

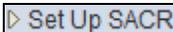
The following five steps will assist in configuration of the online web application for the Faculty of Veterinary Medicine. These steps must be completed for the configuration of the Doctor of Veterinary Medicine Program.

The first time the configuration will be completed in the SAUA environment by Faculty of Veterinary Medicine administration staff. Once configuration is complete the environment will be “locked” then uploaded into the .NET web applications where students can then apply.

*Please note that this job aid is created specifically for the Faculty of Veterinary Medicine and is intended as a one time instruction job aid. Contact Instructional Services in Information Technologies for additional information.*

*This job aid will be updated for the subsequent terms as a legacy job aid and configuration will be completed in the production environment of PeopleSoft.*

### Step One: Set Up Initial Term:

1. All configuration is completed in Set Up SACR (Student Administration Curriculum Records).  
Click the **Set Up SACR** link.  

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

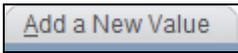
3. Click the **Recruiting and Admissions** link.  

4. Please note, if you do not see navigation to this component, you will need to request access.

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



5. The initial term setup must be completed first.  
Click the **Web App Term Control** link.  

6. Click the **Add a New Value** tab.  

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


8. Four Application Forms will appear:
  - Graduate Application Form
  - Undergraduate Application Form
  - Law Application Form
  - Veterinary Medicine Application Form

Click the **Veterinary Medicine Application Form** link.

[Veterinary Medicine Application Form](#)

9. Any Program Group value can be entered.

Enter the desired information into the **Program Group** field. Enter "a".

10. Click the **Academic Career** list. There are 3 Academic Careers listed.

Click the **Undergraduate Programs** list item.

[Undergraduate Programs](#)

11. You can use the lookup tool to locate the term or enter it directly (e.g. 2147 Fall 2014).

12. Click the **Add** button.

[Add](#)

13. You will be transferred to the Maintain Web App Program - Application Term Control component/page. Confirm the Application Start and End Dates are accurate. (e.g. Application Start Date: 2014/09/25 Regular End Date: 2014/11/30. No International End Date.)

The Application Centre generates the Application Fee and should be showing VETM.

Click **Save**.

[Save](#)

### **Step Two: Configuration for Doctor of Veterinary Medicine Program:**

1. Click the **Web App Program by Faculty** link.

[Web App Program by Faculty](#)

2. The first time you begin configuration you will need to setup a new value. The title of the value can be anything you would like, except it has to be one word with no spaces.

Click the **Add a New Value** tab.

[Add a New Value](#)

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



- A list of available online application forms will appear for Graduate Studies (completed April 2012), Undergraduate Application Form (completed April 2013) Law Application Form (completed September 2012) and Veterinary Medicine (now for Fall 2014 applicants). Select Veterinary Medicine Application Form.

Click the **Veterinary Medicine Application Form** link.

[Veterinary Medicine Application Form](#)

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



- Click the **A** link.



- Click the **Academic Career** list.

- There are three Academic Careers at the University of Calgary: Graduate Programs, Medicine Programs and Undergraduate Programs.

Click the **Undergraduate Programs** list item.

[Undergraduate Programs](#)

- Click the **Application Term** list. Since online applicants can only apply in the Fall for the Faculty of Veterinary Medicine this option should always be set to Fall.

Click the **Fall** list item.

[Fall](#)

- Click the **Look up Faculty** button.



- A list of Faculties will appear. Scroll down to Faculty of Veterinary Medicine.

Click the **Faculty of Veterinary Medicine** link.

[Faculty of Veterinary Medicine](#)

- Once the menu is complete click **Add** to save the new value.

Click the **Add** button.

[Add](#)

- Once you have Added a New Value, clicking on Find an Existing Value (Search) will list any Existing Values.

Click the **Undergrad** link.

[Undergra](#)

14. The Maintain Web App Program component/page will appear. Displayed is 1 program that will filter applicants to the applicable program:  
Doctor of Veterinary Medicine.

Click the **Look up Status** button.



15. 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

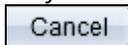
**- Admission to Program Closed**

Select this option when the date has passed and is no longer available for registration

**- Admission to Program Suspended**

Use this option when, for example, the funding was suspended and the program is no longer offered. This option may become useful for future programs.

Click the **Cancel** button as these options are not required at this time. This information may be referenced for future updates to the online application process.



16. This date goes with the 'status' field and is normally the date entry was added (current date because you are for example, disabling). The dates the application is open for is driven by the Web Appl Control table and also the 'Program Deadline' tab under program details.

To add/remove programs they can be added or removed by clicking on the plus + or minus - buttons.

