



SAINT Support Team

# Introduction to SAINT

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For other SAINT documentation please see:  
<http://www.brad.ac.uk/admin/SAINT/traindocs.php>

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## **1. A quick introduction**

### **1.1 What is SAINT?**

SAINT stands for Student Administration, Information, Navigation and Tracking and is the name of the University of Bradford implementation of the commercial package 'SITS Vision'.

The 'SITS Vision' application is produced, supplied and maintained by Strategic Information Technology Services Ltd., based in Hessle. The company was taken over recently by Tribal Technology.

You may hear the terms "SAINT" and "SITS" used interchangeably at Bradford to refer to the SITS Vision system but colleagues in other universities using the product may have their own local terminology.

### **1.2 What is it used for?**

SAINT is used across the campus and in central administration to manage information on applicants, students and alumni. It replaced the previous "in-house" administrative system which was called ISIS/PROWESS as well as a number of local databases, spreadsheets, etc.

The implementation of a single database for all student records has a number of advantages, including the elimination of duplicated information, easier sharing of information and skills, and improved data quality.

### **1.3 Who uses it?**

Anyone who needs to access, report on, or update details of students and their courses. This includes academic and administrative staff in Schools as well as central administration and management. There are a number of user profiles, each offering different levels of access and functionality in SAINT. As a new user, your level of access will have been determined according to with your role within the university.

E:vision is the web interface to SAINT which allows students access to their own data: 2nd year students and above can use it to re-enrol online, final year students can deal with graduation ceremony procedures and all students can use it to look up their agreed marks and change their personal details such as addresses and telephone numbers.

## 1.4 How do I get it?

If you do not already have access to SAINT, your line manager should contact the ICT Service Desk on extension 3333 or by email at [ictservicedesk@bradford.ac.uk](mailto:ictservicedesk@bradford.ac.uk)

They will need to know the following information:

- Full name
- School
- Telephone number
- Job title and level of access required – i.e. read only or update access

## 1.5 Training

Training is delivered by a number of methods:

- Scheduled courses are normally provided intensively when a new system component is launched, with occasional refreshers as required thereafter. Details on the SAINT website at: <http://www.bradford.ac.uk/admin/SAINT/traincourses.php>
- One-to-One training can be arranged on request by emailing [saint@bradford.ac.uk](mailto:saint@bradford.ac.uk)
- Cascade training is more informal training provided by experienced SAINT users to their colleagues within schools/departments.

## 1.6 Help and Support

There are a number of sources of help and support available to SAINT users. When using SAINT, the built-in help is available at anytime by pressing the F1 key.

You can also get help over the phone by contacting the ICT Service Desk on x3333 – selection option 2 will take you directly through to the SAINT team.

### **1.6.1 The SAINT website**

Information on SAINT and how to use it is always available on our website at <http://www.brad.ac.uk/admin/SAINT/>. On here you'll find lots of useful information including details of training courses, training documents and the SAINT service status page.

### **1.6.2 The saint-users mailing list**

As a SAINT user you will be automatically subscribed to the SAINT Users email list – [saint-users@bradford.ac.uk](mailto:saint-users@bradford.ac.uk). This acts as a bulletin board for dissemination of information and news by the Project Team, and is also a forum for exchange of hints, asking questions, and so on – it's your list, please use it!

## 2. Getting Started with SAINT

### 2.1 Logging in

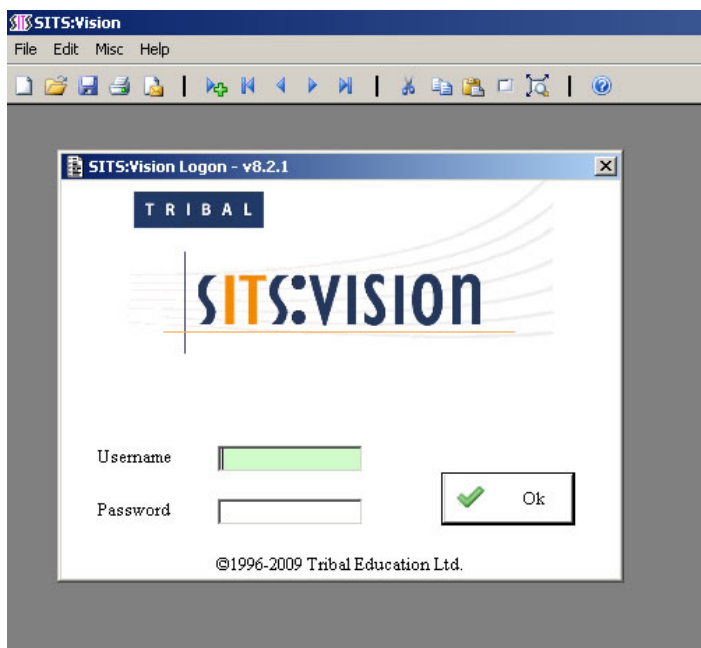
Once your SAINT account has been set up, the icons shown in figure 2.1a will appear on your desktop.



**Figure 2.1a** – SAINT Live and SAINT Test desktop icons

To log into SAINT, double click on the appropriate icon on your desktop – either SAINT Live or SAINT Test. Alternatively, you can access SAINT through your start menu: Start → UoB Apps → SITS → SAINT Live/Test (as appropriate).

The SAINT login screen will appear (figure 2.1b). Enter your username (which will always appear in capital letters) and password (case sensitive), then click the 'OK' button to log in.



**Figure 2.1b** – the SAINT login screen

## 2.2 Navigating through the system

### 2.2.1 Accessing screens directly

If you know the name of the screen you want to use .e.g SCE, QSV etc, enter the name into the box at the top left of the menu screen (figure 2.2.1a).

Press <TAB> or <ENTER> (on your number pad) to open the screen.

