

The following steps will assist in configuration of the online web application for Open Studies. These steps must be completed for:

- Open Studies - Degree Preparation
- Open Studies - Non-Degree Seeking
- Open Studies - Visiting Student

The web application configuration requires four steps:

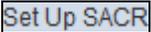
- - Setup Application Terms
- - Setup Program Start and Deadline dates for each program
- - Ensure the text/instructions are correct in Navigation Administration*
- - Sync the Program with the Web App Table*

*These last two steps are only necessary if there are changes made to the online application form.

Note: This job aid is also available in online learning; consult www.ucalgary.ca/ittraining

Step One: Setup Application Terms

Terms define the beginning and deadline dates that applicants can apply for admission. The term setup must be completed in Set Up SACR.

1. Click the **Set Up SACR** link.

2. Click the **Product Related** link.

3. Click the **Recruiting and Admissions** link.

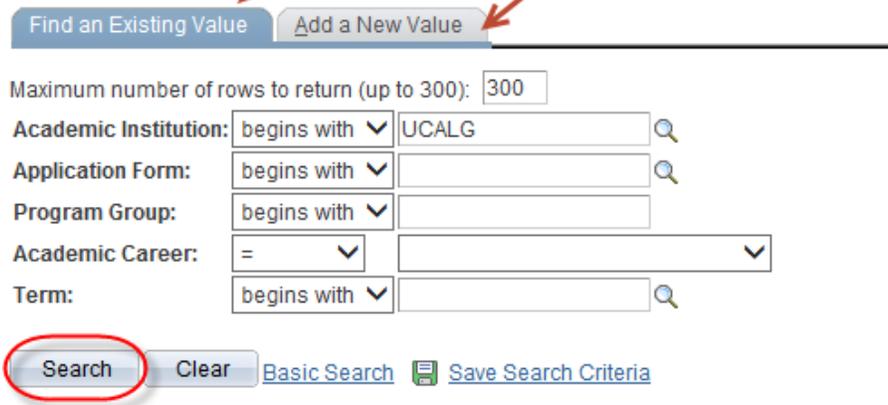
4. Click the **U of C Web Application Set Up** link.

5. Click the **Web App Term Control** link.


6. To view existing terms click on Find an Existing Value to determine what was previously configured. If there has been no previous configuration, then a new value has to be added on Add a New Value.

Web App Term Control

Enter any information you have and click Search. Leave fields blank for a list of all values.



7. Search for what has been previously configured by clicking on the **Look up Application Form** link.



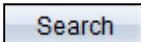
8. Five Application Forms will display as they all have access to this component.

- A - Graduate Application form
- B - Undergraduate Application form
- C - Law Application form
- D - Open Studies Application form
- E - VetMed Application form

Click the **Open Studies Application Form** link.

[Open Studies Application Form](#)

9. If desired, you may enter additional search criteria (e.g. a specific term) and press Enter or Search. Click the **Search** button.



10. The Search Results will display a grid of information based on your search criteria. The application form D indicates Open Studies application form and the fee of \$35.

The Current Application Term is set to either Yes (Y) or No (N) indicating it is an active or current term. This is not an indicator the application period is open and accepting applications this only indicates the term is recognized in the PeopleSoft system.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300):

Academic Institution: begins with

Application Form: begins with

Program Group: begins with

Academic Career: =

Term: begins with

[Basic Search](#)

Search Results

View All First 1-5 of 5 Last

Academic Institution	Application Form	Program Group	Academic Career	Term	Description	Current Application Term
UCALG	D	A	Undergrad	2137	Fall 2013	N
UCALG	D	A	Undergrad	2141	Winter 2014	Y
UCALG	D	A	Undergrad	2147	Fall 2014	Y
UCALG	D	B	Undergrad	2137	Fall 2013	N
UCALG	D	B	Undergrad	2141	Winter 2014	N

For example, click the **Undergrad for Fall 2014** link.

[Undergrad](#)

11. **New Term:**
When setting up a new term click the **Add a New Value** tab.

12. On Add a New Value, the Academic Institution (UCALG) will autopopulate.

Click the **Look up Application Form** button.