Note the Program Sequence Number will increase in increments when an additional program is selected. The Program Sequence Number allows the user to specify the order in which the program is displayed on the web application. Note: Avoid duplicating Sequence Numbers. Currently Veterinary Medicine only has one program therefore this will not be applicable at this time.

17. When the program line(s) have been setup, you can directly link to the Program Details component/page by using the link displayed.

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

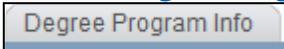


18. Degree Program Details displays the Program Reference code (eg. VMDVM Doctor of Veterinary Medicine) and provides all the Program Details as it pertains to Veterinary Medicine. There is also the ability to Disable the degree program radio buttons Yes or No.

External System should be left blank. Seq/Sub Plan should be set to 1 and the Plan type should be set to MAJ (Major) remove the bracket and set the academic plan to U and Description Blank for Validation only. No Plan List is required for Vet Med applicants.

In the Undergraduate Web Applications, configuration can be completed to default values into PeopleSoft. This is mostly useful when there is more than one program available or if a program only admits one type of student. In the case of the Veterinary Medicine program, this can be left blank.

Click the **Degree Program Info** tab.



19. Degree Program Info displays various information including the Number of Referees required, Checklist Code DVM and the Checklist Item CD Prefix (e.g. REFER = Reference). The Location/URL of the reference Form should be included.

Click the **Reference Type** list.

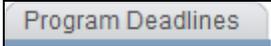


20. If required, you can select different options for Reference Type; Both Reference Form & Letter, Reference Letter or Reference Form.

Click the **Reference Type** list.



21. Once the Degree Program Info is complete, navigate to the next tab.  
Click the **Program Deadlines** tab.



22. For this example the Application Start Date Term is defaulted to 2147 for Fall 2014. The Appl Start Date field would be set to the desired start date that applicants can begin to submit (e.g. October 1, 2013). The Appl Deadline Not Applying/Applying for Funding tabs are not required.

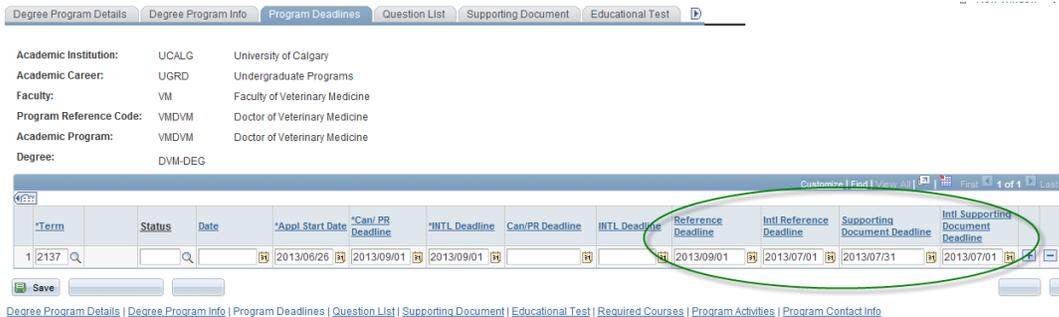


***It is important to know your deadlines prior to this configuration.***

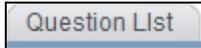
Click the **Show all columns** button.



23. If required the Can/PR Deadline can be entered. A default date will appear that can be manipulated.
24. Include the deadline date for the Reference Deadline as well as the International Reference Deadline. This is when the reference letter from the referee(s) are required. Include the deadline date for any Supporting Documents as well as the International Supporting Documents. These are the dates that any supporting documents must be submitted (e.g. letter of reference, transcripts, etc.).



25. Click the **Question List** tab.



26. The Question List component/page is where questions are configured/entered for the Web App. Leave the Term at 9999. As questions are entered, click View All to see all the questions at one time. Note: When entering questions the from/to terms must be set. Ensure the Disabled is set to 'No' if you want the question to appear on the application.

When entering text for questions, HTML formatting can be used. Reference the job aid: [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining)

Click the **View All** link.



27. A list of questions will appear. Some of these questions are standard/required questions. Note the Order Number. This is related to the order of the questions on the Web Application. Scroll down the page to view additional questions.
28. Lower portion of the Questions List component/page offers additional navigation. To add more questions, click on the plus + and enter additional questions. The Order number will be sequential and is not system generated; you can change the order by changing the sequence number. If the question is not a yes/no response then HTML coding may be used to configure the text and the maximum Words Allowed is recommended to not be more than 500. Disabled = Yes removes the question from the web application, however if an applicant has already responded the question will appear on their web application regardless.

29. Supporting Documents are not required for the Faculty of Vet Medicine Application. Proof of Residency will be required and addressed through the checklist management.

Click the **Show following tabs** button.



