

Accessing CARS/Jenzabar-CX

CARS is the administrative database and associated applications used to store, manage and report on all information concerning students, faculty, staff, alumni, donors and friends of the university. CARS is accessible by logging on to the administrative computer. All faculty and staff automatically receive an account on the administrative computer (admin) but do not receive automatic access to the CARS database. To obtain access to CARS, you will need to submit a CARS account request form (available online at the Information Technology page) to Computing Services.

Using SecureCRT

Windows XP

- SecureCRT is the application used to access CARS. There may be an icon labeled **Admin connect** on the desktop screen of your computer, which is a shortcut to the administrative computer connection. If so, double-click on this icon to log in.
- If you do not have a desktop shortcut, click on your **Start** button and go to **All Programs** and then **SEU Network Applications**. Click on **Admin connect**.

Mac OS X

- Terminal is the application used to access CARS. There may be an icon labeled **Admin connect** on the desktop screen of your computer. If so then, double-click on this icon to log in.
- If you do not have a desktop shortcut, open a **Finder** window, go to **Applications**, then go to **Utilities**. Double click on **Terminal**. At the cursor, type: ssh
username@admin.stedwards.edu
(ssh <space> (your admin username)@admin.stedwards.edu) and hit <return>.

After logging into the admin computer, press **Return** when prompted until you reach the screen which displays the St. Edward's University menu. Use the arrow keys to move to **Administrative Database (CARS)** and press **Return**.

Using QuickMate

Quickmate is a graphical user interface for the CARS/Jenzabar-CX system. It is available only for Windows computers.

Installation of Quickmate

The installer for Quickmate should be located in "C:\temp" folder. If the file is not located here, go to the SEU Installers page and copy it to the desktop. SEU Installers location:

<http://frc.stedwards.edu/installers>

QuickMate 1.3b Install

1. Double-click on **qm1_3b.exe** file.
2. Click on **Next**.
3. **Accept** the license terms and click on **Next**.
4. Select **Stand-alone Workstation** and click on **Next**.
5. Click on **Next** twice.
6. Click on **Install**.
7. Click on **Finish**.

Using QuickMate

You must open QuickMate before launching SecureCRT. You will still use SecureCRT to connect to and login to admin.stedwards.edu.

1. Go to Start > All Programs > CARS Solution and select QuickMate.
2. If the QuickMate Configuration Wizard appears, click on Cancel.
3. Double-click on Admin Connect to launch SecureCRT. Login to admin with your admin login/password.
4. If you receive a message "A QuickMate connection has been initialized from the following host computer. Do you want grant authorization?" Click in the box "Always allow connections from this host.". Then click on Yes.
5. Click on Administrative Database.
6. The QuickMate interface will launch at this time. You will be able to use your mouse to click on menus and options from menus.

Keyboard Commands Using SecureCRT

PF1 – The PF1 key is used to execute or complete commands. *Use the F1 key on the top of your keyboard as the PF1 key.* The PF1 key may also be the Numlock key on some computers.

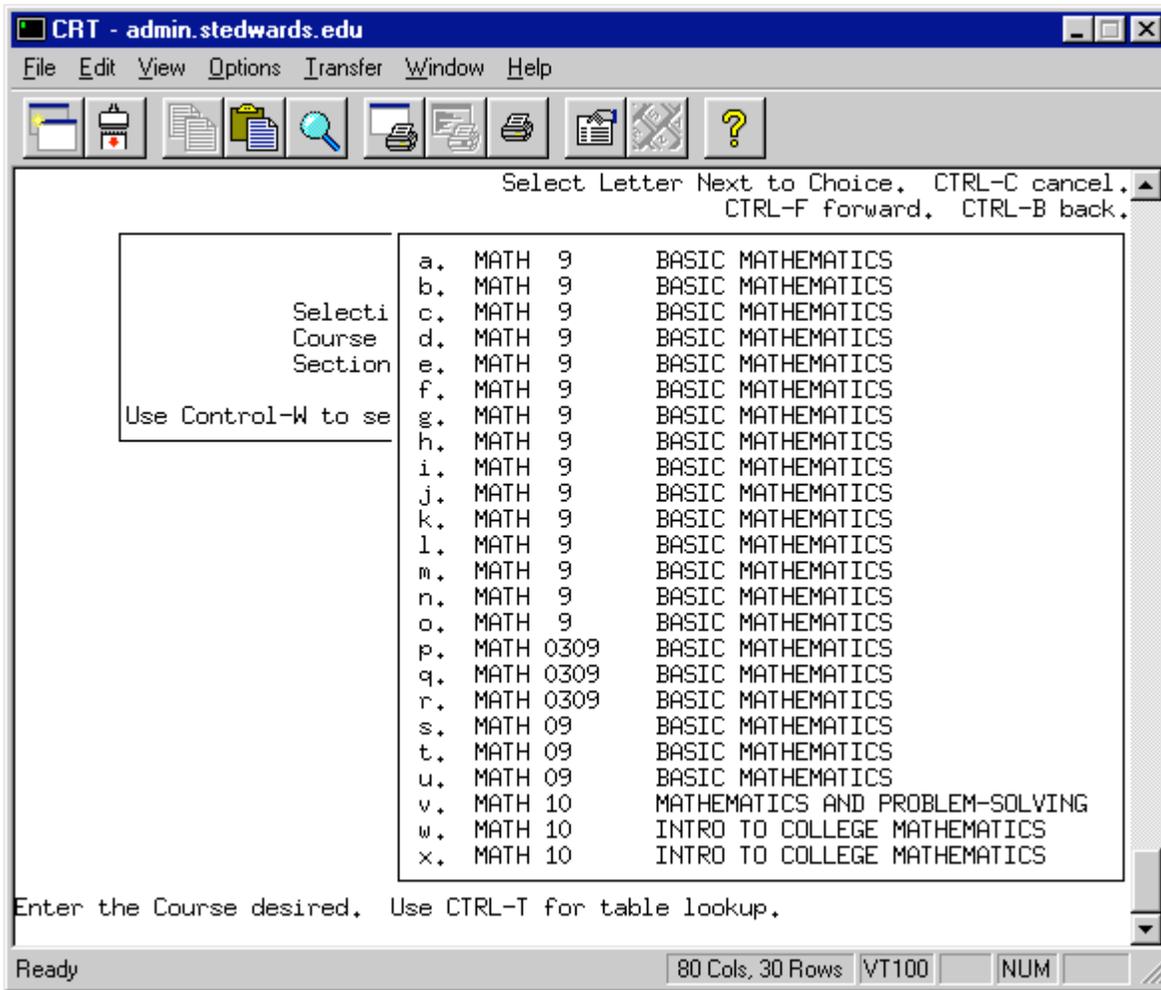
Control C – By pressing Control C (^C) you can cancel most actions in CARS.

Control Z – Use Control Z (^Z) to suspend out of processes in CARS. Suspended tasks will be accessible through the **Tasks** Menu.

Table Lookup

Many of the fields on report and data entry screens have the capacity for table lookup. Table lookup is a help feature that allows you to scan screens to find the appropriate **CODE** for the field. To access **Table Lookup**, use **Ctrl-T** while you are in the field. Lookup tables display on the right hand side of your screen.

If you know part of the information, type it in before pressing Ctrl-T. This will produce a list of codes that include what you've typed. For example, typing **MATH** and then pressing Ctrl-T will give you a listing of MATH courses.



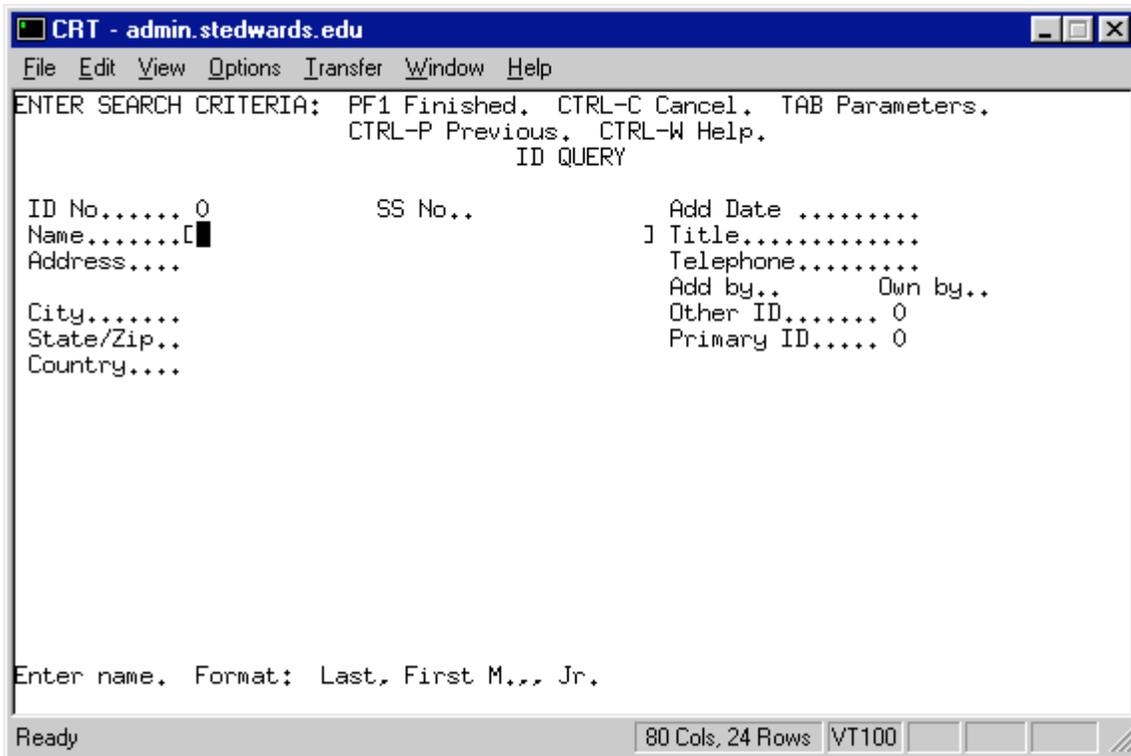
Once you are in a lookup table, use **Ctrl-F** and **Ctrl-B** to move **F**orward or **B**ackward one screen. Use the arrow keys to maneuver in table.

