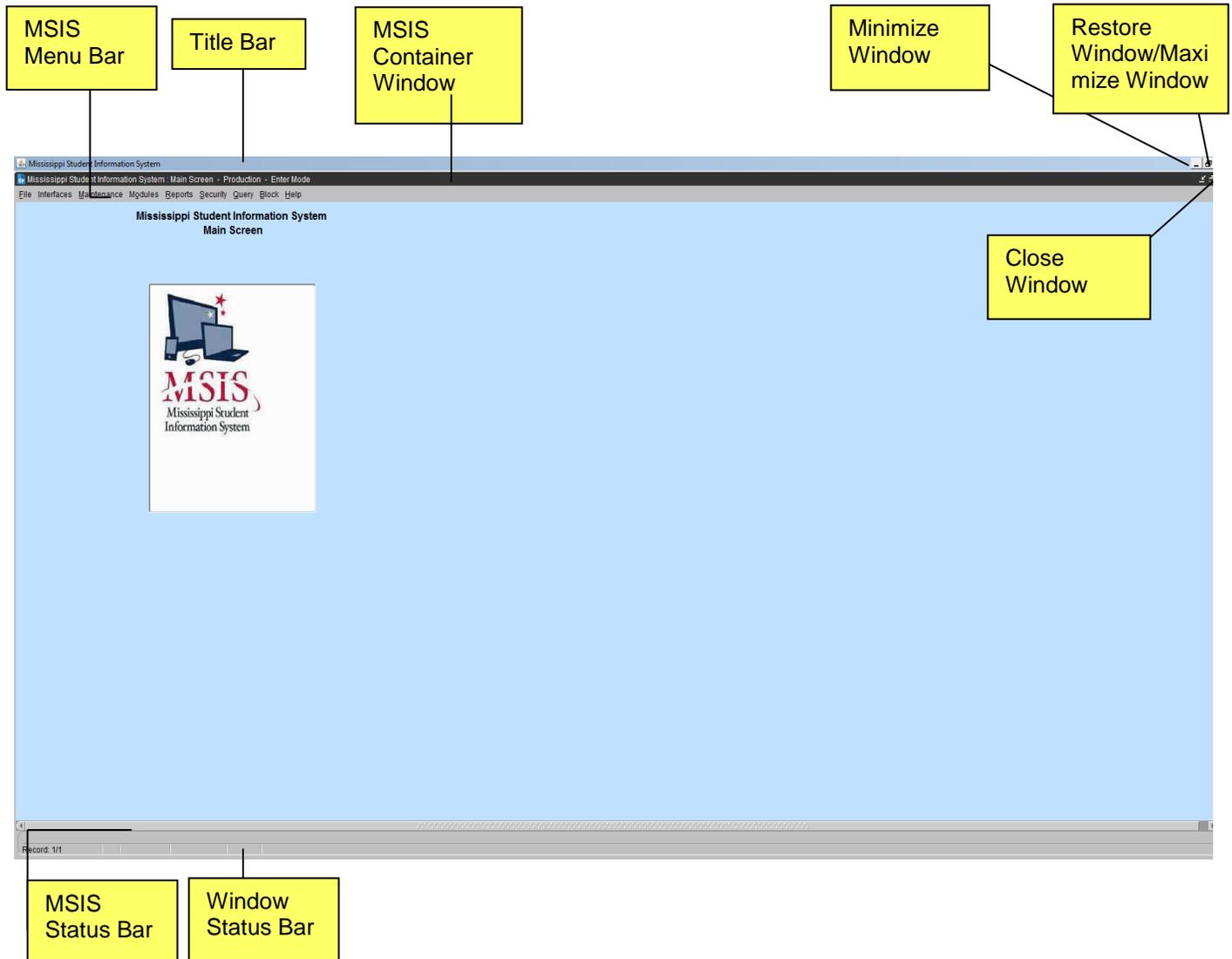


MSIS SCREEN ELEMENTS



MSIS Container Window

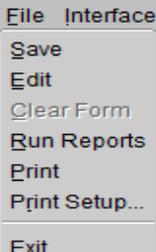
	<i>MSIS Container Window</i>
	The window that contains the screens of MSIS. This window will border all screens in MSIS.

