

**SAINT** (Student Administration Information Navigation and Tracking) is the University of Bradford's implementation of the SITS (Strategic Information Technology Systems) software package.

The SITS/SAINT software is sub-divided into four linked products:

- **MENSYS** Menu System
- **MAS** Marketing and Admissions System
- **SRS** Student Registration System
- **CAMS** Credit Accumulation Management System

### Getting in

Double-click on the relevant icon (SAINT **Live** or **Test**). Enter your user name and password and press ↵ (carriage return) or click the 'OK' button.

Note: This is the only screen on which the carriage return key is used; on all other screens, use the TAB or ENTER keys when selecting a function.

### Getting out

Select **Quit** from the **File** menu – if you are at the top (Main) menu, a warning message will be displayed, asking if you really wish to exit.  
*OR*

Type 'EX' in the 'Select Menu Option' field and press <ENTER> (no warning message is displayed).

*OR*  
Click on the small 'X' in the top right-hand corner of the window (the warning message is displayed).

### Selecting a menu option

Type menu acronym (typically a three-letter code) and press <ENTER> or <TAB>

*OR*

Click on the icon using the mouse

*OR*

Use the keyword search and double-click.

### Special keys

- GOLD (keypad '+' or 'Esc')
- Function key F10 (menu key) – to access the menu without using the mouse
- <TAB> - to move from field to field (shift & <TAB> for previous field)
- <ENTER> - to select an option from a menu
- Cursor keys ( ← , → , ↑ , ↓ ) – to move around inside a field

### Ways of performing a given function

- Pull-down menus
- <GOLD> key plus an alpha character on the keyboard
- Function keys
- Right mouse button click (pops up a menu)
- Icon panel at the top of the screen – this may be switched on or off via the 'edit' menu.

### User Profiles

You will only have access to certain screens, depending on your *User Profile*: this may be either *Read-Only*, or may allow you to update the database, depending on your role.

If you think that your user profile is incorrect then please speak to your SAINT Customer Account Manager, line manager or Data Steward.

### Commonly used screens

#### ENQUIRIES

Enter new enquiries **QED**

Check previous enquiries **ESD**

Check actions taken on an enquiry **ESA**

Check calls by date **ESC**

#### ADMISSIONS

Monitor applicant's progress (summary) **ACD**

Monitor applicant's progress (by stage) **DS1 [2,3]**

Check applicant summary details **VAS**

Set up an interview/open day **IOD**

Schedule interview/open day invitation **IOS**

Enter clearing application **QCE**

Enter new applicant details (PG only) **QAS**

#### STANDARD LETTERS

Create a new letter **SRL**

Amend a single letter **GSL**

Print an amended letter **PGL**

#### GENERAL STUDENT ENQUIRIES & UPDATES

View Student details **QSV**

Update Student details **QSU**

Student enrolment details for current year **SCE**

Student address maintenance **SCJ3**

#### STUDENT MODULE SELECTION

Create Student (core) Module Selections **GSD**

Replace/delete SMO for a single student **RSM**

Replace/delete student SMS/SMO records **XSM**

View student module selections **SMS**

View SMS records, by module or student **SMS1**

View SMO records **SMO**

Check contents of Module Diets, by Route **MDL**

View Student Program/Route details **SPR**

#### REPORTS

Student lists, e.g. Students by Route **ESL**

Module reports, by Student, or by Route **STR**

Students by Module **MDR**

## Retrieve profiles

Required result (examples)	Key combination (N.B.[GOLD] = “Esc” OR (keypad) “+”)
Field contains <i>any</i> value	[GOLD] *
Field begins with D, followed by any number of characters	D [GOLD] *
Field begins with D, followed by two characters	D [GOLD] ??
Field is (exactly) equal to D	[GOLD] =D
Field is blank	[GOLD] =
Field does NOT begin with D	[GOLD] !D [GOLD] *
Field begins with E or greater	[GOLD] >D
Field begins with A, B or C	[GOLD] <D
Field begins with letters less than D or greater than S (but not including D or S)	[GOLD] <D[GOLD]   [GOLD]>S
Field begins with a letter greater than D and less than H i.e. E,F,G	[GOLD] >D [GOLD] & [GOLD] <H
All records in table	[Leave field blank]

Enter your selection criteria (as above) in one or more fields, and press ‘Retrieve’ button (or Ctrl & R, or F5).

(Note: On many screens, it is possible to see a list of valid entries in a field by double-clicking in the [empty] field. Double click a row to insert the relevant value into the field).

For more information on using the GOLD key call the SAINT Team on extn 3333.

## Function keys

Key	Function	Purpose
F1	HELP	access to help
F2	DETAIL	displays a selection list; runs a process / report
F3	ACCEPT	exits from a program (screen) or zoom mode; accepts a code from a selection list
F4	QUIT	quits from a program (screen) or zoom mode; quits from a selection list without selecting a code
F5	RETRIEVE	retrieves records based on the selection criteria entered
F6	STORE	stores a new or modified record
F7	CLEAR FIELD	clears the current field
F8	PREVIOUSFIELD	moves the cursor to a previous field
F9	MESSAGE	access to the message buffer
F10	MENU	activates the menu bar
F11	PRINT	prints the current screen
F12	CLEARSCREEN	clears the current screen

# SAINT

Student Administration, Information,  
Navigation and Tracking

theSAINTteam  
training support development

## Quick Reference Card

### Quick Contact List

SAINT Team website:

<http://www.bradford.ac.uk/admin/SAINT/index.php>

SAINT Training Documents

<http://www.bradford.ac.uk/admin/SAINT/traindocs.php>

SAINT Team e-mail:

**SAINT@bradford.ac.uk**

Tel: 3333 (option 2)