

# New Search Windows

## Release Bulletin

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### In This Bulletin...

#### NEW SEARCH WINDOWS AND GENERAL SEARCH ENHANCEMENTS FOR ALL SENIOR SYSTEMS' APPLICATIONS

- General Search Enhancements ... 1
- Overview of the New Search Window ... 2
  - New Search Window Features ... 3
  - Applications and Windows Affected ... 4
- New Ways to Filter Data ... 5
- Manage the Appearance and Behavior of the Search Window ... 6
  - Set up Name Formats ... 6
  - Set up Behavior of the Search Window ... 7
  - Set up Tables ... 8
- Resize and Save Settings for the Search Window ... 10

### NEW SEARCH WINDOWS AND GENERAL SEARCH ENHANCEMENTS FOR ALL SENIOR SYSTEMS' APPLICATIONS



For all **Senior Systems'** applications, newly redesigned windows and features provide enhanced ease of use with increased search capacity.

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#### General Search Enhancements

In addition to the major enhancements made to a number of search windows (see page 3), some general enhancements have been made to the rest of the search windows.

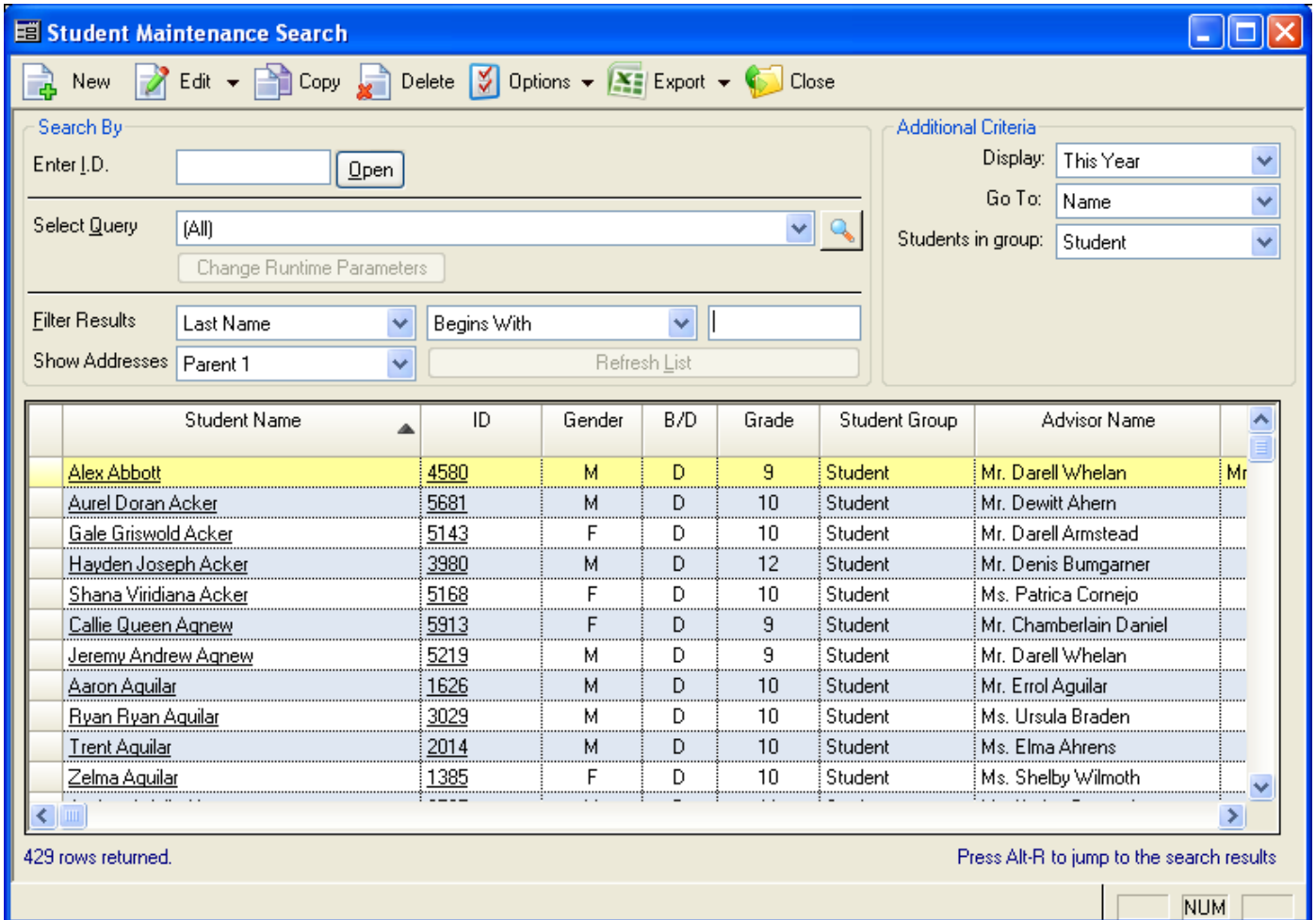
Search enhancements include:

- **Search** windows can be expanded and resized. Click on the gray box  on the upper left-hand corner of the window to save your settings.
- a magnifying glass  has replaced the rolodex icon for searches in all windows
- table rows appear in alternate colors (white/light blue)
- selected rows are highlighted in yellow, where they previously appeared in black
- tables on any window can be exported to Microsoft Excel™ by right-clicking on the table

## Overview of the New Search Window

The **Search** window has been changed to provide a more powerful, yet easier to use interface for performing searches. The general appearance of the window has changed, new filtering methods are available as are several enhancements supporting ease of use.

See figure 1 for an example of a new **Search** window.



**FIGURE 1.** New Student Search

Enhancements can be specific to the application they are supporting therefore you may not see every option in every **Search** window. Figure 1 shows a sample **Search** window for **Registrar**.

See Applications and Windows Affected on page 4 for a table describing the menus and windows in every application that are impacted by this change.

## New Search Window Features

The overall look and feel of the **Search** windows have been changed. Table rows alternate between white and light blue and when you select a row, the entire row highlights in yellow, as opposed to black. You can add, remove, sort and export all or specific columns.

When performing a search, you can now look for any field within a column set, or for address names across multiple address types.

Since the amount of information that appears on the window can be quite significant, you can now resize the **Search** window to display more real estate. Using the **Options** drop-down menu, you can save or clear your settings.

New **Search** features include:

- expand the height and width of the **Search** window to display more columns and rows
- save user-specific settings for window location, size, columns size and order, filter criteria, etc.
- add and remove columns from the **Search** window
- sort by any column by clicking on the table column header
- search for any field defined in columns
- export **Search** results directly to Excel
- advance export to export all, or some of the available columns
- more filters to enhance searches
- display edit history (up to 10 is the maximum)
- initiate a query from the **Search** window (i.e., **RG, DN, PL Student Maintenance**)
- custom name formatting for Students, Faculty and Parents
- display the number of rows returned in the results list
- search for address names across P1, P2, and Z addresses
- hot keys for cursor positioning, i.e., use **[Alt]** and **[F]** to place cursor into the filter result field
- clear settings to return to the default window

## Applications and Windows Affected

Use this table to see what menus and windows have changed in **Senior Systems'** applications.

<b>Menu/Window</b>	<b>Affected Senior Systems' Applications</b>
<b>Student Maintenance</b>	<b>Accounts Receivable Dean's Office Enrollment Management Placement Registrar Summer School</b>
<b>Inquiry/Applicant Maintenance</b>	<b>Admissions</b>
<b>Customer Maintenance</b>	<b>Campus Store</b>
<b>Product Maintenance</b>	<b>Campus Store</b>
<b>Vendor Maintenance</b>	<b>Accounts Payable</b>
<b>GL Account Maintenance</b>	<b>General Ledger</b>
<b>Faculty/Staff Maintenance</b>	<b>Accounts Receivable Dean's Office Registrar Scheduling Summer School</b>
<b>Course Maintenance</b>	<b>Registrar Scheduling Summer School</b>
<b>Section Maintenance</b>	<b>Registrar Scheduling Summer School</b>
<b>Address Maintenance</b>	<b>Student/Parent Addresses</b>
<b>Constituent Maintenance</b>	<b>Alumni/Development</b>

## New Ways to Filter Data

There are now more filters to enhance search capability. Previously, there were a few methods for filtering, but the search filter always defaulted to *Is Greater Than or Equal To*. This meant that if you were searching for 9th graders, the results would display all 9th graders, but also every grade after that. From the **Student Maintenance Search** window, there are drop-down menus to specify searches for specific parameters (figure 2).