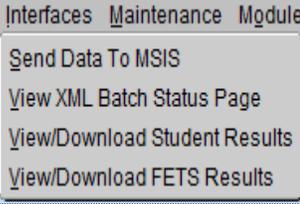
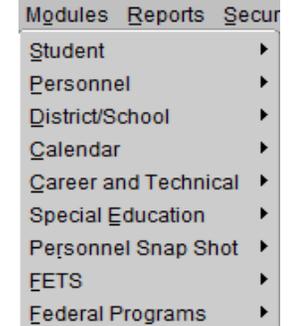
MSIS Title Bar

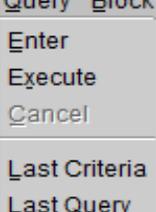
	<i>MSIS Title Bar</i>
	Each screen in MSIS will have the standard system name of Mississippi Student Information System followed by the name of the screen. The screen name listed on the Title Bar will match the selections on the MSIS Menu Bar.

	<p>The following items on the Title Bar are standard Window functions that the User should already be familiar with.</p> <p>Minimize Window – Click on the  to reduce a window to a button on the taskbar. To restore the window to its previous size and location, click the button on the taskbar.</p> <p>Restore Window – Click on the  or double-click the title bar to restore a window to its previous size and location.</p> <p>Maximize Window – Click on the  or double-click the title bar to enlarge an application window to fill the screen.</p> <p>Close Window – Click on the  or click on File from the menu bar and select Exit to close the current screen. If User is on the Main Screen, he/she will exit MSIS.</p>
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MSIS Menu Bar

<i>MSIS Menu Bar</i>	
	All screens in MSIS are accessed from the menu bar. User will click on a menu bar option, then using the mouse; select an entry from the list of options.
	File
	The File option contains selections to allow the User to Save a record, Display a List of Values for a field, Run Reports , Print Screens , and Exit the screen. Currently the Clear Form option and Print Setup options are not used in MSIS.
<p>Save</p> 	Allows User to save the changes that have been made to the current record. Click on File from the menu bar and select Save or click on the Save icon button. This option is not enabled for view only screens.
<p>Edit/Display List</p> 	Allows User to Display a List of Values for a field. Click on File from the menu bar and select Edit , and then select Display List or click on the Display List icon button. Not all fields will have a list of values to choose from. Some entry fields in MSIS will automatically display the list of values upon entry into the field; other entry fields will display a List of Values if the User double-clicks on the entry field. Others will display the list of values when the User enters an invalid value (a value that is not in the list of values) into the field.
<p>Clear Form</p> 	This option is not currently used in MSIS.
<p>Run Reports</p> 	Executes the report that the User has requested. Click on File from the menu bar and select Run Report or click on the Run Report icon button.
<p>Print</p> 	Allows User to print the current screen to the local printer. Click on File from the menu bar and select Print or click on the Print icon button.

<p>Print Setup</p>	<p>This option is not currently used in MSIS.</p>
<p>Exit</p>	<p>Allows User to close the current screen. To close a screen or exit MSIS (if the User is on the Main Screen), click on File from the menu bar and select Exit or click on Close Window (the X in the upper right corner of the screen).</p>
<p>Interfaces</p>	
	<p>The Interfaces option contains selections for authorized users to be able to import student data into MSIS through interfaces with school packages.</p>
<p>Maintenance</p>	
	<p>The Maintenance option contains selections for authorized Users to maintain/view the MDE Code tables. The General User role will have read-only access to the screens under this menu option.</p>
<p>Modules</p>	
	<p>The Modules option contains selections for authorized Users to View/Update/Maintain Student, Personnel, District/School, Calendar, Special Education, Vocational Education information and FETS.</p>

