



SAINT Support Team

Advanced Users

Tips and tricks to make using SAINT easier and more efficient

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

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

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1. Using the Keyboard

When using SAINT, it is possible to perform most functions using the keyboard instead of the mouse. This makes using SAINT quicker and more comfortable. This section of the document will introduce you to a few tips on using the keyboard in SAINT.

1.1 Switching Between and Navigating Around Screens

When using multiple screens in SAINT, you can switch between them using the keyboard: Hold down the <Ctrl> key and press the <Tab> keys. This will bring the screen behind the one you are currently using to the front. Pressing <Ctrl> + <Tab> will bring the next screen to the front, and so on.

To move forward between fields in SAINT, use the <Tab> key. To move back to a previous field, hold down <Shift> and press <Tab>.









1.2 Function Keys and Keyboard Shortcuts

The toolbar at the top of the SAINT window (figure 1.2a) offers shortcuts to commonly used features, in a similar way to Word or Excel.



Figure 1.2a – 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 1.2b – 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.

1.3 Using the Alt Key

Pressing the <Alt> key when using SAINT will underline a letter in each of the words on the menu bar (figure 1.3a). You can then use the underlined letter to access that particular menu – so for example to access the Misc menu, press <Alt> then <M>.

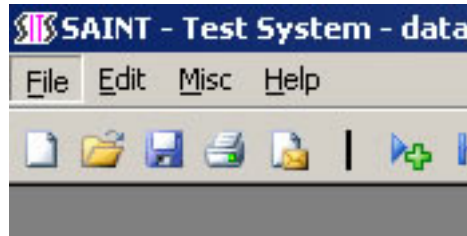


Figure 1.3a – underlined letters on menu bar after pressing <Alt>

Each of the options in this menu will then have a letter underlined (figure 1.3b), which can be pressed to access the function.

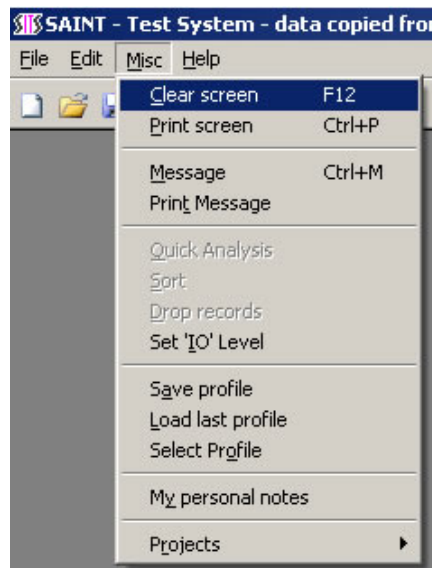


Figure 1.3b – underlined letters in the menu – press the appropriate letter to access the function

So in this example, to access 'Print Screen', press <Alt> then <M> (for Misc) then <P> (for Print screen).

2. Load Last Profile

If you have done a retrieve (for example of a particular student's records on the SMR screen) and then cleared the screen, it is possible to re-use the same details without having to type them in again.

Go to Misc → Load last profile (figure 2a)

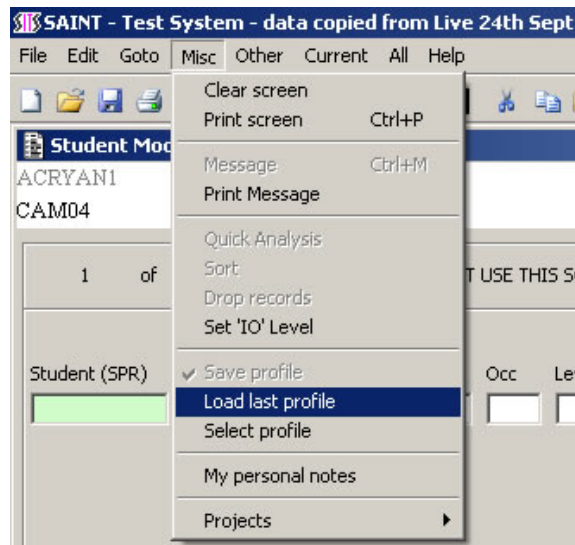


Figure 2a – Misc → Load last profile

Click on Load last profile, and the screen will be completed with the data you previously entered (figure 2b)