13. Five Application Forms will appear that have access to this component. Click the **Open Studies Application Form** link.

[Open Studies Application Form](#)

14. A Program Group is required to tie the application to the amount of the application fee to be charged. The program group is tied to the application center. Program Group A refers to the standard fee of \$35. You can define more than one Program Group if necessary to accommodate different application fee amounts.

Enter the desired information into the **Program Group:** field. Enter a valid value e.g. "A".

15. Click the **Academic Career** list.



16. There are 3 Academic Careers listed for the University of Calgary. Open Studies is in the Undergraduate Career. Select **Undergraduate Programs**

Undergraduate Programs

17. Use the Look Up tool to select a Term or enter it directly. Click the **Look up Term** button. (For example 2147 for Fall 2014).



18. Once you have entered the desired information click the **Add** button.

Add

19. The Maintain Web App Programs - Application Term Control page displays. This is where the Application Start and End Dates are added. These dates must be specified each time a new term is added.

The Application Form should be D and each time you add a new term the Program Group is added. The convention adopted is Program Group A goes with the OPST Application Center and the standard fee. The term will also be displayed (e.g. 2147 Fall 2014). Current = Y (Yes) indicates this term is active, Current = N (No) indicates the Term is not active.

The Application Start Date indicates which date applicants can begin applying for admission and Regular End Date indicates when the application is closed and no longer accepting applications for admission. The International Deadline is for International Applicants (applicants whose immigration status isn't Canadian/Permanent Residence). The Application Centre (OPST - Open Studies Admissions) generates the Application Fee.

Maintain Web App Programs - Application Term Control

Academic Institution: UCALG University of Calgary

Application Form: D Open Studies Application Form

Program Group: A

Academic Career: UGRD Undergraduate Programs

Term: 2147 Fall 2014 Current: Yes No

*Application Start Date: 2013/09/01

*Regular End Date: 2014/09/01

*International End Date: 2014/09/01

*Application Center: OPST Open Studies Admissions

Re-Admission Application Fee:

Regular Application Fee: 35.00

International Application Fee: 35.00

Session Comments:

20. When the application start and end dates have been entered, click the **Save** button.



Step Two: Faculty Configuration

The next step will be to setup the configuration for each program.

1. Click the **Set Up SACR** link.
[Set Up SACR](#)
2. Click the **Product Related** link.
[Product Related](#)
3. Click the **Recruiting and Admissions** link.
[Recruiting and Admissions](#)
4. Click the **U of C Web Application Set Up** link.
[U of C Web Application Set Up](#)
5. Click the **Web App Program by Faculty** link.
[Web App Program by Faculty](#)

6. Click on the Application Form Look Up to select the Open Studies Application Form.



7. Click the **Open Studies Application Form** link.

[Open Studies Application Form](#)

8. Click the **Look up Program Group** button.



9. Click the **A** link.



10. Click the **Academic Career:** list.

11. Select Undergraduate Programs from the Academic Career List.

[Undergraduate Programs](#)

12. Click the **Application Term:** list.



13. There are 3 options for Application Term All Terms is commonly used for Undergraduate Admissions, Open Studies can select either Fall or Winter. For example select **Fall**.

[Fall](#)

14. Click the **Search** button.

[Search](#)



- 15. A list of 3 Programs will display in the grid and configuration must be confirmed for each program:

OSCND - Open studies Non Degree Seeking
 OSCDH - Open Studies - Degree Seeking
 OSVIH - Open Studies - Visiting Students

Maintain Web App Programs - Program by Faculty

Institution: UCALG University of Calgary
 Application Form: D Open Studies Application Form
 Program Group: A
 Academic Career: UGRD Undergraduate Programs
 Application Term: F Fall
 Faculty: RO Open Studies

Current: Fall 2014
 *Status: A Active

*Program Sequence Number	*Program Reference Code	*Description	*Primary Faculty	Status	Date	Link to Program Details
1	1000	OSCND	Open Studies - Non Degree Seeking	RO		Link to Program Details
2	1201	OSCDH	Open Studies - Degree Seeking	RO		Link to Program Details
3	1301	OSVIS	Open Studies - Visiting Students	RO		Link to Program Details

Save Return to Search Notify Add

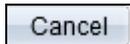
- 16. If you need to make changes to the Program Status, click the **Look up Status** button.



