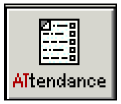
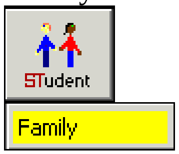
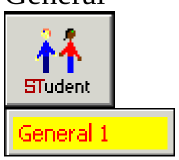
ENHANCED SKYWARD PaC STUDENT

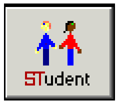
Change Logs / Transaction Tracking

WESPaC

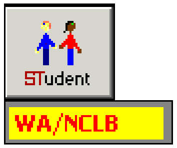
WESPaC CHANGE LOGS / TRANSACTION TRACKING

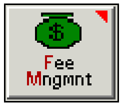
AREA	NAME	PATH	DESCRIPTION
Attendance 	Attendance Transaction Tracking Inquiry	Setup: SM/EN/Edit button/Edit Year button/ Atnd button Utility to Track Transactions: SM/OF/AT/UT/AU/TT Utility to Mass Delete Transactions: SM/OF/AT/UT/TT/Utility button	This utility tracks attendance submission/ entry and the altering of attendance records. However, the function must first be enabled. Select **Use Attendance Transaction Tracking** to activate the option. Then select a **Grace Period** for tracking attendance record entry. A value of 0 (zero) tracks all changes with no grace period. A value of 1 (one) would activate the system to begin tracking attendance changes one day after the initial entry, unless the entry is for a previous attendance date. If the entry is for a previous date, all but the initial attendance entry is tracked. The recommended value is zero. If the **Attendance Transaction Tracking Inquiry** option has been enabled, and the **Display Current Year Attendance Transactions Only** option is not selected (on the **Attendance Transaction Tracking Records** screen), prior school year's transactions can also be viewed. Note: Attendance Transaction Records can be removed through the **Attendance Transaction Mass Delete** utility (SM/OF/AT/UT/AU/TT/Utility button). NOTES: ______________________________ ______________________________________

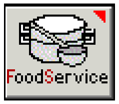
AREA	NAME	PATH	DESCRIPTION
Demographics/ Family 	Change Log / Change Information	<u>Log</u>: SM/ST/Family tab/Edit button/Chg. Log button	This log displays the *last change* information for the selected family and includes the following information: • Entity • Changed By • Date • Description (New address, Name Added, Name changed, Primary phone number change) <u>Note</u>: If the “C” on the **Chg. Log** button is green, information exists in the log. If the “C” is red, no information exists in the log. NOTES: ______________________________ ____
Demographics/ General 	Change Log / Change Information	<u>Log</u>: SM/ST/General 1 tab/Chg. Log button	This log displays the *last change* information for the selected student and includes the following information: • Entity • Changed By • Date • Description (New address, Name Added, Name changed, Primary phone number change, Entry/Withdrawal date changed) <u>Note</u>: If the “C” on the **Chg. Log** button is green, information exists in the log. If the “C” is red, no information exists in the log. NOTES: ______________________________ ____

AREA	NAME	PATH	DESCRIPTION
Demographics/ Student  	Modification Report	<u>Report</u>: Available from within **Entity 000 only**: SM/ST/Reports/Modification Report	The first time this program is run, a history file is created. The file contains basic student demographic information: • Student Name • Other ID# • Grad Year • Birth Date • Type (i.e. Added, Modified, etc.) • “Entry” and “Withdrawn” dates The report includes “Old” and “New” values for the following student information fields detailing any changes (fields only appear on the report if a change occurred): • Student Name • Other ID# • Grad Year • NY Grad Year • Birth Date • Race • Gender • Resident • 1st & 2nd Parent • Street Address • Apt # (SUD) City/State/Zip • Home Phone The report also includes changes made to entity specific information for these fields: • Student Type and Status • NY Status • Default Entity and Building

AREA	NAME	PATH	DESCRIPTION
Demographics/ Student (cont’d)	Modification Report (cont’d)		Subsequent runs of the report compare the history file to the current student information and the report produced contains differences. After the report is produced, you can update the history file with the current student information or you can leave the history file in its current state without updating it. The report provides a method to track changes that are performed on student demographic information. However, the report does not include information regarding who made the change(s). To use this report run it once (click the **Update** button) to create the "master" file for all students. To view changes that occur after this initial run, click the **Print** button. You can then run periodic updates to the “master” file or you can produce a cumulative report by running it at the start of the year (**Update** button) and then running it again (**Print** button) to see all changes that occurred during the school year. <u>Note</u>: The first time this report is run processing time can be lengthy, especially if you select the option to update the history file. NOTES: ________________________________ ____________________________________