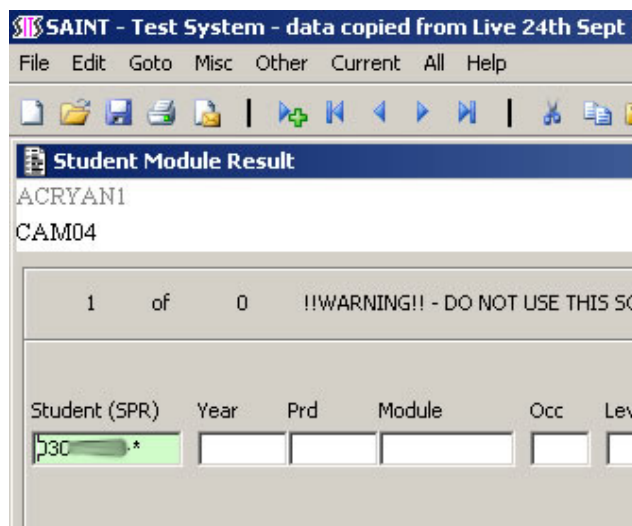


Figure 2b – Your last entered data

3. Quick Analysis

Quick analysis is a mathematical tool built in to SAINT. There are two ways of using it: as a counting tool (e.g. to count the number of each value in a field) or as a cross-referencing tool. Quick Analysis is accessed by going to Misc → Quick Analysis.

3.1 Example 1 – A Mathematical Analysis

In this example, we're going to use the counting tool to count the number of students on each route code within a course code.

Open the SCE screen and enter your course code and year. Retrieve the records, then place your cursor in the field you want to analyse – in this case, the route field (figure 3.1a).

The screenshot shows the SAINT software interface with various input fields. The 'Route' field is highlighted in green. Other visible fields include 'Next SCJ code', 'Programme' (UBECM), 'Next programme' (UBECM), 'Next course', 'Weighted SUMS', 'Weighted ELS SUMS', 'Int. of study', 'Highers taken', 'A levels taken', 'Follow-up survey?', 'Possible', 'Missed', 'SDS data?', 'QEN code', and 'Next route' (SOFENG).

Figure 3.1a – cursor placed in the field to be analysed

Go to Misc → Quick Analysis (figure 3.1b)

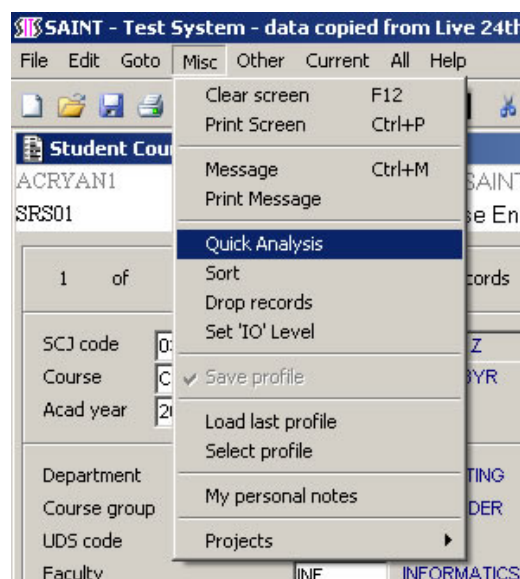


Figure 3.1b – Misc → Quick Analysis

The Advanced Quick Analysis Selection Screen will be displayed (figure 3.1c). Ensure 'Mathematical Analysis' is selected. 'Field' will already be completed with the name of the field you highlighted earlier. Click 'OK'