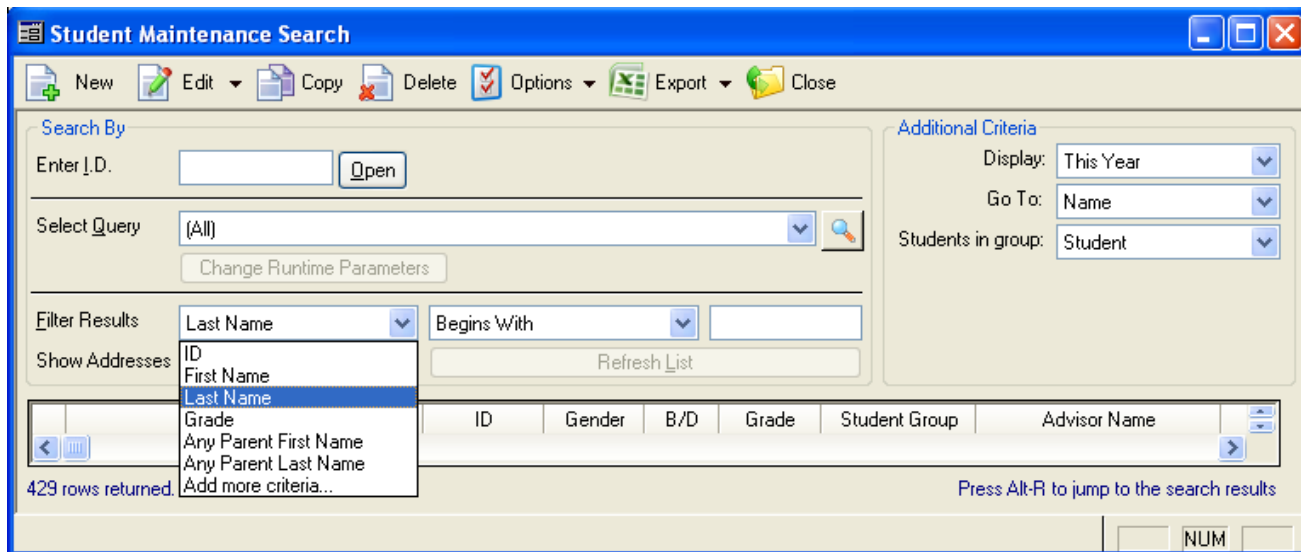


FIGURE 2. Student Search

Now, **Any Parent First name** and **Any Parent Last name** can be used to search for a parent name across the **Name1** and **Name2** fields within an address. By setting your address choice to **(All)**, you can search across both of the name fields in your **P1**, **P2** and **Z** addresses at the same time. There are also more filter options as shown in figure 3 to fine-tune your search.