AREA	NAME	PATH	DESCRIPTION
Demographics/ WA/NCLB  	SSID Change Log	Log: SM/ST/WA-NCLB tab/Change Log button	This log displays changes made to a student's State Secure Student ID (SSID) and includes the following information: • Student Name • Entity • Changed By • Date • Time • Previous SSID Note: An asterisk (*) on the **Change Log** button denotes that data exists in the log. Note: An SSID can only be edited if the user has security access to the **SSID** button (SM/ST/WA-NCLB tab/SSID button). Updates made to SSID's on this screen (**ASI Information Update**) or through the **State Student Identifier Import** utility, will appear in the SSID Change Log. NOTES: ________________________________ ________________________________ ________________________________ ________________________________ ________________________________ ________________________________

AREA	NAME	PATH	DESCRIPTION
Fee Management  	Transaction Log	<u>Setup</u>: SA/SM/SM/SC/FM <u>Log</u>: SM/AD/FM/CU/Fees or Activity button/Transaction Log option <u>Report</u>: SM/AD/FM/CU/Fees or Activity button/Transaction Log option/Report button or SM/AD/FM/RE/TL	To use the Transaction Log, you must first select the **Use Audit Tracking** checkbox in Subsystem Configuration. Once enabled, only transactions entered when **Use Audit Tracking** is checked, will display. The log can be sorted by Audit ID, Customer, Transaction Date, Transaction Type or User. Customer Name will display for charge records only. Since there is no link between customer and payments, Customer Name won't display for payment records. The log can be viewed in report format by selecting the Report button or by running the Transaction Log Report. The log provides the following information: • Audit ID • Transaction Type (Add, Edit, Delete or Print) • Year and Entity • Customer Name • Effective Date & Due Date • Type (Bill Code) • Description • Old Amount • New Amount • Check # and Deposit # • Receipt # and Alternate Receipt # • Transaction Date & Time • User Key • Transaction Location • Comment

AREA	NAME	PATH	DESCRIPTION
Food Service 	Customer Transaction Inquiry/Reporting	<u>Utility</u>: SM/FS/PM/CT <u>Report</u>: SM/FS/PM/CT/Report button	This utility displays Customer Transaction History and includes information regarding who (User Key & Name) created the record. Additional information provided on the log screen includes: • Customer Key & Customer Name • Date Changed • Time • Effective Date • New Payor Key & New Payor Name • Old Payor Key & Old Payor Name • New Lunch Code & Old Lunch Code • New Price Cat. & Old Price Cat. • Transfer Balance • Transfer Incentive The information provided is also available in a report (using the **Report** button). <u>Note</u>: For maximum performance of the utility, it is recommended to keep EACH range selection (on the **Customer Transaction History Ranges** screen) narrowed to only the records needed. Widening the ranges requires more system resources, resulting in a deterioration of performance. NOTES: ______________________________ _____________________________________ _____________________________________

AREA	NAME	PATH	DESCRIPTION
Food Service (cont'd)	Customer Food Service Transaction History	Log: SM/FS/PM/MC/History button or SM/FS/PM/CR/History button	This log displays changes made to a customer's Food Service Control Record, including information regarding the Customer's current Control Record(s). Information provided on the Change History and Current Control Records screens includes: • Effective Date • Date Entered • Type (Add, Delete, etc.) Note: This field only displays on the Change History screen. • Lunch code • Price category • Payor • Entered by NOTES: ______________________________ ____
Food Service	Key Pad Number Maintenance	Utility: SM/FS/PE/KP/IM Report: SM/FS/PE/KP/IM/Report button	This screen provides information regarding a Customer and their Key Pad Number. If a Key Pad Number is changed, the Food Service Information portion of the screen provides the most recent User Name and the Modified Date of the change. This information is also available in a report (using the **Report** button). NOTES: ______________________________ ____

<table>
<tr><th>AREA</th><th>NAME</th><th>PATH</th><th>DESCRIPTION</th></tr>
<tr><td>Food Service (cont’d)</td><td>Payment Information</td><td><u>Log</u>:
SM/FS/PA/EB, EC, ED or EA/Select</td><td>The Payment Information screen displays information regarding Food Service payments (entered by Payor, Customer, Date or Cafeteria). After selecting a record to view, the bottom portion of the screen includes information regarding Time Changed and a Reference Number that is unique for the Payor.

