

Schools and Colleges Administrative Network (SCAN)

Campus Cafe Admissions Documentation

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Campus Café Admissions System Overview

The Campus Café Admissions module is comprised of the following main components:

- PORTALS: Inquiry Portal-allows prospects to inquire without login. Application Portal-allows prospects to apply on line. Applicant Status Portal-allows prospects to check their application status and tracks each visit.
- People Finder-Allows administrator to use web based query tool to find prospects for additional processing, work flow management, mailing, emailing, and exporting.
- Common Application Upload module-allows for uploading of application electronically.
- SAT/Scores/Prospect Upload-allows batch upload of prospects from multiple sources.
- Completed Application process and missing documents processing
- Holding Table-Allows administrator to adjudicate possible duplicate inquiries/applications.
- Application processing-allows changing of applicant progress and generates all associated decision letters.
- Inquiry/Application Portal Configuration-Allows creation of multiple portal pages.
- Reporting-Base reports supplied with Campus Café and key reporting scenarios.
- Schools module-Allows for adding new schools and mailing/emailing schools.
- Travel Management System. Allows for scheduling travel, communicating with prospects and schools for school visits.
- Work Flow and Mail Merge-Allows tracking of work flow at the staff level and automated mailings/emailing.

Campus Café provides a flexible system for creation of multiple portal pages for inquiries and applicants. These pages provide an interface with the integrated campus wide database and duplicate checking is done to ensure that person records do not get created more than once.

Here is a typical scenario for a traditional on campus admissions process. There are of course many other scenarios and processes that can be set up simultaneously for different types of prospects and recruiting. Our sample prospect is Karen Holbrook.

1. Karen inquires on 9/15 through the inquiry portal. She is interested in pursuing Nursing as a major and is also interested in playing soccer. Her record is created in the system.
2. Mail flows and work flows are triggered during the inquiry and she receives mailings specific to her request. Since she has indicated an interest in soccer, a work flow is also created and assigned to the soccer coach Gloria Kickham, to make a phone call to Karen in two weeks.
3. On 9/29, coach Kickham calls Karen and arranges to see her play in a game.
4. Karen applies on 11/15 through the application portal or common application.
5. Mail flows are triggered by the applications and she receives an acknowledgment.

6. Required missing item work flows are triggered specific to her program.
7. Karen checks the applicant status portal and sees that her application is missing several documents and her SAT scores.
8. Karen sends in the remaining documents.
9. Karen's SAT scores are uploaded electronically through the batch upload process.
10. The application is automatically marked completed because all of her documents and required scores have been received.
11. Karen's completed file is now reviewed by the admissions office and she is accepted on 12/15.
12. The administrator uses the applicant page to change her progress code to accepted status and also uses the decision code to indicate a regular acceptance.
13. The decision code triggers an acceptance mail flow and the appropriate acceptance letter is generated.
14. After receiving a couple of mailings from the acceptance mail flow, Karen deposits for the fall on 12/30.

The remainder of this manual will describe in detail how to configure and use the admissions module to recruit, communicate, and convert prospects into students. It is assumed that the user of this manual has received formal training from Scan personnel. If you need training, please contact our help desk.

Inquiry/Applicant/Applicant Status Portals

Overview

The Campus Café Admissions Portals consist of configurable pages that allow prospects to make on line inquiries and applications over the internet and applicants to check their application status through a customizable portal page.

You may create different customizable forms for different types of prospects. Below are some common examples of inquiry and application forms that might be created, although there is no limit to the number and type of forms that may be created.

Day Inquiry

Continuing Education Inquiry

Graduate School Inquiry

Day Application

Continuing Education Application

Graduate Application

It is important to understand the process flow for the admissions forms in order to configure the system. Appendix A within this document describes in detail the technical set up of each form. This includes instructions on the configuration of a form and the various options that exist for a form creation. These include:

Hiding fields on a form

Making fields required on a form

Selecting appropriate semesters or terms for the form

Selecting appropriate majors or programs for the form

Changing the field titles for the form

Inclusion of customized tracking items, work flow items, triggers

Creation of customized messaging (emails, page text for a form)

Setting up click back tracking to track the campaign of the form completed

Other customizable features for the form

Sample for an inquiry that becomes an application.

The form is used by the prospect to create the inquiry. Please note that Campus Café is an integrated relational database and if the person were in the database, they would be detected as a possible duplicate. This would be true even if the person was entered into the database through another module (e.g. faculty or alumni module). See the holding table section for more information on duplicate checking and adjudication. In this example, the prospect is a brand new person and does not exist in the database. She is inquiring for the fall 2012 term.

Please provide the following information

Information that is red is required

Contact Information

First Name Karen

Last Name Holbrook

Email Address kholbrook@yahoo.com

Date of Birth 04 April 05 1994

Gender Female

Home Address

Country UNITED STATES

Street 1 25 Concord Street

Street 2 Apartment 245

Upon submission of this form, Karen Holbrook will be added to the database as a person (table STBIOS) and also as an inquiry (table ADINQS). This means she will now show up in searches done through the admissions inquiry/app finder. This finder is used to locate prospects for all administrative functions. She will also receive an email if one is configured. This completes the steps necessary to add a prospect to the database as an Inquiry (progress code I).

Now that Karen Holbrook is in the database, her record is available for contact, email, and reporting. This form was set up to trigger a mail flow that includes work flow items. Examples of setting up workflows in tracking templates can be found in the tracking setup documentation, however some examples of work flow items could include:

- A letter to the prospect with a packet of information
- A follow up email 7 days after the inquiry
- A follow up phone call from the counselor 14 days after the inquiry.
- A phone call from the soccer coach
- An invite to an open house

Workflows can be grouped and triggered together based on the prospects selections when inquiring into the system. Also Workflows can be triggered automatically (regardless of data selection) based on the form being filled out. A brief example of the process as it pertains to follow up with prospects is discussed here.

Sample of the application process using the portal.

Several weeks pass and Karen has now decided to apply to the Day program.

She accesses the Day Application form through the college web site and completes the form. Because she enters the same name, date of birth and email, the system detects that she is already a person in the database and will update her prospect record as an application.

The screenshot shows a web browser window with the URL <http://localhost:8080/cafeweb/tapestry>. The browser's address bar shows the page title as "Admissions Application Re...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "CafeWeb Login", "FogBugz", "Outlook Web Access", "Scan Build Tool 5", and "WebEX". The browser's status bar shows "Please provide the following information".

The form is titled "Information that is red is required". It is divided into two sections: "Contact Information" and "Home Address".

Contact Information

- First Name:** Karen
- Last Name:** Holbrook
- Email Address:** kholbrook@yahoo.com
- Date of Birth:** 04 April, 05, 1994
- Gender:** Female

Home Address

- Country:** UNITED STATES
- Street 1:** 25 Concord Street
- Street 2:** Apartment 245

Several other checks are done to match up her original inquiry including:

Name and/or address

Name and DOB

SS number (if entered)

Email address

Cell phone number.

Upon submission of the application form, several work flows were triggered. These include:

A letter to the prospect confirming receipt of the application

A follow up call from the counselor 14 days after the application is received.

A missing items list that includes an Essay, 2 letters of recommendation, transcript request.

The submission of the application also resulted in an email to Karen with instructions on how to access the admissions application status portal. The status portal will allow her to monitor her application progress and track which forms have been received by the admissions office.

Because she expressed an interest in the soccer program, her status portal page is also customized with a link to the soccer program web page for the institution. This link was set up on the work flow that displayed the soccer option on the page. For more information on setting up activity tracking and triggering through the web forms, please see the activity tracking set up documentation.

The following are some key parameters that are used to customize and or configure the admissions portal. See MSPARM context "ADMISSIONS" for a complete list of configurable parameters.

MSPARM APPSTATCAT to configure missing information form types to appear on the application status portal.

MSPARM APPSTATLBL to customize the labeling of the missing forms text area on the application status portal.

MSPARM(s) COUNSxxxxx to customize the automatic assignment of counselors to prospects.

MSPARM(s) WEBINQxxxx for global customizations to the admissions portal. Individual form customization are typically done through the admissions portal configurator. The technical details of this configurator are contained in the appendix of this document.

Now that Karen is an applicant, she will appear in the admissions people finder for applications for Fall 2012 with a progress code of Y (applicant).

Graduate Application Scenario

To further understand the functionality of the Campus Café Admissions system, we will explore a new scenario. Karen Holbrook has completed her undergraduate degree and is now applying to the graduate program for fall 2016 using the Graduate Application Form. Because the Graduate Application Form is a different application type (see portal configurator for this value), her application will be accepted into the system. Her old undergraduate application information will be copied to the admissions history table (ADHIST) as a permanent record. Her new application information will now be entered into the current application table (ADMAST).