Press the letter beside (or to the left of) your selection to choose it. For example, to select Mathematics and Problem Solving press v.

Ctrl-C allows you to exit the table without making a selection.

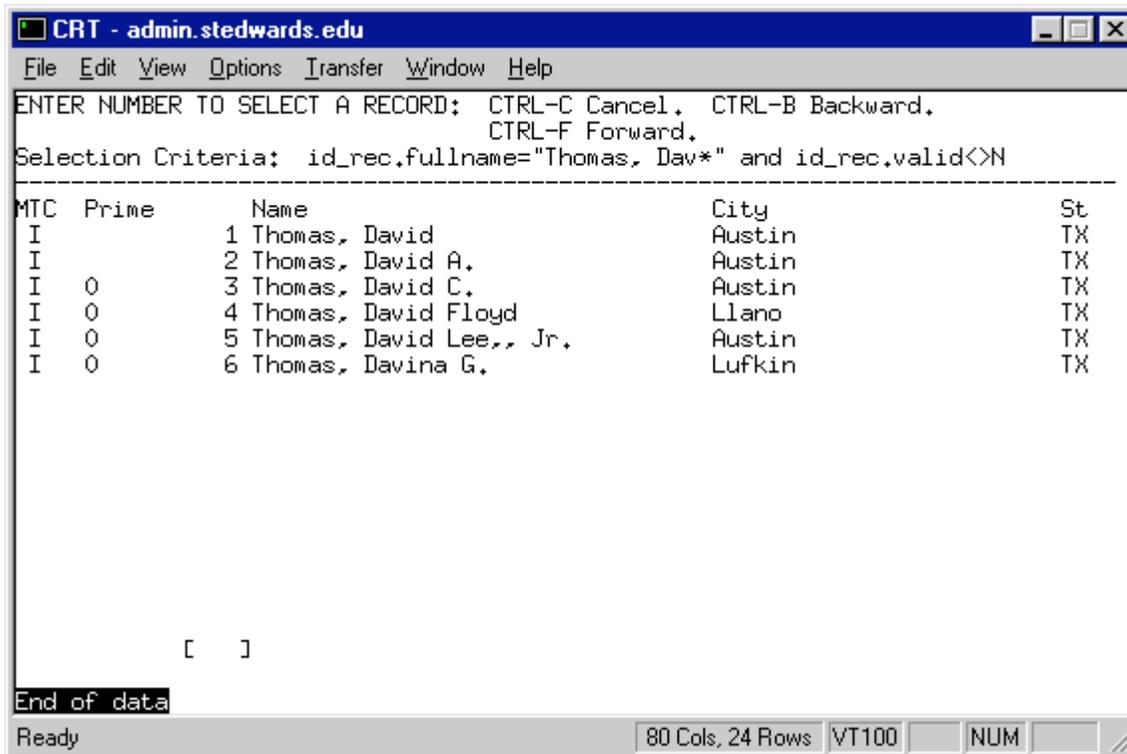
Table Lookup For An ID Number

All records in the CARS database have a unique ID number. When performing data entry or looking up information on an individual, you may need to use **Table Lookup** for a student or faculty member's ID number. To do this, move your cursor into the **ID#** field, and press **Ctrl-T**. The ID QUERY screen appears:

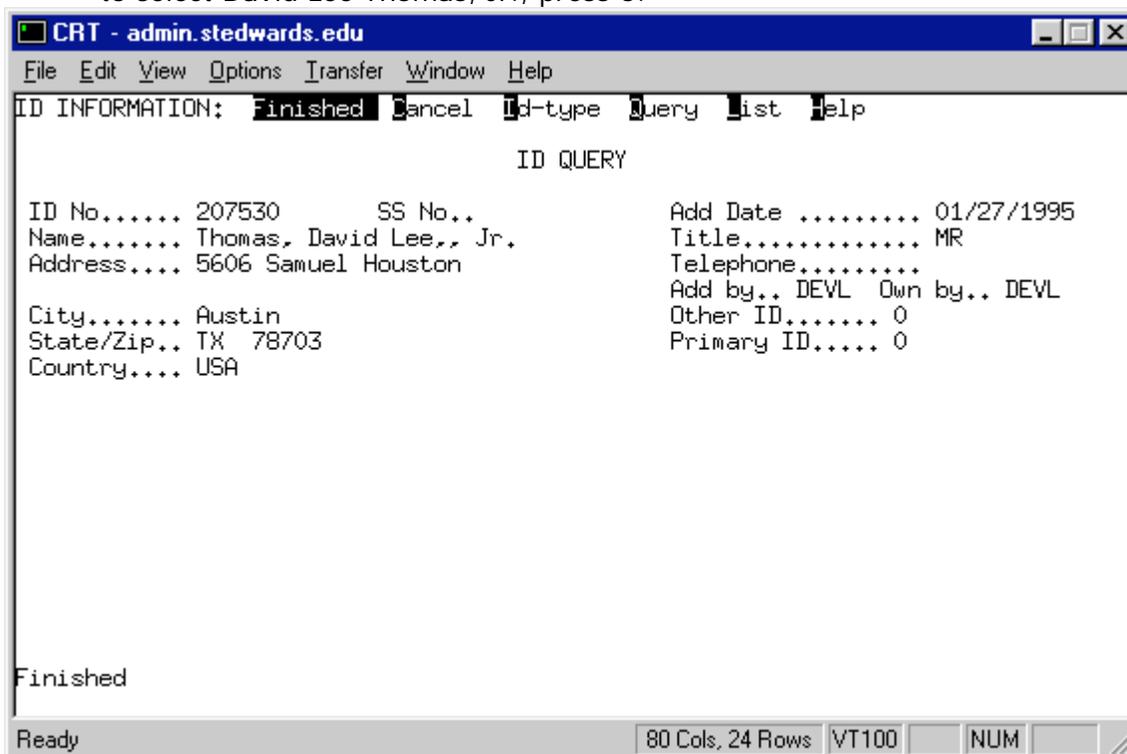


The cursor position defaults in the **Name** field. However, a search can be performed in any of the fields shown on the screen. For example, if the Social Security Number (SSN) is known, you may move the cursor (using arrow keys) to the SSN field, and use it for the search criteria. You can also enter search criteria in multiple fields, such as name and city. The following steps assume you are searching by name.

1. Enter the name of the person for whom you are searching.
 Notice the FORMAT at the bottom of your screen is: Last Name (with the first letter capitalized), then a comma, then the First Name (with the first letter capitalized), then the Middle Initial (if known), a period, two commas and any additional designations such as Jr. You must search using this format.
 - You can also use the wildcard (*) for part of the name. Examples include:
 - Alvarez * (Pulls up everyone with Alvarez as a last name)
 - Alvarez, And* (You know the person by the nickname "Andy", so can perform the search on just part of the first name.)
 - thomas, * (Will produce NO RESULTS because 't' is lower case!)
 - Thomas, Dav* (Finds 5 Davids and a Davina)
2. Press **PF1** to execute the search.



- To select a name from the list, enter the number to the left of the name. For example, to select David Lee Thomas, Jr., press 5.



- If this is the person you were searching for, select **Finished**. If you want to look at the List again select **List**. To start a new query, select **Query**.

Output Parameters

After you have entered information to create output for a report or to print a file, and pressed **PF1**, the **Output Parameters** screen will appear:

OUTPUT PARAMETERS	SCHEDULING
Mode...	Time...[1100P]
File...	Day....
	Background... N

Use your arrow or TAB keys to maneuver through the fields in the Output Parameters box. Selections in the **Output Parameters** box are:

1. The **Mode** tells the system where to send your report.
 - a. Type **more** to display to the screen,
 - b. Type a CARS printer name to send the report directly to a printer, or
 - c. Type **file** to save the report to the file in your home directory.
2. If you wish the file to be called by the default name, you may leave the **File** field blank. If you wish to name the file, enter the name in the **File** field.
3. If you wish to have the report run at a later time, enter the **Time** and **Day** you wish to have it run. If you wish to have it run immediately, type in **NOW**. (If you have selected **more** as the Mode, the time will automatically change to NOW.)
4. If you wish to go on to other things while the job is running enter **Y** for **Background**. (If you have selected **more** as the **Mode**, you cannot run the job in the Background.)
5. Press **PF1** after output parameters are set.

The report will either (a) appear on your screen, (b) be sent to the printer you designated, or (c) be sent to the file you requested.

- If the report was sent to **more**, press the space bar to see additional information on the screen. Pressing **q** at any time interrupts the display. Reports that have a wide form type (17 cpi) will not display correctly on your screen, unless you change your screen display to 132 columns. (If the report is very large, or the load average is high, the system will tell you that you cannot have screen display at this time.)
- If the report was set to **run later**, **Sched Proc Are Queued** will be displayed on any CARS menu.
- If the report was **sent to file**, or is large and being sent to a printer, **Tasks Exist** will be displayed on any CARS menu.
- Both **Sched Proc** and **Tasks** will send you an email message when the job is finished. Both **Sched Proc** and **Tasks** can be deleted if you change your mind. To delete a job:
 - a. Select either **Sched Proc (S)** or **Tasks (T)** from any CARS menu.
 - b. If you have more than one scheduled process or task, use your arrow keys to highlight the one you wish to delete.
 - c. Press **TAB** for options.
 - d. Press **r** for **Remove**.
 - e. Press **y** to confirm.
 - f. Press **<Return>** to continue.

The Perform Screen

The PERFORM screen is a link to the information in the CARS database. Using a PERFORM screen, you can (depending on your access) look up, verify, add, delete, and change information. While the specific information on PERFORM screens vary, their general structure is the same.

The first line on a PERFORM screen consists of the word "PERFORM:" followed by a list of commands. These commands are: **Query**, **Next**, **Previous**, **View**, **Add**, **Update**, **Remove**, **Table**, **Screen**, **Current**, **Master**, **Detail**, **Output**, and **Exit**. On your screen, there is an ellipsis (...) after the command ``Screen'`, indicating that the other commands follow. You can use you arrow keys to see the remainder.