- 17. The status options are:
 - **Program Disabled** - select this option when you want to remove the program as a visible option that will not be seen on the application
 - **Admission to Program Closed** - Select this option when the date has passed and is no longer available for registration. This value allows you to close a specific program prior to the Regular End Date defined on the Web App Control Table.
 - **Admission to Program Suspended** - Use this option when, for example, the funding was suspended and the program is no longer offered.

When you select a status you must indicate the date you want the application to be inactivated.

If no selections are made, click the **Cancel** button.



18. To add a new program click add a new row. Specify a Program Reference Code and a description. Adding a row will generate a new Program Sequence Number. The sequence number indicates which order the program as displayed to applicants in the application for admission. If you want to change the order the programs are displayed change the sequence number. Example, if you want Open Studies - Visiting Students to come first change the sequence number associated to that program to 900. That will move the program to the top of the list.

Click the **plus** button.



19. **Note:** Once the application is available for students to use for a term you **CANNOT** remove programs. You will have to use the values: Program Disabled, Admission to Program Closed or Admission to Program Suspended. You can delete programs prior to the date on the control table. In normal circumstances, programs would only be deleted when the application is setup for the next admission cycle.

Click the **Delete row** button.



20. Click the **OK** button.

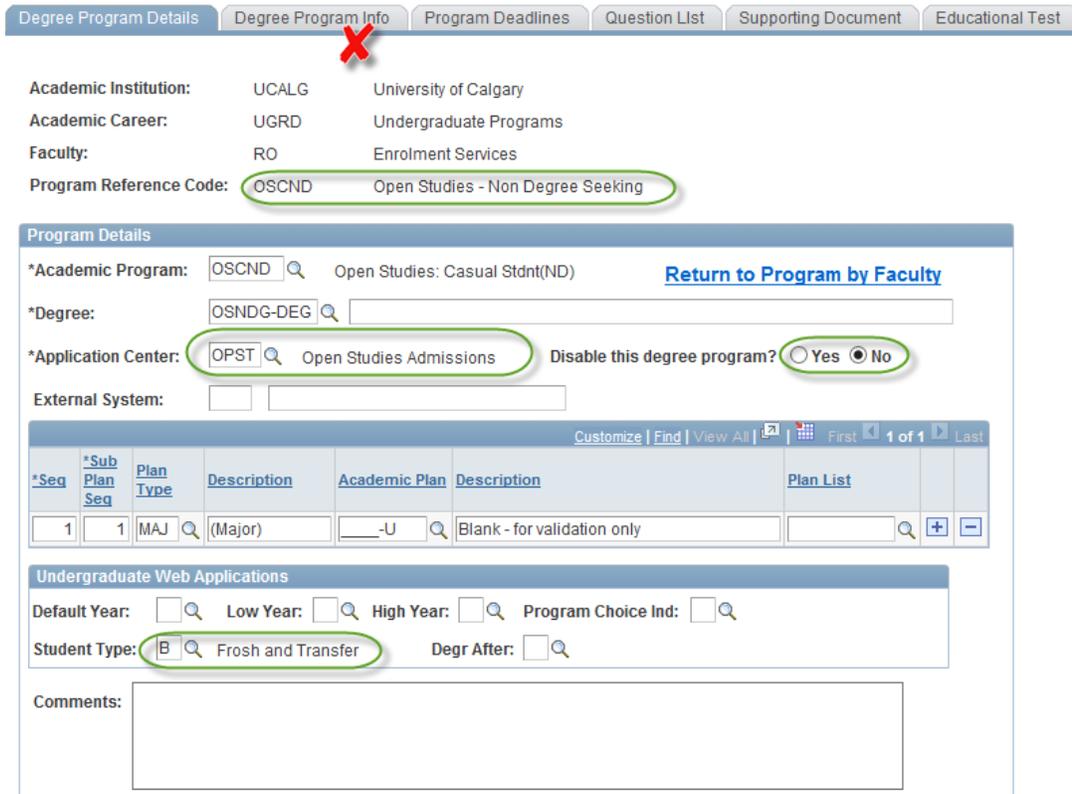


21. Click the **Link to Program Details** link.



22. Degree Program Details displays:
- Identifies the Program details including the Program Reference Code (eg. OSCDN - Open Studies - Non Degree Seeking);
