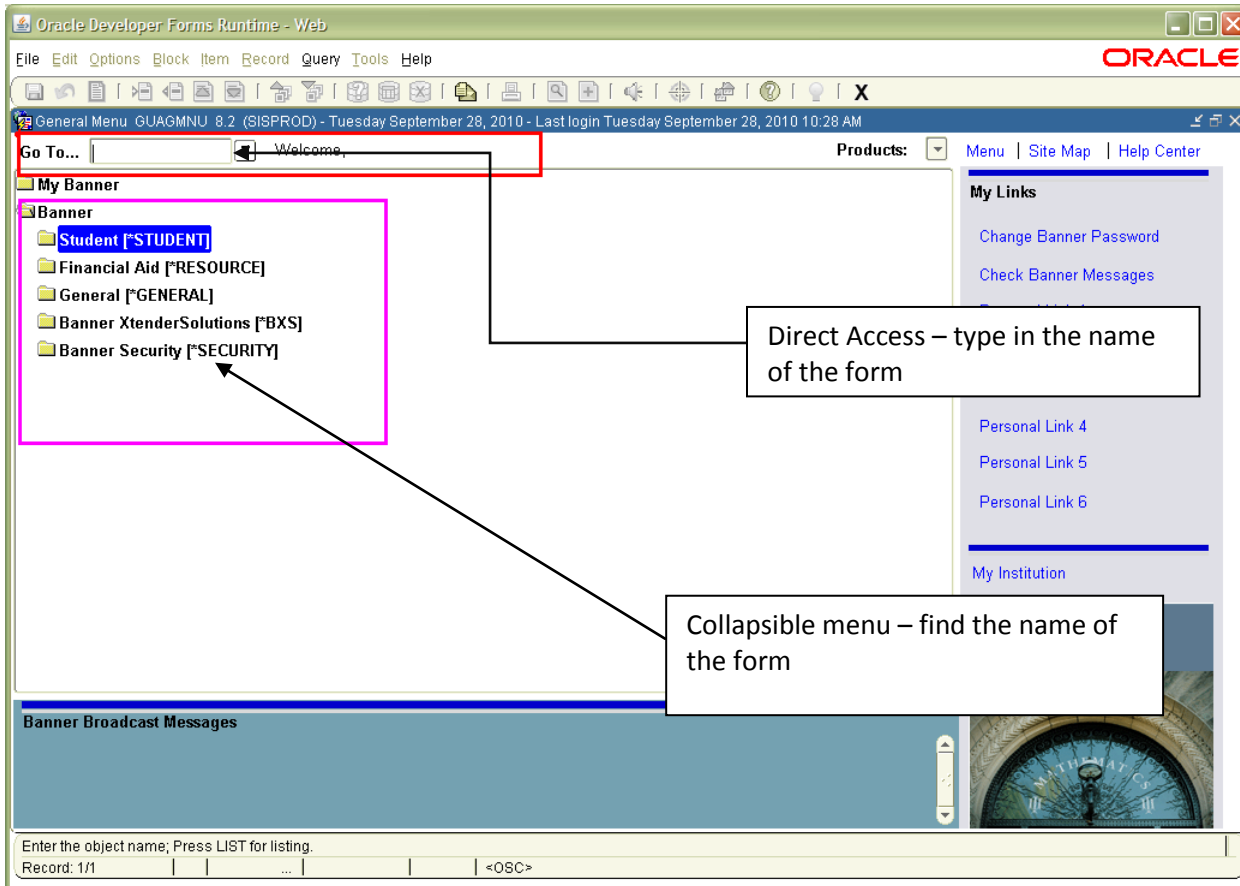


# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

## MAIN MENU -

After logging into HomerAdmin, you are at the main screen. From this screen, there are several ways to navigate to the information screens known as **FORMS**.