If a prospect attempts to apply to the same program (Application Type) more than once, they will get a message defined in the CLOB APP_DUPE_MSG. You can also force all subsequent applications into the holding table with MSPARM WEBINQHLDC 1-1 (comma separated list of progress codes that go into the holding table if a super match).

The new Graduate Application Form has its own triggers and work flows created with the term of fall 2016 so that these tracking and work flow items can easily be distinguished from the undergraduate tracking and work flow items that have a fall 2012 term associated with them.

Constraints on Database Triggers

Please note that activity tracking templates can be constrained by values in the database. For example, you may only want an activity triggered if a prospect is in a certain major. On the activity tracking template, you can add a constraint (see sample page below) on the major codes. Only the following fields are currently available for use in the constraints.

STBIOS Fields:

("SEX");

("TRANSFER_CODE")

("ADMISSIONS_ENT_SEM")

("ADM_PROGRESS_CODE")

("BIRTH_DATE")

("ADMISSIONS_RES_CODE")

("ADMISSIONS_SITE")

("INTL_STUDENT_CODE")

("CONTINUING_ED_CODE")

("US_CITIZENSHIP")
("ADMISSIONS_INQ_MAJOR")
("RETURN_MAIL_CODE")
("PRIMARY_LANGUAGE_CD")
("FIN_AID_CODE")

ADMAST Fields:

("ACTION_TYPE")
("FIRST_GEN_CODE")
("APPLIED_FOR_MAJOR")
("APP_SOURCE")
("ACCEPT_MAJOR")
("APPLICATION_TYPE")

ADINQS Fields:

("SOURCE_NUMBER")
("INQUIRY_PROGRAM")
("FORM_USED_FOR_ENTRY")
("INTEREST_CODE_1")

Activity Tracking Template Detail:

Member:A Template-Name:ACCLET Header ID:1173

Information that is red is required

Member*:A

Template Name*:ACCLET

Template Header Fields

Description:	Acceptance Follow up Letter 2	
Active:	-- choose one --	
Request Trigger:	ACDECD-AR - :ACCEPT :Accept Regular	
Quick Comment:	<input type="checkbox"/>	
Constraint 1:	ADMAST.APPLIED_FOR_MAJOR	IN - IN-Comma Separated Values
Constraint 2:	-- choose one --	-- choose one --
Constraint 3:	-- choose one --	-- choose one --
Constraint 4:	-- choose one --	-- choose one --
Constraint 5:	-- choose one --	-- choose one --
Constraint 6:	-- choose one --	-- choose one --
Constraint 7:	-- choose one --	-- choose one --
Constraint 8:	-- choose one --	-- choose one --
Constraint 9:	-- choose one --	-- choose one --

Entered By: 660088110 Entered Date: 20131031 Changed By: 660088110 Changed Date: 20160211

Selected Template Workflow Fields

Detail ID: 1174

Work Flow Name: A:ACCLET:Accept Letter One

Detail: Acceptance Letter

Applicant Status Portal

The applicant status portal allows a prospective student or administrator to view important information about the application. This includes the status (Applied, Accepted, etc.), Application Date, Application fee paid. Most of the displayed data elements have a separate permission that governs whether they can be seen. For example, you may or may not wish to have the student see their accepted program or dated accepted on this page.

In the example below, the application is incomplete. This usually means that there are missing required documents or scores. Required documents are any documents found in the admissions activity tracking member/folder with a category of "M" (missing documents). You can set up as many or as few required documents as needed.

Constraints or conditions can be set up for each activity tracking template so that each prospect can have a customized list of required documents. For example, you might condition an activity tracking for an I20 form only if the prospect is an international applicant. Please note that the constraints for majors or programs will typically contain an "in" clause if there are many programs (i.e. trigger this activity only if the applicant major is in ACCOUNTING,BIOLOGY, HISTORY,MATH), using a comma separated list.

Once all of the documents are uploaded/attached and required scores are complete, the system will change the status from incomplete application to complete. This typically happens overnight.

Applicant Status Portal Instructions and Disclaimers

Karen (Karrie) Holbrook Your Application Is: **INCOMPLETE** Admissions Status: **Applied**

- Applicant
- My Required Documents
- Test Scores

Personal Information

Name:
Karen (Karrie) Holbrook

Address:
200 Pleasant Street,
Boston, MA, 02490-5144, UNITED
STATES

Phone:
781-456-3457

Application Information

Application Date: 01/15/2017	Reply to our offer by:
Application Amount Paid: \$100.00	Date Replied:
Applied To Program: Human Services:Alcohol and Substance Abuse	Deposit Date: 01/08/2001
Accepted Program: Human Services:Alcohol and Substance Abuse	Tuition Deposit Paid: \$0.00
Date Accepted: 01/08/2009	Housing Deposit Paid: \$0.00

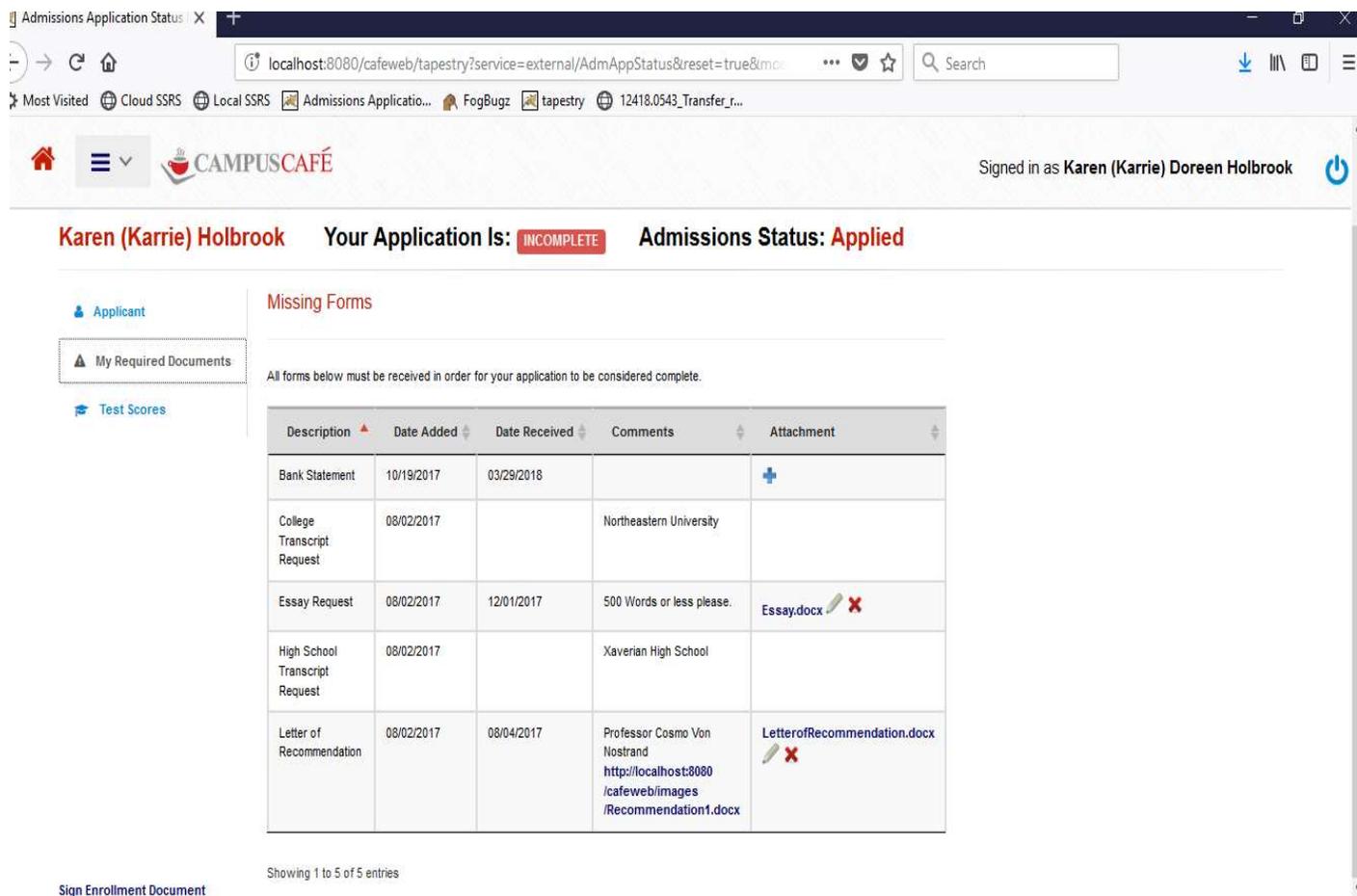
[Sign Enrollment Document](#)

Applicant Status Portal Required Documents Page

The required documents page allows the prospect to view their missing documents. They can see if a document is received. If a document is not received, they can use the “Plus” key to upload the document. The “Plus” key will only appear if they have permission to upload documents and the work flow must be checked to allow uploading. This means the administrator can control which documents they want to make available to the prospect for upload.