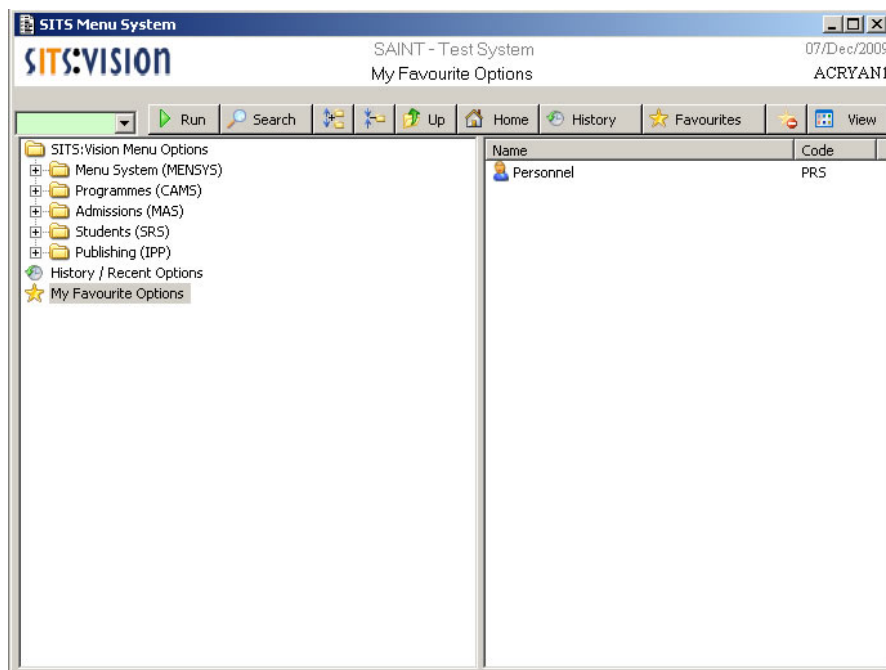


Figure 2.2.1a – the SAINT menu screen

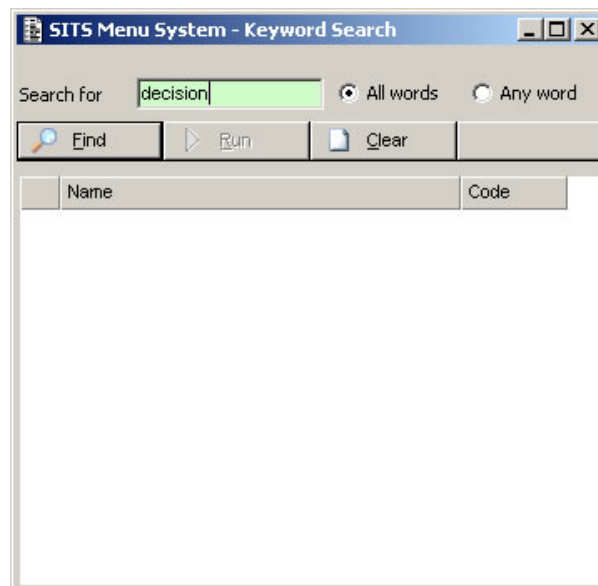
### 2.2.2 Keyword search

If you don't know (or have forgotten!) the name of the screen you want to use, the search function may help.

Click on the 'Search' button at the top of the menu screen (figure 2.2.2a) and enter the term you wish to search for (figure 2.2.2b).

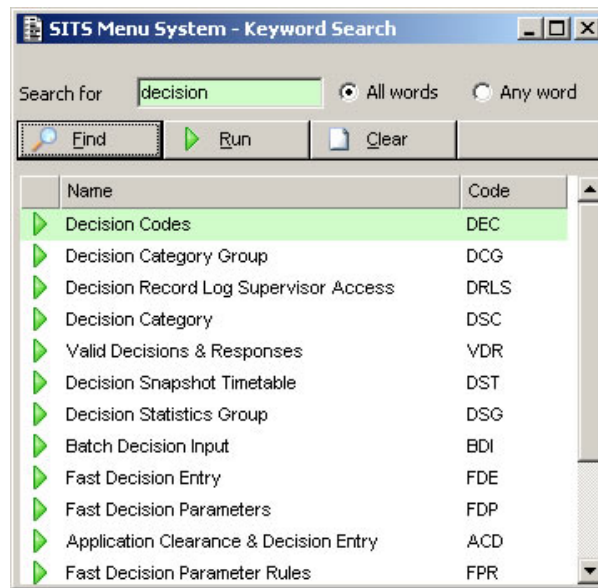


**Figure 2.2.2a** – search button on SAINT menu screen



**Figure 2.2.2b** – search box with search term entered

In this example, we're going to search for screens that have the word 'decision' in the name. Type 'decision' into the search box, as shown in figure 2.2.2b, and click on 'Find'. A list of screens with 'decision' in the name will be displayed (figure 2.2.2c). To open one of these screens, highlight it then double click to open.



**Figure 2.2.2c** – results of the keyword search

## 2.3 The menu bar

The menu bar at the top of the SAINT window (figure 2.3a) provides access to a number of system menus. The options available on the menu bar vary depending on which screen is being used.

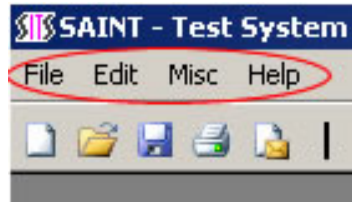


Figure 2.3a – the SAINT menu bar










## 2.4 The toolbar and keyboard shortcuts








The toolbar at the top of the SAINT window (figure 2.4a) offers shortcuts to commonly used features, in a similar way to Word or Excel.



Figure 2.4a – the SAINT toolbar

It is also possible to use keyboard shortcuts for most of these functions. Each icon, its function and the keyboard shortcut is listed in the table below.