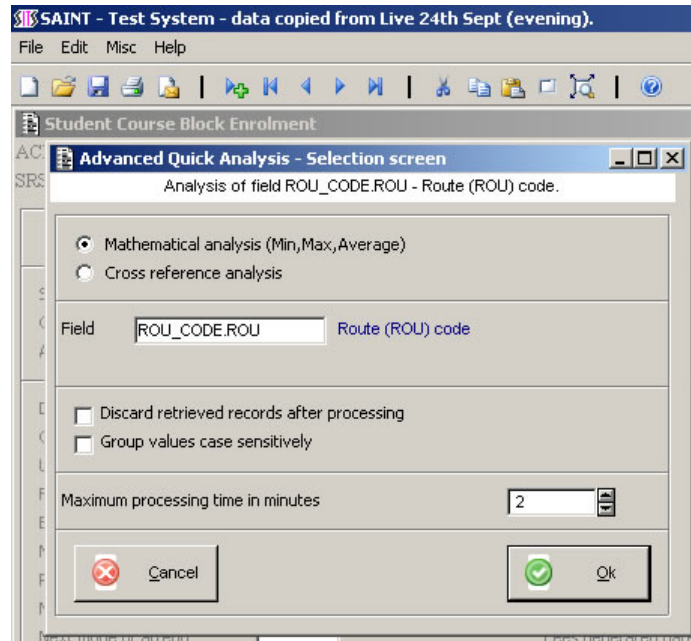


Figure 3.1c – the Advanced Quick Analysis Selection Screen

After a few seconds, the results of the analysis will be displayed (figure 3.1d).

Value	Count	Perc
BSCMSG	3	1.85%
BUSCOM	15	9.26%
COMINF	9	5.56%
COMSCI	22	13.58%
COMSYS	13	8.02%
ICTINF	17	10.49%
ICTLAW	10	6.17%
ICTMAN	16	9.88%
ICTMED	7	4.32%
ICTMKT	12	7.41%
ICTPSY	1	0.62%
INTCOM	3	1.85%
MOCOMP	1	0.62%
MULCOM	6	3.70%
ROBOTI	9	5.56%
SOFENG	18	11.11%

Summary statistics for field: ROU_CODE.ROU - Route (ROU) code:

- Total records: 162
- Unique records: 16
- Total values: 0
- Unique values: 0
- Minimum value: BSCMSG
- Maximum value: SOFENG
- Total value: 0
- Average value: 0
- St. Dev. (Sample): 0
- Median value: 0
- Mode value: 0
- Mode frequency: 0

Figure 3.1d – results of the quick analysis

3.2 Example 2 – A Cross-reference Analysis

In our second example, we're going to use the cross-reference analysis tool to see how many students were on each route code in each academic year, again using the SCE screen.

Open the SCE screen and enter the course code, block and C* in the enrolment status. Press retrieve – this will retrieve all students matching the criteria, regardless of year. Highlight one of the fields you want to analyse (in this case, either year or route) then go to Misc → Quick Analysis (figure 3.1b). This time on the Advanced Quick Analysis Selection Screen, select Cross reference analysis (figure 3.2a).

Field 1 will be completed with the field you highlighted earlier, and field 2 must be completed by you. To find a field code, click in the field on the SCE screen then press F1 or click the Help button. The field code will be displayed (figure 3.2b).