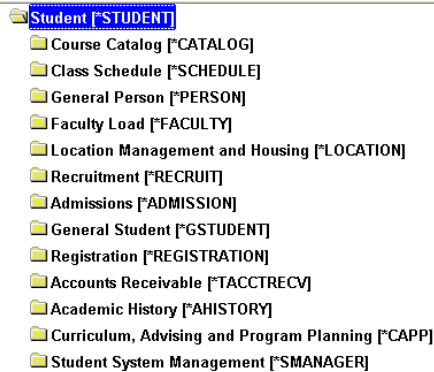


**Direct Access** - If you know the name of the FORM you need, simply position your cursor in the box and enter the 7-character FORM name and hit enter

**Menu Items** - If you are not sure of the name of the FORM you need, you can search through the menu items. Click on a menu folder and it will expand to sub-items to help you find the area/FORM you need.

# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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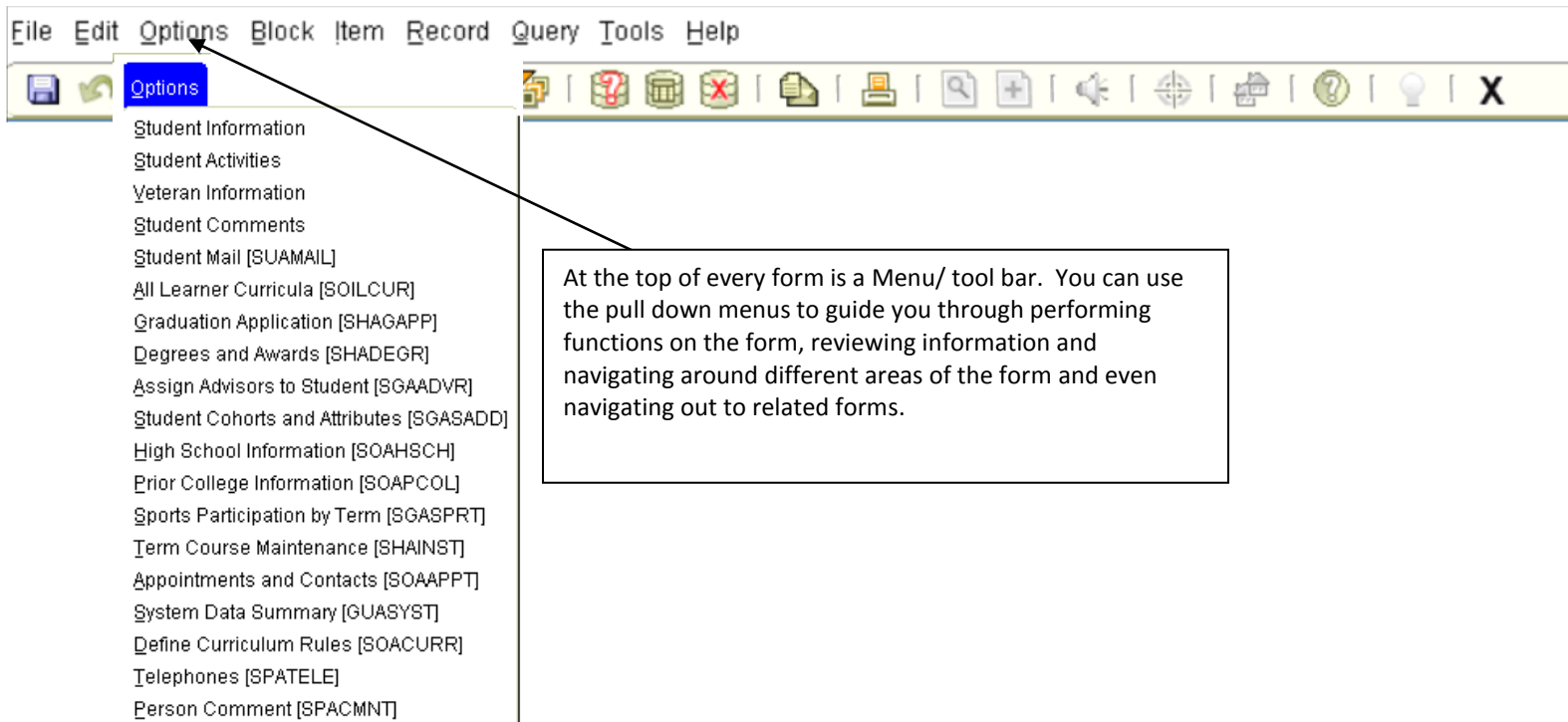


## FORMS

The Information screens used to look up student and course data are known as FORMS. Each FORM has a unique 7-character identification code. Using the code you can navigate to the FORM directly.