30. As mentioned, no information needs to be entered on the Educational Test tab. Click the Required Courses tab. **Note:** *These next steps are not included in the online learning.*

**Required Courses**

31. This section lists all of the courses that are required by applicants to the Vet Med program and will display them in a grid on the application. Order Seq refers to the order of how the courses appear on the application, Sub Seq refers to the addition of courses to a particular group, Required Undergrad Courses is the category of the course and the weight required, UofC Course Subject is the UofC Calendar category, UofC Course Nbr is the UofC Calendar course number, Course URL is the link to the course description in the online version of the UofC Course Calendar.

Click the '+' sign to add additional courses.

This is the view of all courses added when you select "View All".

Order Seq	Sub Seq	Required Undergrad Courses	U of C Course Subject	U of C Course Nbr	Course URL	Disabled	ID		
1	1	1	Biology - 2 HCE	BIOL	241	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	3	<input type="button" value="+"/> <input type="button" value="-"/>
2	1	2		BIOL	243	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	4	<input type="button" value="+"/> <input type="button" value="-"/>
3	2	1	Chemistry - 2 HCE	CHEM	201	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	5	<input type="button" value="+"/> <input type="button" value="-"/>
4	2	2		CHEM	203	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	6	<input type="button" value="+"/> <input type="button" value="-"/>
5	3	1	English - 1 HCE	ENGL	231	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	7	<input type="button" value="+"/> <input type="button" value="-"/>
6	4	1	Organic Chemistry - 1 HCE	CHEM	351	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	8	<input type="button" value="+"/> <input type="button" value="-"/>
7	5	1	Statistics - 1 HCE	STAT	211	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	9	<input type="button" value="+"/> <input type="button" value="-"/>
8	6	1	Biochemistry - 1 HCE	BCEM	393	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	10	<input type="button" value="+"/> <input type="button" value="-"/>
9	7	1	Genetics - 1 HCE	BIOL	311	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	11	<input type="button" value="+"/> <input type="button" value="-"/>
10	8	1	Ecology - 1 HCE	BIOL	313	<a href="http://www.ucalgary.ca/pubs/c">http://www.ucalgary.ca/pubs/c</a>	<input type="checkbox"/>	12	<input type="button" value="+"/> <input type="button" value="-"/>

32. Click the **Program Activities** tab

**Program Activities**

33. This section defines the additional sections available on the Vet Med application. The user can set the number of entries that an applicant can include on his/her application.

There are 4 sections defined here: AWAR (Academic Honours), EXTR (Extra Curricular Activities), VOLC (Volunteer and Community Activities) and WEXP (Work Experience). These sections are all optional (not required) to be completed by the applicant and will

be displayed in grid format.

As outlined above, Activity Types are defined as: AWAR, EXTR, VOLC and WEXP. Number of Entries is the number of different entries that an applicant can complete, Maximum Words Allowed can be used to limit the number of words entered, Form Format determines whether the entry is a Regular length (R) or Extended (E) for longer answers.

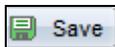
This is the view of all sections when you select “View All”.

Program Activities							
Customize   Find   View 1   First 1-4 of 4 Last							
	*Activity Type		*Number of Entries	Maximum Words Allowed	*Form Format		
1	AWAR	Award	18		R	Regular	+ -
2	EXTR	Extra Curr	5		E	Extended	+ -
3	VOLC	Vol & Comm	5		R	Regular	+ -
4	WEXP	Wrk Exp	5	250	E	Extended	+ -

- Click the **Program Contact Info** tab.

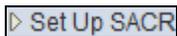


- Add any department contact information including Department Name, Faculty Name, Campus Address (VETMED), Phone Number, Fax Number, Department Contact Title, Contact Name, a department/faculty generic email address (note: this is a required field) and a department web site. When you have entered the Program Contact information, press **Save**.



**Step Three: General Questions:**

The next steps are to setup the General Questions. These are in addition to the previous section.

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

- Click the **Product Related** link.  

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

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


5. Click the **Web App General Questions** link.

[Web App General Questions](#)

6. The first time you navigate you will have to Add a New Value.

Click the **Add a New Value** tab.

[Add a New Value](#)

7. The Academic Institution will default to UCALG.

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



8. Click the **Veterinary Medicine Application Form** link.

[Veterinary Medicine Application Form](#)

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



10. Click the **A** link.



11. Click the **Academic Career** list.



12. Click the **Undergraduate Programs** list item.

[Undergraduate Programs](#)

13. Click the **Application Term** list. Click the **Fall** list item.

[Fall](#)

14. Click the **Look up Faculty** button.



15. Click the **Faculty of Veterinary Medicine** link.

[Faculty of Veterinary Medicine](#)

16. Click the **Add** button.

[Add](#)

17. If you have already Added A New Value, just click on the Search button.

Click the **Search** button.