You can access these commands by:

- (a) using your left/right arrows to highlight, and pressing **<Return>**
OR
- (b) Pressing the first letter of the command.

The second line contains two pieces of information: On the left is a sentence describing the currently highlighted command. On the right is the name of the active table, embedded in asterisks. The active table determines in which fields information can be entered when performing a query. Some screens may have lines that may (loosely) separate fields that come from different tables.

If a command is pressed in error, **Ctrl-C** will back you out of it.

PERFORM SCREEN COMMANDS

Query

The **Query** command allows you to look up information. When using **Query**, narrow your search down by entering information in selected fields, such as session or year. By being precise in your query, you can retrieve only those rows of information that you wish to review or change.

You can use wildcards ``*'` in a search. For example, the query:

Relative is....[H*]

brings up all of the relative codes that begin with H.

Other operators that are available for use are =, != (not equal), >, <, >=, <=, : (for a range), >> (for the highest value), << (lowest value) and | (for OR).

Be aware that the ``*'` will slow your query considerably, so you may try to minimize their use. As you become familiar with the coding, queries will become easier.

Pressing **PF1** executes queries.

Next/Previous

When you have retrieved rows of information with a query, the sentence ``n Rows Found'` will display in the bottom, left corner of your screen. Use **Next** and **Previous** to maneuver through the rows.

View

If the PERFORM screen has any Text BLOB fields, **View** allows you to see them. A text BLOB field is one that allows an unlimited number of characters. Selecting **View** will move the cursor into the first field containing a text BLOB. Press ! to see the complete contents of the BLOB. *The default editor for text BLOBs is EDT. Change your editor prior to using View if you are unfamiliar with EDT.*

Add

Add allows you (access permitting) to add information to the database.

Update

Update allows you (access permitting) to change information to the database. Access permission can be such that you can change only certain fields on the screen. Those fields will be indicated by trailing brackets [].

Remove

Remove allows you (access permitting) to delete information from the database.

Table

When multiple tables are involved in the screen, the **Table** command allows you to maneuver between them. As the **Table** command is pressed, the name of the current table (identified on the upper right hand side of the screen) changes, and fields which display brackets (indicating they are part of the current table) will vary.

Screen

If a PERFORM screen extends beyond the limits of what can be viewed on one computer screen display, the **Screen** command allows you to view the remainder of the screen.

Current

Current displays the current row of the current table.

Master/Detail

Master and **Detail** are the commands used to maneuver between tables that have a Master/Detail relationship. A Master/Detail relationship is said to exist when the information in the detail table is contingent upon the information in at least one of the fields in the master detail. A detail record may therefore elaborate on information in the master record.

Output

The **Output** command allows you to send the information to a file.

Exit

Exit allows you to leave the PERFORM screen.

CARS Uppercase Menu Options

The upper-case options are standard on every menu and are described in detail below.

The lower-case options, however, will vary from menu to menu. Menu choices that bring up another menu have a dash between the menu letter and the menu description, as in Example 2.

1. [a] Menu choice (command)
2. [b]-Menu choice (calls a sub-menu)

Standard Upper-Case Options

[E] Exit

The **Exit** option will allow you to exit from the CARS menu system. Always use this method to exit from CARS rather than just closing the window.

[H] Help

Help will prompt you for the upper or lower-case option for which help is desired. The help message will be a one-line description of the menu option and will appear at the bottom of the screen.

Help for [P] **Parent Menu** is different from any other upper or lower-case option. Pressing [H], and then pressing [P] will produce a second screen displaying your location in the menu structure relative to the login previous menu.

[L] Lock

The Lock option is no longer used. It was a way for terminal users to lock their terminal.

[M] Mail

The **Mail** option accesses email using the text-based email application **ELM**. If there is any mail in your mailbox, the screen will display "**You Have Mail**". If new mail comes in while you are in the CARS database, the screen will display "**New Mail**".

[N] News

The **News (gopher)** option takes you to the gopher menu (Ednet). All of the information which was once stored on the gopher is now available on the web.

[O] Output Screen

The **Output Screen** option takes a 'snapshot' of the current menu screen display and sends it to a printer or a file. You are prompted to select **Printer** or **File**.

If you select **Printer** the display will output to your default CARS spooler printer.

If **File** is chosen, you can continue choosing the output option for several menu screens which will be appended to the file "*menu.loginname*". The pathname for the file will be displayed on the screen for reference.

[P] Parent

The **Parent Menu** option will move you back to the previous menu screen.

[R] Report History

Report History provides you with a history of all menu options that you have selected during the current login session in the order in which they were selected. The report can be listed in either forward or reverse order.

[S]cheduled Processes

Sched Procs (scheduled processes) informs you when you have instructed the system to perform a process at a later date or time.

If the menu shows **Sched Procs Are Queued**, processes have been scheduled, but are not yet completed. To see the task and the scheduled date and time when it will be processed, press **S**. (If you press **S** and there aren't any scheduled processes you will get the message, *There are no scheduled processes to display at this time.*)

If after you've press **S**, you wish to:

Remove a scheduled process: Press **Tab**, and, with **Remove** highlighted, press **<Return>** and press **y**, for *`Do you really want to remove process?`*

Make no changes: Press Ctrl-C to go back to the menu screen.

[T] Tasks

Tasks are processes that have been scheduled to run in the background. (Running tasks in the background allows you to continue to use the system for other things while the job is processing.) To run a task in the background, press **Ctrl Z**. For example, you might wish to suspend out of data entry screens while you check to see if a report has run. In addition all reports and print jobs will appear on the Task Bar until they are completed.

When a job is running in the background, the menu shows **Tasks Exist**. Enter **T** to display the list of tasks being processed. (If you press **T** and there aren't any tasks you will get the message, *There are no tasks to display at this time.*)

If after you've pressed **T**, you wish to:

Remove a Task: Press **Tab**, move the arrow keys to highlight **Terminate** and press **<Return>**. Press **y**, for *`Do you really want to terminate ...?`* then press **<Return>** to go back to the menu screen.

Move the job to the Foreground: Press **Tab**, and, with **Foreground** highlighted, press **<Return>**.

Make no changes: Press Ctrl-C to go back to the menu screen.

[U] Utility Menu

The **Utility Menu** contains utility commands and programs, such as file management, printer control, accessing WordPerfect, retrieving system information, and other topics. The Utilities Menu is discussed in detail later in this handout.

[W] Word Processing

The **Word Processing** option allows you to enter WPVI. WPVI is the area used to create user-defined SQL and ACE Reports. Training in SQL and ACE is available through Instructional Technology. WPVI is NOT WordPerfect.

[Y] Your Menu

Your Menu will give you a listing of the options available to you on the current menu and any submenus.

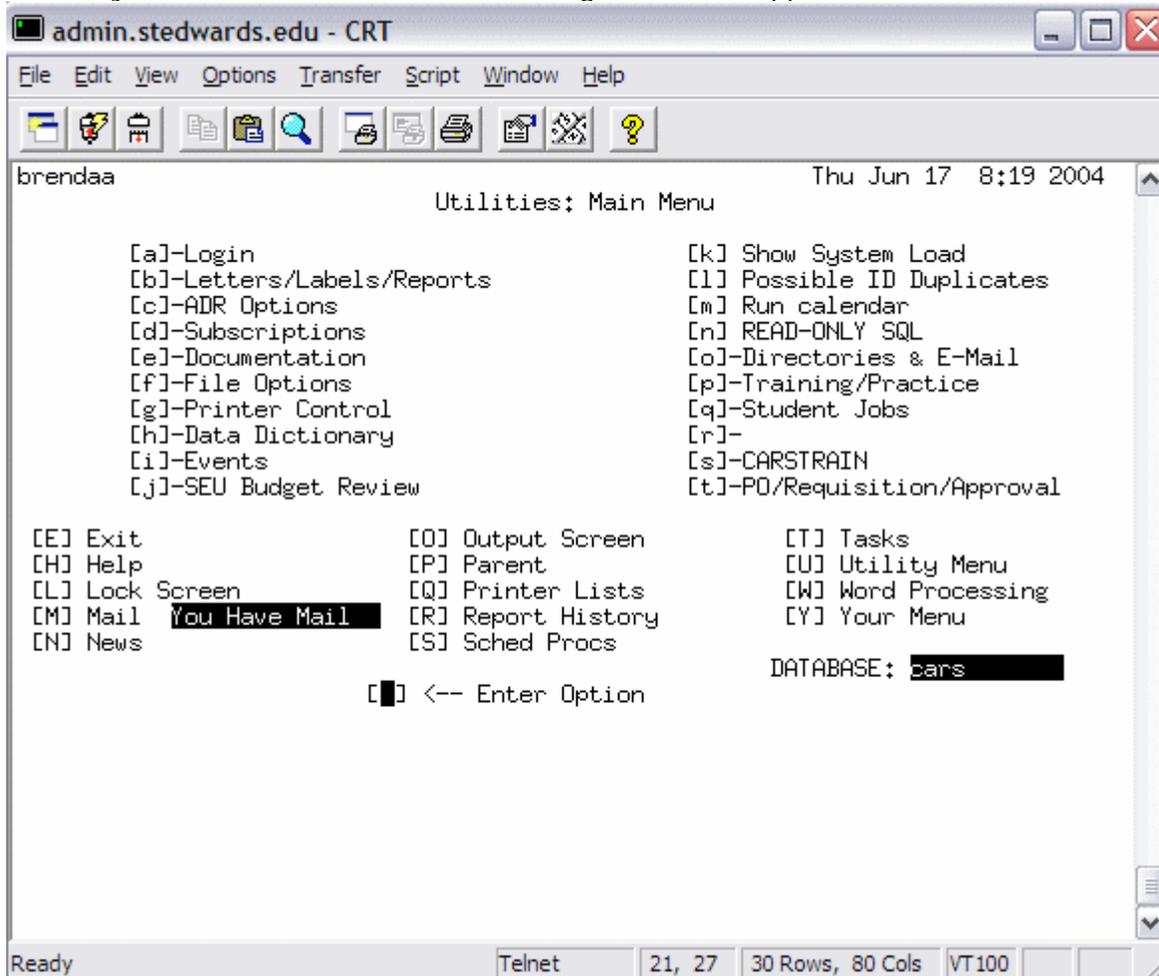
The listing can be in either the order in which the options would appear on the menu (**Sort by Letter**) or in alphabetical order by the short description of the lower-case menu option (**Sort by**

Description). When you **Sort by Description**, letters of the menu items that you would need to select to arrive at a specific option are also listed, giving you, in effect, the *path* to the option.