## Parts of the FORM

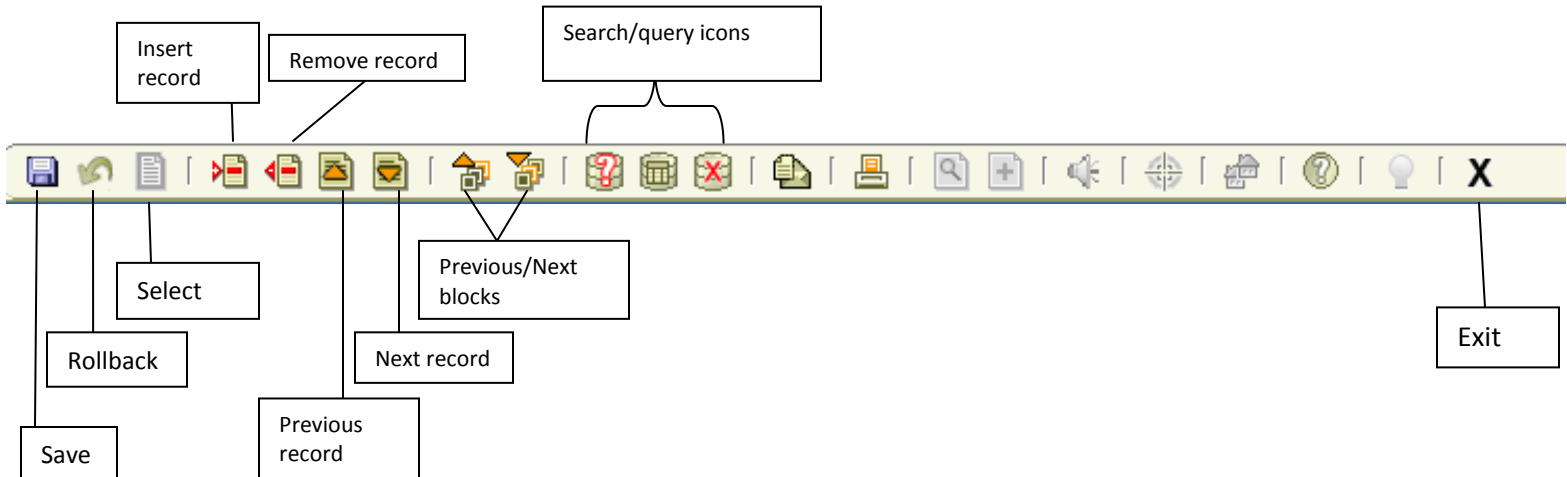
- **MENU & TOOLBAR**



# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

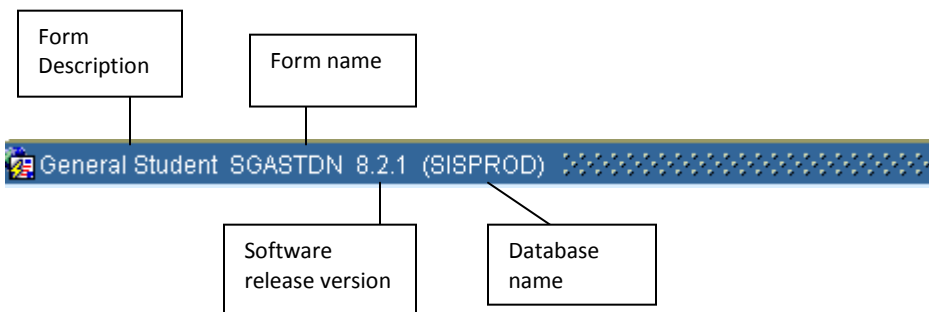
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The Tool Bar contains quick access icons that are used to perform the most common functions necessary on all forms.