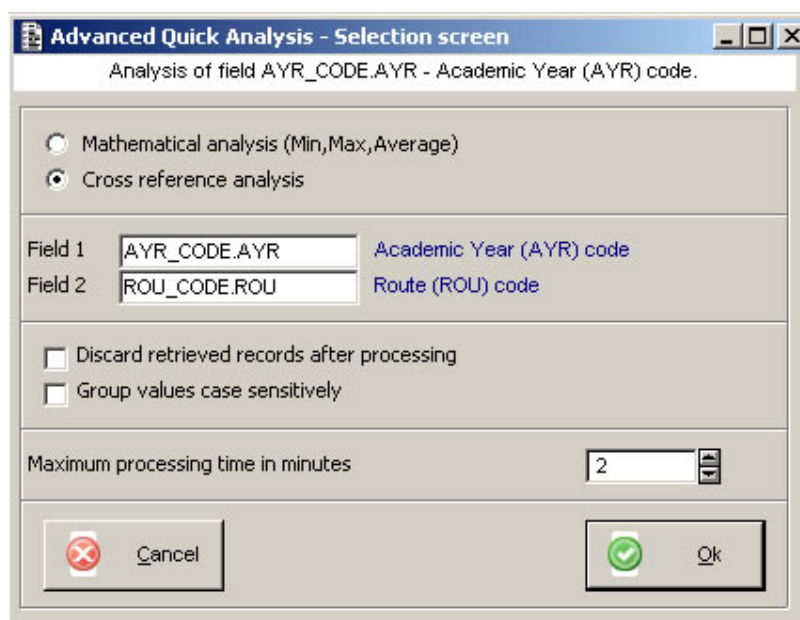


Figure 3.2a – the Advanced Quick Analysis Selection Screen

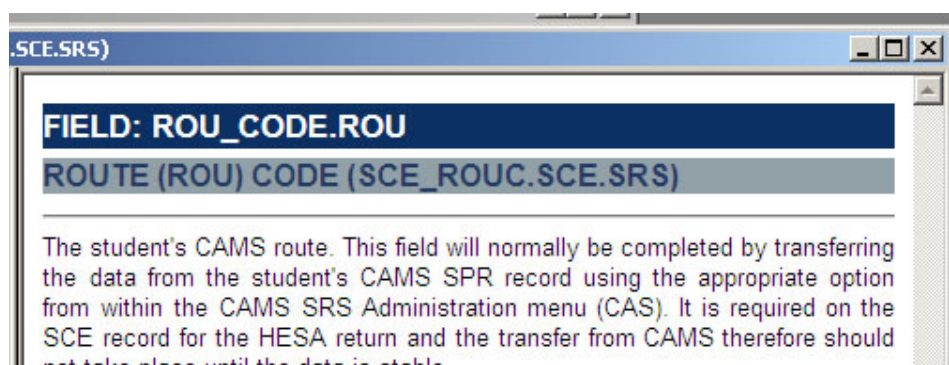


Figure 3.2b – finding a field code by using F1/Help

Click 'OK' to run the analysis. After a few seconds, the results will be displayed (figure 3.2c).

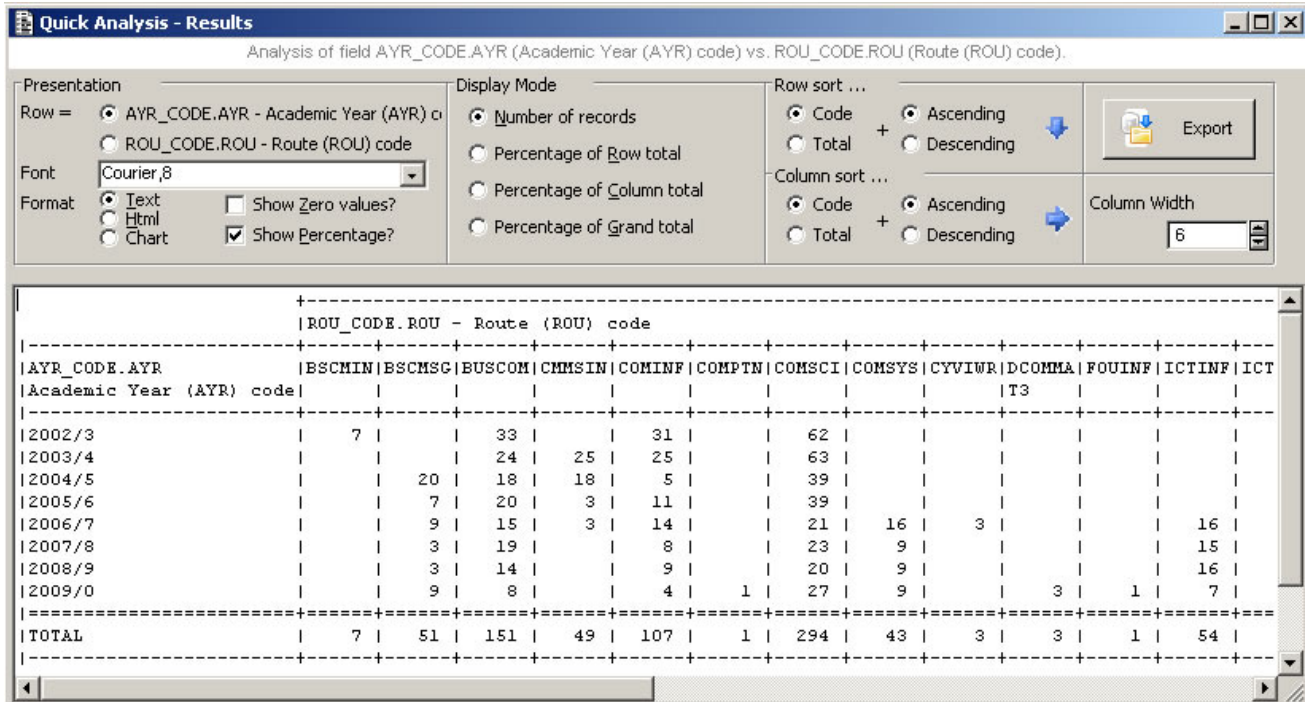


Figure 3.2c – result of a cross reference analysis.