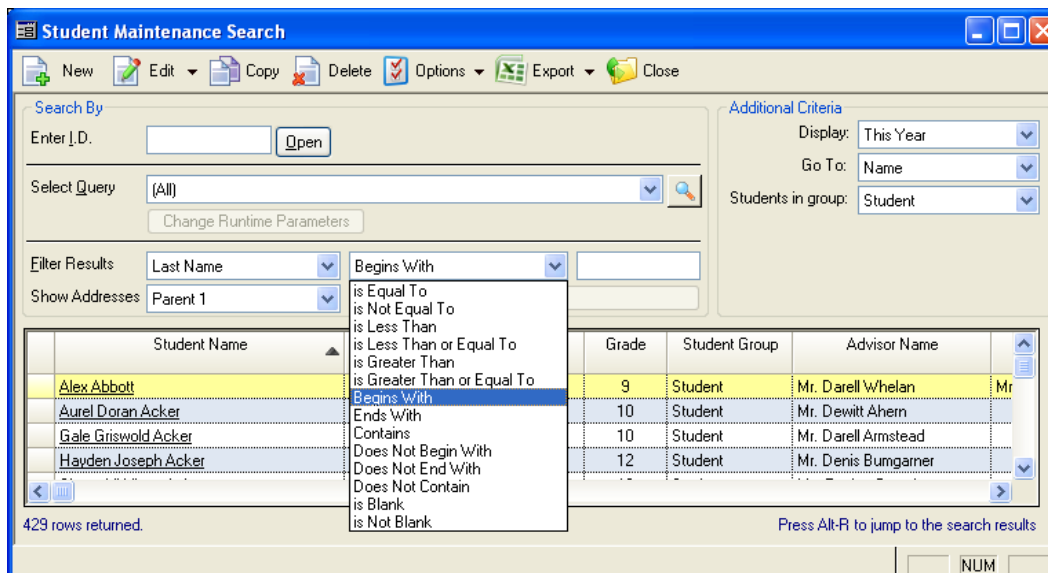


FIGURE 3. Student Search

**Note:** You will return multiple rows for students with multiple addresses if you display more than just the P1 address.

## Manage the Appearance and Behavior of the Search Window

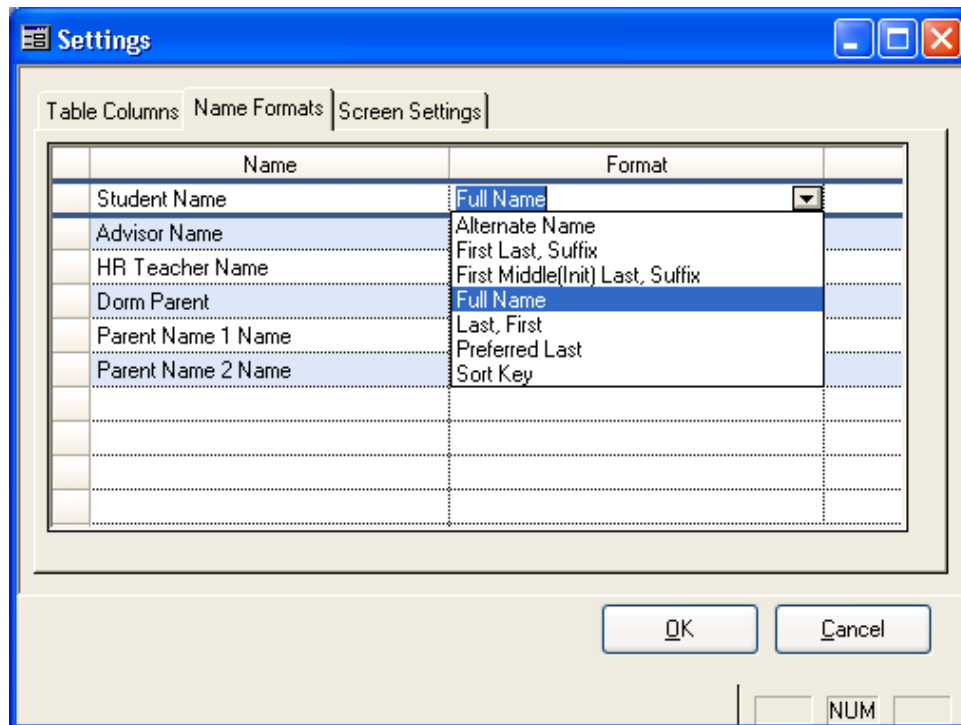
From the **Options** menu, use the tabs on the **Settings** window to set up name and table formats, and manage the behavior of the **Search** window.

When you change settings for the window, whether it's in appearance or behavior, from the **Options** menu, you can use the **Save Settings** feature to save your changes. You can also **Clear Settings** to return to the default window setting.

### Set up Name Formats

To determine the format of how you would like names to appear on the **Search** window, select **Options** from the **Search** window toolbar. From the **Settings** window (figure 4), select the **Name Formats** tab (figure 4).