- **TITLE BAR**

The Title Bar tells you about the current form you are using



- **BLOCKS**

Most forms are divided into sections called Blocks. Each block is a hierarchy of information. On some forms, the information you see on a higher positioned block will control what information is visible on a lower positioned block. Blocks are generally divided by thicker separator lines. In the screen shot below, the separator lines are dark blue and separate the form into three blocks.

# Ithaca College Office of the Registrar HomerAdmin Documentation

## Navigation Through HomerAdmin Forms

Lower Block

Oracle Developer Forms Runtime - Web: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.2.1 (SISPROD)

ID:  Student Summary  Term:

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

**General Learner**

New Term:  From Term:  To Term:

Student Status:  Student Type:

Residence:

Fee Assessment Rate:

Class:

Full or Part Time:  Full Time  Part Time  None

Site:  Session:  Block:  Citizenship:

**Curricula Summary**

Priority	Term	Program	Catalog	Student Type:	Level	Campus	Rate:	College	Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End:	<input type="text"/>	Outcome Key:	<input type="text"/>	Admission Type:	<input type="text"/>	Admission:	<input type="text"/>	Matriculation:	<input type="text"/>

**Field of Study Summary**

Priority	Term	Type	Field of Study	Department	Attached to Major
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Check (Y) On to show only current and active curricula on the Curriculum Tab.

Record: 1/1 | ... | <OSC>

The **Key Block** is the block of the form that controls all the other information you see on the form. This is the part of the form where you are required to enter information - to tell the system what it is you would like to see. Most forms will require you to enter specific information in the Key Block before the system will allow you to proceed into the rest of the form.

On forms that look at student or person information, like the one below, the Key Block will ALWAYS require an ID or name to be entered in order to retrieve the required information.

General Student SGASTDN 8.2.1 (SISPROD)

ID:  Student Summary  Term:

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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On forms that look at course or scheduling information, the Key Block will require a TERM and CRN or SUBJECT/COURSE # in order to retrieve the required information.

Screenshot of the HomerAdmin interface. The top bar shows search fields: Term: [dropdown], CRN: [dropdown], Create CRN: [button], Copy CRN: [button], Subject: [text], Course: [text], Title: [text]. Below the search fields are four navigation tabs: Course Section Information (active), Section Enrollment Information, Meeting Times and Instructor, and Section Preferences.

- **FIELDS**

Each form contains fields that display the information. Some fields allow data or text entry (if you have update access to the form) other fields are calculated fields used by the system and are for display purposes only and can only be changed once a system process is run. Some fields are free form text while others can only contain a specific set of information controlled by a list of acceptable values known and controlled by a validation table. These types of fields have a click-down arrow next to them known as a List of Values (LOV) button. You can click on the LOV button to see the valid values for that field.

