

COM CLIENTS

Alternate INCLTOP

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There is now a way to have alternate INCLTOPS to use for special circumstances in DARS. For example, you may want a different INCLTOP to run at certain times of the year, or for special groups of students during the advising process. This involves adding an item to the COM table, and building a new INCLTOP. The process is as follows:

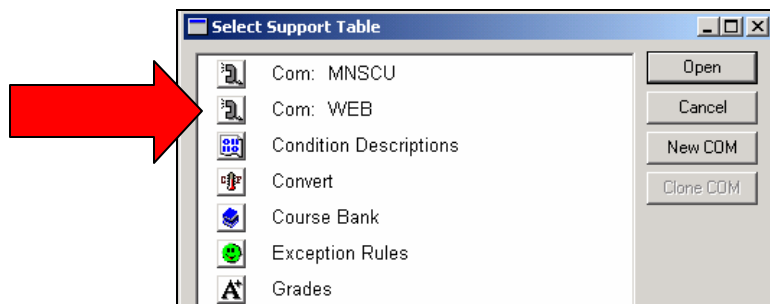
1. Go into the “Requirements” icon and build another INCLTOP requirement. It will be a new requirement, and will be a text requirement similar to your primary INCLTOP. You can call it any name other than INCLTOP. In the text area, enter any text that you feel appropriate. Also key in any # coding that you want. (Probably easiest to just clone your current INCLTOP, pick a new name, then modify.)
2. Then go to the “Tables” icon, and open the “COM” table you wish to change. See page 2 for Web INCLTOP instructions.
3. Then put the curser in any one of the “fields” on the left, and click on the “Insert New Row” icon.
4. Then in the blank field that you just created, enter the word CLIENTS.
5. Then tab across to the “value” field, and put in the name of the new alternate

INCLTOP that you built in the “Requirements” area. Save it.
6. Your new alternate INCLTOP will then replace your old INCLTOP for all audits for all programs and students that you run – until you again go into the COM table and remove the name of your alternate INCLTOP. You do not need to remove the word CLIENTS from the COM table. Also, do NOT put in the name of the alternate INCLTOP into your programs, since DARS will automatically pull this new alternate INCLTOP into the audits.

You can have several alternate INCLTOPS built in the “Requirements” area, each with a different name. You can then select the name of the INCLTOP that you want for a particular situation, and put it in the COM table to the right of the word CLIENTS

Using alternate INCLTOPS for Web processing

Creating an alternate INCLTOP for your web audit allows you the opportunity to provide information specific to your web environment. For web processing, the CLIENTS value will be added to your WEB COM table.



Insert CLIENTS in the WEB Com. We have used the value INCLWEB.

The screenshot shows a window titled "Setup Tables" with a tree view on the left and a table on the right. The tree view shows "Com: WEB" expanded. The table has two columns: "Field" and "Value". A blue arrow points to the "CLIENTS" row.

Field	Value
1 ALLOWSPPLIT	y
2 CLIENTS	INCLWEB
3 CONDTB-RES	idr (+-pv<) {}& ;! []
4 CONDTB-US1	ABCDEFGHIJKLMNQPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz01234567
5 CRLIM	0000
6 CRSBGN	0005
7 DEMO	DAKOTA COUNTY TECHNICAL COLLEGE
8 DEPTBGN	0001
9 DEPTLNG	0004
10 DROPDUP	9999

Create the message in your INCLWEB requirement. INCLWEB will be used on your Web audit instead of the INCLTOP.

Requirement Name: INCLWEB FYT: 0000 LYT: 9999

Title: _____

Pseudo Name: INCLWEB Requirement Type: T - Text

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Common Reporting Reference/Other **Text** Limits (X-line) Used By

	Header	OK	No
1	Congratulations! You now have your Degree Aduit via the Web!		
2	Check each area for OK. If NO, check NEEDS: line.		
3	WEB AUDITS MAY ONLY BE RUN ONCE PER DAY		
4	**** If you get an error message or an audit with ****		
5	the wrong major, please inform the registration office.		
6			
7	YOU MUST COMPLETE AN APPLICATION FOR GRADUATION one		
8	semester prior to the semester in which you plan to graduate		
9	PLEASE SEE A COUNSELOR OR ADVISOR FOR ASSISTANCE.		

Comments or Notes in INCLTOP

You are now able to add comments or notes to INCLTOP for your use as reminders, etc. similar to other DARS screens where you can put notes. These notes do not appear anywhere in the audit, and do not take up space for the total maximum length of the INCLTOP. You can add notes anywhere in the INCLTOP text simply by first keying in a semicolon on the left, then keying in your note. If you need to use two or more lines for your note, just key in a semicolon at the beginning of each line.