 - the ability to Disable the degree program by radio buttons Yes or No
- Ensure the following fields are populated:
- The number 1 must be entered in both fields (Seq/Sub Plan Seq)
 - Description = Major – remove brackets around Major
 - Academic Plan = ___U for Blank – for Validation only
 - Default Year should be set to 1 for Undergraduate Web Applications

The Comments text box allows for any free-text to populate on the application. If text is added, it generates a "pop-up" window when the applicant selects the program on the web application. **Note:** Degree Program Info Tab is not used by Open Studies.



Degree Program Details | **Degree Program Info** | Program Deadlines | Question List | Supporting Document | Educational Test

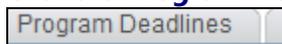
Academic Institution: UCALG University of Calgary
 Academic Career: UGRD Undergraduate Programs
 Faculty: RO Enrolment Services
 Program Reference Code: **OSCDN** Open Studies - Non Degree Seeking

Program Details
 *Academic Program: **OSCDN** Open Studies: Casual Stdnt(ND) [Return to Program by Faculty](#)
 *Degree: OSNDG-DEG
 *Application Center: **OPST** Open Studies Admissions Disable this degree program? Yes No
 External System:

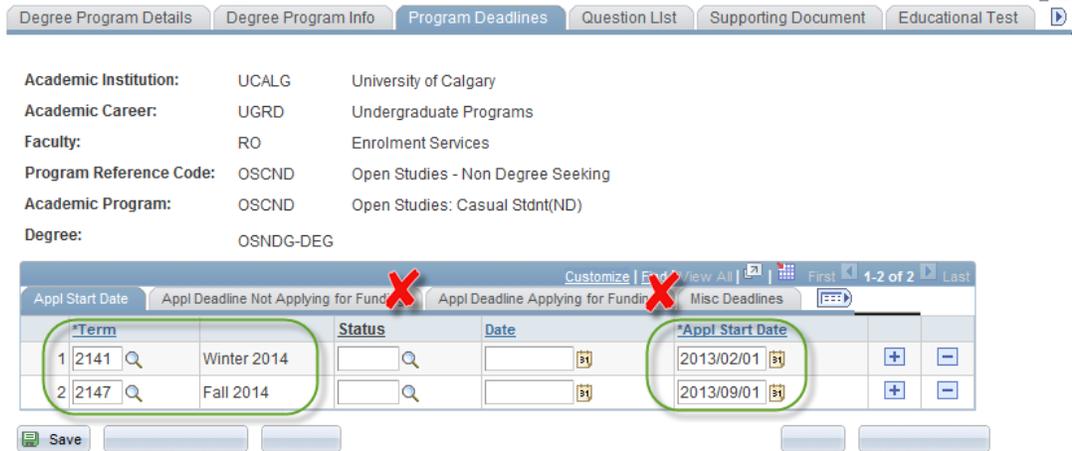
*Seq	*Sub Plan Seq	Plan Type	Description	Academic Plan	Description	Plan List
1	1	MAJ	(Major)	___-U	Blank - for validation only	

Undergraduate Web Applications
 Default Year: 1 Low Year: 1 High Year: 1 Program Choice Ind: 1
 Student Type: **B** Frosh and Transfer Degr After: 1
 Comments:

23. Click the **Program Deadlines** link.



24. The Application Start Date Term should be entered (e.g. 2141 for Winter 2014 and 2147 for Fall 2014). The Appl Start Date and Deadline date fields defaults from the values on the Web Appl Control table. (e.g. 2013/02/01 and 2013/09/01). You can specify different start and deadlines for a specific program as long as they dates are within the range on the Web Appl Control table for that term.