NOTES: ______________________________

______________________________________</td></tr>
<tr><td>Food Service</td><td>Wand-Entry Audit Trail</td><td><u>Setup</u>:
SA/SM/SM/SC/Food Service Configuration button

<u>Utility</u>:
SM/FS/UT/AP/IO

<u>Report</u>:
SM/FS/UT/AP/IO/Report button</td><td>This utility requires that the district select an Audit Option in Subsystem Configuration called Use Audit Tracking In Wand Entry field. With this option enabled, you can view and/or report (using the Report button) the following information by Customer or Wander for Payments and/or Purchases:
Date
Time
Cafeteria
Item
Cost/Payment
Who Wanded
Customer Name
NOTES: ______________________________

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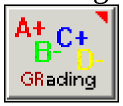
______________________________________</td></tr>
</table>

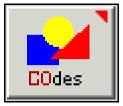
AREA	NAME	PATH	DESCRIPTION
Food Service (cont'd)	Purchase Transaction Log Report	Setup: SA/SY/SM/SM/SC/Food Service Configuration button Report: SM/FS/RE/PU or SM/FS/PE/PM/Select/Trans Log button	This report requires the district to select the Subsystem Configuration option **Maintain Transaction Logs For Purchases**. With this option enabled, you can access the Purchase Transaction Log Report which details purchase transactions by Customer Key / Customer Name made through Purchase Maintenance (SM/FS/PE/PM) or Wand Entry (SM/FS/PE/WE). It includes Transaction Types of Add and/or Edit and the option 'Flag Transactions That Did Not Occur On The Purchase Date'. A parameter page is included at the end of the report. Fields included on the report log are: • Year and Month • Cafeteria • Lunch Code and Item • 1st Price, 2nd Price and 2nd Cost • Purchase Date • Posted Quantity (Pst) • Old Batch Quantity • New Batch Quantity • Transaction Date & Time • User Key • Transaction Location • Transaction Type NOTES: ____________________ ______________________________ ______________________________

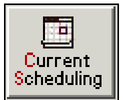
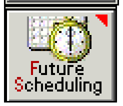
AREA	NAME	PATH	DESCRIPTION
Food Service (cont'd)	Payment Transaction Log Report	Setup: SA/SY/SM/SM/SC/Food Service Configuration button Report: SM/FS/RE/PT or SM/FS/PA/EB, EC, ED or EA/Select/Trans Log button	This report requires the district select the Subsystem Configuration option **Maintain Transaction Logs For Payments**. With this option enabled, you can access the Payment Transaction Log Report which details payment transactions by Customer Key / Customer Name made through Payments (SM/FS/PA) including Transaction Types of Add, Edit, Delete and/or Batch. Options of 'Flag Transactions That Did Not Occur On The Purchase Date' and Payment From (Wand Entry, Payment Entry, Tricoder Entry, Credit Card Entry and/or Fee Management Entry) exist. A parameter page is included at the end of the report. Fields listed on the report log include: • Transaction ID • Payment Date • Old Amount • New Amount • Check # • Cafeteria • Record Type (Pmt, Adj or Refund) • Payment From • Transaction Date & Time • User Key • Transaction Location • Transaction Type NOTES: ______________________________ ______________________________________

AREA	NAME	PATH	DESCRIPTION
Grading 	Grade Change Transaction Log	<u>Log</u>: SM/ST/Grades tab, GPA tab or Scheduling tab/History button/Grd Chgs button or SM/OF/GR/GE/Grd Chgs button or SM/OF/GR/HI/Grd Chgs button	This log provides a list of Grade Change Transactions, by student, for the selected course in Class History. Historical and/or Current Year changes can be included in the log. The source of changes includes grade entry through WESPaC, EA Plus/Report Card Posting and any manual/automatic grade posting made in Secondary Gradebook. Information provided in the log includes: • Date • Time • Grade Bucket • Grade Before • Grade After • When Changed Current/Historical • Name The transactions can be sorted on the screen By Date, By Grade Bucket or By Name. NOTES: ______________________________ ______________________________ ______________________________ ______________________________ ______________________________ ______________________________