4. Sorting Records

When working with records in SAINT, it is possible to sort them: for example alphabetically, or by academic year and/or semester. The sort function is accessed by going to Misc → Sort.

4.1 Example 1 – Sorting by one criteria

In this example, we will sort student records in SCE alphabetically.

Open the SCE screen, enter your criteria and retrieve the records. Click in the field you want to sort by – in this example, the student name (figure 4.1a).

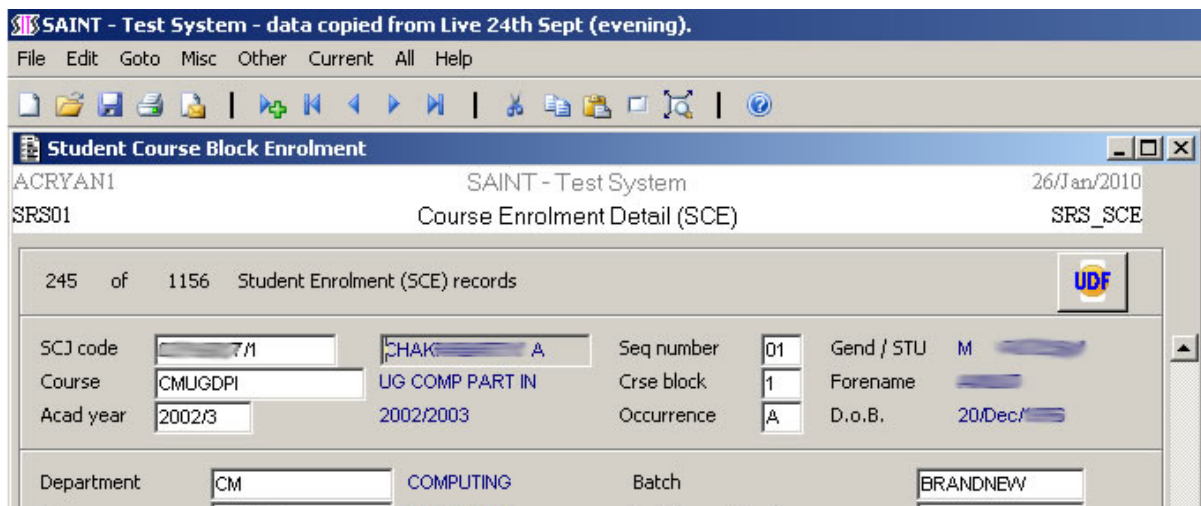


Figure 4.1a – retrieved records, with cursor in the field to sort by

Go to Misc → Sort (figure 4.1b) and the Sort box will appear (figure 4.1c). The 'Sort by Field...' is the one you have already selected by clicking in it. Choose ascending (i.e. A-Z) or descending (Z-A), then click 'OK'