[Search](#)

18. A list of Values will appear in the grid below. Select the previously setup new value.

Click the **Undergrad** link.

[Undergrad](#)

- Once you have added a new value or have selected an existing value the Maintain Web App Programs - General Questions component/page will be displayed. If there are existing questions, click **View All**. Otherwise enter each specific question.

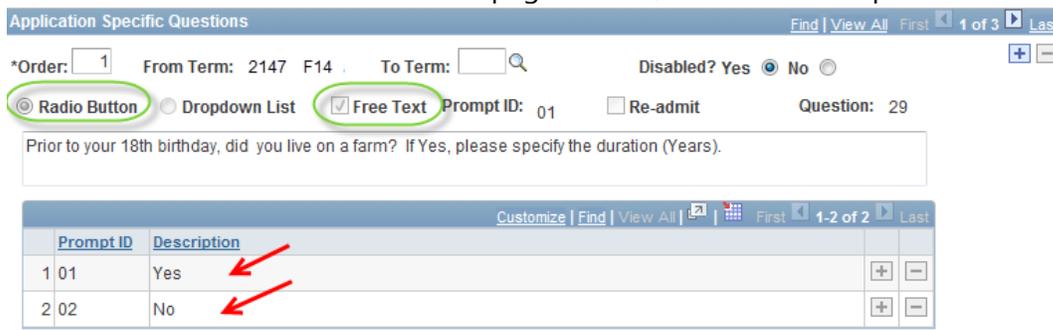
**Note the following:**

Set the Term to 9999 so that these questions will appear until the end of time and will not have to be entered yearly. Order determines where it will appear on the .NET application (eg. Order 1 - first question).

Click the **View All** link.



- When selecting Radio Button, it will trigger a yes, or no option. Include prompt Ids on each line: 01 and the Description: Yes add another line for prompt ID: No. Note the free text box is defaulted. Scroll down the page to view/add additional questions.



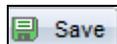
Prompt ID	Description
1 01	Yes
2 02	No

- View the additional information and the options for the remaining questions. For example, these have been setup as drop down options.



Prompt ID	Description
1 01	Production Animal Health
2 02	Ecosystem and Public Health
3 03	Equine Health
4 04	Investigative Medicine
5 05	Small or Companion Animal
6 06	General Veterinary Practice

- Click the **Save** button.



**Step Four: Navigation Administration:**

The next crucial step in configuration would be to check the Navigation Administration bubble text information. These are the instructions that the applicants will view on the web application.

1. Click the **Navigation Administration** link.

[Navigation Administration](#)

2. Click the **Search** button.

3. The Search Results will display Graduate Application Form, Undergraduate Application Form, Law Application Form and Veterinary Medicine Application Form.

Click the **Veterinary Medicine Application Form** link.

[Veterinary Medicine Application Form](#)

4. The Summary component/page will display several bubble text icons. Click on each of the icons to confirm the information and its accuracy.
5. The lower portion contains additional bubble text icons. Edit as desired and press Save when completed. These text boxes are designed to recognize html coding.

**Step Five: Sync Web App Tables:**

Use the next steps to confirm the success of the configuration in the .NET 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.

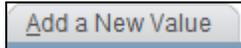
[U of C Web Application Set Up](#)

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

[Sync WebApp Tables](#)

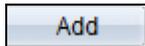
6. The first time you run a Sync WebApp Table, a new value must be added. For example; a Run Control ID "syncapp". All run controls **must** be one word. The run control ID name doesn't affect the outcome of the process.

Click the **Add a New Value** tab.



7. Enter the desired information into the **Run Control ID** field (e.g. syncapp).

8. Click the **Add** button.



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



10. Click the **E Veterinary Medicine Application Form** link.

[Veterinary Medicine Application Form](#)

11. Select all the items in the App-Form related tables, except Sync Combined Degree table. In Other Web Application tables only select Sync previous institution table.

Click the **Sync previous institution table** option.



12. For Program-configured tables, select Sync program configuration tables.

Click the **Sync program configuration tables** option.



13. Click the **Acad Career** list.



14. Click the **Undergrad** list item.

[Undergrad](#)

15. Once the Sync WebApp Table is complete you can now run the process.

### 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

**Other web application tables**

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

**Program-configuration tables**

- Sync program configuration tables

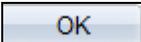
Acad Career:  ▼

Leave blank for all acad careers

Save    Notify

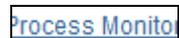
Add    Update/Display

16. Click the **OK** button.



17. To determine the success of the process you can check the Process Monitor.

Click the **Process Monitor** link.



18. The process monitor will indicate Queued, Processing and Success. This indicates the sync was successful. Navigate to the .NET application to confirm the success of the configuration.

**End of Procedure.**