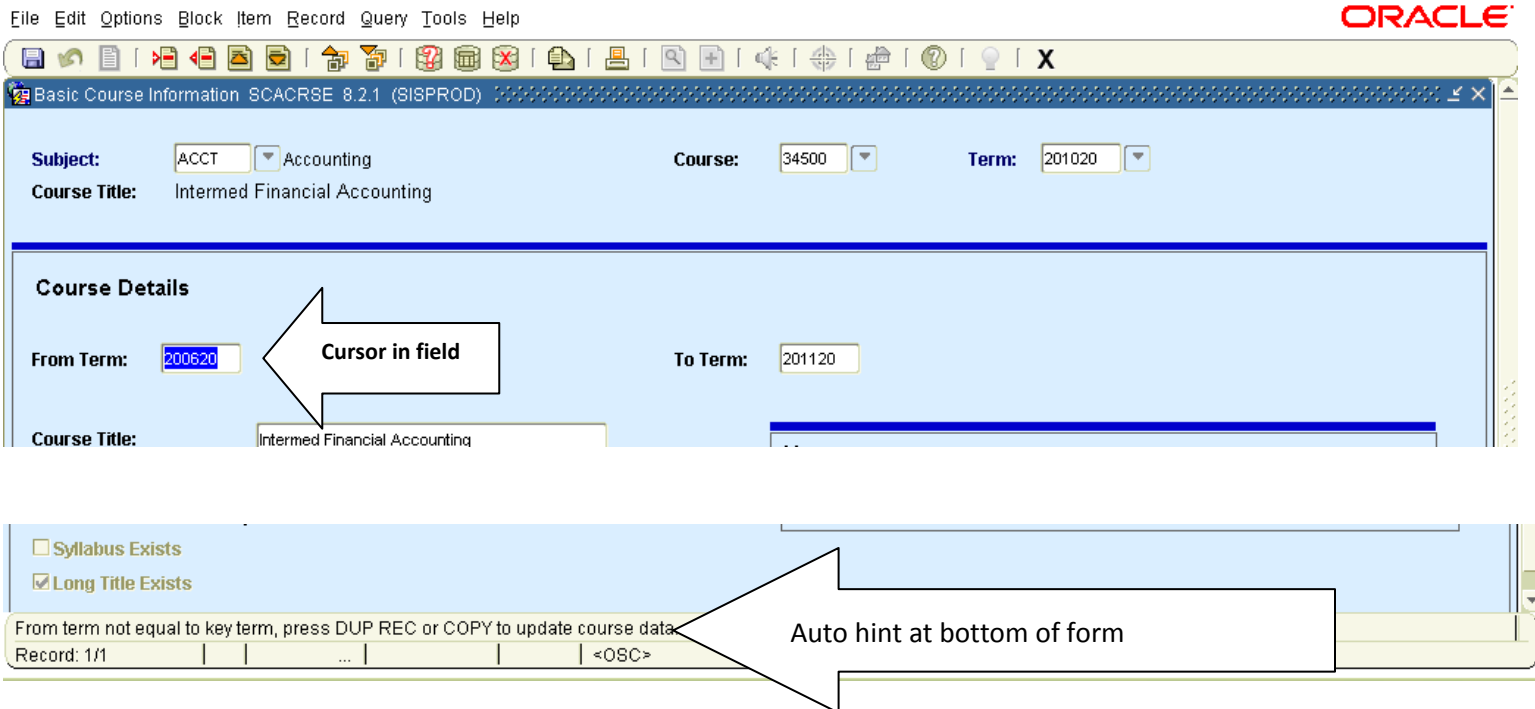
Diagram of a form section titled "General Learner". It shows several fields: New Term: [dropdown], Student Status: [dropdown], Student Type: [dropdown], Residence: [dropdown], Fee Assessment Rate: [dropdown], Class: [text], and Full or Part Time:  Full Time  Part Time  None. A callout box labeled "Field box" points to the Student Status dropdown. Another callout box labeled "LOV button" points to the dropdown arrow of the Student Status field. To the right, there are fields for From Term: [text] and To Term: [text], and a section titled "Additional Information" containing Site: [dropdown], Session: [dropdown], Block: [dropdown], and Citizenship: [text].

# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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- **AUTO HINT**

The Auto hint appears at the bottom of the window pane when your cursor is in a field. The auto hint gives you valuable information about the field and some of the acceptable actions available on that field.



The Auto Hint can contain a brief field description, error and processing messages, key stroke equivalents, whether you can access another block, tab, window or form from this field. In a query mode (see info. on querying) it can also give you information on how records match your query.

# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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- **DIALOGUE BOXES**

A Dialogue Box is a window that appears, usually after executing an action on a field, that requires you to choose from two or more responses. You get a list of options to choose from to continue your action.