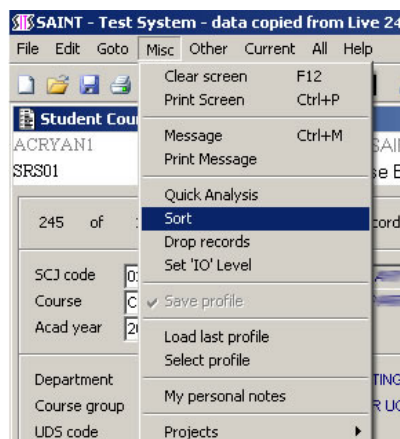
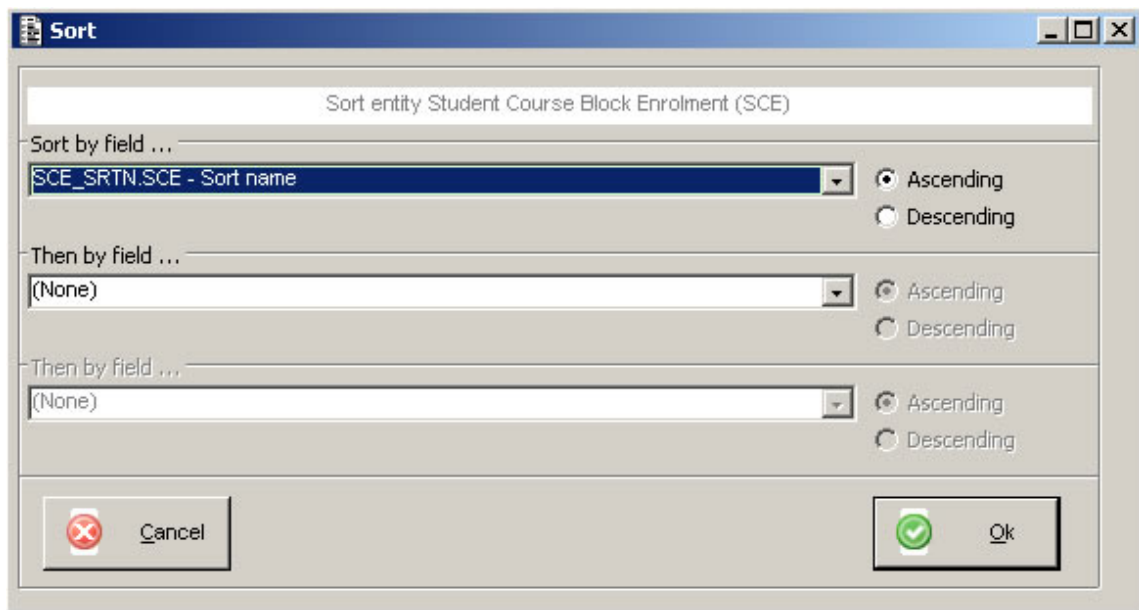


Figure 4.1b – Go to Misc → Sort**Figure 4.1c – Sort selection screen**

After a few seconds, your retrieved records will be sorted in the specified order.

4.2 Example 2 – Sorting by multiple criteria

This example will look at sorting records on the SMR screen by year, then by semester.

Open the SMR screen, and retrieve a student's records (figure 4.2a). Click anywhere in the year column to select it.

Student (SPR)	Year	Prd	Module	Occ	Level	Cu	Co	Mark	Gr	Mark	Gr	Crdts	Rlt	SAS	PRC	Pro	Scaling Status	Identifier	SCE Details
	2007/8	SEM1	CM-0113L	A	1	1	1	51.2	P	51.2	P	20.00	P	A	A	COM			01
	2007/8	SEM1	CM-0116D	A	1	1	1	59.8	P	59.8	P	20.00	P	A	A	COM			01
	2007/8	SEM2	CM-0117D	A	1	1	1	47.4	P	47.4	P	20.00	P	A	A	COM			01
	2007/8	SEM1	CM-0202M	A	1	1	1	75.0	P	75.0	P	10.00	P	A	A	COM			01
	2007/8	SEM2	CM-0211M	A	1	1	1	59.0	P	59.0	P	10.00	P	A	A	COM			01
	2008/9	SEM2	CM-0304D	A	2	1	1	59.0	P	59.0	P	20.00	P	A	A	COM			02
	2008/9	SEM1	CM-0305L	A	2	1	1	56.7	P	56.7	P	20.00	P	A	A	COM			02
	2008/9	SEM1	CM-0307M	A	2	1	1	50.1	P	50.1	P	10.00	P	A	A	COM			02

Go to Misc → Sort (figure 4.1b).

The sort box will appear (figure 4.2c). This time, the first 'Sort by Field...' will be completed with the field you selected earlier. On the next row, the 'Then by Field...' is followed by a drop down box. Scroll through the box until you find the correct field – in this case, Period Slot Code. Click 'OK' to sort the records.