Use the drop-down list under **Format** to select a specific format for the name to appear.

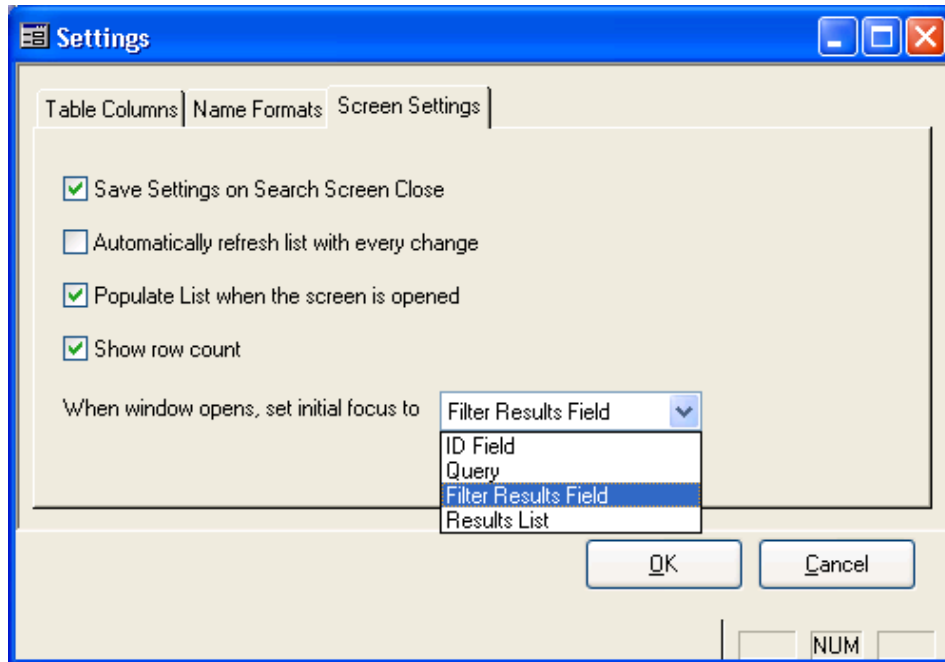


**FIGURE 4.** Settings, Name Format

**Note:** Depending on the application you are running, the **Name Formats** tab may not be available. Some applications have more formatting options, others may have fewer, depending on the needs of the application.

## Set up Behavior of the Search Window

To manage the behavior of the **Search** window, select the **Screen Settings** tab (figure 5).



**FIGURE 5.** Settings, Screen Settings

If you check **Save Settings on Search Screen Close**, all of your window settings automatically save when you close the window. This includes columns, filter criteria, size and the position of the **Search** window.

If you check **Automatically refresh list with every change**, the search results window refreshes every time you change your filter criteria. If this box is unchecked, you will need to click **Refresh** or press **Enter** to refresh the **Search** results window.

If you check **Populate List when the screen is opened**, then the result list will populate when you open the **Search** window.

If you check **Show row count**, the number of rows of data appears on the bottom left-hand corner of the window.

When the **Search** window initially opens, using the drop-down list, you can select the field where the cursor appears. Options include: **Filter Results Field**, **ID Field**, **Filter Results Field**, or the **Results List**.