The output can be directed to the screen <press **c**>, a printer <press **p**>, or file <press **f**>.

The Utility Menu

The utility menu has sub-menus and options that allow you to do file management, control your printer, print leave balances, and many other options. To access the Utility Menu, press **Shift-U** from any CARS menu screen. The following screen will appear:



As on all CARS menus, the lower case items that have a dash (-) between the letter and the option will produce a subsequent menu. Items without the dash begin to process directly. A description of each item follows.

[a]-Login

Use the **Login** option to change your password. **You must know your password in order to change it.**

When you select this menu item, you will see the option **Change Password**. Selecting this option, and pressing **PF1** will bring you to a screen that will allow you to change your current password. Follow the prompts on the screen.

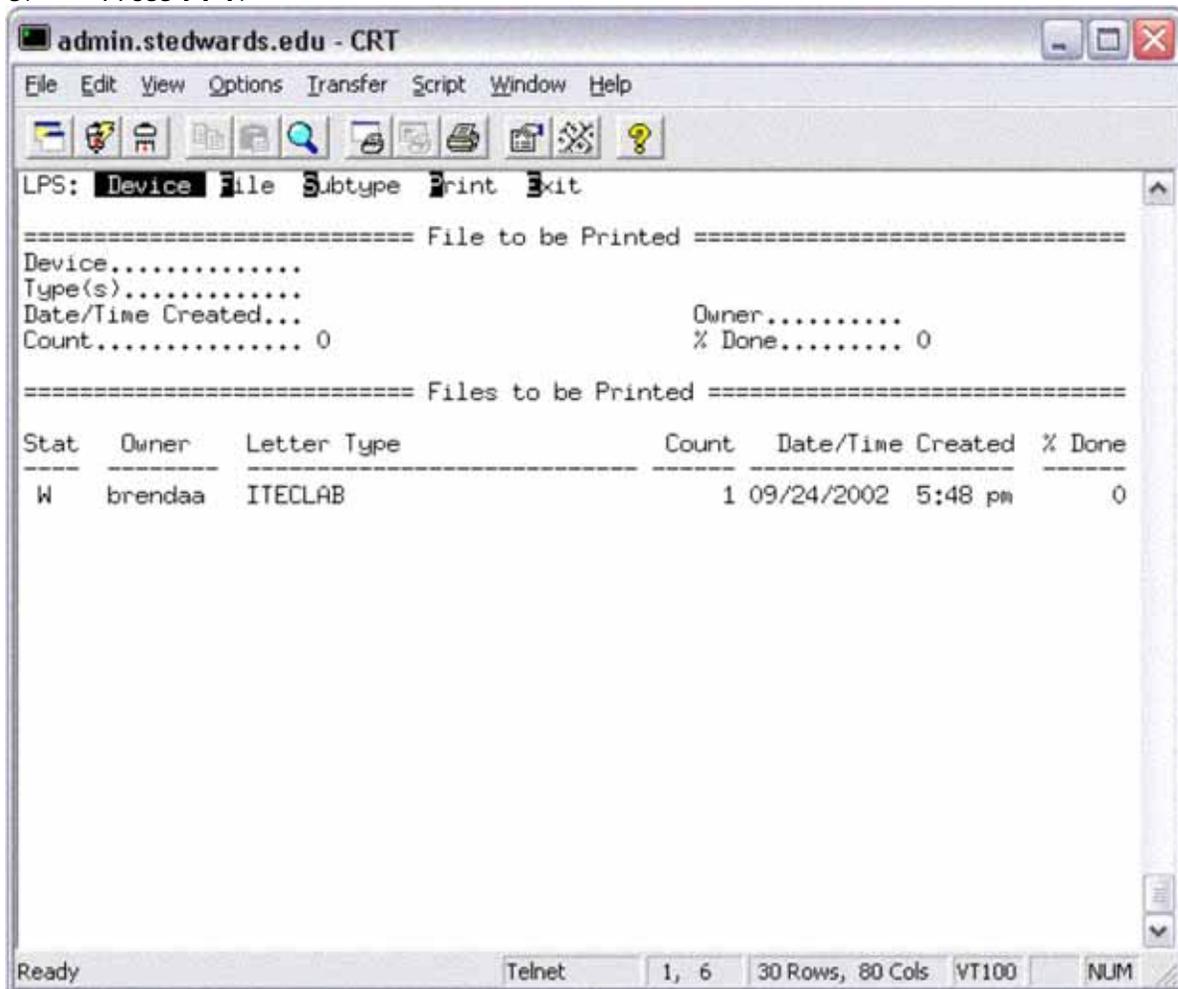
[b]-Letters/Labels/Reports

Use this option to create and/or print letters, labels, or reports utilizing the information in the CARS database by accessing the **Letters Production System (LPS)**, SQL and ACE Reports through this menu. Training on SQL and ACE Reports, and creating User-defined letters and labels is available through Instructional Technology. Check the current training calendar for dates and times.

Printing Letters and Labels using LPS

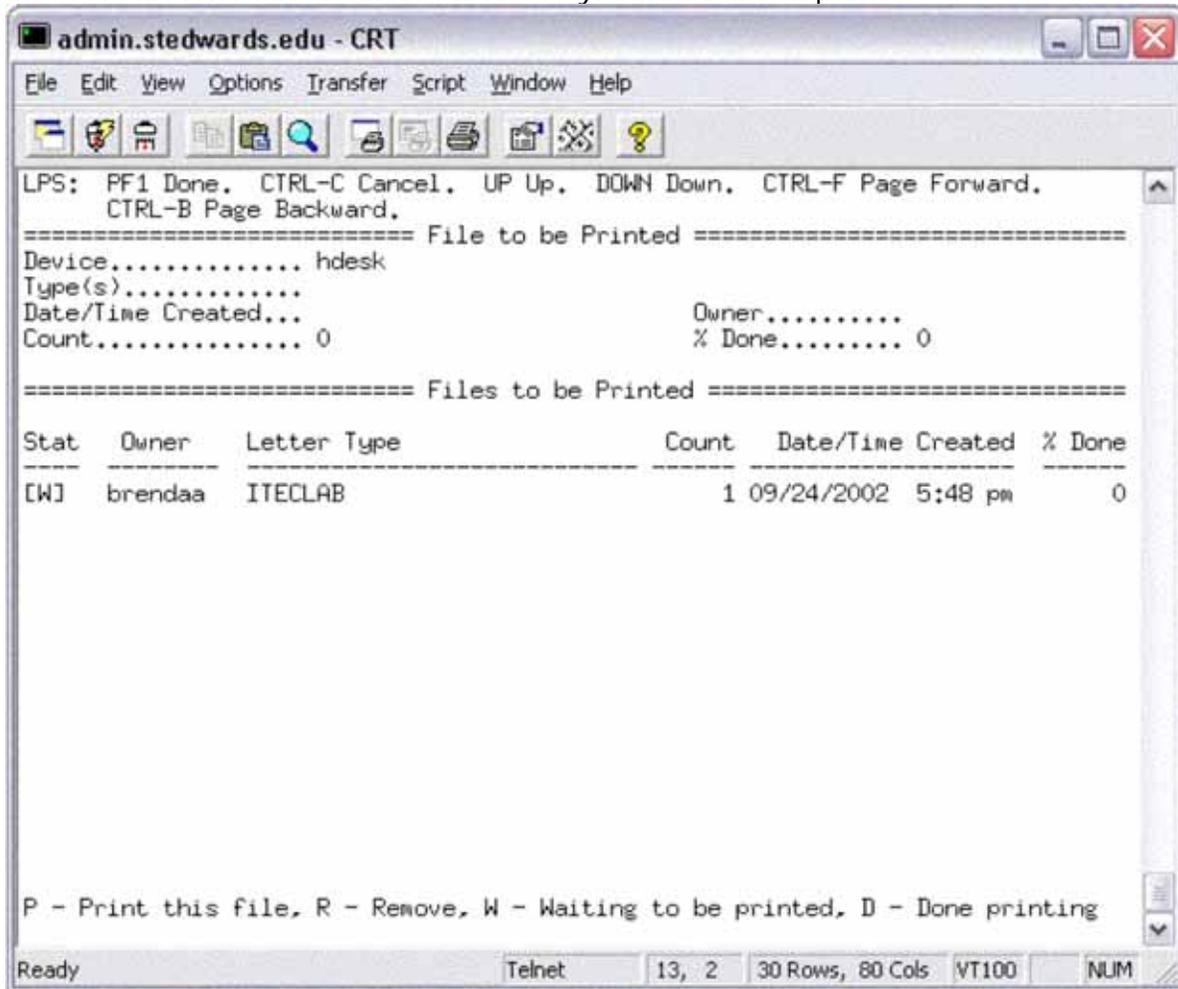
To print previously created letters or labels:

1. Select **[b]-Letters/Labels/Report** from the Utilities Menu.
2. Select **[d] Print Letters and Labels** from the Utilities: Letters/Labels and Reports Menu.
3. Press **PF1**.