Term	Status	Date	Appl Start Date
1 2141 Winter 2014			2013/02/01
2 2147 Fall 2014			2013/09/01

The Appl Deadline Not Applying/Applying for Funding tabs are not required. Click the **Show all columns** tab.



25. Supporting Document Deadline and Intl Supporting Document Deadlines can be entered indicating when all supporting documents are due.



Supporting Document Deadline	Intl Supporting Document Deadline
2014/01/01	2014/01/01
2014/09/01	2014/09/01

26. Click the **Question List** link.



The Question List component/page contains the questions on the web application form that applicants must answer. The Term of 9999 allows the questions to be available for several admission cycles.



27. Additional information must be captured on other tabs, to view additional tabs, click the **Show following tabs** button.



28. Click the **Program Contact Info** link.

Program Contact Info

Add/update any department contact information including a department/faculty information.

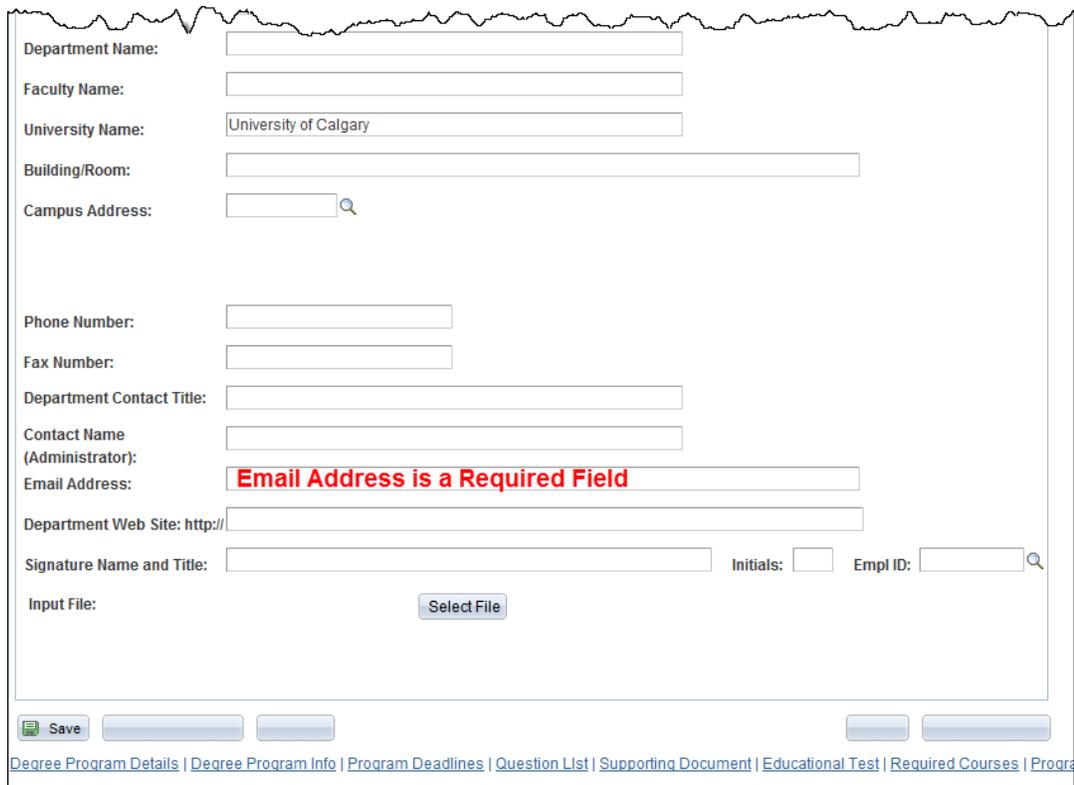
Question List Supporting Document Educational Test Required Courses Program Activities Program Contact Info

Academic Institution: UCALG University of Calgary
Academic Career: UGRD Undergraduate Programs
Faculty: RO Enrolment Services
Program Reference Code: OSCND Open Studies - Non Degree Seeking
Academic Program: OSCND Open Studies: Casual Stdnt(ND)
Degree: OSNDG-DEG

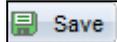
Scroll Area Find | View All First 1 of 1 Last

*Priority: 1 *Academic Plan: *
Department Name:
Faculty Name:
University Name: University of Calgary
Building/Room:
Campus Address:
Phone Number:
Fax Number:
Department Contact Title:
Contact Name

29. Include a generic email address (it is a required field).



When you have entered the Program Contact Information press Save.
Click the **Save** button.