Button	Function	Keyboard Shortcut
	Clear	<F12>
	Retrieve	<F5>
	Save	<F6>
	Print	<F11>
	Message	<F9>
	Add record	<Ctrl> + <N>
	First record	<Ctrl> + <Page Up>
	Previous record	<Page Up>
	Next record	<Page Down>

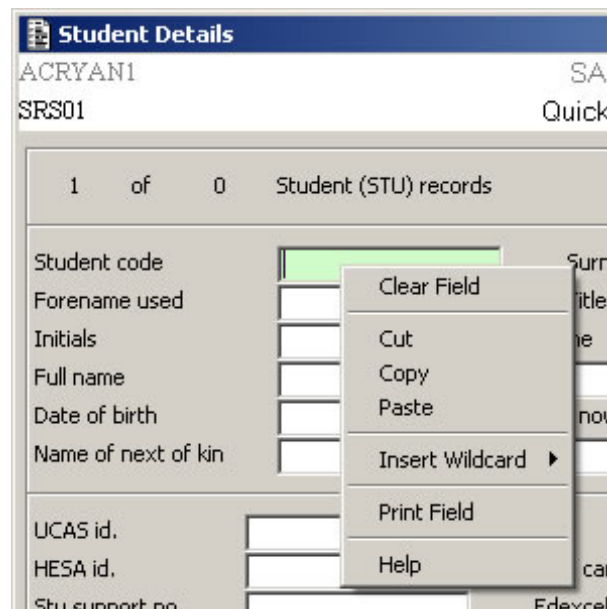
	Last record	<Ctrl> + <Page Down>
	Cut	<Ctrl> + <X>
	Copy	<Ctrl> + <C>
	Paste	<Ctrl> + <V>
	Clear field	<F7>
	Zoom	<Ctrl> + <Z>
	Help	<F1> for contextual help or <Ctrl> + <F1> for manuals

**Table 2.4b** – toolbar function and keyboard shortcuts

On the SAINT website, there is a keyboard template that you can cut out and stick above your function keys to remind you which key performs which function.

## 2.5 The ‘right-click’ menu

Clicking the right-hand mouse button will give you access to a range of different functions. Again, the functions available vary according to what screen is being used. A typical example of a right-click menu is shown in figure 2.5a below.



**Figure 2.5a** – right click menu

## 2.6 System messages

When using SAINT, you may get messages back from the system when performing certain actions. These may be in one of two forms: summary messages in the

message line at the bottom of the screen, or more detailed messages in the message buffer. Both forms of message are explained in the following sections.

### 2.6.1 Summary messages

Summary messages appear in the message line at the bottom of the SAINT screen (figure 2.6.1a).



**Figure 2.6.1a** – summary message line

To review all summary messages from your current login session, click on the arrow at the right of the message line (figure 2.6.1b)



**Figure 2.6.1b** – summary message history

Typical summary messages include 'Store was successful' or 'Processing record X of Y'.

### 2.6.2 The message buffer

Some messages are stored in the Message Buffer – this may be accessed by pressing the message buffer button on the toolbar (figure 2.6.2a), or F9 on your keyboard.



**Figure 2.6.2a** – message buffer button

The message buffer will be displayed (figure 2.6.2b, below).

If there are no messages in the buffer, “No text available in message frame” is displayed in the summary message bar at the bottom of the screen.

In some cases (e.g. after running an update process), the Message Buffer is displayed automatically.

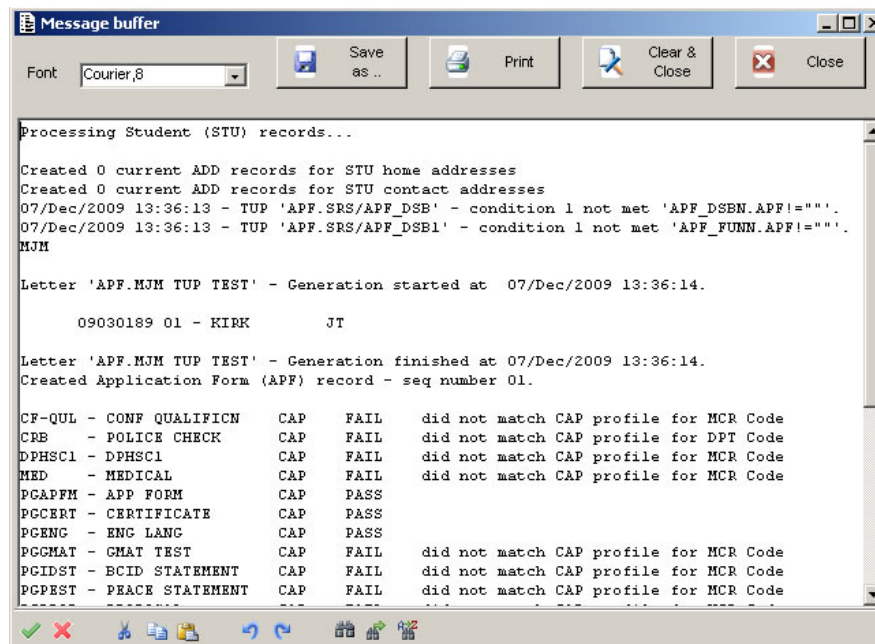


Figure 2.6.2b – message buffer

## 2.7 Logging out

To log out of SAINT, click on the Close Window button in the top right hand corner of the screen (figure 2.7a).

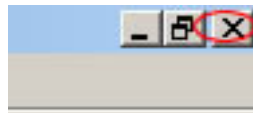


Figure 2.7a – close window button

A dialogue box will then be displayed for you to confirm that you want to log out (figure 2.7b).