A URL can be added to the template to allow the prospect to access a document in another location (e.g. enrollment agreement). When a document is uploaded, the submitted data is automatically filled in with today’s date.

Once all required documents and scores (if required in the majors table) are received, the application status will change to complete. This typically happens in an overnight process.



The screenshot shows a web browser window with the URL `localhost:8080/cafeweb/tapestry?service=external/AdmAppStatus&reset=true&mo...`. The page header includes the Campus Café logo and the user name "Signed in as Karen (Karrie) Doreen Holbrook". The main content area displays the user's name "Karen (Karrie) Holbrook", their application status as "INCOMPLETE", and their admissions status as "Applied".

On the left sidebar, there are navigation options: "Applicant", "My Required Documents" (selected), and "Test Scores". The main content area is titled "Missing Forms" and contains a message: "All forms below must be received in order for your application to be considered complete." Below this message is a table with the following data:

Description	Date Added	Date Received	Comments	Attachment
Bank Statement	10/19/2017	03/29/2018		
College Transcript Request	08/02/2017		Northeastern University	
Essay Request	08/02/2017	12/01/2017	500 Words or less please.	Essay.docx
High School Transcript Request	08/02/2017		Xaverian High School	
Letter of Recommendation	08/02/2017	08/04/2017	Professor Cosmo Von Nostrand http://localhost:8080/cafeweb/images/Recommendation1.docx	LetterofRecommendation.docx

At the bottom of the table, it says "Showing 1 to 5 of 5 entries". Below the table, there is a link "Sign Enrollment Document".

Inquiry/Applicant Finder

People finder

The Inquiry/Applicant finder consists of a web based query tool and an administrative interface that allows the admissions office to manage information and reporting. The permission system will govern access to various pages and functions within the admissions module and the system administrator can set the appropriate permissions for different groups (applicants, counselors, administrators).

To access the submitted inquiry records in the system login to Café Web and navigate to the Admissions Inquiry/App Finder and search for prospects. Here you will be able to search for people in the system that meets your search criteria. Here is a screen shot of the Inquiry/App Finder from Café Web:

Search For Inquiries/Applicants

The screenshot shows a search interface with a 'Filters' dropdown menu at the top left. Below it is a table of search criteria. Each row consists of a label, a dropdown menu for the search operator, and a text input field for the search value.

Field	Operator	Value
Last Name:	STARTS WITH	
First Name:	STARTS WITH	
Maiden Name:	STARTS WITH	
Employer Name:	STARTS WITH	
ID:	=	
SSN:	=	
City:	STARTS WITH	
Zip From:	>=	
Zip To:	<=	
Mobile Phone:	STARTS WITH	
Email:	STARTS WITH	
Inq Date (CCYYMMDD):	>	

The first feature in the top right corner “Filter on ID numbers from a spreadsheet” allows the user to upload a prebuilt query into the finder. You can directly query the database using excel, crystal reports, or any number of query tools to get the records you wish to see in the results grid. Additionally, you can default your preferred filters by select the “Adjust Filters” link and selecting filters that are not used by you the end user. Your selections here will save for the next time you log in to the system.

Once on this screen, a user can search for people in the system by many different search criteria. Blue links indicate a look up parameter field with check boxes for ease of use. Note also that the total number of search results and search results per page are defaulted to 100 and 100 respectively. If you are searching for large lists, ensure that you modify these numbers accordingly to accommodate appropriate search results. Here is a list some of the available search fields in the inquiry/app finder:

- Last Name
- First Name
- Maiden Name
- Employer Name
- ID Number
- SSN
- Zip From and Zip To
- InqDate (format needs to be YYYYMMDD such as 20121120 for November, 20 2012)
- AppDate (format needs to be YYYYMMDD such as 20121120 for November, 20 2012)
- App Complete Flag
- Gender
- Deceased
- State
- Country
- Admissions Resident Code
- Admissions Entering Semester
- Progress Code
- Counselor Code
- Telemarketer Code
- Prior School
- Admissions Site
- Current Grade (High Schools Only)
- Applied for Grade (High Schools Only)
- Transfer Code
- Continuing Education Code
- Inquiry Majors
- Application Major
- Accept Major
- Relationship Type

Once search results are obtained, you will have several functional options to perform work on prospect records. Notice that the filter fields will be hidden, leaving additional vertical space for reviewing the resulting records. To do a new filter, click the “Show Filter Table” link in the top middle section of the page.

Search For Inquiries/Applicants

Filters [Saved Filters](#) [Hide/Show Fields](#)

5 Results Found

*MY DEFAULT Show Photos Email Send Message Download Add Tracking (Batch) WorkFlow List
 AdHoc Mail Merge-No Tracking Send Selected To Dashboard

Search:

Show entries

Count	Launch Person	ID Number	Last Name	First Name	Inq Date	App Date	Accept Date	Deposit Date	App Major	Adm Ent Sem	Progress Code	Inq Majors
1	Launch Person	78518	Holbrook	Karen	02/16/2017	01/15/2017	01/08/2009	01/08/2001	ACC	Spring 2018	Y - Applied	ACC
2	Launch Person	660089905	Hollison	Joseph	01/15/2017	0	0	0		Fall 2017	I - Inquired	UNK
3	Launch Person	660089292	Holmeisters	Katrina	01/15/2017	01/15/2017	05/02/2008	0	DEN	Fall 2017	A - Accepted	UND

Here is a list of functions you can perform on the search results:

- Select All Records for all search results or just the results on the page
- Deselect All Records for all search result or just the results on the page
- Access the Workflow list. This will navigate you to a list of outstanding workflow items for the records that appear in your inquiry/App finder search results. This is not to be confused with the workflow screen under the all users section of the application. The primary difference is this workflow list will ONLY have workflows associated with the search results from the inquiry/App finder.
- Adjust Columns (select columns you wish to hide in the results grid. Includes export only columns as well)
- Export Data to a tab delimited format (renders as an excel spreadsheet if your local machine associates the .tab extension with Microsoft Excel)
- Ad-Hoc Mail Merge – This allows you to navigate to the mail merge screen and merge the resulting records into a word document or email. Bear in mind that this is “Ad-Hoc” and will not update any completed dates associated with the work flow system

- Display Pictures - will produce a page of pictures if they are integrated with the system. This link is not usually used on this person finder since you would not typically have an inquiry or applicant's picture on record
- Email Selected People (Default) – Will initiate an email using your local email client such as Outlook.
- Email Selected People – Uses a java based web browser email client. Bear in mind this will not show the email as having been sent in your local email account sent items. You must add yourself to the recipient list if you wish to have a copy of the correspondence. The system will cc the user logged in automatically.
- Add Tracking (Batch) – This allows you globally add a document tracking form to the people in the search results.
- Send Selected to Dashboard – This will display a graphical report based on the progress codes and entering semesters of the selected prospects.
-

In this example, we have searched for Karen Holbrook to see her outstanding workflow items. By selecting the workflow link from the inquiry/app finder, you are querying the system for all workflow items associated with the people in your search results. Therefore, in this example only Karen Holbrook was listed in the search results and her workflow items can be viewed on the ensuing screen. Below you will see her record in the inquiry/app finder and the ensuing workflow screen:

localhost:8080/cafeweb/tapestry

Signed in as Charles (Chuck) Mingus

Search For Inquiries/Applicants

Filters Saved Filters

5 Results Found

AdHoc Mail Merge-No Tracking
 Show Photos
 Email
 Send Message
 Download
 Add Tracking (Batch)
 WorkFlow List

Search:

Show entries Copy Excel PDF Print Column Visibility

Count	Launch Person	ID Number	Last Name	First Name	Inq Date	App Date	Accept Date	Deposit Date	App Major	Adm Ent Sem	Progress Code	Inq Majors
1	Launch Person	78518	Holbrook	Karen	02/16/2017	01/15/2017	01/08/2009	01/08/2001	ACC	Spring 2018	Y - Applied	ACC
2	Launch Person	660089905	Hollison	Joseph	01/15/2017	0	0	0		Fall 2017	I - Inquired	UNK
3	Launch Person	660089292	Holmeisters	Katrina	01/15/2017	01/15/2017	05/02/2008	0	DEN	Fall 2017	A - Accepted	UND

localhost:8080/cafeweb/tapestry

Signed in as Charles (Chuck) Mingus

Search For Inquiries/Applicants

Filters Saved Filters

5 Results Found

AdHoc Mail Merge-No Tracking
 Show Photos
 Email
 Send Message
 Download
 Add Tracking (Batch)
 WorkFlow List

Search:

Show entries Copy Excel PDF Print Column Visibility

Count	Launch Person	ID Number	Last Name	First Name	Inq Date	App Date	Accept Date	Deposit Date	App Major	Adm Ent Sem	Progress Code	Inq Majors
1	Launch Person	78518	Holbrook	Karen	02/16/2017	01/15/2017	01/08/2009	01/08/2001	ACC	Spring 2018	Y - Applied	ACC
2	Launch Person	660089905	Hollison	Joseph	01/15/2017	0	0	0		Fall 2017	I - Inquired	UNK
3	Launch Person	660089292	Holmeisters	Katrina	01/15/2017	01/15/2017	05/02/2008	0	DEN	Fall 2017	A - Accepted	UND

Clicking the workflow link will bring you to the workflow finder screen preloaded with the outstanding workflows associated with the people you previously searched in the inquiry/app finder.