Step Three: Navigation Administration

This step will only be required if there are changes made to the text associated with the online application form.

1. Click the **Set Up SACR** link.
[Set Up SACR](#)
2. Click the **Product Related** link.
[Product Related](#)
3. Click the **Recruiting and Admissions** link.
[Recruiting and Admissions](#)
4. Click the **U of C Web Application Set Up** link.
[U of C Web Application Set Up](#)
5. Click the **Navigation Administration** link.
[Navigation Administration](#)

6. Without entering any criteria click the **Search** button.

7. Select **Open Studies Application Form** from the grid.

[Open Studies Application Form](#)

8. The Summary component/page will display several bubble text icons. Click on each of the icons to confirm the information and it's accuracy. Click the **Bubble text** button.



Summary

App Form: D Open Studies Application Form

Description	Section Type	Visibility	Read Only	APAS
Top Menu Items				
1. START APPLICATION	Regular	Visible		
Select/Create an Application		Visible		
2. LOGOUT	Regular	Visible		
Logout		Visible		
Side Menu Items				
1. Read This First	Regular	Visible to incomplete appl		
Read This First		Visible to incomplete appl		
2. Personal Information	Regular	Visible to incomplete appl		
Personal Information		Visible to incomplete appl		
3. Addresses	Regular	Visible to incomplete appl		
Addresses		Visible to incomplete appl		
4. Contact Information	Regular	Visible to incomplete appl		
Contact Information		Visible to incomplete appl		
5. Citizenship	Regular	Visible to incomplete appl		
Citizenship		Visible to incomplete appl		
6. Previous Education	Divider	Visible to incomplete appl		
Previous Education		Visible to incomplete appl		
7. High School	Regular	Visible to incomplete appl		

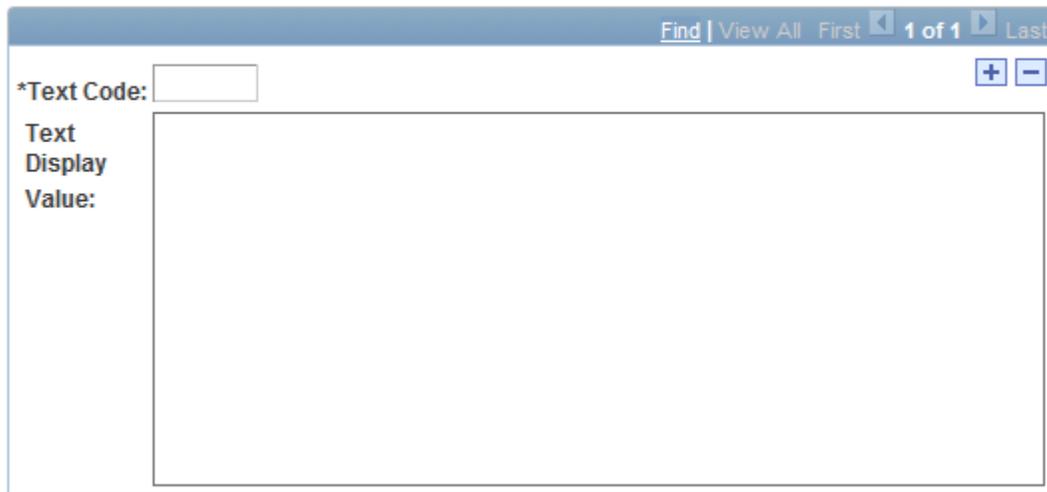
9. Confirm the text information (if any) and press enter OK or Cancel.