The screenshot displays the HomerAdmin interface for a course section. At the top, the course details are: Term: 201020, CRN: 20145, Subject: HLTH, Course: 20200, Title: Human Nutrition. The 'Course Section Information' tab is active. A dropdown menu for the 'Term' field is open, and a callout box with the text 'Clicked on the term down arrow' points to it. A dialog box titled 'Option List' is overlaid on the form, containing the text 'List of Terms' and 'View Existing Sections (SSASECQ)'. A callout box with the text 'This dialogue box popped up asking how I wanted to search for the term' points to the dialog box. The dialog box has a 'Cancel' button. The background form includes various fields for course details, such as 'Subject', 'Course Number', 'Section', 'Status', 'Schedule Type', 'Instructional Method', 'Integration Partner', 'Grade Mode', 'Session', 'Special Approval', 'Duration', 'Part of Term', 'Registration Dates', 'Start Dates', 'Maximum Extensions', 'Attendance Method', 'Weekly Contact Hours', 'Daily Contact Hours', and 'Print' options.

# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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- **ALERT BOXES**

An Alert Box is a pop up (usually with a warning sound) that notifies you of a condition or critical information that may impact the creation, update or usage of the data.

The screenshot displays the HomerAdmin interface for a student record. At the top, the 'ID' field contains '123456789'. Below this, a navigation bar includes tabs for 'Learner', 'Curricula', 'Activities', 'Veteran', 'Comments', and 'Academic and Graduation Status, Dual Degree'. The main content area is titled 'General Learner' and includes fields for 'New Term', 'Student Type', 'Residence', 'Fee Assessment Rate', 'Class', and 'Full or Part Time'. A 'Banner' alert box is overlaid on the interface, featuring a yellow warning triangle and the text: 'Warning: Information about this person is confidential.' with an 'OK' button. Two callout boxes provide context: one points to the ID field with the text 'I entered this student's ID in the key block', and another points to the alert box with the text 'This alert popped up to let me know some critical information about this person'. Below the main form, there are sections for 'Curricula Summary' and 'Field of Study'.

# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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## NAVIGATING

A user can navigate around the forms of HomerAdmin by using the mouse to click on the icons in the tool bar or pull down the items on the menus or by using key strokes to mimic the same actions or combination of both mouse and keystrokes. To see the available key strokes for the analogous actions on the menu/toolbar enter CTRL+K and a pop-up will display a list of the key strokes.

- **Tabbing** - use the tab key to move from field to field, it also acts as a de facto enter key once you've entered data into a field
- **Up/Down arrows** - In some cases you can use the Up and down arrows to go from field to field as well.
- **Blocking** - using the tab or up/down arrows can only move you around fields in the same Block. In some cases the only way to get from one Block to the next is by using the Next/Previous Block functions. You can either use the Next Block icon on the tool bar or the Block pull down menu or the Next Block keystroke (Shift+PgDown). On most forms you can not move from the Key Block to the rest of the form without performing a Next Block.
- **Rolling Back** - Once you've viewed a record on a Form and want to see the next record (a new student or a new course), you do not need to exit the form, you simply need to Rollback. The Rollback clears out the information on the form and places your cursor back into the Key Block so you can be ready to look up your next record. The Roll back has an icon on the toolbar, is listed in the FILE pull down menu or you can use the F8 keystroke.
- **Saving** - If you have update capability in a Form, then you can save your changes to the Form. The Save function has an icon on the toolbar, is listed in the FILE pull down menu or you can use the Save keystroke which is CTRL+S. If you attempt to exit a form after making a change but before saving, an Alert Box will pop up to ask if you wish to save your changes before exiting.
- **Exit** - You can exit any form by clicking the Black 'X' on the tool bar, using the Exit on the FILE pull down menu or using the F4 keystroke. Exiting a form takes you back to the Main Menu. However if you have navigated into a form from the field of another form or from the Options list on another form, you simply exit back into the original you came from.

## QUERYING INFORMATION

In order to see the information you need in a Form, you need to be able to enter what you want to see in the Key block. What if you don't know the ID of a student or are not 100% sure of the spelling of a name? What if you want to simply see how many sections of HIST 11100 are being offered in a semester? For these types of questions you can query the form.