Search For Inquiries/Applicants

Filters [Saved Filters](#) [Hide/Show Fields](#)

5 Results Found

*MY DEFAULT Show Photos Email Send Message Download Add Tracking (Batch) **WorkFlow List**

AdHoc Mail Merge-No Tracking Send Selected To Dashboard

Search:

Show

Count	Launch Person	ID Number	Last Name	First Name	Inq Date	App Date	Accept Date	Deposit Date	App Major	Adm Ent Sem	Progress Code	Inq Majors
1	Launch Person	78518	Holbrook	Karen	02/16/2017	01/15/2017	01/08/2009	01/08/2001	ACC	Spring 2018	Y - Applied	ACC
2	Launch Person	660089905	Hollison	Joseph	01/15/2017	0	0	0		Fall 2017	I - Inquired	UNK
3	Launch Person	660089292	Holmeister	Katrina	01/15/2017	01/15/2017	05/02/2008	0	DEN	Fall 2017	A - Accepted	UND

As you can see below, the prospects in this case have 15 different workflow items associated with their records. This may or may not be a typical result as each school is different in their workflow complexity. The filter table above can be used to further narrow down the search results. For example, selecting category M would redisplay only missing documents for this group of prospects.

In addition to the workflow screen accessible to the user from the inquiry/app finder, the user can access the workflow system from the all users menu by selecting “Activity Tracking” from the menu bar. The primary difference between these two screens is that you can search for all outstanding workflow items by a series of searchable filter fields as opposed to having the workflow screen pre-populated with the results of the inquiry/app finder.

A screen shot is provided here to demonstrate the workflow page under the All Users section.

localhost:8080/cafeweb/tapestry

Signed in as Charles (Chuck) Mingus

15 Results Found

Adjust Export Columns ▾
 Download ▾
 Email ▾
 Send Message ▾
 Mail Merge ▾
 Mark WorkFlow as Done ▾
 Mark WorkFlow as Not Done ▾

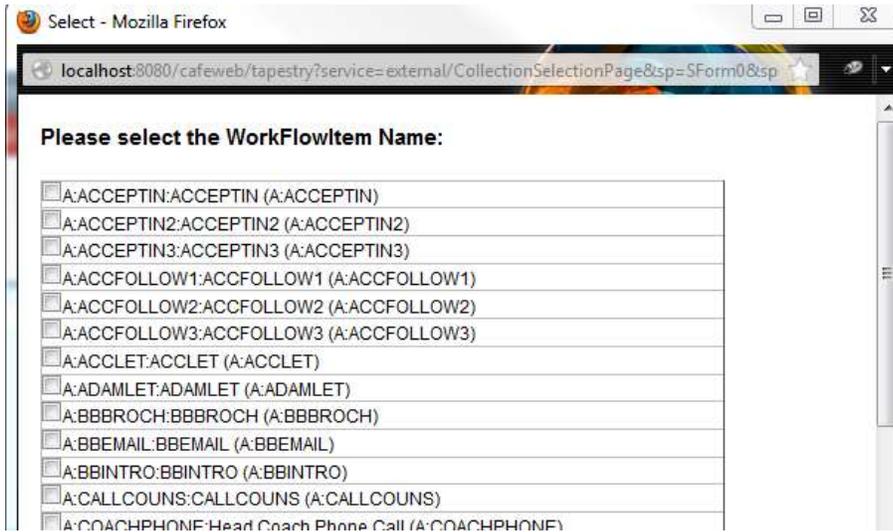
Add Tracking (Batch) ▾
 Send Selected To Dashboard
 Send Selected To People Finder
 Expand Comments
 [Return to People Finder](#)

-- choose one -- 06/25/2018 Add WorkFlow ▾ -- choose one -- Class Schedule ▾

Selected	Actions	Category	Semester	WorkFlow Name	First Name	Last Name	Due Date	Submitted Date	First Comment	Has Attachment	Completed Date
<input checked="" type="checkbox"/>	 	A - Activities	201820 - Spring 2018	PHONE	Karen	Holbrook	05/16/2018	0		Recommendation1.docx	0
<input checked="" type="checkbox"/>	 	A - Activities	201820 - Spring 2018	PHONE	Karen	Holbrook	05/16/2018	0			0
<input checked="" type="checkbox"/>	 	A - Activities	201810 - Fall 2017	PHONE	Karen	Holsenn	10/12/2016	0	call Karen today		0
<input checked="" type="checkbox"/>		A - Activities	201010 - Fall 2000	PERREMINDER	Katrina	Holmeisters	11/24/2015	0			0

The work flow search screen has a number of filters to search for work flows similar to the inquiry/app finder. This screen will default to the users assigned workflows as you can see in the prefilled "Assigned to ID" filter. A work flow can be some type of communication, a non-communication follow up item, a tracking comment, a queue result or action, or any number of other categorizations customizable by the customer. A detailed description of each search filter is included in the student services documentation.

Each blue filter label is a parameter driven searchable field. For example, if you click on the work flow item name link you'll get a popup screen with checkboxes that looks like this:



From this list, the user can include multiple work flow items to begin their search. Once a work flow item is searched for, a list of work flows will appear in the grid below. Note that this is a list of work flows which can potentially have a one-to-many relationship between the prospect and the work flow system. If you choose more than one work flow in your filter, it is possible that a prospect will appear multiple times in the grid, one for each work flow that has been assigned to the prospect. By filtering on the workflow "ACCEPTIN", the results grid will look like this:

15 Results Found

Adjust Export Columns |
 Download |
 Email |
 Send Message |
 Mail Merge |
 Mark Workflow as Done |
 Mark Workflow as Not Done |
 Add Tracking (Batch) |
 Send Selected To Dashboard |
 Send Selected To People Finder |
 Expand Comments |
 Return to People Finder

-- choose one -- | 06/25/2018 | Add Workflow | -- choose one -- | Class Schedule

Copy | Excel | PDF | Print | Column Visibility

Selected	Actions	Category	Semester	WorkFlow Name	First Name	Last Name	Due Date	Submitted Date	First Comment	Has Attachment	Completed
<input checked="" type="checkbox"/>		A - Activities	201820 - Spring 2018	PHONE	Karen	Holbrook	05/16/2018	0		Recommendation1.docx	0
<input checked="" type="checkbox"/>		A - Activities	201820 - Spring 2018	PHONE	Karen	Holbrook	05/16/2018	0			0
<input checked="" type="checkbox"/>		A - Activities	201810 - Fall 2017	PHONE	Karen	Holsenn	10/12/2016	0	call Karen today		0
<input checked="" type="checkbox"/>		A - Activities	201010 - Fall 2009	PERREMINDER	Katrina	Holmeisterss	11/24/2015	0			0