## Set up Tables

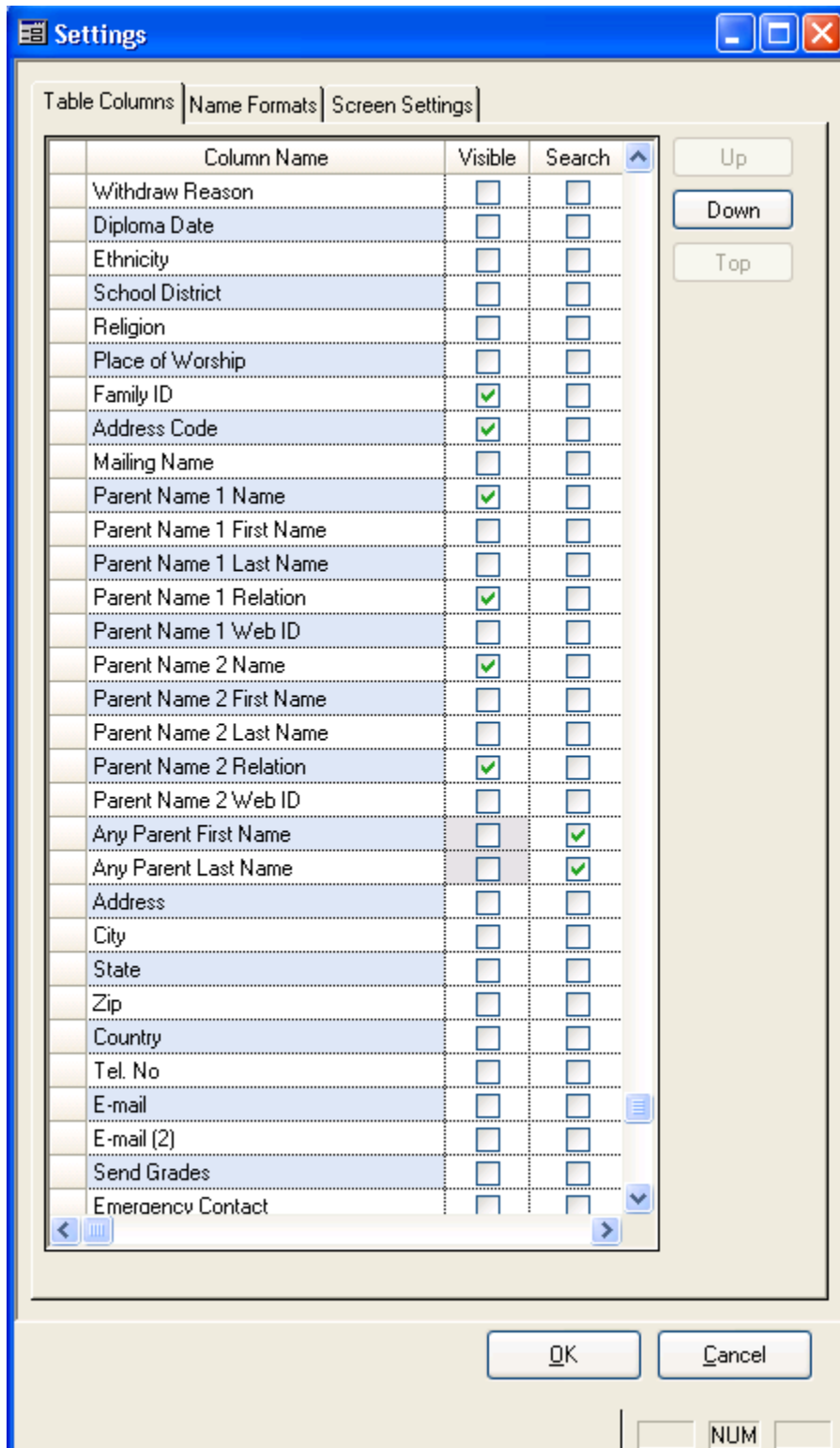
To add or remove columns that appear in a table or used for a search, select the **Table Columns** tab (figure 6 and figure 7). Tables can contain as few or as many columns as determined by the selections made in this tab.

Directly from the **Search** window, you can move fields up or down so that columns appear in a specific order. You can export any table or all or some of the available columns and data.



**FIGURE 6.** Settings, Table Columns (1 of 2)





**FIGURE 7.** Settings, Table Columns (2 of 2)

# Resize and Save Settings for the Search Window

You can resize the search window (figure 8) and save the changes with the **Save Settings** feature.

The screenshot shows the 'Student Maintenance Search' window. At the top, there is a menu bar with options: New, Edit, Copy, Delete, Options, Export, and Close. Below the menu is a search interface with the following sections:

- Search By:** Enter I.D. (with an 'Open' button), Select Query (set to '(All)'), and a 'Change Runtime Parameters' button.
- Filter Results:** Last Name (dropdown), Begins With (dropdown), and Show Addresses (set to 'Parent 1').
- Additional Criteria:** Display (set to 'This Year'), Go To (set to 'Name'), and Students in group (set to 'Student').
- Refresh List** button.