AREA	NAME	PATH	DESCRIPTION

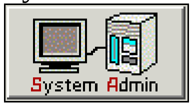
Grading
(cont'd)
	GPA Calculation Detail	Utility:
		SM/OF/GR/UT/CG
			There are two sections in the **GPA Calculation Detail** screen that provide information on:
			• The *last* Automatic GPA Calculation for the selected Grading Period
			  o Last Calculation Type
			    ▪ This can either be 'Entire Entity' if the last calculation was run for the entire entity or 'All Students in Queue' if the last calculation was run for just the students in queue.
			  o Last Calculation Date
			  o Last Calculation Time
			  o Last Calculation By
			
			and,
			• The *last time* a record was changed that affected GPA
			  o Last Change Date
			  o Last Change Time
			  o Last Change By
			
			NOTES: ______________________________
			______________________________
			______________________________
			______________________________
			______________________________

AREA	NAME	PATH	DESCRIPTION
Name List 	Name Change History	<u>Log</u>: SM/CO/DC/NA/NA/View Names of Highlighted Type button or View All Names button <u>Note</u>: To view the log, you must highlight a name in the name table and then **right-click twice on the highlighted name** in the table.	This log provides the following information regarding changes made to a name: • Table – Code (ex: Name, Address) • Process (ex: Add, Change) • Field – Description (ex: Last Name) • Original Value (ex: Smith) • New Value (ex: Smith-Thomas) • Changed By • Time Changed & Date Changed • Field Type (ex: character) • Table Name (ex: NAME) • Field Name (ex: LAST-NAME) NOTES: ______________________________ ______________________________________
Name Merge 	Name Merge History Browse (Names Merged)	<u>Log</u>: SA/UT/NM/History button	This log provides a display of records generated by the Name Merge Utility for each Name Type that was processed. The following information is provided in the log: • Merge From and Full Name • Name Type • Merge Into and Full Name • Error • Message • Date Merged and Merged By • Merge From ID and Merge Into ID NOTES: ______________________________ ______________________________________

AREA	NAME	PATH	DESCRIPTION
Scheduling   	Student Transaction List / File (Student Class Transactions)	Log: SM/OF/CS or FS/BS/Utilities/ View/Update Transactions or SM/OF/CS or FS/BC/Trans button or SM/OF/CS/RE/VS or SM/ST/Scheduling tab/Trans button or SM/OF/AT/BS/Utilities button/View Transaction Information checkbox Report: SM/OF/CS/RE/RT	This log allows a user to view schedule transaction information for the current year as well as the next year. The log includes the following information: • Course • Section • Description • Effective Date • Transaction Type (Add, Drop) • Old Start Term • Old Stop Term • New Start Term • New Stop Term • Done By • Move Attendance (Yes, No) • Display Period • Meet Days • Teacher • New Section • Move Attendance Last Update Date • Transaction Date • Transaction Requested By • New Course • Attendance Moved By • Transaction Time Student transaction information is also available in a report format at: SM/OF/CS/RE/RT (Transaction Reports).

AREA	NAME	PATH	DESCRIPTION
Scheduling (cont'd)	Student Transaction List / File (Student Class Transactions) (cont'd)		Note: The **Edit** and **Delete** buttons on the **Student Transaction List** screen are only available through SM/OF/CS or FS/BS/ Utilities/ View/Update Transactions, and only with the appropriate level of security. Note: An **Audit** button exists on the **Student Transaction List** screen which provides a complete list of transactions, including those that might have been deleted or those that were made through the Next Year Scheduling process and were not tracked. The following fields are included: • Course • Section • Student • Date • Time • Trans Type (Add, Change, Delete) • Start Term • Stop Term • User • Location NOTES: ______________________________ ______________________________________ ______________________________________ ______________________________________ ______________________________________

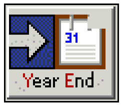
AREA	NAME	PATH	DESCRIPTION
Scheduling (Future)  	Auto Scheduling Run Records	<u>Report</u>: SM/OF/FS/AS/RS or SM/OF/FS/AS/SG/Report button <u>Utility to Purge records</u>: SM/OF/FS/AS/PU	This log provides a list of Auto Scheduling Run Records (with an option to display Historical Auto Scheduling Runs) and includes the following information: • Scheduling Year and Term • Run Type (Actual, Pseudo, etc.) • Start Date and End Date • Max Periods • Build Free Matrix (Yes, No) • Time • Start/End Grade and Grad Year • Time • Close Sections (Yes, No) • Create Conflict Detail (Yes, No) • Include Imbalances (Yes, No) • Has Error (Yes, No) • User Name If the “Has Error” field is Yes, you can select the record and a **View Error** button displays at the top right corner of the screen. When selected, an Auto Scheduling Error Message appears with additional information. <u>Note</u>: Records can be deleted (purged) from this list (using the **Purge of Schedule Generation Data** utility, SM/OF/FS/AS/PU). NOTES: ______________________________ ____ ____