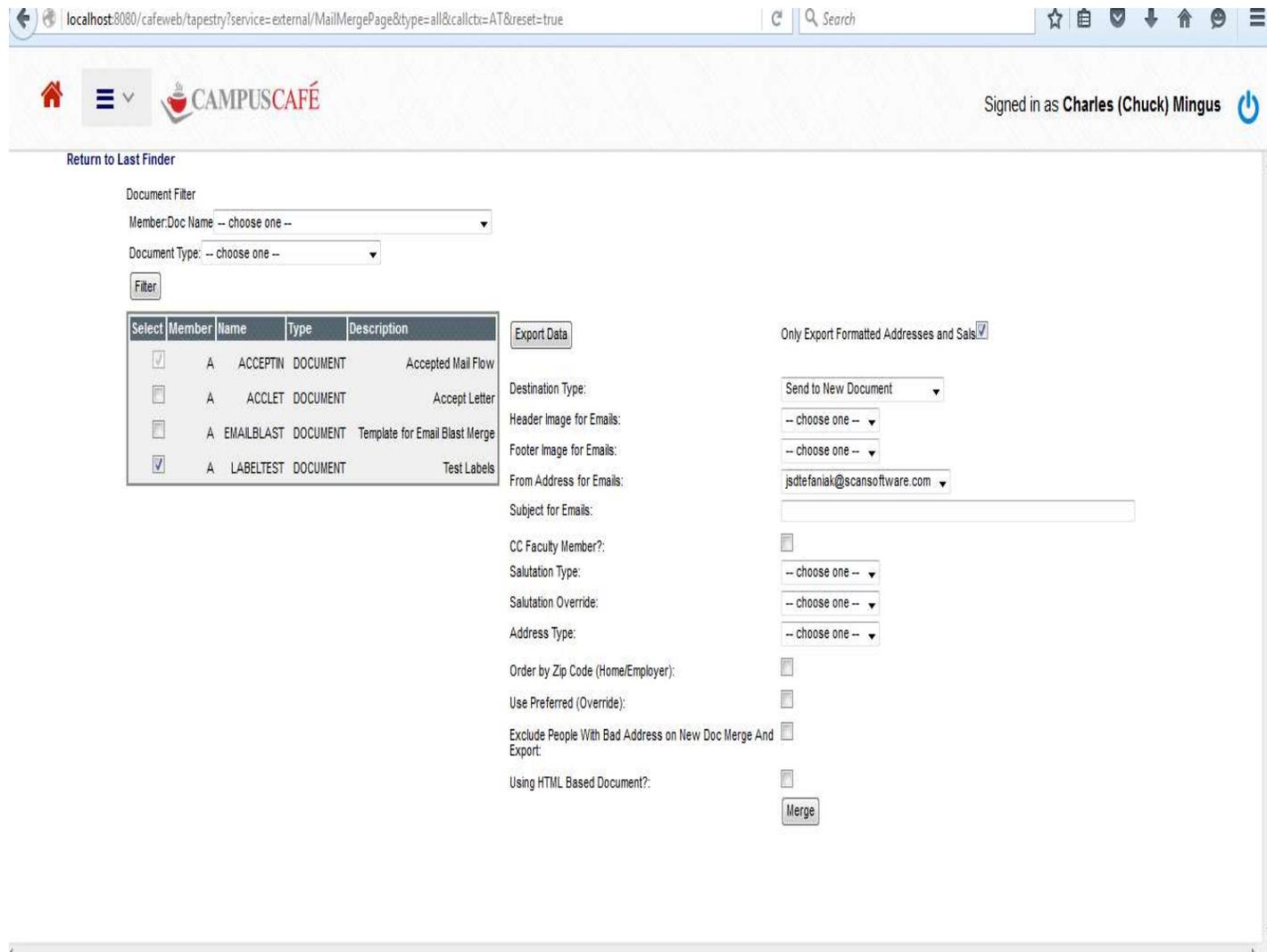
From the list, the user can:

- Directly edit the tracking record
- Launch into a prospect record, or complete a mail merge to the prospects listed. **Please note that you will need to search for a single work flow item to ensure a proper mail merge and to get an unduplicated list of prospects into your grid search results.**

There are also a number of functional links that appear above the grid allowing the user many useful functions. These allow you to:

- Add workflows or workflow groups in batch and remove them in batch
- Access the mail merge processing screen
- Email prospects (ad-hoc/non-mail merge)
- Export data to Excel
- Adjust the viewable and exportable columns.
- Build a block class schedule (non-admissions feature not discussed in detail in this document)

Continuing on our example¹, the workflow item “ACCEPTIN” has been searched for to get an unduplicated list of prospects with a single workflow item into the grid. You can then select the mail merge link on the top right of the screen to navigate to the Café Web mail merge screen shown here.



From this screen shot you can see that the “ACCEPTIN” document is already selected and grayed out **because this was the workflow item isolated in the workflow search screen**. You can also select an additional document to merge at this time. For this demonstration I have additionally selected the “LABELTEST” document. This additional document can be another letter or it could be a label template to merge at the same time. Please note that the preselected workflow item will be the only workflow that will get marked as ‘Done’ on the prospects work flow record. Each work flow item that is set up as “word mergeable” on the workflow definition screen and has a corresponding word letter template saved to a directory on the webserver will appear in this list. Additionally, there are options to merge to email, merge to a new document, or merge to a test email to yourself. Parameters must be set up prior

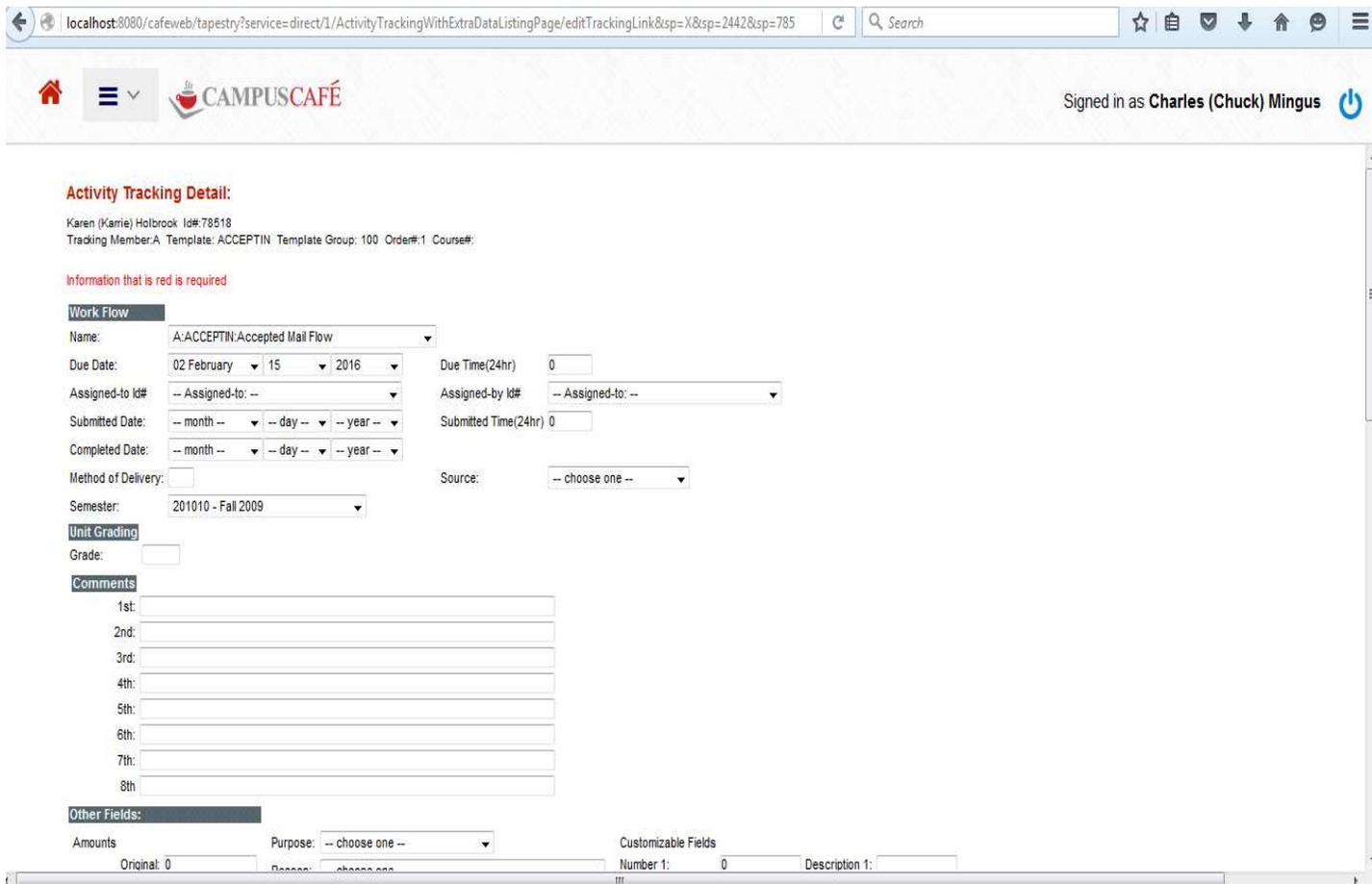
¹ For a complete reference manual of how to set up mail merges through our web interface, please refer to the Tracking configuration and set up manual.

in the Campus Cafe MSPARM system as well as having word mergeable templates and header/footer images (optional) for merging to emails prior to this functionality being able to be used by the end user.

After a successful mail merge, the end user will be presented with the post-merged word document as a download from the user's web browser. If multiple documents were selected, the system will compress and zip the documents into a file with .zip extension. This file must then be opened and the files extracted prior to sending. A screen shot of the downloaded zip file is shown here because multiple documents were selected for merging in this example.