	Reports
	<p>The Reports option contains selections for authorized Users to run Student/Personnel/School/District/State level reports.</p>
	Security
	<p>The Security option contains selections for the Security Administrator to set up and maintain Users' security rights in MSIS and screens for the Data Base Administrator to modify data in MSIS. This option also contains the Change Password selection to allow Users to change their own passwords.</p>
	Query
	<p>The Query option contains selections for authorized Users to Perform Queries.</p>
<p style="text-align: center;">Enter</p> 	<p>Allows the User to enter a query by putting the screen in query mode. Not all screens have query capabilities. If the screen is not in Query mode, click on Query from the menu bar and select Enter or click on the Enter Execute icon button. Enter the query criteria and then execute the query.</p>
<p style="text-align: center;">Execute</p> 	<p>Allows the User to execute the query that has been entered. Click on Query from the menu bar and select Execute or click on the Enter Execute icon button.</p>
<p style="text-align: center;">Cancel</p>	<p>Allows the User to cancel query mode on the screen. Click on Query from the menu bar and select Cancel, or depress the F4 key on the keyboard, or click on the close window box. If the screen is not in query mode, the Cancel option under Query will be disabled.</p>

MSIS Status Bar

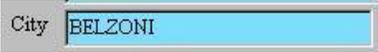
	<i>MSIS Status Bar</i>
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	<p>Near the bottom of every screen above the Window Status Bar, there is an MSIS Status Bar. This will give the User helpful hints or a description of the field that is selected.</p> 
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Window Status Bar

	<p><i>Window Status Bar</i></p> <p>At the bottom of every window, there is a status bar for the window. It displays information about a command or toolbar button, an operation in progress, or the selected record number.</p> 
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MSIS Fields

	<p><i>MSIS Fields</i></p>
	<p>All screens in MSIS will consist of Mandatory, Optional, or Read-Only fields.</p>
	<p>Mandatory Fields – All mandatory fields will have a blue background. Data must be entered for mandatory fields, or the User will be prompted with the “Field must be entered” error message. If the User is prompted with the error message, the cursor will default to the mandatory field that the User left blank.</p>
	<p>Optional Fields – All optional fields will have a white background. The User may choose to enter information into the Optional fields.</p>
	<p>Read-Only Fields – All read-only fields will have a gray background. The User cannot update or delete any information.</p>
	<p>Selected Row – A record that is selected by the User will have a yellow background.</p>

MSIS Toolbar

	<p><i>MSIS Toolbar</i></p> <p>The MSIS Toolbar is located under the Menu Bar at the top of every screen except the Main Screen. The Run Report icon button only appears on report screens. The icon buttons may be disabled on some of the screens depending on the functionality of the screen and the User’s security access.</p> 
	<p>Save – saves the changes that have been made to the current record. It is also accessible by clicking on File from the menu bar and selecting Save. This icon button is not enabled for view only screens.</p>

	<p>Display List – allows User to display a list of values for a field. It is also accessible by clicking on File from the menu bar and selecting Display List. Not all fields have a list of values to choose from. Some entry fields in MSIS will automatically pop-up the list of values upon entry into the field. Some entry fields can be double-clicked on to get the list of values. Others will display the list of values when the User enters an invalid value (a value that is not in the list of values).</p>
	<p>Print – prints the current screen to your local printer. It is also accessible by clicking on File from the menu bar and selecting Print.</p>
	<p>Enter Execute – allows User to enter and execute a query. If the screen is not already in Query mode, click on the Enter Execute icon button or click on Query from the menu bar and select Enter. Enter the query criteria. Then click on the Enter Execute icon button or click on Query from the menu bar and select Execute.</p>
	<p>Insert – allows User to insert a new entry into the table. It is also accessible by clicking on Block from the menu bar, selecting Record, and selecting Insert. This icon button is not enabled if the screen is view only or if the screen is in query mode.</p>
	<p>Delete – removes the selected record from the system. It is also accessible by clicking on Block from the menu bar, selecting Record, and selecting Remove. This icon button is not enabled if the screen is view only or if the screen is in query mode.</p>
	<p>Clear – clears the current record/row from the screen.</p>
	<p>Help - This option is not currently used in MSIS.</p>
	<p>Run Report – executes the report that the User has requested. It is also accessible by clicking on File and selecting Run Report.</p>