A Query is a quick filter and looks at the criteria you input and returns information based on that criteria. You can use a wildcard (%) character to aid in your searching. Most forms will allow you to query on information while you are in the form. You can also query right on the Key Block.

# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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There are three steps to a query:

- Enter
- Execute
- Cancel

**ENTER** - To start a query, you can use the Enter Query button on the toolbar



or you can use the Query pull down menu and select 'Enter' or keystroke F11.

Entering a query will blank out all the fields on the form. From there you can enter which field elements you want to query on. Blank fields will be ignored and return every available value for that field.

*Note: Some forms are already Query forms and upon entering the form, you are automatically at the Enter Query function.*

**EXECUTE** - To execute the query you can use the Execute Query button on the toolbar



or you can use the Query pull down menu and select Execute or Keystroke CTRL+F11.

*Note: Before executing the query, if you want to know how many records will be returned you can get a quick count. After entering your query you can use the F12 keystroke or use the Query menu and select Count Hits. In the Auto-Hint area you will see how many records your query will return.*

**CANCEL** - Once the query has been executed and your results displayed, you can exit the form, re-enter and start and new query or simply cancel the query. To cancel a query you can use the Cancel Query button on the



toolbar or you can use the Query pull down menu and select Cancel or you can use the Cancel keystroke F4. The cancel function will show in the Auto-Hint area that the query has been cancelled. You can hit the Execute button again after you've cancelled and all the original data will restore.

# Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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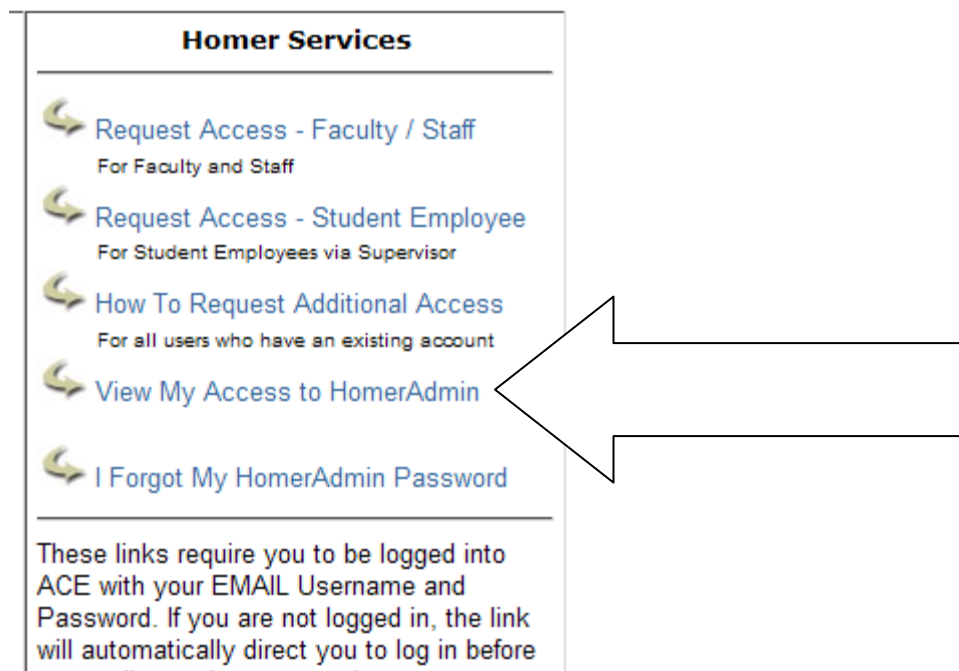
## ACCESS and AVAILABILITY

Not all Forms on Homer are available to all users. When your access is granted you can go to the ACE page (<http://vail.ithaca.edu/ace>) and view the Forms for which you have been granted access.

You will need to login into the ACE page, click on the Homer tab. You can see the Homer Services box and click on the View My Access to Homer Admin link.

HomerAdmin forms are grouped into Assigned Classes. Classes are set up by the Security Administrators for each of the functional areas in a logical grouping to facilitate access to the areas necessary for each end user.