To continue, you can see that on the prospects activity tracking page, located on their person record once launched, the workflow item is marked as completed as show here.

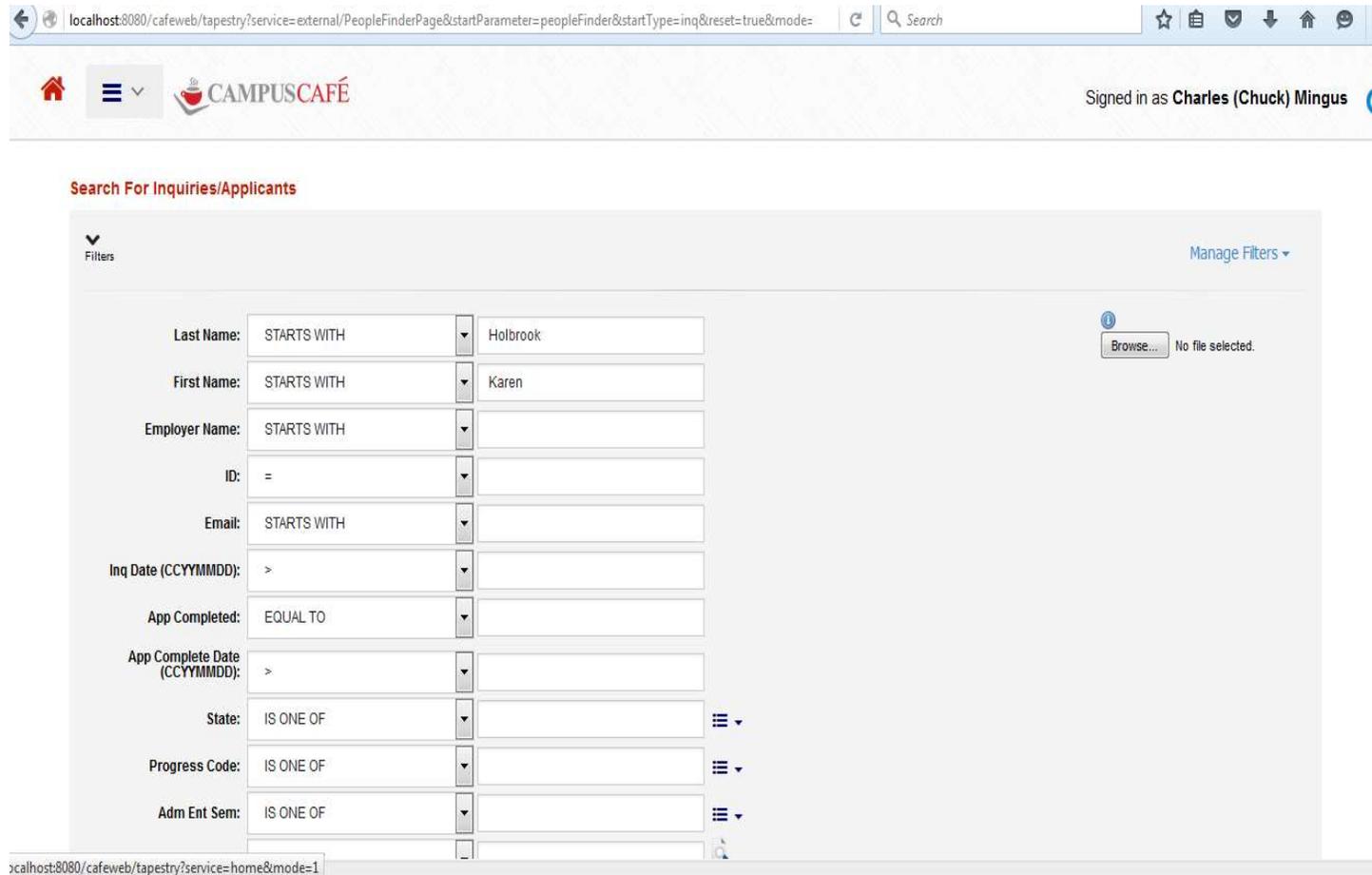


Note from this screen shot that workflow items can be set up in the template system to be automatically assigned to an individual. By default, the workflow screen will automatically search for all outstanding workflow items assigned to an individual. Should you want to search for workflow items not assigned to yourself or unassigned workflows, you must remove the assigned ID number filter prior to your search.

Working with inquiry and applicant data

Locating Prospects

Café Web provides an interface to interact and work with prospect data. Like the above example, accessing the student record requires a search using either the inquiry/app finder or the workflow screens. The most direct method for accessing an admissions prospect record would be to look the prospect up using the inquiry/app finder by their first and last name as shown here:



After searching you should have Karen appear in your results grid as shown here:

Search For Inquiries/Applicants

Filters Manage Filters

1 Results Found

Actions: Check, Show Photos, Email, Send Message, Download, Add Tracking (Batch), WorkFlow List

AdHoc Mail Merge-No Tracking

Printable Table

Search...

Count	Selected	Launch Person	ID Number	Last Name	First Name	Email	Inq Date	App Date	Adm Ent Sem	Progress Code	Inq Majors
1	<input checked="" type="checkbox"/>	Launch Person	78518	Holbrook	Karen	karenn@comcast.net	02/16/2005	01/08/2009	Spring 2011	A	ACC

Showing 1 to 1 of 1 entries

Navigation: Previous 1 Next

By clicking the Launch Person link on the left, you will be able to load Karen's record and be displayed with a menu of pages that can be used to act upon her record. Access to each of these page links is controllable via the permission system in Campus Café.

Contact information on Karen (Karrie) Doreen Holbrook MD

Name: Karen (Karrie) Doreen Holbrook MD (release no info)
User Name: kholbrook (release no info)
Id Number: 78518 (release no info)
Home Phone: (781) 456-3457
Work Phone: (603) 598-6662
Mobile Phone: -781-820-2368
Date of Birth: 12/03/1977
Email: karen@comcast.net
Advisor: Charles Mingus
Advisor's Email: jsdtefaniak@scansoftware.com
Home Address: 200 Pleasant Street
 Toronto, Ontario 0249244
 CANADA
Mailing Address: 2000 Pleasant Street
 Boston, RI 02492



Emergency Contact Information:

Name	Phone	Mobile Phone	Email	Relationship	Emer. Priority	Comment
Drucker, Donald				PAR - Parent/Guardian	1	

Housing Information:

Semester	Resident Code	Dorm Name, Dorm Room	Box Num, Suffix
200920 - Spring 2009	Resident	CAREY, BD116	
201010 - Fall	Computer		

Parent/Relationship Information:

Name:	Gender:	Type:	Pref Par.:	Spouse:	Spouse Gender:	Release Code:	Spouse Release Code:	Start Date:	End Date:	Address:	Home Phone:	Mobile Phone:	Spouse Mbl Phone:
Charles Mingus	M	PAR - Parent/Guardian	X			- Release No Information	- Release No Information			35 Jazz Drive dd Las Vegas, NV, 39393 adrian@scansoftware.com	-	(766) 565-5454	(567) 876-5456
Bernice Armstrong	F	PAR - Parent/Guardian				B:B - Both Academic and Financial	- Release No Information			234 Smith Street Quincy, MA, 02169 barmstrong@gmail.com	(617) 328-3743	(781) 455-0703	-
American Airlines		EXT - Externship site				- Release No Information	- Release No Information	03/02/2008	12/10/2010	35 Fly Away Home Blvd Gooseneck, MN 34556 (888) 555-1212 jobs@aa.com			
John (Jack) Crosby	M	HUS - Husband		Karen Holbrook		B:B - Both Academic and Financial	- Release No Information	09/01/2010	01/12/2011	333 Waltham Road Watertown, MA, 02020 jrosby@yahoo.com	(781) 564-5050		
NJ Dept of Labor		3RD - Third Party				B:B - Both Academic and Financial	- Release No Information	01/01/2010	12/31/2011	124 Hoboken Street Newark, NJ 02454			
NJ Dept of Labor		EXT - Externship site				- Release No Information	- Release No Information			124 Hoboken Street Newark, NJ 02454			

The primary screens available to admissions are the inquiry, applicant and tracking pages (which will be discussed in this section), the bios page (containing name, gender, SSN, DOB and other static (non-changing or rarely changing) data elements, address, email and the contact information pages. Many of these pages are accessible and heavily shared across key business areas including the business offices, alumni/development offices, and registration offices. The primary pages concerning admissions are

discussed here. The exception is the tracking page which can also be accessed through the other offices; however the tracking page has specific functionality that is important to the admissions process. Tracking has its own permission system to ensure that tracking can be accessed across different business areas in a secure manner and only by authorized users.