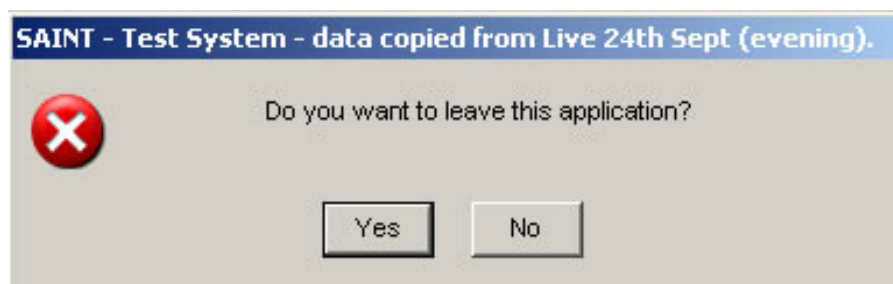


Figure 2.7b – log out dialogue box

### 3. How SAINT fits together

#### 3.1 Database Tables and Screen Names

SAINT is a relational database. A relational database has data organised in tables, and each table consists of related rows and columns. If you are familiar with spreadsheets (such as Excel) each table is similar to a worksheet.

Each table in the database has a unique identifying name (e.g. STU for student). A simplified, theoretical STU table is shown in table 3.1a below

UB Number	Surname	Forename	Date of Birth	Gender	Nationality
09030189	Kirk	James	01/01/69	M	771
09030324	McCoy	Leonard	24/05/78	M	771
09030597	Scott	Montgomery	15/03/82	M	000
09030798	Sulu	Hikaru	23/07/86	M	681

**Table 3.1a** – simple STU table

As you can see from this example, nationality is represented by a 3 digit code. These codes are then stored, along with their descriptions, in a separate nationality table (called NAT), shown in table 3.1b below.

Nationality	Description
771	United States of America
681	Japan
000	Britain
641	Denmark

**Table 3.1b** – nationality (NAT) table

This means that the Nationality descriptions only need to be stored once, with just the code being entered against each student – thus saving space in the database.

Each table will contain one or more Key Fields, each of which uniquely identifies a particular row. In the examples above, UB Number and Nationality Code would be key fields.

Each of the screens in SAINT has a three- (sometimes four-) letter name, usually taken from the similar acronym for the database table on which it is principally based - for example, there is a table called SPR (Student Programme Route), which takes its basic data from the SPR table.

## 3.2 System Components

SAINT is made up of four major components:

- **MENSYS** (Menu System)
- **MAS** (Marketing and Admissions System)
- **SRS** (Student Records System)
- **CAMS** (Credit Accumulation Management System)

**MENSYS** (Menu System) supports the facilities responsible for overall management of the SITS:Vision software. This includes things like setting up user profiles and management of menu options.

**MAS** (Marketing and Admissions System) contains subsystems covering enquiries and Undergraduate & Postgraduate admissions.

**SRS** (Student Records System) contains information about all students, such as names, addresses, personal and demographic data. In this context the term “Student” refers not just to those enrolled on University courses, but also applicants, who have a skeleton STU (Student) record created - and a UB Number allocated – at the point of application.

**CAMS** (Credit Accumulation Management System) facilitates the management of Courses and Modules, and Students’ progress through them.

It is important to understand that, although SRS and CAMS are closely linked in day-to-day work, they are potentially separate systems (it is possible to purchase one without the other, although at Bradford we have implemented both), and as such have their own coding systems.

## 3.3 Course block, stage and occurrences

When using SAINT, it is important to understand the distinction between block and stage. This section aims to outline the differences.

### 3.3.1 Course block

Each course in SAINT has a name and a course code. For example ‘Undergraduate Computing 3-year’ has the course code CMUGD3, whereas ‘Undergraduate Computing 4-year’ has the course code CMUGD4.

Each SAINT course is deemed to take a specified number of academic years to complete, and each academic year of the course is designated as a Course Block (CBK).

This is perhaps best explained with examples:

- 'Undergraduate Computing Foundation Year' has the course code CMUGF. It takes one year to complete and consists of one Course Block: CBK 1
- 'Undergraduate Computing 3-year' has the course code CMUGD3. It takes three years to complete and consists of three Course Blocks: CBK1, CBK2 and CBK3
- 'Undergraduate Computing 4-year' has the course code CMUGD4. It takes four years to complete and consists of four Course Blocks: CBK1, CBK2, CBK3 and CBK4

Each Course Block has a Course Block Occurrence (CBO) for every year in which it is taught. Again, this can be illustrated with an example:

Where a student progresses normally through a 3-year course for example, they will proceed as shown in table 3.3.1a, below:

Academic Year	Course Block (CBK)	Course Block Occurrence (CBO)
2007/8	1	CBK 1 in 2007/8
2008/9	2	CBK 2 in 2008/9
2009/0	3	CBK 3 in 2009/0

**Table 3.3.1a** – normal progression on a 3-year course

A student who is registered for a 3 year course but repeats the first year will proceed as shown in table 3.3.1b, below:

Academic Year	Course Block (CBK)	Course Block Occurrence (CBO)
2006/7	1	CBK 1 in 2006/7
2007/8	1	CBK 1 in 2007/8
2008/9	2	CBK 2 in 2008/9
2009/0	3	CBK 3 in 2009/0

**Table 3.3.1b** –progression on a 3-year course including repeating first year

The pattern for students taking a nominally full-time course on a part-time basis will be similar.

### 3.3.2 Stage

As noted above, each Course is deemed to take a number of academic years to complete.

Each year (or Block) of a Course is associated with a particular academic level which are defined by national standards. The academic level associated with each year of study of undergraduate courses is known at Bradford as the Stage.

For many Courses, Block and Stage are the same. Table 3.3.2a, below, illustrates the example of the Undergraduate Computing 3-year course:

Course Block	Stage
1	1
2	2
3	3

**Table 3.3.2a** – course block and stage for a standard 3-year undergraduate course

However, there are significant exceptions to this situation. Some examples are given below.

**Foundation year courses** are usually one year but the stage is 0 (table 3.3.2b, below)

Course Block	Stage
1	0

**Table 3.3.2b** – course block and stage for a foundation year

**Sandwich courses** - where students are on placement during Block 2 or Block 3, or some combination of both, and are not allowed to proceed to the final year until they have completed Blocks 2 and 3 satisfactorily (tables 3.3.2c/d).