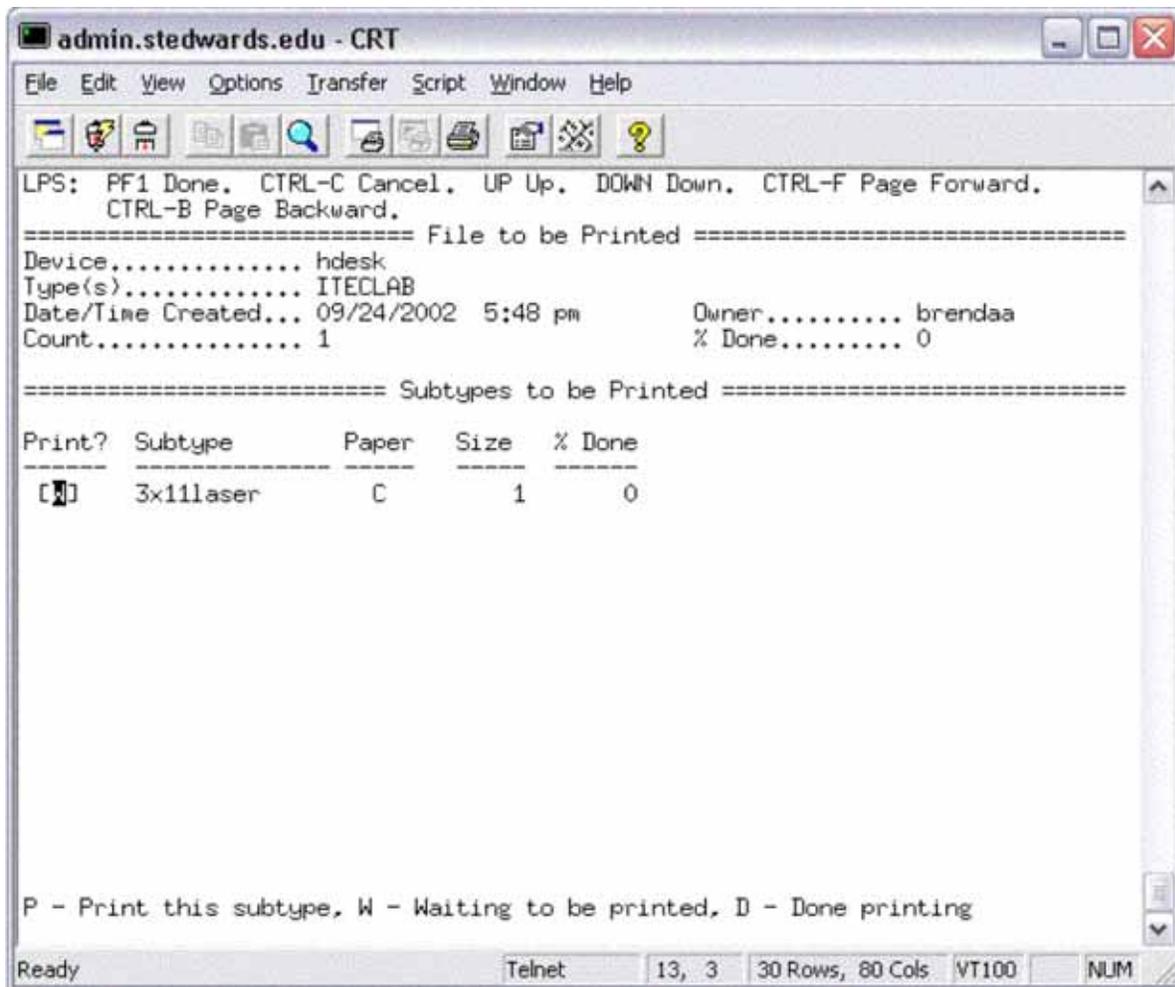


4. Choose the **Device** you wish to print to. This will be a **CARS Spooler Printer**.

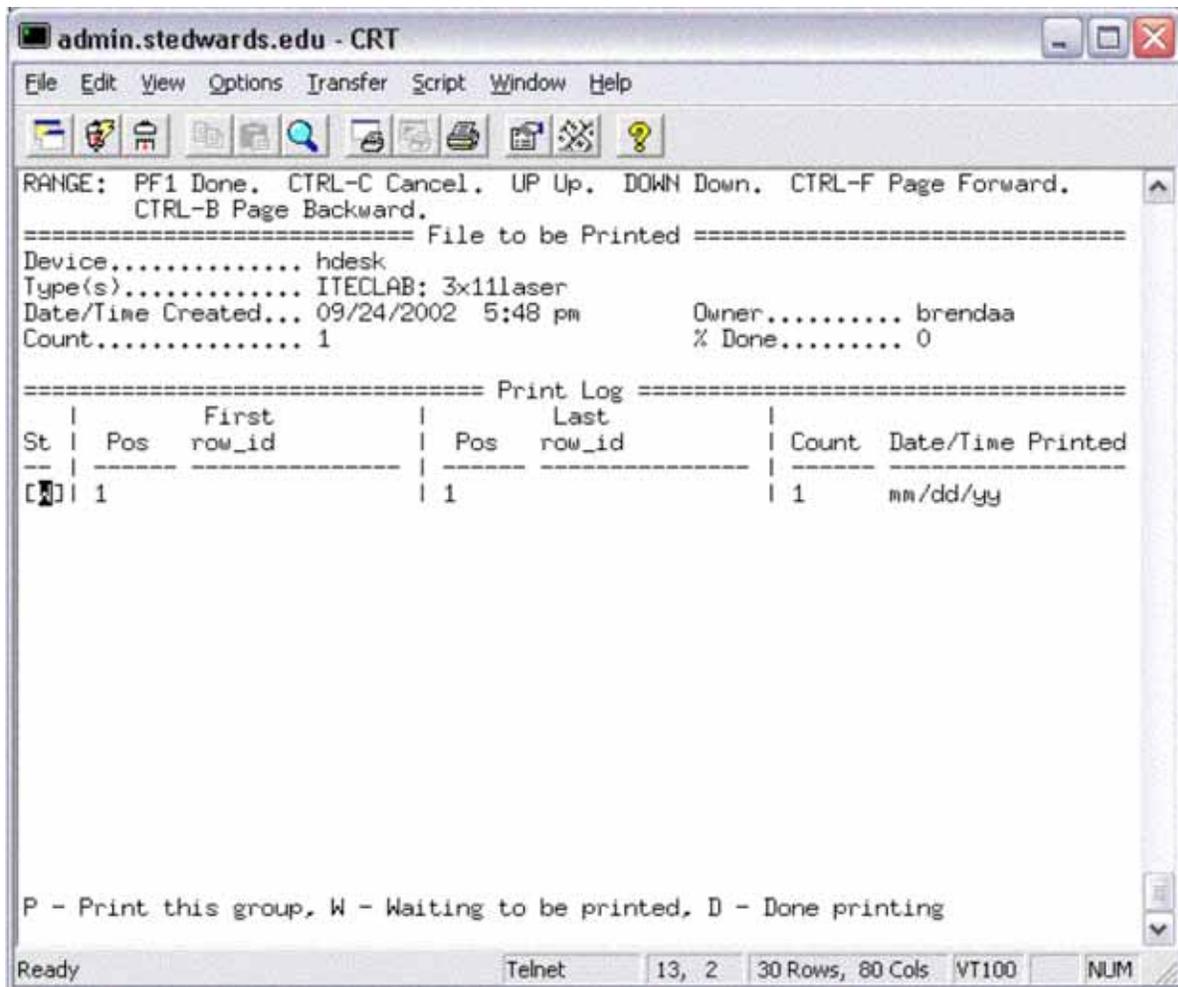
5. Press **F** for File to select the letters you would like to print.



- 6. Use the arrow keys (· or ↓) or **Ctrl-F** (to go forward one screen) or **Ctrl-B** (to go back one screen) to find the letters and/or labels you would like to print.
- 7. Select the file by pressing **P**, then press **PF1**.



- At the next screen, indicate whether you wish to print the letters or labels or envelope by putting a P in the appropriate Print? box, and press PF1.



9. At the next screen, put a **P** on the appropriate line. If you wish, you may test the alignment by pressing **<Return>**, and then putting a number (e.g., 3) in the **Last Position** box. (This allows you to initially print only 3 letters or 3 rows of labels, so that you can verify things like font size or label alignment.) Press **PF1**.
10. If you have not selected a device, the cursor will move to the **Device** field. Type in the name of the CARS spooler printer for your output, and press **PF1**.
11. Press **<Return>** to start printing.
12. **Ctrl-C** (pressed any time during the process) will take cancel you out of the operation, in case you have made a mistake and wish to start over.
13. Repeat steps 4 to 11 until you have finished printing.
14. Press **E** for **Exit** to exit the system.
15. Press **<Return>** to return to the Utilities: Letters/Labels and Reports Menu.

[c]-ADR Options

This option contains sub-menus related to the creation and maintenance of address records.

[d]-Subscriptions

This option contains sub-menus related to the creation and maintenance of subscriptions. Subscriptions are set up when information is to be distributed on a routine and predictable basis.

[e]-Documentation

This options provides access to the documentation provided by CARS. This documentation can be searched, and then displayed either to the screen or a printer.

[f]-File Options

This selection gives access to file management operations. When you select **[f] File Options** from the Utility Menu, the following menu appears:

```
Username                               Day Date Time Year
                                     Utilities: File Options Menu
[a] List Names of Files                [k] Visual Editor(VI)
[b] List Files in Long Format          [l] EDT+ editor(SEU)
[c] List Files in Time Order          [m] PICO editor
[d] Display File to Screen            [n] Show End of File
[e] Print File                        [o] File Compare
[f] Change Name of a File            [p]-Word Perfect Menu
[g] Copy File to Another File        [q] QCALC
[h] Search Files for String          [r] QCALC under WPVI
[i] Remove a File                   [s] kermi
[j] Count Words in File(s)          [t] uuencode

[E] Exit                             [O] Output Screen      [U] Utility Menu
[H] Help                             [P] Parent Menu       [W] Word Processing
[L] Lock Screen                      [R] Report History    [Y] Your Menu
[M] Mail You Have Mail              [S] Sched Procs
[N] News (gopher)                  [T] Tasks
```

Within the **Utilities: File Options Menu**, you can:

[a]List Names of Files

Use this option to see the names of your files in either your home or a sub-directory. Output can be directed either to the screen (type in *more*) or to a printer (type in the printer name). This option displays only the names of files.

*** When entering file names, you need only enter the name of the file if it resides anywhere in your home directory. If the file is in a sub-directory of your home directory, type in the name of the sub-directory, a slash (/) and the file name. If the file is not in your home directory, the full path name is required, beginning with a slash (/).

Example 1: The file *test_file* is in my home directory. When prompted for the file name, I would type *test_file*.