Inquiry Page

localhost:8080/cafeweb/tapestry?service=external/InquiryDetailPage&reset=true&mode=2

Signed in as Charles (Chuck) M
You are looking at Karen (Karrie) Doreen Holbrook MD (Registration)

Inquiry Detail:
Karen (Karrie) Holbrook : 78518

Information that is red is required

Submit person as applicant: -- Choose an Option -- Apply

Person-based Admissions Fields:

Admissions Progress Code:	A - Accepted	Admissions Residence Code:	C - Day Student
Admissions Counselor:	02 - Carl Everett	Matriculate Code:	-- choose one --
Transfer Code:	T - Transfer	Continuing Ed Code:	G - Graduate Student
Admissions Part Time Code:	-- choose one --	Financial Aid Code:	-- choose one --
Admissions Site Code:	01 - Day Division	Entering Semester:	201120 - Spring 2011

Inquiry Major/Minor:

Inquiry Major1:	ACC - Accounting	Inquiry Minor1:	-- choose one --
Inquiry Major2:	-- choose one --	Inquiry Minor2:	-- choose one --
Inquiry Major3:	-- choose one --	Inquiry Minor3:	-- choose one --

Inquiry Fields:

Inquiry Date:	02 February	16	2005	Form Used For Entry:
Telemarketer Initials:	-- choose one --	Inquiry Program:	ENG - English	

Information on this page generally is populated from someone (a prospect or administrator) completing an inquiry form on the portal, or the data might be uploaded as a batch from SAT or other prospect source. Additionally, from the inquiry detail page, you can convert an inquiry to an application by preloading the already captured inquiry data into the selected application form and completing the application data. This will circumvent the dupe checking process and apply any application activity tracking configured with the form chosen.

Person Based Admissions Fields

- Admissions Progress Code. The progress code is the key indicator of the prospect's status. A typical set of progress codes might include I,L,Y,A,P (Inquiry,Lead,Applied,Accepted,Deposited) and IW,LW,YW,AW,PW showing a withdrawal at any given stage and YD or YR (applied and denied or rejected). On the inquiry page, the progress code may only be changed to I,IW,L,LW. Other progress code changes such as accept and paid must be done on the applicant page.
- Admissions Residence Code. This limited value drop down field is used by the admissions office to indicate the prospects request for on campus housing. ***It is important to understand the flow of information from this field*** as it ultimately affects the actual housing request in the housing module. As described in the applicant page documentation below, MSPARM (system parameter) AD100 1:1-8 governs the timing of information being passed from the admissions module to the student/registrar/housing module. The value in this field will be passed on to the housing module at such time as is designated by AD100 1:1-8. If the data in this field is changed by admissions after the data has been passed to the housing module, then the admissions office should also change the value in the housing module (HOHIST) or notify the housing staff. This would probably be rare since the data is typically not passed to housing until at least the Acceptance stage.
- Admissions Counselor. This field can be automatically assigned by geographic region (zip code, EPS Geomarket) when the inquiry is either manually entered or uploaded in the Inquiry/Scores upload process. The people finder will allow the counselor to quickly locate all prospects assigned to them and they can also use the work flow button on the people finder to locate all calls, appointments, and correspondence that is associated with their prospect pool.
- Matriculated Code. This optional field is manually updated to indicate that a student has formally matriculated into a program. It would not typically be updated by the admissions department.
- Transfer Code. This code is a limited value drop down field because system level behavior is dependent on the data. Typically, a "T" indicates a transfer and an "F" indicates an incoming regular student.
- Continuing Education Code. This code is a limited value drop down field because system level behavior is dependent on the data. Prospects and students with this code will typically have a special indicator. The admissions portal configuration page allows the administrator to default specific prospects coming in from specific portal pages as continuing education students.
- Admissions Part-Time Code. This code is a limited value drop down field because system level behavior is dependent on the data. Allowed values are typically blank, P, F. This data is often fed into the financial aid system for use in determining aid packages for prospects. It should

never be used to ascertain a student's status as full or part time. This should only be done by looking at the students actual enrollment load.

- Financial Aid-Code. This code is a limited value drop down field because system level behavior is dependent on the data. Typical values would be blank or Y with a Y indicating that the prospect is planning on applying for financial aid. This field is only used to indicate that a prospect is interested in financial aid and should never be used to indicate that aid has been processed, received, etc...
- Admissions Site Code. This is used by the admissions office to indicate the prospects site or program. Typically values might include 01-Day, 02-Evening, 03-Distance Learning, 04-Downtown Campus. ***It is important to understand the flow of information from this field*** as it ultimately affects the actual student and billing site in the student billing and registration module. As described in the applicant page documentation below, MSPARM (system parameter) AD100 1:1-8 governs the timing of information being passed from the admissions module to the student/registrar/housing module. The value in this field will be passed on to the billing module (HOHIST) as the billing site at such time as is designated by AD100 1:1-8. If the data in this field is changed by admissions after the data has been passed to the billing module, then the admissions office should also change the value in the billing module (HOHIST) or notify the billing staff. This would probably be rare since the data is typically not passed to billing until at least the Acceptance stage.
- Entering Semester. This field is used by admissions to indicate when the prospect is planning to attend classes. This field is used throughout the admissions system to isolate populations of prospects by semester. This field is used in the historical count (snapshot) files and tracking/work flow files. Changing this field is equivalent to deferring a prospect to another entering semester.
- Inquiry Major/Minor (up to 3 each). These fields are populated on the inquiry portal page or can be uploaded through the inquiry/score upload process. The inquiry major can be used on the people finder to filter prospect populations and is also used in the historical count files. ***It is important to understand the flow of information from this field*** as it ultimately affects the actual major for student matriculation. These fields have specific behavior in the admissions process. When a prospect is changed from an inquiry to an applicant, these fields will become the application majors/minors unless overridden at the time of application. When a prospect is accepted, these fields will become the accept majors/minors unless overridden at the acceptance stage. As described in the applicant page documentation below, MSPARM (system parameter) AD100 1:1-8 governs the timing of information being passed from the admissions module to the student/registrar/housing module. The values in these field will be passed on to the student module (RGDEGR) at such time as is designated by AD100 1:1-8. If the data in these fields is changed by admissions after the data has been passed to the student module, then the

admissions office should also change the value in the student module (RGDEGR) or notify the student services/registrar. This would probably be rare since the data is typically not passed to student until at least the Acceptance stage. Admissions staff may also be prevented from updating the degree table RGDEGR so notification would be required.

Inquiry Detail fields and STPARM Codes:

- Inquiry Date. This date will be automatically generated by the system when an inquiry is added through the admissions portal or uploaded through the inquiry/scores upload.
- Source (this is the method that the record was inputted into the system and NOT the source of the students interest i.e. college fair or advertisement). It is automatically populated by the system. Typical values would MANUAL, PORTAL, COMMONAPP, UPLOAD.
- Telemarketer Initial. This field can be used to assign additional staff to prospects in addition to the counselor field. It is a searchable field in the people finder.
- Inquiry Program. This field is used to indicate the department or program for the prospect and is in addition to the majors/minors, concentrations.
- Current Grade Level. This field is primarily only used by secondary schools to indicate the school grade of the prospect. This is a searchable field in the people finder.
- Applied for Grade Level. This field is primarily only used by secondary schools to indicate the school grade for which the prospect will enter. This is a searchable field in the people finder.
- Prior School GPA. This field will store the GPA of the prospect from their prior school.
- Prior School GPA Base (out of). This field will contain the grading basis at the prior school (example 4.0).
- Prior School (recalculated) GPA. This field will store the GPA recalculated by the admissions office as needed for admittance.
- Prior School GPA (recalculated) Base (out of). This field will contain the grading basis for the recalculated GPA.
- Prior School Rank. This field will contain the rank of the prospect at the prior school.
- Prior School Rank Percent. This field will contain the rank percent of the prospect from the prior school.

- High School Size. This field will contain the size of the prospects prior school for ranking purposes.
- Undergrad GPA. This field will store the GPA of the prospect from their prior college (if applicable)
- Undergrad GPA Base (out of). This field will contain the grading basis at the prior college if applicable (example 4.0).

Schools

- Prior School. This field will contain the last high school or feeder school attended. This field is populated using the CEEB lookup table. Additional schools can be added to the CEEB table if not found for the prospect. See Schools documentation section for additional considerations on the school file. The application portal allows for multiple prior schools and colleges to specified and stored in the tracking system for missing document purposes and general information. The primary (first) one specified will also be stored in this field. See the admissions portal configuration for additional information on setting up multiple prior school requests on the portal.
- Last Attended College (if applicable). This field will contain the college attended. This field is populated using the CEEB lookup table. Additional schools can be added to the CEEB table if not found for the prospect. The application portal allows for multiple prior schools and colleges to specified and stored in the tracking system for missing document purposes and general information. The primary (first) one specified will also be stored in this field. See the admissions portal configuration for additional information on setting up multiple prior school requests on the portal. See Schools documentation section for additional considerations on the school file.