Course Block	Stage
1	1
2	2
3	2
4	3

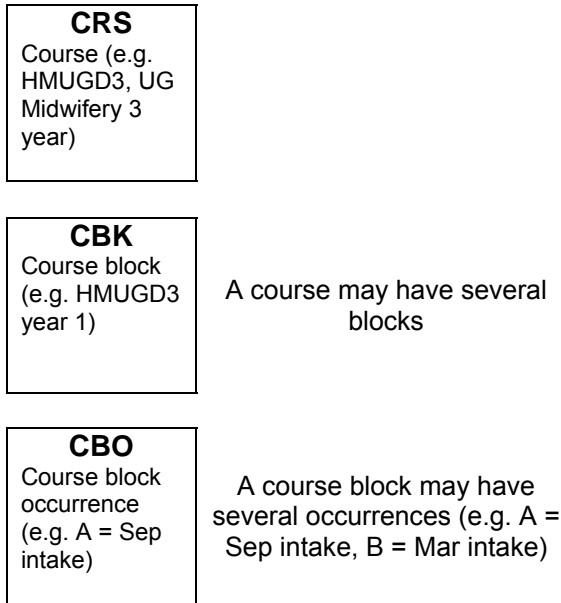
**Table 3.3.2c** – course block and stage for 4-year course including placement

Course Block	Stage
1	1
2	2
3	3
4	3
5	4

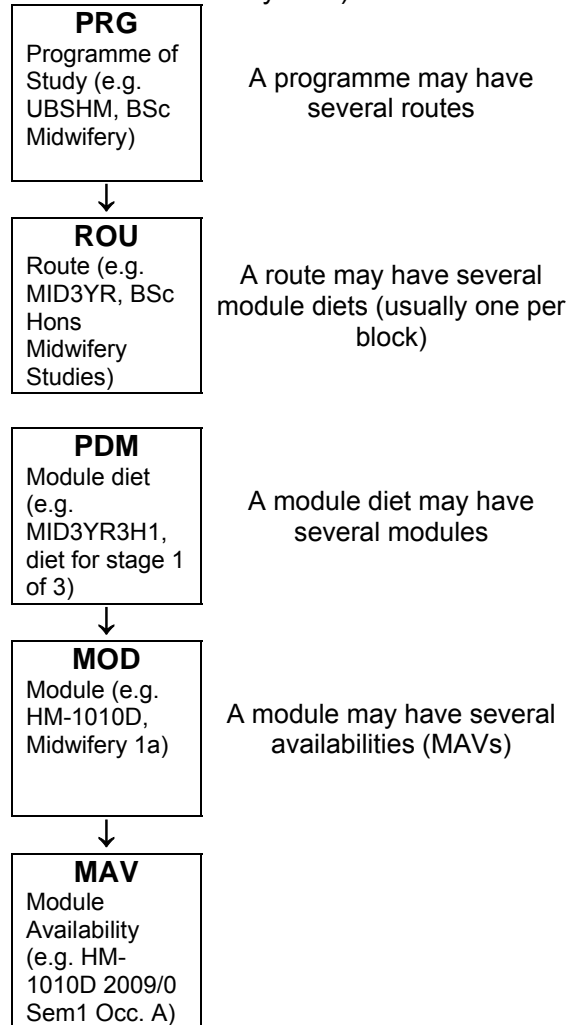
**Table 3.3.2d** – course block and stage for a 5-year course including placement

### 3.4 Courses, Programmes and Routes

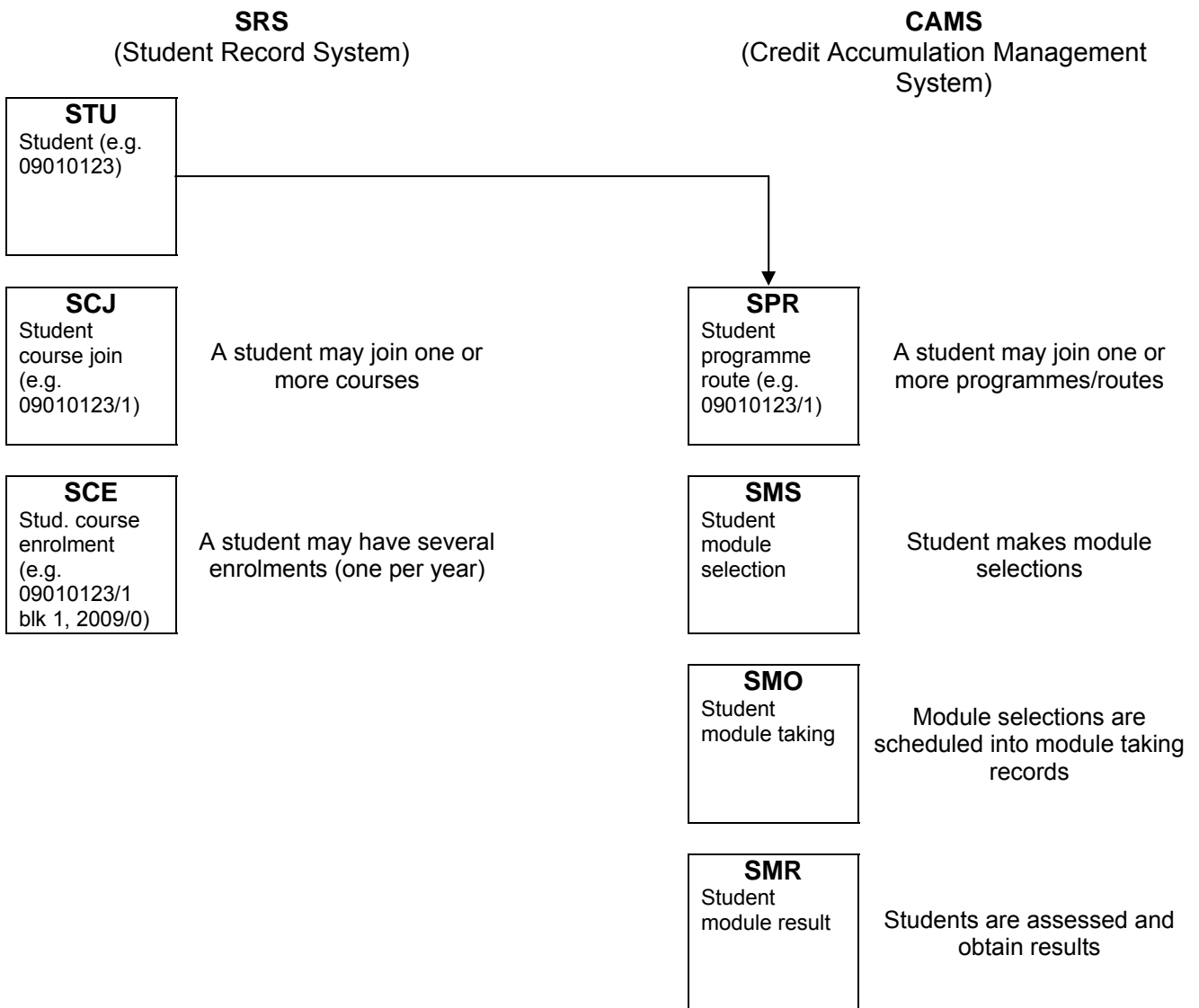
**SRS**  
(Student Record System)