AREA	NAME	PATH	DESCRIPTION
System Admin  	Process Tracking History	<u>Log</u>: SA/UT/SA/PT	This log displays certain processes within WESPaC, including information on errors that occurred, when the process was run and who ran it. Skyward has predetermined which processes appear in the log. Each process was specifically written to add entries into the Transaction History table. The entries display in the **Transaction History** browse in the log. The log provides the following information for each entry: • Messages • Date Created • Time Created • Created By • Details NOTES: ______________________________ ______________________________________ ______________________________________ ______________________________________ ______________________________________ ______________________________________ ______________________________________ ______________________________________

AREA	NAME	PATH	DESCRIPTION
Utilities 	Process Tracking	Log: WESPaC Main Screen Menu Bar/ Utilities/Process Trackers option	This log displays information regarding processes that have been or are currently running. Specifically, the log provides information on processes run using the appserver (**Appserver Processes** log), logs of the processes (**Version Run** log) and WESPaC login history (**Login History** log). **Appserver Processes** log: An entry is created in this area each time a process in WESPaC is run on an appserver. This includes the Web Print Queue since it uses the appserver. The following information is provided in this log: • User ID • Status • Started Date • Process Title • Started Time • Completed Date • Completed Time This log displays appserver processes for the current user or all users identified by their user ID. The **Refresh** button updates the view of the screen based on the most current data in the database. The **View** button displays data for processes not yet complete. Data is displayed regarding the **Process Description** and the **Current**

AREA	NAME	PATH	DESCRIPTION
Utilities (cont'd)	Process Tracking (cont'd)		**Record**. The **Process Description** browse details the program name, version, and title of the process that is being run. The **Current Record** browse provides information regarding the record that is being processed. The display is similar to what a user would see if a process was being run with the appserver off: a grey box that says "Processing, Please Wait" with a yellow bar at the bottom of the box. The **Abort** button allows certain processes to be aborted if they are not updating data. If the **Abort** button is enabled and selected, the following message appears: "ABORT will cause the process running on the server to be terminated. The process may take a few minutes to actually terminate." The **Status** column in the log will display "ABORTED." The **Purge** button allows the user to delete completed and open processes based on a specified Purge Date. **Version Run** log: An entry is created when .p files (an actual program/process) are run with or without the appserver. The following information is provided in this log: • Program • Version Number • Last Run Date, Time and By • Appserver? (Yes, No)

AREA	NAME	PATH	DESCRIPTION
Utilities (cont'd)	Process Tracking (cont'd)		This log can be sorted by **Last Run Date** or **Program Name**. An entry can then be made in the **Date** or **Program** field (depending on the **Sort By** selection) to search for records. **Login History** log: An entry is created each time a user logs into WESPaC. The following information is provided in this log: • Login Date • Login Time • User • Program to Run • Current Program The **Program to Run** and **Current Program** columns in the Login History browse are used for the Financial application only, not the Student application. **Program to Run** indicates the program that the user opened last. **Current Program** is not currently used. The **Refresh** button updates the view of the screen based on the most current data in the database. NOTES: ________________________________ ____ ____ ____

AREA	NAME	PATH	DESCRIPTION
Year End 	Year End Status Browser and Process Year End Status Report	Utility: SM/OF/YE/YU/VY or SM/OF/YE/YU/PY Report: SM/OF/YE/YU/PY	This utility shows which year end and year start processes have been completed for current and historical school years. The **School Year** defaults to the current school year. You may select any school year that was completed (year end was processed) or any school year that was started (year start was processed) in the WESPaC system. Select the **System Area** to define which part of the year end or year start process you would like to view information for. Select the **System Option** to further define the process that was run within the System Area that was selected. Information displayed about the year end and year start processes includes: • Grad Year • Number of Students processed • Number of Records processed • Date Started & Time Started • Date Finished & Time Finished • Done (Yes, No) • Operator • Options selected The year end data can be viewed in report format as well (SM/OF/YE/YU/PY). NOTES: ______________________