Example 2: The file *class_notes* is in a sub-directory called *this_class*. When prompted for the file name, I would type *this_class/class_notes*

Example 3: The file *else_where* exists outside of my home directory. When prompted for the file name, I would type */directory_name/sub_directory/else_where*

[b]List Names in Long Format

Use this option to see more information about the files. The information displayed includes the mode (who has read and write access to the file), who owns the file (generally the creator), what group the file is in, size, creation date and time, and the name of the file.

[c]List Files in Time Order

Use this option to see files displayed in descending order by creation date and time.

[d]Display File to Screen

Use this option to display the file's contents. The file is not editable using this option. Enter the file's name and press **PF1** to see the display.

[e]Print File

Use this option to send a file to a printer. Enter the printer's name, the number of copies desired, the form type (leave blank if none), and the file's name and then press **PF1**. See **Utilities: Printer Control Menu** to review and control printer output.

[f]Change Name of a File

Use this option to rename or move a file. Enter the old file name, the new file name, and press **PF1**.

[g]Copy File to Another File

Use this option to copy files. Both the original file and the new file are retained. Enter the original file name, then the new copy's name, and press **PF1**.

[h]Search Files for String

Use this option to find a word or phrase inside of a file. This option can be helpful if you have forgotten a file name, but remember enough of its contents to find it by a distinguishing word or phrase. Type the word or phrase and enter the file names to search. (A * means all files in your home directory. You can search only certain directories or certain files, if you wish.) Enter either a printer name or *more* for screen display, and press **PF1**.

[i]Remove a File

Use this option to delete a file from memory. Enter the file name, and press **PF1**. If you use this option, the file is gone for good, so be sure that you wish to delete it.

[j]Count Words in File(s)

Use this option to perform a word count on a file or files. Enter the file(s) name(s) and press **PF1**.

[k]Visual Editor (VI)

Use this option to edit or create a file using the text editor, VI. Type in the file name, and press **PF1**. If the file does not exist, VI will create it, and a blank screen will appear. (EDT is the standard text editor for SEU. PICO is the default text editor for email on new accounts.) To exit

VI, press **:q** and then **<Return>**. Press **<Return>** to go back to the **Utilities: File Options Menu**.

[I]EDT+ editor (SEU)

Use this option to edit or create a file using the text editor, EDT+. Type in the file name, and press **PF1**. If the file does not exist, EDT will create it, and a blank screen will appear. To exit press **PF1**, then **7** on the numeric keypad. Then type *exit* and **<Enter>** on the numeric keypad. Press **<Return>** to go back to the **Utilities: File Options Menu**.

[m]PICO editor

Use this option to edit or create a file using the text editor, PICO. Type in the file name, and press **PF1**. If the file does not exist, PICO will create it, and a blank screen will appear. To exit PICO, press Ctrl-X. Press **<Return>** to go back to the **Utilities: File Options Menu**.

[n]Show End of File

Use this option to see the last lines of a file. Enter the file name, and the number of lines from the bottom that you wish to see. Then press **PF1**.

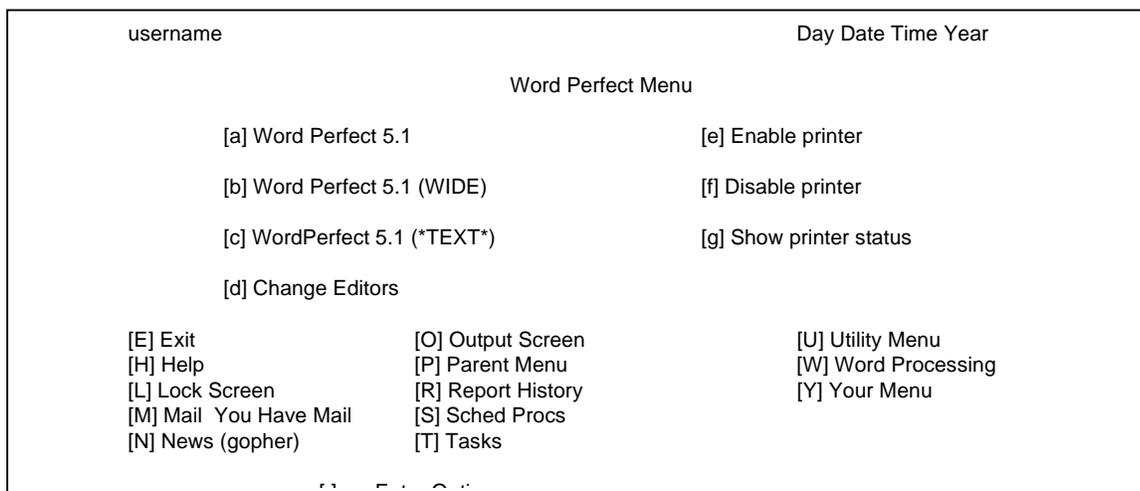
[o]File Compare

Use this option to show the difference between two files. This option is useful when you are unsure as to the changes that may have been made to a file. Enter the names of the two files, and where you would like the output to be sent (to the screen or printer). Then press **PF1**.

[p]-Word Perfect Menu

Use this option to access Unix WordPerfect.

When you select **Word Perfect Menu** from Utility/File Options Menu, this screen will appear:



Within the **Word Perfect Menu**, you can:

Access normal Unix Word Perfect (version 5.1) by selecting option **[a]**.

Access normal Unix Word Perfect (version 5.1) and have it display on a 132 character screen by selecting option **[b]**.

Access a text file version of Unix WordPerfect (version 5.1) by selecting option **[c]**.

Change default editors for Usenet, WPVI, and Informix Text BLOBs by selecting option **[d]**.

Disable **[f]** a CARS spooler printer. Disabling a printer PREVENTS a Word Perfect job from going to the printer. Disabling is necessary because WP print jobs will override a standard job, and produce undesirable output (such as a WP letter in the middle of a multi-page report). A WP print job sent to a disabled printer will display the error message *Check spooler to see if accepting jobs* when the **Printer Control** command is executed in WordPerfect. Use option **[e]** to enable a previously disabled printer.

Determine if your printer is enabled or disabled, idle or busy by selecting option **[g]**.

[q]QCALC

This is a Unix spreadsheet program not recommended for use.

[r]QCALC under WPVI

This allows access to Unix spreadsheet program under Word Processing. It is not recommended for use

[s]kermit

Use this option to access kermit through the CARS system. This option is no longer needed.

[t]uudecode

This option will process a file with the uudecode utility. It allows processing of email attachments. It is better to use Eudora to process attachments.

[g]-Printer Control

This selection accesses printer commands such as printing a file, showing the jobs waiting to be printed, idling and starting a printer, blocking printing of other documents or other users, and deleting jobs waiting to be printed. When you select **Printer Control** from the **Utilities** menu, the following screen will appear:

```
brendaa                               Fri Jan 11 9:15 2002
                                Utilities: Printer Control Menu

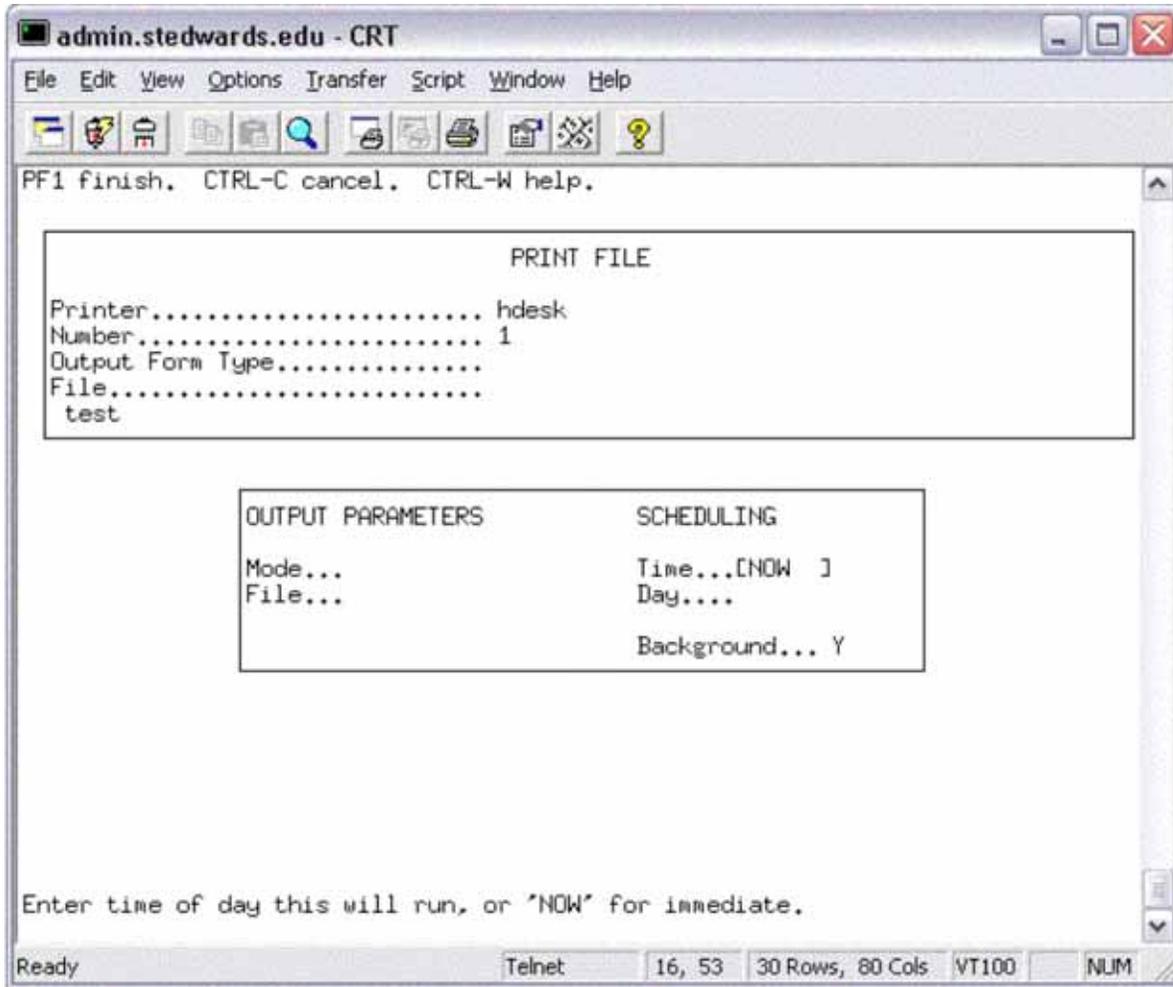
[a] Print File                       [h] Start Printer
[b] Print Jobs for One User          [i] Remove Print File
[c] Print Any Jobs                   [j] Slave Printer Options
[d] Display Spooler Status           [k]
[e] Idle Printer                     [l] Paper Usage Report
[f] Load Form Type                  [m] Ignore formtype printing
[g] Clear Form Type                  [n] Reset Printer

[E] Exit                             [O] Output Screen
[H] Help                             [P] Parent
[L] Lock Screen                       [R] Report History
[M] Mail You Have Mail           [S] Sched Procs
[N] News (Gopher)                    [T] Tasks
                                     [U] Utility Menu
                                     [W] Word Processing
                                     [Y] Your Menu
                                     DATABASE: cars

[ ] <-- Enter Option
```