**CAMS**  
(Credit Accumulation Management System)



### 3.5 Students on Courses



## 4. Basic SAINT functions

### 4.1 Looking up a student

Perhaps one of the most frequently performed functions in SAINT is the basic student look-up. To do this, there are two commonly used screens: QSV and QSU.

QSV is the 'Quick Student View' screen and shows you, at a glance, the student's personal details such as UB number, name, photograph and course details. An example of a student's record as displayed on the QSV screen is shown in figure 4.1a.

The screenshot shows the 'Student Details' window for student ACRYAN1 SR801. The window title is 'SAINT - Test System' and the subtitle is 'Quick Student View (QSV)'. The date is 08/Dec/2009 and the user is SRS\_STU\_A.

The student record is displayed as follows:

1 of 1 Student (STU) records

Student code: 07  
 Forename used: A  
 Initials: A  
 Full name: A Jones  
 Date of birth: [redacted]  
 Name of next of kin: [redacted]  
 Surname: JONES  
 Title: [redacted]  
 Previous surname: [redacted]  
 Age now: [redacted]  
 Tel No.: [redacted]  
 Gender: F

UCAS id.: [redacted]  
 HESA id.: [redacted]  
 Stu support no.: [redacted]  
 Research Council: [redacted]  
 SQA candidate id.: [redacted]  
 Edexcel id.: [redacted]  
 Unique learner: [redacted]  
 Dpt of Health reg: [redacted]

Fee status: H HOME  
 LEA residence: [redacted]  
 Employer: [redacted]  
 Main sponsor: SLC STUDENT LOAN CO

Type	AcadYr	Course	Blk/Occ	Route	Status	Finished	State
ENR	2009/0	EMUGD3	3	A	TVPROD	COL	01
ENR	2008/9	EMUGD3	2	A	TVPROD	COL	01
ENR	2007/8	EMUGD3	1	A	TVPROD	C	01

Toolbar icons: Programme detail, Report fields, Home address, Contact Address, E-mail the student

**Fig 4.1a** – QSV screen displaying a student record

When looking up a student on QSV, you can search for them in a number of ways: by using the UB number (if known), or by surname, forenames, date of birth or any combination. To find the student, enter their details and press the retrieve button on the toolbar, or the F5 key.

QSU is the 'Quick Student Update' screen and displays all of the same data as QSV but in a slightly different format – see figure 4.1b.

When using QSU, you can search for a student by UB number or name (surname and initial).

1 of 1 Student Course Enrolment (SCE) records

Academic year: 2009/0 2009/2010 SCE Status: COL CURRENT WEB  
 SCJ Code: 07 JONES A Attend Mode: 01 FULL-TIME  
 Course: EMUGD3 Yr/Blk/Oc: 3 / 3 / A Fee status: H HOME  
 UG Degree in Electronic Imaging & Media Comm 3 yr

Programme: UBAEM BA Dept of Electronic Imaging and Media Communicat  
 Route: TVPROD BA Television Production  
 UDS code:  
 SCE notes:  
 Start Date: 21/Sep/2009  
 End Date:

STU details  
 STU Status: C CURRENT Home address: L, 4  
 TermTime acc.: 7 OWN RESIDENCE Contact addr: B, 72  
 Date of birth:  
 Sponsor details: In 2009/0 & Media Comm 3 yr STUDENT LOAN COMPANY will be invoiced for £3225 of Tuition Fees. A. Jones will be invoiced for the remaining fees

SPR details  
 Programme: UBAEM BA EIMC Batch: HONS  
 Route: TVPROD BA Television Production  
 Level: 3 MODLEV/CSESTG 3

Fee details  
 Overdue Bal: 0.00 Fees Due Receipt Credit Fees (FTR) Clr All Fees Update & Store  
 Tuition Fees: 3225.00

DBC code: 0001 24/Sep/2009 Generate fees by course? Print Fee Invoice?  
 Enrolment form: SRS\_PSE\_1\_BRA1 - Print Bradford Enrolment Forms Print Enrolment form? PSE

Figure 4.1b – QSU screen, displaying the same student's record

## 4.2 Finding codes

In most SAINT fields a list of options can be displayed if you are unsure of what code to enter. To display a list, double click in the field and a dialogue box will appear (figure 4.2a)