Page Texts

App Form: D Open Studies Application Form

Section: CRTEUSTART APPLICATION

Page: CRTEUSelect/Create an Application

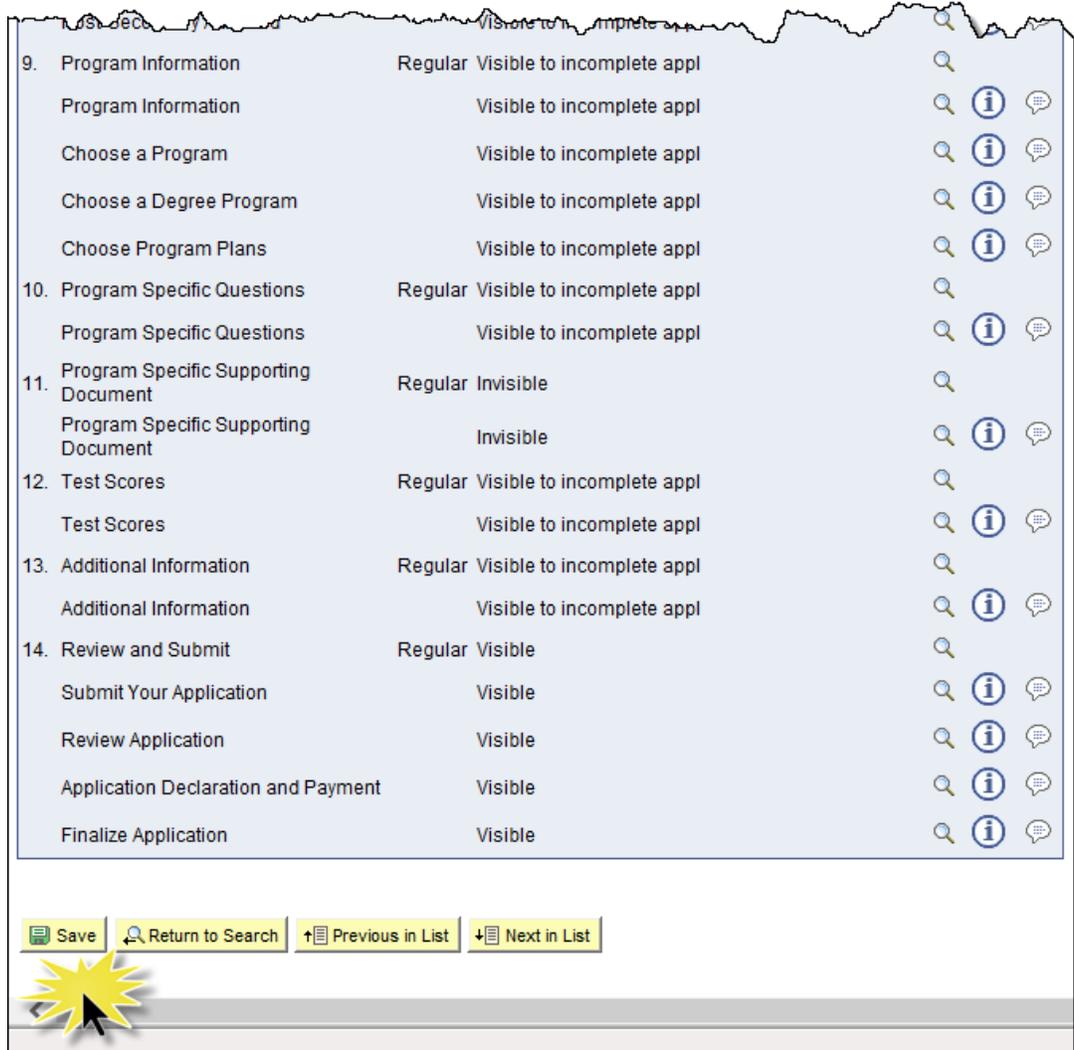


OK Cancel

Click the **Cancel** button.