[a] Print File

Use the option to print an existing file. You will have to supply the name of the printer (must be a CARS spooler printer), the number of copies you would like, the form type (leave blank if using standard paper and fonts), and the name of the file. After entering this information, press PF1 to print the file(s). Enter **NOW** to print the file immediately. Enter **Y** to print the file in the background, rather than printing in the background which would mean waiting for the file to print before you could continue working in CARS.



[b] Print Jobs for One User

Use this option to block jobs, except those from the one user designated. You will have to supply the name of the printer, and the login name of the exclusive user. You must select **[h] Start Printer** immediately after setting the printer to print jobs for one user.

[c] Print Any Jobs

Use this option to release the printer from the exclusion set in *[b] Print Jobs for One User*. You will have to supply the name of the printer you are freeing up. You must select **[h] Start Printer** immediately after setting the printer to print jobs for any user.

[d] Display Spooler Status

Use this option to display any jobs waiting to be printed. Information on the jobs includes name, owner, form type, number of copies desired, and size of the file is displayed. If a form type is loaded on the printer, the form type name will also be displayed.

Example 1:

Spooler Status Report for 'hdesk'.

>Spooler daemon is running.

>Owner	Form type	Copies	Id	Size	%	Filename
brendaa		1	15070	31537	*	media

The above spooler status indicates that the spooler is running (a daemon is just a process that runs on a Unix system). The file media is printing and is owned by brendaa. No form type is loaded.

Example 2:
 Spooler Status Report for 'hdesk'.
 >Spooler is idle.
 >Printing for user 'brendaa' only.
 The queue is empty.

The spooler status in Example 2 indicates that the spooler is **idle** and is printing for user brendaa. To make the spooler daemon run, you will need to choose menu option **[h] Start Printer**. To make the printer available for anyone to print to choose menu option **[c] Print Any Jobs**.

[e] Idle Printer

This option will stop the printer after it completes the current job. The printer will have to be restarted to continue using menu option **[h] Start Printer**. You will need to supply the printer's name.

[f] Load Form Type

Use this option when you are using non-standard print parameters for a job. Examples of non-standard parameters can include 2 or 3 part paper, and smaller or larger fonts. You will be prompted for the printer name and the name of the form type. Using this option also prevents the printing of any jobs that are not of the designated form type. You must select **[h] Start Printer** immediately after clearing the form types. Load a form type, and manually set printer settings and load special paper. The 9.5" wide paper is used in a tractor fed printer. For a laser printer, standard paper width is 8.5".

Examples of Form Types			
wide	8.5 x 11 paper	17 cpi	1 part
3n17d6	9.5 x 11 paper	17 cpi	3 part
2n12d6	9.5 x 11 paper	12 cpi	2 part
1w17d6	14 7/8 x 11 paper	17 cpi	1 part
1b17d6	9 7/8 x 11 barred paper	17 cpi	1 part
2b10d6	9 7/8 x 11 barred paper	10 cpi	2 part
<p>Notice that with the exception of the `wide' form type, the examples above all follow a specific pattern:</p> <p>The first character is the number of part paper The second character is the type of paper (normal, wide, or barred) The third and fourth characters are the cpi The fifth and sixth characters are lines per inch (set for 6)</p>			

[g] Clear Form Type

Use this option to remove a previously loaded form type, allowing any jobs without form types to be printed. You will have to supply the printer name. You must select **[h] Start Printer** immediately after clearing the form types.

[h] Start Printer

Use this option to reactivate the printer after idling or loading or clearing form types. You will have to supply the printer name.

[i] Remove Print File

Use this option to delete a job that is waiting to be printed. You will have to supply the printer and file or file owner's name. (To find the name and/or owner, use **Display Spooler Status**.)

[j] Slave Printer Options

Use this option to enter options on a slave printer. A slave printer will be directly connected to your terminal. You will need to enter the options you desire.

[I] Paper Use Report

These options are used to keep track of the amount and types of paper used when other departments print at the Computer Center.

[m] Ignore Form Type

Use this option to cause the printer to print **any** document regardless of the form type that is loaded. It will print the documents in the default font set on the printer. Restart after selecting this. If your office doesn't need specific form types, it is recommended that you set the default pitch to 17cpi on the printer and then choose Ignore Form Type.

[n] Reset Printer

Use this option as a final step in resolving a printing problem. This option will reset the printer port.

Steps to Resolving a CARS Printing Problem

1. Check the printer itself. Make sure it is **Online** or **Ready** and no error messages appear. Turn the printer power off and then back on again.
2. If the print job still does not print, check **Display Spooler Status**. Make sure the printer is not idle. If a form type is needed make sure it is loaded. If a form type is not needed you will need to load a form. After loading or removing a form, restart the printer using menu option **[h] Start Printer**.
3. If the job still does not print, check **Display Spooler Status** again. If there are other print jobs in the queue, check with the owners and remove them if possible.
4. **Reset Printer Port**. This will reset the printer port as a last resort.
5. If the job still does not print, call the Help Desk at x8443.

[h]-Data Dictionary

This selection provides access to the System Management: Data Dictionary Menu. The items in this menu are used when writing SQL statements. Training in SQL, including descriptions of the menu items is provided through Instructional Technology.

[i]-Events

This selection gives access to the **Campus Scheduling** menu which is being removed from the CARS menu. Access to room information is available through Staff Information on the Web. To reserve a room contact the Registrar's office for classrooms or the Ragsdale Center for meeting space.

Access to **ID Number Lookup** is also available through this menu.

[j]-SEU Budget Review

Depending on your access, you can use this selection to retrieve the SEU Budget Review screens. Access to this option's reports and screens is granted by the Controller's office. Cost Center managers (or others) who require this information can contact Paul Sintef. Budget information may also be accessed through the **Staff Information on the Web** for Cost Center Managers.

[k] Show System Load

Use this option to determine the number of users and the level at which the system is being used. This information is useful when you are preparing to run jobs that may take longer, or not run at all, when the load average is high. When you select this item, you will be prompted to press the **PF1** key to continue. After pressing **PF1**, the load average will display on the screen. These numbers are a "snapshot" of the system load at the time, and vary each time the option is run.

[l] Possible ID Duplicates

This option runs a report of duplication of ID numbers. This report is OBSOLETE, AND SHOULD NOT BE RUN as it will consume a large amount of system time unnecessarily.

[m] Run calendar

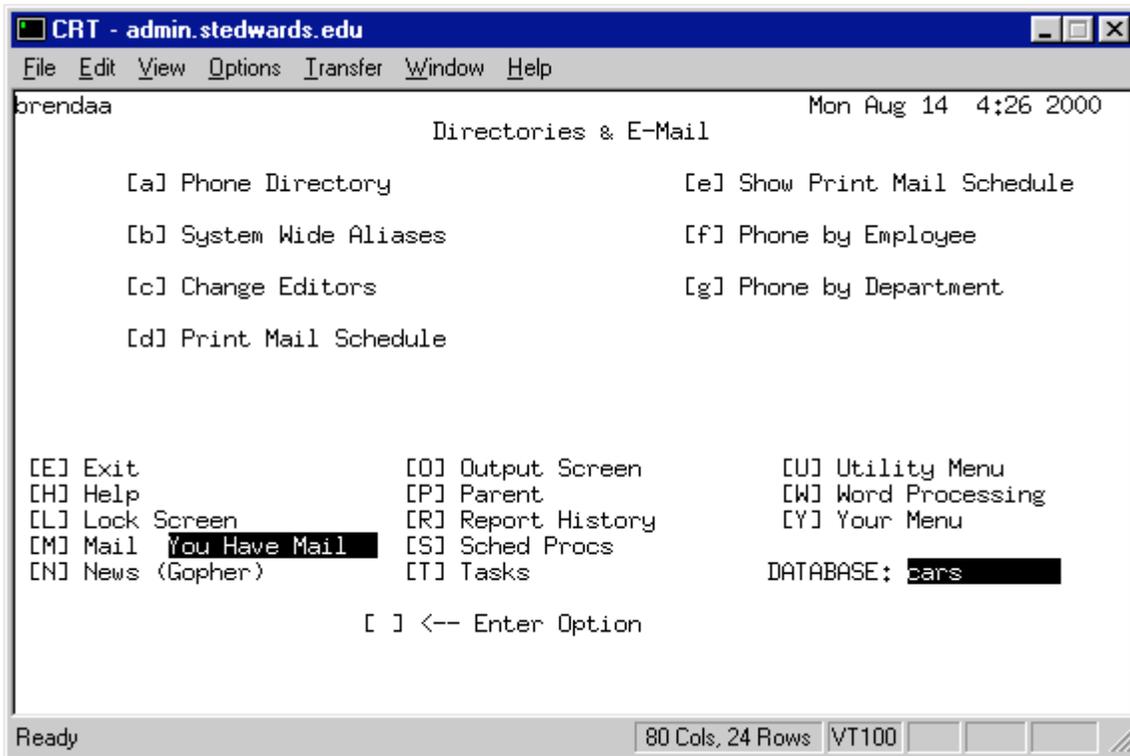
This option reads a file called 'calendar' and mails information from the file to you. This option is no longer used now that Oracle Calendar is the supported calendar application on campus.