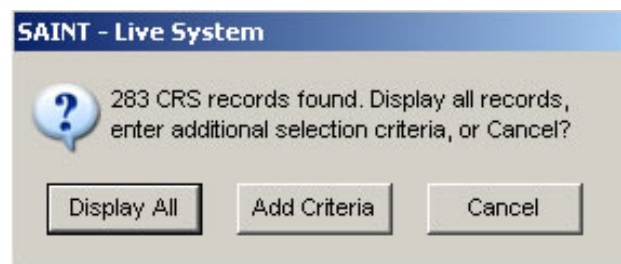
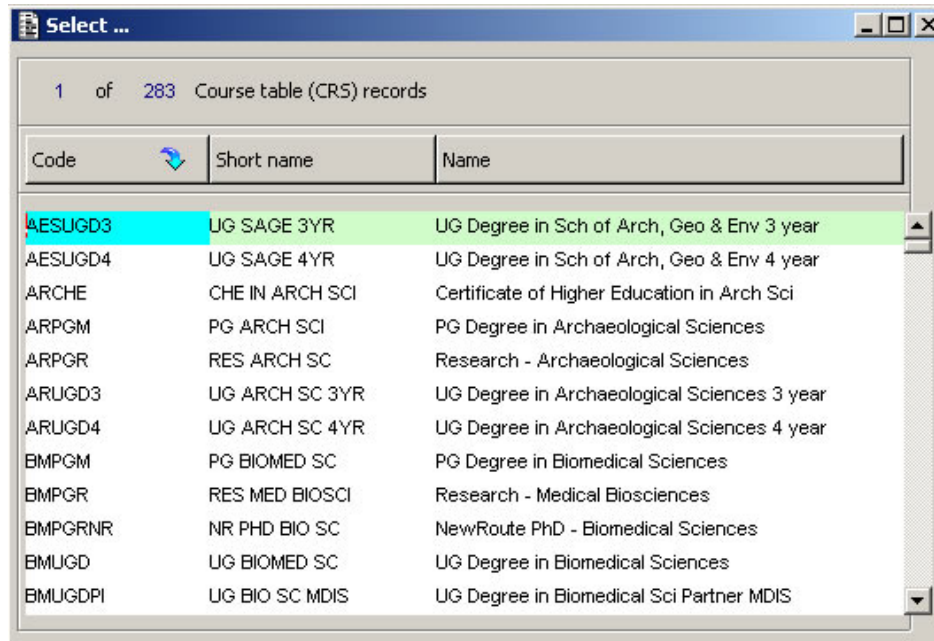


Figure 4.2a – options dialogue

'Display all' will show a list of all possible options (figure 4.2b). This list can be printed for future reference by going to File → Print and then selecting 'All' from the drop-down box.

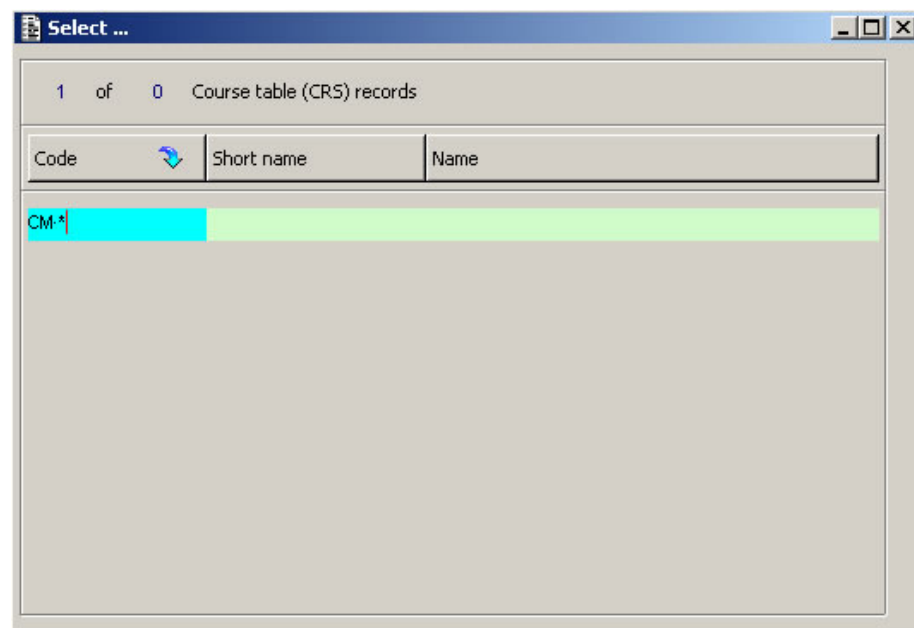
Click on 'Add Criteria' if you want to narrow the options (figure 4.2c) and add in your search criteria.



1 of 283 Course table (CRS) records

Code	Short name	Name
AESUGD3	UG SAGE 3YR	UG Degree in Sch of Arch, Geo & Env 3 year
AESUGD4	UG SAGE 4YR	UG Degree in Sch of Arch, Geo & Env 4 year
ARCHE	CHE IN ARCH SCI	Certificate of Higher Education in Arch Sci
ARPGM	PG ARCH SCI	PG Degree in Archaeological Sciences
ARPGR	RES ARCH SC	Research - Archaeological Sciences
ARUGD3	UG ARCH SC 3YR	UG Degree in Archaeological Sciences 3 year
ARUGD4	UG ARCH SC 4YR	UG Degree in Archaeological Sciences 4 year
BMPGM	PG BIOMED SC	PG Degree in Biomedical Sciences
BMPGR	RES MED BIOSCI	Research - Medical Biosciences
BMPGRNR	NR PHD BIO SC	NewRoute PhD - Biomedical Sciences
BMUGD	UG BIOMED SC	UG Degree in Biomedical Sciences
BMUGDPI	UG BIO SC MDIS	UG Degree in Biomedical Sci Partner MDIS

**Figure 4.2b – List of all options**



1 of 0 Course table (CRS) records

Code	Short name	Name
CM-*		

**Figure 4.2c – Narrowing the options by selecting 'Add Criteria'**

## 4.3 Commonly used screens

The following list identifies some commonly used screens, and their function. You may not use all of these screens, and there may be screens you use that are not listed here.