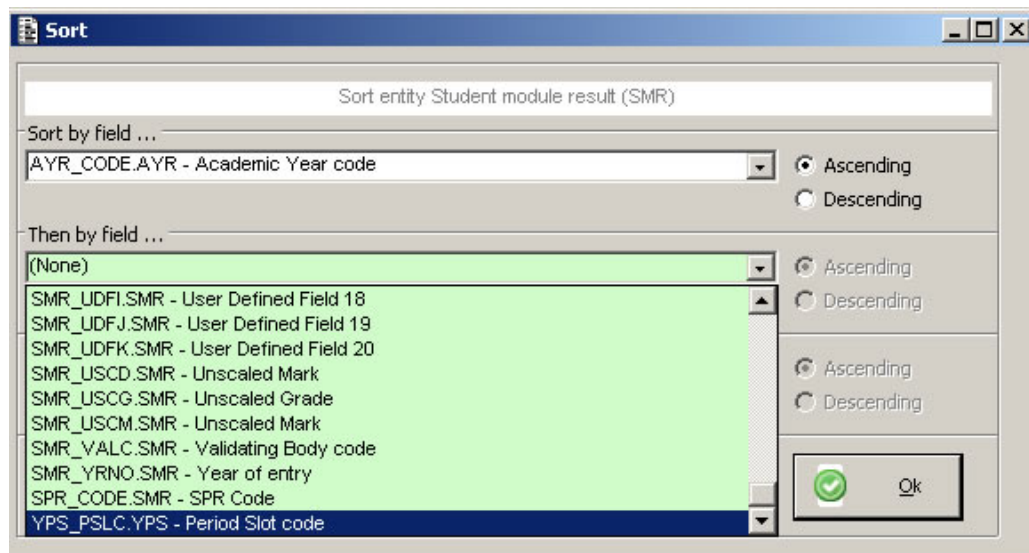


Figure 4.2b - Sort selection screen when sorting on multiple criteria

After a few seconds, your records will be sorted in the specified order.

5. Dropping Records

When working with large numbers of records, it is possible to 'drop' records you are not using. This does not delete the records, but simply removes them from the set of data you are working with. The drop records function is accessed by going to Misc → Drop Records (figure 5a).

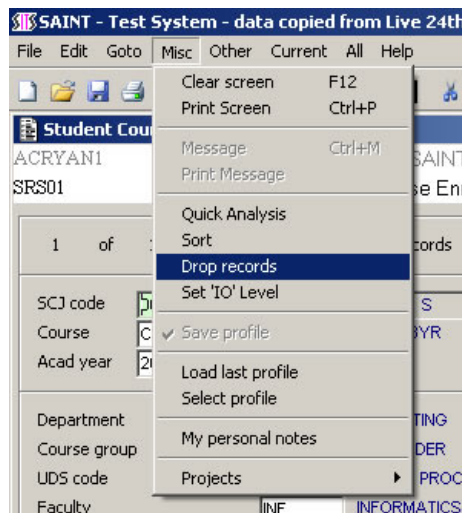


Figure 5a – accessing the Drop Records function

When using the drop records function, you are offered a number of options (figure 5b). First, select whether you want to drop records (i.e. remove selected records from your retrieve) or keep records (i.e. remove everything *except* selected records).

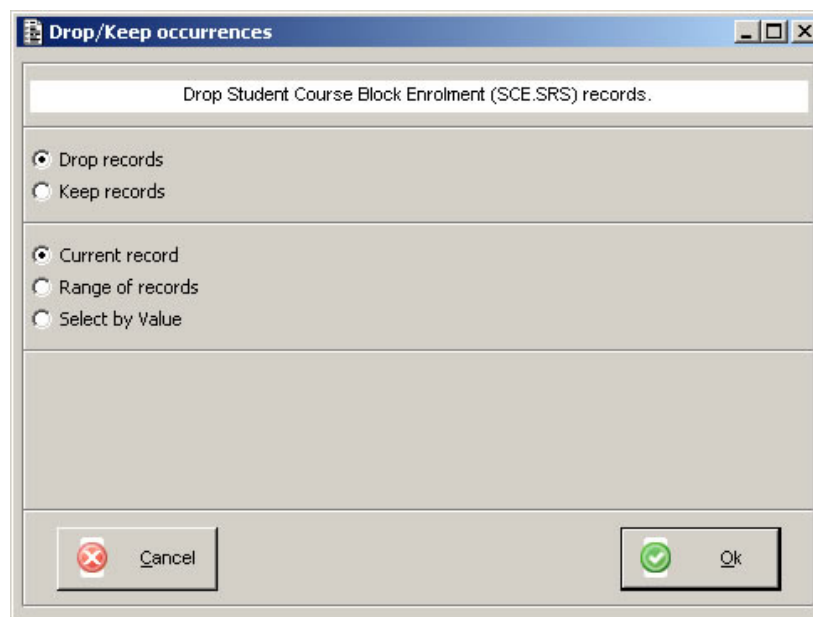


Figure 5b – the Drop/Keep records screen

Once you have chosen either Drop records or Keep records, you need to specify which records you want to drop/keep.

