



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 (supplied by MIS) 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.

Change password

Type 'PWD' in the Select Menu Option field, and press <ENTER>. You will then be asked to enter your old and new passwords.

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 'Ctrl' 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)
- Panel at the top (or bottom) of the screen – this may be switched on or off via the 'edit' menu, and may be configured to show icons or text. To customise, see:

<http://www.brad.ac.uk/admin/SAINT/hintsandtips.html>

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.

For more information contact the *Data Steward* for the relevant application area – see list at bottom of:

<http://www.brad.ac.uk/admin/SAINT/contacts.html>

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
Add or remove Student Module Selections,	
Schedule final choices	EMD
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

MISCELLANEOUS

Change password	PWD
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Retrieve profiles

Required result (examples)	Key combination (N.B.[GOLD] = "Ctrl", "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 Vertical bar = "OR" ↗
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).
More information on using the GOLD key at:
<http://www.brad.ac.uk/admin/SAINT/hintsandtips.html>

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	PREVIOUS FIELD	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	CLEAR SCREEN	clears the current screen

Further help

SAINT Project website:
<http://www.brad.ac.uk/admin/SAINT/>

Hints & Tips:
<http://www.brad.ac.uk/admin/SAINT/hintsandtips.html>

ICT Service Desk
Email: ictservicedesk@bradford.ac.uk
Tel (ext): 3333

SAINT Users email list (a good place to swap questions and tips):
Saint-users@bradford.ac.uk

Learning Support Services

SAINT



Student Administration, Information,
Navigation and Tracking

Quick Reference Card