to do in SASIXp. It is important that they are logged in as themselves. Does it work for them? (If so – maybe a rights’ issue on the network or a security issue within SASIXp).
- Maybe it’s a known SASIXp issue. Ask your School Support and they will check NCS’ “Open Problem Report.”
- Does the data look “mysterious” or “miss-matches?” Run a reorg of all files – especially when there is a great or heavy use of the databases. Examples include: Grading, scheduling, beginning and end of the year; or terms. Make sure you get a good, clean reorg. If you have more than 2 files skipped be sure to contact your School Support and tell them the names of the files.

- If all else fails, contact your School Support/Helpdesk.

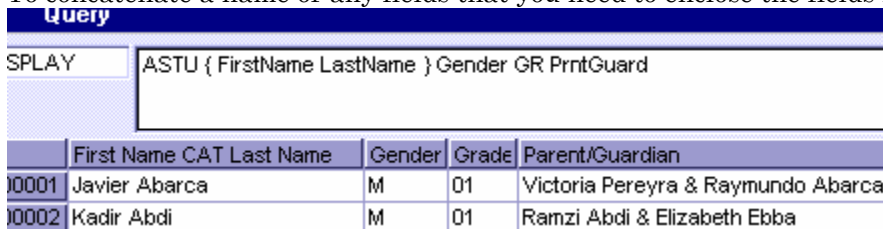
### 7. How to Find Abbreviations in a File

Change the IF condition to FileCode = for "APRN", etc.



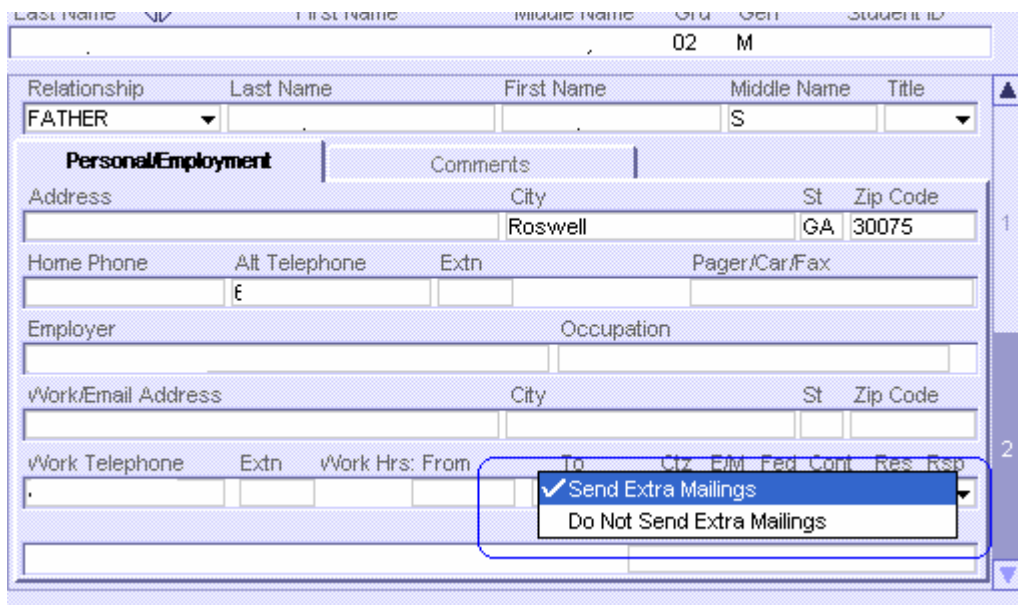
### 8. Concatenate

To concatenate a name or any fields that you need to enclose the fields in braces {}.



### 9. HOW TO PRINT EXTRA MAILINGS ~ REPORT CARD

If both parents are to receive a report card for a student, and this has been confirmed and verified through legal documents (joint custody, custodial parent, etc.) please mark **Send Extra Mailings** in the field on the **Parent/Guardian Screen**. The report card will then print with the Mother's Name/Guardian and the student's name and the extra copy will print with the Father/s/Guardian Name and the student's name with the corresponding home addresses.



## 10. Query Atom ~ same as Reorg Atom

### 11.Explanation of Security Officer

- We are often asked what can a User defined as a Security Officer do that a regular user cannot.

<b>Security Officer</b>	<b>Non-Security Officer</b>
Query Change	Cannot do Query Change
Can see all users in the User Atom	Can only see their user record in the User atom.
Can open SASI Modules Setup	Cannot open SASI Modules Setup.
Can open Security	Cannot open Security
Can see all Discipline Incidents regardless of the User DSL for the Security Officer user	Can only see Discipline Incidents based on DSL in the User file.

### 12. Class Roster (STU 40) for Elementary Schools

- Open the Student Atom
- Click Find
- Type a \* in the Last Name filed
- Once you have the matrix on the screen, click on Student
- Drag to Class Roster – NO Schedule (STU40)
- Enter the teacher number or leave blank for all teachers
- Darken Print Form
- Enter the Grade Level or leave blank for all grade levels
- Enter the # of Weeks (sample is for 1 week) can be up to 4 weeks
- Enter the Start Date

### 14. Attendance Attachment

- **DISPLAY ASTU AATT LN FN AbsDate ArrTime DepTime Note**