Here you have three choices:

- Current record (figure 5b) – drops/keeps the record currently displayed on screen only
- Range of records (figure 5c) – drops/keeps the records numbered as shown
- Select by value (Figure 5d) – drops/keeps the records according to the criteria specified.

The screenshot shows a dialog box titled "Drop/Keep occurrences" with the subtitle "Drop Student Course Block Enrolment (SCE.SRS) records.". It contains three radio button options: "Drop records" (selected), "Keep records", and "Current record". Below these are three more radio button options: "Current record", "Range of records" (selected), and "Select by Value". The "Range of records" option is accompanied by "From" and "To" labels and two numeric input fields containing the values "1" and "1478" respectively. At the bottom, there are "Cancel" and "Ok" buttons.

Figure 5c – Selecting a range of records to drop/keep

The screenshot shows the same "Drop/Keep occurrences" dialog box. In this view, the "Drop records" option is selected. The "Select by Value" radio button is selected, and the "Single field" option is also selected. A dropdown menu next to "Single field" displays "SCJ_CODE.SCJ - Student Course Join code (SCE_SCJC.SCE)". Below this, the "Any field" option is unselected. The "Mode" dropdown is set to "Contains", and there is an empty "Value" input field. "Cancel" and "Ok" buttons are at the bottom.

Figure 5d – Selecting records to drop/keep by criteria

6. Wildcards

SAINT has a number of wildcards which can be used when searching for records. Most users are aware of the 'gold star' wildcard, which stands for 'any character' when searching, but there are a whole range of wildcards that can be used on their own, or to build up more complicated searches.

To enter a wildcard into a field, right-click and select Insert Wildcard (figure 6a).

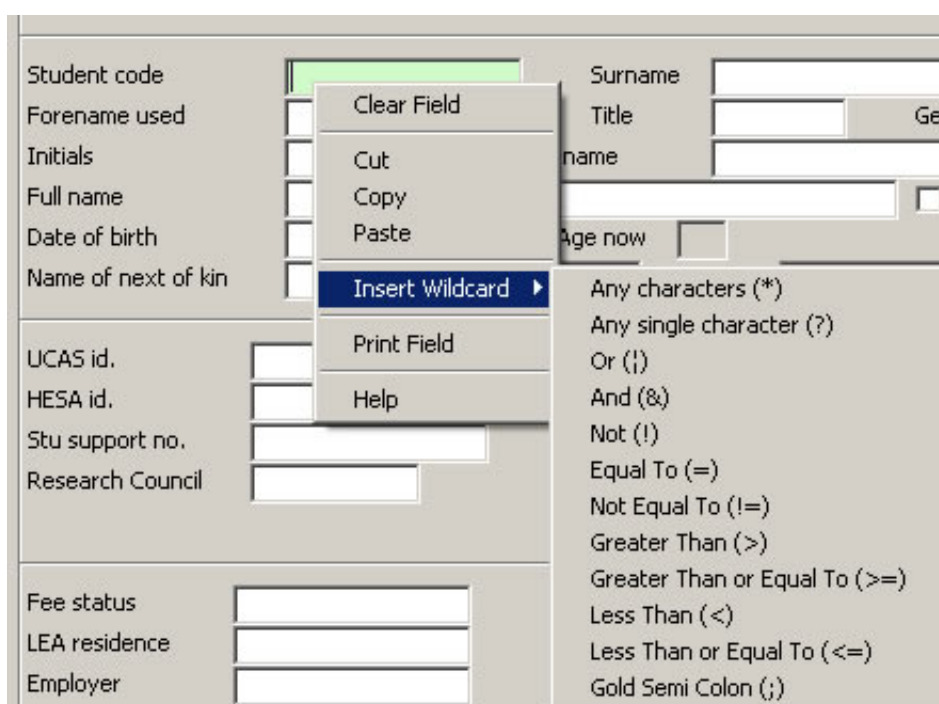


Figure 6a – Inserting a wildcard by right-clicking

The wildcards available in SAINT are as follows:

Wildcard	Function
*	Any characters
?	Any single character
	Or
&	And
!	Not
=	Equal to
!=	Not equal to
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to