You may be assigned to only one class or a multiple number of classes. When you click on the View My Access link, you will see all the Security Classes you have been assigned to. Clicking on a class you will see the individual forms in each class.



The image shows a screenshot of the 'Homer Services' menu. The menu is titled 'Homer Services' and contains five items, each with a green arrow icon pointing to the right:

- Request Access - Faculty / Staff  
For Faculty and Staff
- Request Access - Student Employee  
For Student Employees via Supervisor
- How To Request Additional Access  
For all users who have an existing account
- View My Access to HomerAdmin
- I Forgot My HomerAdmin Password

Below the menu items, there is a note: 'These links require you to be logged into ACE with your EMAIL Username and Password. If you are not logged in, the link will automatically direct you to log in before'. A large white arrow with a black outline points from the right towards the 'View My Access to HomerAdmin' link.

- **COMMON FORMS**

There are several hundred Forms in Homer. Not all users will have access to all forms, but here are some of the most common forms users will need to view and navigate to see student and course information.

## Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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### *Student Biographic/Demographic information FORMS*

IF YOU NEED TO SEE...	USE FORM	WHAT IS IT
Address/Phone	SOADDRQ, SPAIDEN or SPATELE	SOADDRQ is list view of all addresses. SPAIDEN is a more detailed address view, SPATELE shows phone only.
Advisor	SGAADVR	Lists the names of the student's advisors for a particular term
Biographical	SPAPERS or SPAIDEN	Shows general biographic info (race, religion, b-date etc.)
Basic Student Info	SGASTDN	Shows class level, major(s), minor(s), expected grad date, active or inactive status,
Degrees earned	SHADGMQ or SHADEGR	SHADGMQ Shows summary list of degrees SHADEGR Shows detailed view of degrees/honors
Degree expected date	SGASTDN	Graduation Status tab shows expected degree date
EMAIL	SPAIDEN	Click on email tab.
Emergency Contact	SPAEMRG or SPAIDEN	Shows name, address, phone of emergency contact if populated
High School	SOAHSCH	
Honors/Awards	SHADEGR	Shows official honors & awards
Major/Minor/Concen	SGASTDN or SGASTDQ	Shows a current student's academic program. SGASTDQ Shows summary & primary program only.
Parent Info	SOAFOLK	Shows parent, guardian information if populated
Prior College	SOAPCOQ	Shows prior college if student transferred in
Student Status	SGASTDQ	Shows if currently Active, Inactive, Graduated etc.
Withdrawal Status	SFIWDRL	Shows student's withdrawal status from the institution

## Ithaca College Office of the Registrar HomerAdmin Documentation: Navigation Through HomerAdmin Forms

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### *Student Academic Information FORMS*

IF YOU NEED TO SEE...	USE FORM	WHAT IS IT
Acad Status	SGASTDN	Click on the Academic/Graduation status tab
Credits Earned	SHATERM	Shows overall, institutional & transfer credits attempted, passed, earned. Also shows term by term credit info.
GPA	SHATERM	Shows cumulative GPA and Term GPA
Student's Class Schedule	SFAREGQ	Show the class schedule for term (you input the term)
Student's Courses by Term	SHATERM	Shows courses taken term by term
Test Scores	SOATEST	Shows placement test scores and external test scores
Transfer Credit	SHATRNS	Lists courses accepted in transfer.

### *Course Section Information screens*

IF YOU NEED TO SEE...	USE FORM	WHAT IS IT
Class roster	SFASLST	Roster for term will also show midterm & final grades
Course Section Information	SSASECT	Detailed Section information including meeting times, rooms, faculty assigned, cap
Course Section lookup	SSASECQ	Summary list of sections for a term, includes # enrolled
Faculty Schedule	SIAASGQ	Summary List of courses for a term taught by specific faculty member
Section Comments	SSATEXT	Public comments specific to the section.
Section Restrictions	SSARRES	Shows any registration restrictions for the section.
Section Syllabus	SSASYLB	Allows creation/view of an online syllabus