The main area contains a table with 11 columns: Student Name, ID, Gender, B/D, Grade, Family ID, Address Code, Parent Name 1 (Name and Relation), and Parent Name 2 (Name and Relation). The table lists 429 rows of student data. At the bottom of the window, it says '429 rows returned.' and 'Press Alt-R to jump to the search results'. There is also a 'NUM' button at the bottom right.

Student Name	ID	Gender	B/D	Grade	Family ID	Address Code	Parent Name 1		Parent Name 2	
							Name	Relation	Name	Relation
Alex Abbott	4580	M	D	9	0019980	Parent 1	Mr. Dallas Abbott	Father	Mrs. Lilly Abbott	Mother
Aurel Doran Acker	5681	M	D	10	0022614	Parent 1	Mr. Errol L. Acker	Father	Mrs. Janette L. Acker	Mother
Gale Griswold Acker	5143	F	D	10	0013944	Parent 1	Mr. Clyde Acker, Jr.	Father	Ms. Stacie Acker	Mother
Hayden Joseph Acker	3980	M	D	12	0017175	Parent 1	Mr. Keith Acker	Father	Dr. Acker	Mother
Shana Viridiana Acker	5168	F	D	10	0018353	Parent 1	Mrs. Donnie Acker	Father	Mrs. Beatriz Isabel Acker	Mother
Callie Queen Agnew	5913	F	D	9	0021403	Parent 1	Mr. Cahill Agnew, Sr.	Father	Mrs. Stefanie Agnew	Mother
Jeremy Andrew Agnew	5219	M	D	9	0017915	Parent 1	Mrs. Gaylord Louis Agnew	Father	Mrs. Jerri Hedges Agnew	Mother
Aaron Aguilar	1626	M	D	10	0000456	Parent 1	Mrs. Eldridge Aguilar	Father	Mrs. Chrystal Aguilar	Mother
Ryan Ryan Aguilar	3029	M	D	10	0000685	Parent 1	Engel R. Burk	Stepfather	Jaime Burk	Mother
Trent Aguilar	2014	M	D	10	0001442	Parent 1	Capt. Colbert Aguilar	Father	Mrs. Karina Aguilar	Mother
Zelma Aguilar	1385	F	D	10	0001437	Parent 1	Mrs. Danilo Aguilar	Father	Mrs. Glenna Aguilar	Mother
Andrew Wells Ahern	2505	M	D	11	0009773	Parent 1	Mrs. Grant Stephen Ahern	Father	Mrs. Lourdes Ahern	Mother
Austin Taylor Ahern	6523	M	D	10	0026481	Parent 1	Mr. Drew H. Windsor	Stepfather	Mrs. Antonia A. Windsor	Mother
Shamaz Ahern	2969	M	D	11	0020241	Parent 1	Mrs. Jacob Ahern	Father	Mrs. Delia Ahern	Mother
Austin Lux Ahrens	5877	M	D	9	0021270	Parent 1	Mrs. Del Paul Ahrens	Father	Mrs. Marian Kimberly Ahrens	Mother
Bronsin Pierce Ahrens	5876	M	D	9	0021270	Parent 1	Mrs. Del Paul Ahrens	Father	Mrs. Marian Kimberly Ahrens	Mother
Dominique Janae Ahrens	3923	F	D	12	0012464	Parent 1	Ms. Smith		Ms. Smith	Mother
Evangeline Vera Ainsworth	1199	F	D	10	0001614	Parent 1	Cortez Ainsworth	Father	Adela Ainsworth	
Sydney Elizabeth Ainsworth	4594	F	D	11	0019882	Parent 1	Mrs. Cormier L. Ainsworth	Father	Mrs. Elinor S. Ainsworth	Mother
Sadie E. Alarcon	1491	F	D	10	0001271	Parent 1	Mrs. Cormier Alarcon	Father	Mrs. Elinor Alarcon	Mother