[n] READ-ONLY SQL

This option allows you to create and run an SQL statement. However, because the statement is not retained, the preferred method is to use WPVI. Training on SQL using WPVI is available through Instructional Technology.

[o]-Directories and Email

This option allows you to look up names, phone numbers and email addresses, create System Wide Email Aliases, change editors, and print and/or show your current email printing schedule. When you select **Directories & E-mail** from the **Utilities** menu, the following menu appears:



[a] Phone Directory

This option works similarly to the **Directory Email-Phone** option at the Main menu. You will be prompted for a *Search Key*. Enter the your search criteria and press **PF1** to execute. This will return the same directory information available on the web. Student's email addresses are displayed. Faculty and staff have phone numbers, mailbox numbers and office locations listed as well as their email address.

[b] System Wide Aliases

This option allows you to view, create, and (if you are the owner) change or delete system wide aliases. System wide aliases are email aliases that can be used by anyone on campus. Instructions for setting up a system wide alias may be found at http://www.stedwards.edu/it_dept/computer/email/elmcreatesystem.html

[c] Change Editors

This option allows you to select the editor of your choice for Usenet, WPVI, and Informix Text BLOBs (used in PERFORM screens). To avoid confusion, it is recommended that you set these editors to the same editor used in email. Editors can also be changed at the Main CWIS Menu under **Other Commands**. Acceptable entries include SEpico, SEedtv5, wptext, and vi.

Press **c** to choose **Change Editors**. Enter **SEpico** for all 3 editors:

CHANGE EDITORS

Default Editor (for news).....[SEpico]
 WPVI Editor..... SEpico
 Informix Text BLOB editor..... SEpico

Press **PF1**. You will need to logout of the **admin** computer and log back in again for the changes to take affect.

[d] Print Mail Schedule

[e] Show Print Mail Schedule

These options refer to if and how often unread email is sent to the printer for distribution. These options are no longer supported as all faculty and staff are expected to read their email.

[p] Training/Practice

Depending on your access, this selection provides information on current or completed projects assumed by the Computer Center. Standard PERFORM screens can be used to look up the status of a given project. This option is now available on the web.

[q] Entering Student Jobs in CARS (this option is now on the web)

The Student Jobs screen allows student supervisors to enter student employment opportunities. The students can then see the open positions by accessing their student information site. Note that this option is now available on the web at <https://admin.stedwards.edu/cgi-bin/staff/frame.cgi>.

The Student Jobs screen allows the supervisor or cost center manager to:

- Enter student positions.
- Control the length of time positions remain open.
- Remove a position at any by changing the number of openings to **zero**.
- Re-open a position at any time by increasing the number of openings to greater than zero.
- Change the skills and requirements of the job at any time.

Once a job has been added to the Student Job screen, it will immediately appear on the student information web site provided that the number of openings is **greater than zero** and the **Starting View Date** is the **current date**. When the number of openings is changed to **zero**, the job will immediately be removed from the web site.

To access the Student Jobs screen:

1. Login to **admin**.
2. At the main, St. Edward's Screen choose **Administrative Data Base** and press <return>
3. To access the **Utilities Menu**, press **U**.
4. To access **Student Jobs**, press **s**.
5. On the Student Jobs screen, press **a** to choose **On Campus Student Job**.
6. Press **PF1** (or **Numlock** or **Clear** key from the numeric keypad).

Adding a New Job Description

Always look at the bottom of the screen as you move through the fields. There will be a short text description of the data expected for every field.

15. **Weekend Hours:** Enter the hours in which student is requested to work. This is a text field, so you may enter the hours in any format.
Example: [Sat. 10am - 6pm, Sun. 2pm - 9pm]
16. **Method to Apply:** Enter the preferred method for application using one of the following one letter codes:
- | | | |
|----------------|----------|------------|
| E Email | I | In Person |
| P Phone | A | Any Method |
17. Starting Viewing Date: Enter the date you wish the position to appear on the web page. That date may be today or in the future.
18. **FWS:** Is this job available for Work Study students? Enter **Y** or **N**. **Non-College:** Is this job available for non-college work study students? Enter **Y** or **N**.
19. **Special Skills/Qualification:** To enter a detailed job description, press the **!** key (**Shift 1**). This will place you inside the editor which you have chosen as your default **Text Blob** editor. For most staff this will probably be **EDT**. (See below for instructions on changing your editor to **PICO**.)
20. You can tailor the job description to exactly match your needs. You may add HTML tags to control the way the job description is displayed on the web. If you are using **EDT**, to exit the editor, press the **Numlock/Clear** key and then the **7** key off the numeric keypad. You will see a **Command:** prompt at the bottom of the screen. Type **exit** followed by the **<return>** key on the numeric keyboard to exit and return to the **Student Job** screen. To exit from **Pico** press **Ctrl-X**.
21. To save your job posting, press the **PF1** key.
22. To exit the Student Job screen use the **arrow keys** to move your cursor to **Exit** and press **<return>**.

Job Codes

120 Facility Monitor: Monitors areas, answers inquiries and enforces rules and regulations of the department. Does routine clerical jobs as directed. Sets up and maintains facilities. Performs related tasks as assigned.

121 Activity Assistant: Officiates/supervises intramural sports or activities. Performs routine tasks as assigned.

122 Business Office: Performs accounting assignments varying in nature under general supervision. Requires some knowledge of accounting procedures and computer knowledge is helpful, but not required.

123 Counter Assistant: Receives money, makes change, gives receipts, and other counter duties as required. Performs related tasks as assigned.

124 Computer Operators: Operates or maintains computers, data processing or records and forms. May assist with computer programming problems, record keeping, and/or distribution of instructional material. Performs related tasks as assigned.

125 Computer Programmer: Writes programs, creates web pages and assists with computer programming problems. Duties are of a skilled and technical nature. Requires previous training and/or programming experience. Performs related tasks as assigned.

126 Driver: Operates university cars or vans on or off campus. Responsible for checking the condition of and reporting the need for service of the vehicle. Must possess a valid driver's license and/or chauffeur's license. Performs related tasks as assigned.

127 Technician: Operates/sets up/maintains specialized equipment for a University department. May include computer, art, photography, audio-visual, mechanical, laboratory, or other equipment. Performs related tasks as assigned.

128 Laboratory Assistant: Involves cleaning and care of laboratory apparatus. May assist in the general care of animals or specimens. Assists with all routine laboratory duties. May perform literature reviews and work with computerized databases. Performs related tasks as assigned.

129 Library Assistant: Because of the interaction and interchange of many job duties, the Library Assistant may have responsibilities in several of the following areas: bibliographic checker, clerk, desk attendant, monitor, shelver or shelf reader, and typist. May require independent judgment. Performs related tasks as assigned.

130 Mail Clerk: Sorts, processes and issues mail, supplies and materials. May load, unload mail and attend counter. Performs related tasks as assigned.

131 Office Assistant: Duties are not limited to, but may include, monitoring reception area, filing, sorting, photocopying, collating, maintaining records, light clerical work, deliveries, running errands, giving information, or answering telephones. Performs related tasks as assigned.

132 Public Safety Assistant: May patrol parking areas, identify traffic violations and/or write traffic citations. May act as traffic control for special events on campus. Performs light clerical work. Performs related tasks as assigned.

133 Teaching Aide: Assists in grading of tests, keeping records, distributing material, research, and computer data entry. Performs related tasks as assigned.

134 Tutor/Mentor: Teaches individuals specific subject matter in one-on-one small group private sessions. Performs related tasks as assigned.

135 Internship: Provides training in a major area with an organization or corporation approved by a professor and/or Office of Student Financial Services.

136 Special Skills: Positions that require unique or exceptionally advanced skills AND are not otherwise described by any other category.

Updating a Job Description

When a job has been filled, you will need to **Update** the job. You will need to change the **Number of Openings** to **0**.

To access the Student Jobs screen:

1. Login to **admin**.
2. At the main, St. Edward's Screen choose **Administrative Data Base** and press <return>. To access the **Utilities Menu**, press **U**.
3. To access **Student Jobs**, press **s**.
4. On the Student Jobs screen, press **a** to choose **On Campus Student Job**.
5. Press **PF1** (or **Numlock** or **Clear** key from the numeric keypad).
6. To update a position, you must first locate it in the database. Use the arrow keys to position your cursor over **Query** and press <return>.
7. The fastest way to do this is to query on positions for your department. Use the arrow keys to move down to the **Employment Office** field and enter your **4 letter department code**. Press **PF1** (Numlock/Clear key).

8. If the job that displays is not the one you need to edit use the **arrow keys** to move to **Next** and press **<return>**. When the job you need to update is displayed, use the arrow keys to move to **Update** and press **<return>**.
9. Use the arrow keys (or the return key) to move through the fields to update information. To close a position, change the **Number of Openings** to **0**. To re-open an existing job, change the **Number of Openings** to **1** or more.

[t]-PO/Requisition/Approval

All Purchase Orders and Requests for Checks are now processed online. For more information and specific training for preparers or approvers contact Roger Hernandez in the Business Office.

Leave Balances

Note: This option is now available on the web only. See Staff Information on the Web at <http://admin.stedwards.edu/cgi-bin/staff/frame.cgi>.

This option allows any employee to print a report (to the screen, paper, or a file) that shows how much Sick or Annual (vacation) leave has been accrued or used. Supervisors will see a report listing leave balances for all employees they supervise. The fields (in the order in which they appear) are defined as follows:

- Employees active as of: *Date*
- Balances as of: *Date*
- Show annual leave expiring on (that will be lost if not used before): *Date*
- Show details of when time was used: *Y/N*
- Begin detail information of when time was used on: *Date*
- End detail information of when time was used on: *Date*
- Show details of when time was earned: *Y/N*
- Begin detail information of when time was earned on: *Date*
- End detail information of when time was earned on: *Date*
- Click on **Submit Request** to view your leave balance.

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Introduction to CARS