### ENQUIRIES

Enter new enquiries	<b>QED</b>
Check previous enquiries	<b>ESD</b>
Check actions taken on an enquiry	<b>ESA</b>

### ADMISSIONS

View application decisions	<b>ACD</b>
Set up an interview/open day	<b>IOD</b>
Schedule interview/open day invitation	<b>IOS</b>
Enter clearing application	<b>QCE</b>
Enter new applicant details (PG)	<b>QAS</b>

### STANDARD LETTERS

Create a new letter	<b>SRL</b>
Amend a single letter	<b>GSL</b>

### GENERAL STUDENT ENQUIRIES AND UPDATES

View student details	<b>QSV</b>
View student details (more information)	<b>QSU</b>
Student enrolment details for current year	<b>SCE</b>

### STUDENT MODULES

Create student (core) module selections	<b>GSD</b>
Add, replace or delete module(s) for a student	<b>RSM</b>
Add, replace or delete module(s) for a group of students	<b>XSM</b>
View SMO records	<b>SMO</b>
View SMR records	<b>SMR</b>

### MARKS

Enter/process marks	<b>SAS</b>
Enter/process supplementary marks	<b>RAS</b>
Agree marks	<b>SAS/RAS/TMR</b>
View module results	<b>SMR</b>
Undo/amend module results	<b>SMRU</b>

### REPORTS

Student lists, e.g. student by route	<b>ESL</b>
Students by module	<b>MDR</b>

## 4.4 Report and Process Screens

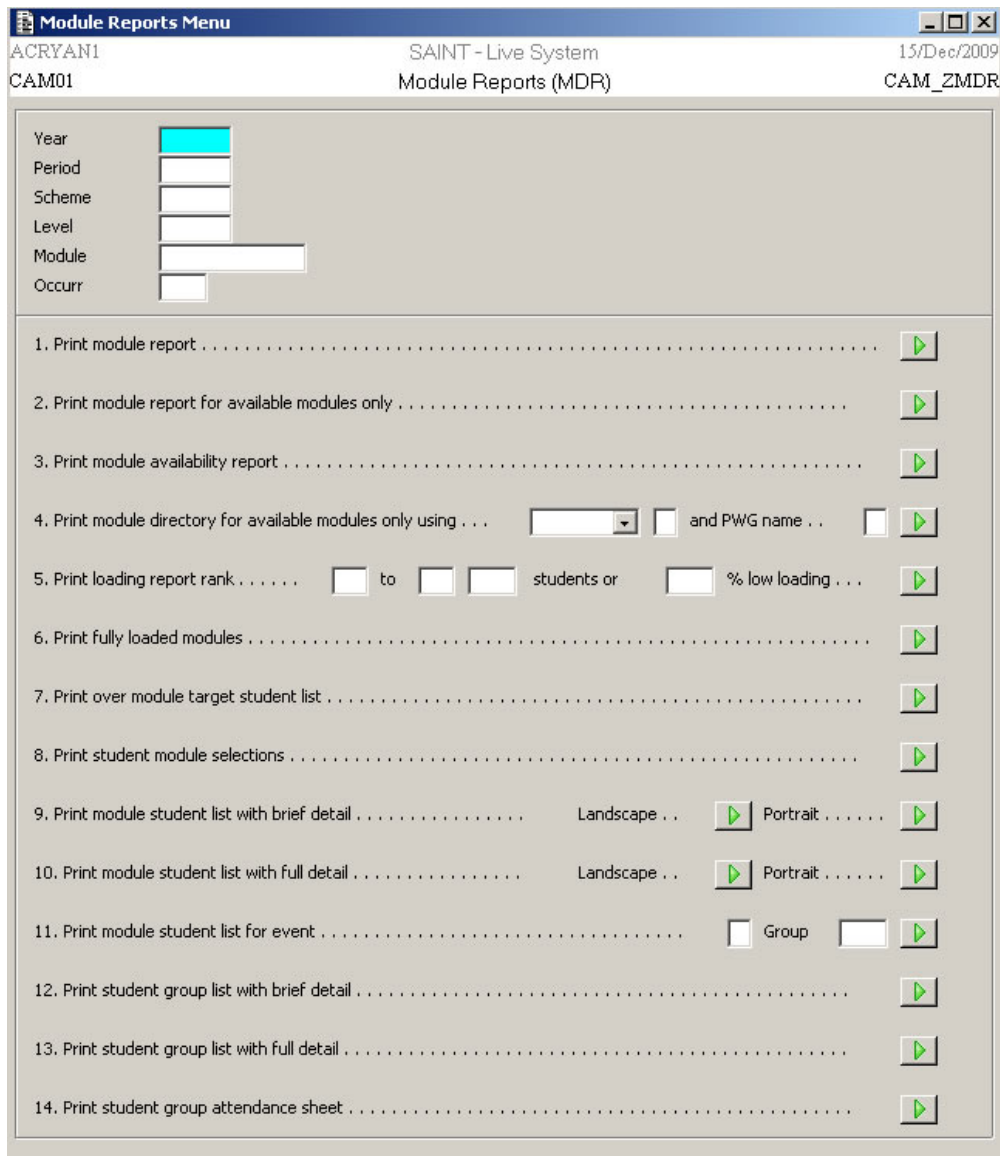
As well as Data Access screens such as QSV and QSU, SAINT also has process and report screens.

With this type of screen, the user enters relevant criteria (usually in the top half of the screen) then selects an option and clicks on the relevant button to run the report or process.

An example of a process screen is the TMR screen, which is used during progression and award to set agreed marks (figure 4.4a).

**Figure 4.4a** – The TMR screen, an example of a process screen

An example of a report screen is the MDR, or Module Reports, screen (figure 4.4b).



**Figure 4.4b** – The MDR screen, an example of a report screen