Tripp Winfield Alarcon	3477	M	D	9	0015329	Parent 1	Dr. Erwin Hart Alarcon	Father	Ms. Morgan Melinda Alarcon	Mother
Adam Albert	1058	M	D	10	0000046	Parent 1	Dr. Connie Albert	Father	Dr. Rosalind Albert	Mother
Ryan Matthew Albert	1060	M	D	12	0000046	Parent 1	Dr. Connie Albert	Father	Dr. Rosalind Albert	Mother
Scott Hunter Albritton	1091	M	D	10	0000065	Parent 1	Mrs. Erasmo Albritton	Father	Mrs. Martina Albritton	Mother
Nettie Gordon Alfonso	4991	F	D	11	0003335	Parent 1	Ms. Felix Alfonso	Father	Ms. Lottie Alfonso	Mother
Eric Michael Alger	1608	M	D	9	0000444	Parent 1	Mrs. Drew W. Alger	Father	Mrs. Antonia Alger	Mother
Petra Lauren Alger	1289	F	D	12	0000202	Parent 1	Ms. Smith		Ms. Smith	Mother
Ryan Lewis Alger	1616	M	D	10	0000448	Parent 1	Ms. Cope Bolduc	Stepfather	Ms. Francis Bolduc	Mother
Eula Elise Allard	1442	F	D	11	0001629	Parent 1	Mrs. Eugene Allard	Father	Mrs. Shana Allard	Mother
Christopher Jaehoon Allison	4488	M	D	11	0013924	Parent 1	Mrs. Gustafson Allison	Father	Mrs. Nilda Allison	Mother
Will Stewart Allison	5362	M	D	11	0022520	Parent 1	Mrs. Erasmo L. Allison	Father	Mrs. Martina S. Allison	Mother
Zelma Jaewon Allison	4489	F	D	11	0013924	Parent 1	Mrs. Gustafson Allison	Father	Mrs. Nilda Allison	Mother
Jaime Maria Almeida	1842	F	D	9	0001499	Parent 1	Mrs. Greenberg Almeida	Father	Mrs. Elba Almeida	Mother
Kush Chuni Almeida	5209	M	D	10	0022039	Parent 1	Ms. Smith		Ms. Smith	Mother
Eula Christine Alonzo	4233	F	D	11	0012513	Parent 1	Mrs. Clarence L. Alonzo	Father	Mrs. Lavonne Alonzo	Mother
Petra Krishna Alonzo	1280	F	D	12	0000197	Parent 1	Mrs. Dodge Alonzo	Father	Mrs. Essie Alonzo	Mother
Brian Harrison Alvarado	1623	M	D	9	0001382	Parent 1	Mrs. Guevara Alvarado	Father	Mrs. Karina Alvarado	Mother
Divya Prakash Amador	2057	M	D	11	0001774	Parent 1	Ms. Engel Aponite	Father	Ms. Jaime Aponite	Mother
Nannie Norton Amaya	3394	F	D	11	0015360	Parent 1	Ms. Frankie A. Amaya, Jr.	Father	Ms. Alexandria Lee Amaya	Mother
Stephen Raymond Amaya	1466	M	D	12	0001482	Parent 1	Mrs. Cormier Amaya	Father	Mrs. Elinor Amaya	Mother
Bridgette L. Andres	1732	F	D	10	0001345	Parent 1	Ms. Dewitt Andres	Father	Ms. Meagan Andres	Mother
Travis Travis Andres	1134	M	D	9	0000100	Parent 1	Desmond Andres	Father	Tania Andres	
Eli Abram Andrus	6392	M	D	9	0021460	Parent 1	Dr. Connie W. Andrus	Father	Mrs. Rosalind Sweet Andrus	Mother
Nichole Singh Andrus	2552	F	D	12	0011832	Parent 1	Ms. Emmett Andrus	Father	Ms. Gale Andrus	Mother
Brian James Annlin	1895	M	D	9	0000653	Parent 1	Mrs. Lyle Annlin	Father	Mrs. Eula Annlin	Mother

FIGURE 8. Expanded Search Window