Cancel

10. Scroll down the page to view additional comments. After making any changes press the **Save** button.



9. Program Information	Regular	Visible to incomplete appl	
Program Information		Visible to incomplete appl	
Choose a Program		Visible to incomplete appl	
Choose a Degree Program		Visible to incomplete appl	
Choose Program Plans		Visible to incomplete appl	
10. Program Specific Questions	Regular	Visible to incomplete appl	
Program Specific Questions		Visible to incomplete appl	
11. Program Specific Supporting Document	Regular	Invisible	
Program Specific Supporting Document		Invisible	
12. Test Scores	Regular	Visible to incomplete appl	
Test Scores		Visible to incomplete appl	
13. Additional Information	Regular	Visible to incomplete appl	
Additional Information		Visible to incomplete appl	
14. Review and Submit	Regular	Visible	
Submit Your Application		Visible	
Review Application		Visible	
Application Declaration and Payment		Visible	
Finalize Application		Visible	

Step Four: Sync Web App Tables

The following steps are final steps required to Sync the configured web application to the Web App Tables. This must be completed after every program has been or updated/changed. In order for the changes to be reflected in the web application, the Sync WebApp Tables process must be run.

1. Click the **Set Up SACR** link.
[Set Up SACR](#)
2. Click the **Product Related** link.
[Product Related](#)

- Click the **Recruiting and Admissions** link.

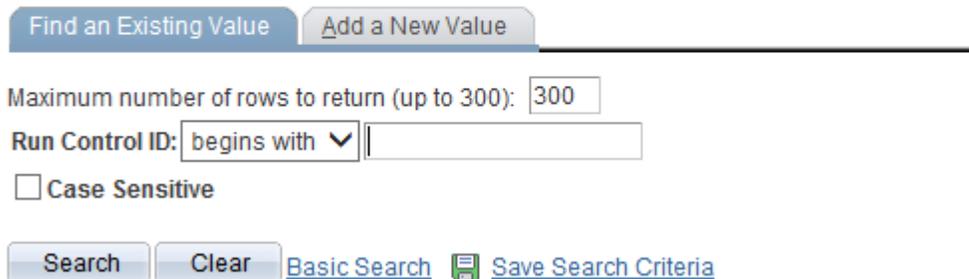
- Click on the UofC Web Application Setup

- Click the **Sync WebApp Tables** link.

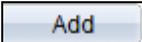
- The first time you run a Sync WebApp, a new value must be added. Otherwise press Enter or Search to Find an Existing Value. Click the **Add a New Value** link.


Sync WebApp Tables

Enter any information you have and click Search. Leave fields blank for a list of all values.



The screenshot shows a search interface with two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs, there is a text input field for "Maximum number of rows to return (up to 300):" with the value "300". Below that is a "Run Control ID:" field with a dropdown menu set to "begins with" and an empty text input field. There is a checkbox for "Case Sensitive" which is unchecked. At the bottom, there are buttons for "Search" and "Clear", and links for "Basic Search" and "Save Search Criteria".

- Enter a Run Control ID. Run Control ID's must be one word with no spaces. Enter the desired information into the **Run Control ID:** field. Enter a valid value e.g. "**syncapp**".
- Click the **Add** button.

- Click the **Look up App Form** button.

- Click the **Open Studies Application Form** link.

- The App Form "D" appears for Open Studies. Select the menu options as displayed.

Click the **Acad Career:** list.




12. Select **Undergrad** from the Acad Career drop down menu.

Undergrad

13. When the Sync WebApp Table is complete press the **Run** button.

Run

Sync WebApp Tables

Run Control ID: syncapp [Report Manager](#) [Process Monitor](#) [Run](#)

App-Form related tables

App Form: (leave blank for all app forms)

- Sync navigation setup tables
- Sync HTML static text
- Sync application-level questions
- Sync term control table
- Sync Combined Degrees table

Program-configuration tables

- Sync program configuration tables

Acad Career:

Leave blank for all acad careers

Other web application tables

- Sync previous institution table
- Sync matriculation calculation table
- Sync course subject groupings table

14. Check the process monitor from the Syn WebApp Table.
Click the **Process Monitor** link.

Process Monitor

15. The process Run Status will display Queued, Processing and Success. Success indicates the sync was successful.)

Process List [Server List](#)

View Process Request For

User ID: Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	User	Run Date/Time	Run Status	Distribution Status
<input type="checkbox"/>						Success	Posted

Queued, Processing, Success will appear

End of Procedure