Applicant Page

The applicant's record can now be further appended or updated as the prospect moves through the process. For example, she may now be coded as a progress code A (accepted) or P (paid deposit). Changing the progress code may also trigger additional work flows and potentially turn off work flows

That are no longer relevant.

localhost:8080/cafeweb/tapestry?service=external/ApplicantDetailPage&reset=true&mode=2

Signed in as Charles (Chuck) Mingus
You are looking at Karen (Karrie) Doreen Holbrook MD (Registration Held)

Applicant Details: App Complete Status: NO
App Status Page
Karen (Karrie) Holbrook : 78518

Information that is red is required

Person-based Admissions Fields:

Admissions Progress Code:	A - Accepted	Admissions Residence Code:	C - Day Student		
Admissions Counselor:	02 - Carl Everett	Matriculate Code:	-- choose one --		
Transfer Code:	T - Transfer	Continuing Ed Code:	G - Graduate Student		
Admissions Part Time Code:	-- choose one --	Financial Aid Code:	-- choose one --	Religious Pref:	-- choose one --
Admissions Site Code:	01 - Day Division	Entering Semester:	201120 - Spring 2011		

Advisors

Lookup Primary Advisor: Charles (Chuck) Mingus (660088110)

Lookup Secondary Advisor: Mike Peck (660089164)

Applicant Fields:

Applicant Date:	01 January 08 2009	Application Type:	UNG - Undergraduate	App Source:	-- choose one --
App Amount Paid:	100.0	Action Type:	EARLYACT - Early Action		
App Major1:	ACC - Accounting	App Minor1:	-- choose one --		
App Major2:	-- choose one --	App Minor2:	-- choose one --		

There are several parameters (MSPARMS) that control the behavior of the system at these various stages. For example parameter AD100 1-1 to 1-8 control the timing of the creation of several key tables.

These include:

- Student master record (STMAST) allows student services to now view and update the person
- Session data record (HOHIST) contains information on housing, billing, and other relevant student information
- Degree row (RGDEGR) contains the degree, major, starting term and other relevant student information.

The timing of the creation of this data may not be the same for all prospects and the system allows the timing to be different based on application type or site. These are also controlled by MSPARMS AD100 1-7 (comma separated list of App Types where the STMAST-RGDEGR always gets created at the applicant

stage) and AD100 1-8 (list of App Types where the HOHIST always gets created at the Applicant stage). A business process work flow document should be prepared before configuring this part of the system to ensure that prospects flow to the student module at the appropriate time. This time will in many cases be critical since data elements such as boarder/commuter, billing site, major, degree, student site and others will be established for the prospect in the student module and used by the registrar or student services personnel for reporting and decision making.

Person Based Admissions Fields

- Same as Inquiry page. Data is stored in the same fields in the database and is not replicated. These fields appear on this page as a convenience for the user.

Progress code field-Changing of progress and decision codes to automatically add tracking/workflows

The screenshot shows the 'Person-based Admissions Fields' section of the CampusCafé application. The 'Admissions Progress Code' field is highlighted with a yellow oval and is set to 'A - Accepted'. Other fields in this section include 'Admissions Counselor' (02 - Carl Everett), 'Transfer Code' (T - Transfer), 'Admissions Part Time Code' (-- choose one --), 'Admissions Site Code' (01 - Day Division), 'Admission Residence Code' (C - Day Student), 'Matriculate Code' (-- choose one --), 'Continuing Ed Code' (G - Graduate Student), 'Financial Aid Code' (-- choose one --), 'Religious Pref' (-- choose one --), and 'Entering Semester' (201120 - Spring 2011). Below this is the 'Applicant Fields' section with fields for 'Applicant Date' (01 January 08 2009), 'Application Type' (UNG - Undergraduate), 'App Source' (-- choose one --), 'App Amount Paid' (100.0), 'Action Type' (EARLYACT - Early Action), 'App Major' (ACC - Accounting), and 'App Minor' (-- choose one --).

For post-application processing (Accepted, Denied, Deposited, etc.) special triggers specific to the progress code and decision code can be configured to produce appropriate mail flows and decision letters. These are configured in the database triggers menu rather than the admissions portal triggers because they are changed to fields in the database. (See Student Services Documentation for more details on database triggers).

For example, you wish to trigger decision letters based on a value in the decision code field. You would set up a database trigger for TABLED/FIELD (ADMAST-DECISION_CODE) with a “TO” value of “AR” for accept regular and a “TO” value if AI for an accept international.

Constraints can be placed on the templates create by these triggers to ensure adequate differentiation in decision letters.

Applicant fields

- Applicant Date. This field contains the actual date of application. It can be manually entered or it will be populated automatically if the application is created through an upload or through the admissions portal.
- Application Type. This field will contain the application type that is specified on the admissions portal configuration. Examples would be Secondary School Applications, Undergraduate, Graduate. This field should not be confused with the application source that indicates how the application is received. The application type has some specific functionality. For example, if a student applied in 2007 for an undergraduate degree, their type field would be Undergraduate. If they apply for a graduate program in 2012, the system will allow this since it is a valid application for an new degree. The original undergraduate application information will be stored in the admissions history file (ADHIST) and the new application data will become their current application. Tracking items will have the new entering semesters so it should be clear that those tracking items belong to the new application.
- App Source. This field contains the source or method used to get the application into Campus Café. Examples would include MANUALAPP, COMMONAPP.
- App Amount. This field will contain the amount of any application fee that is collected during the application process.
- Action Type. This field will contain the action type for the application process. Examples would be Early Action I, Early Decision, etc..
- App Major/Minor (up to 3 each). These fields are populated on the applicant portal page or can be uploaded through the application upload. The application major can be used on the people finder to filter prospect populations and is also used in the historical count files. ***It is important to understand the flow of information from this field*** as it ultimately affects the actual major for student matriculation. These fields have specific behavior in the admissions process. When a prospect is changed from an applicant to an accept, these fields will become the accept majors/minors unless overridden at the time of acceptance. As described in the applicant page

documentation above, MSPARM (system parameter) AD100 1:1-8 governs the timing of information being passed from the admissions module to the student/registrar/housing module. The values in these field will be passed on to the student module (RGDEGR) at such time as is designated by AD100 1:1-8. If the data in these fields is changed by admissions after the data has been passed to the student module, then the admissions office should also change the value in the student module (RGDEGR) or notify the student services/registrar . This would probably be rare since the data is typically not passed to student until at least the Acceptance stage. Admissions staff may also be prevented from updating the degree table RGDEGR so notification would be required.

- Commit Date. This field will contain the value of the date that the prospects commits to the institution.
- Replied Date. This field will contain the date when the institution expects a reply for a commitment from the prospect. This field is available on the applicant status page and the applicant can update the commit date through the portal using self-service.
- Decision Date. This field will contain the date when the admissions office makes a decision on the prospect for acceptance. It may differ from the actual acceptance date.
- **Decision Code. This is a key field and is used in conjunction with the progress code to indicate the decision of the admissions office and subsequent appropriate mail flows (decision letters).** This field can be configured to trigger mail flows for the decision correspondence based on the value placed in the field. See explanation for triggering above on progress code change section.
- Accept Date. This field will contain the actual acceptance date for the prospect. It may be different from the decision date since not all prospects are accepted. It is required upon changing the progress code to A (accepted/admitted).
- Accept Condition Code. This field can be used to indicate additional conditions of acceptance.
- Accept Major/Minor (up to 3 each). **It is important to understand the flow of information from this field** as it ultimately affects the actual major for student matriculation. These fields have specific behavior in the admissions process. When a prospect is changed from and applicant to an accept, these fields will become the accept majors/minors unless overridden at the time of acceptance. As described in the applicant page documentation above, MSPARM (system parameter) AD100 1:1-8 governs the timing of information being passed from the admissions module to the student/registrar/housing module. The values in these field will be passed on to the student module (RGDEGR) at such time as is designated by AD100 1:1-8. If the data in these fields is changed by admissions after the data has been passed to the student module, then the admissions office should also change the value in the student module (RGDEGR) or notify the student services/registrar . This would probably be rare since the data is typically not passed to

student until at least the Acceptance stage. Admissions staff may also be prevented from updating the degree table RGDEGR so notification would be required.

- Deposit Date. This field will contain the actual date of a prospect's deposit. This field will be required if the progress code is changed to P (Deposited).
- Deposit Amount. This field will contain the amount of the tuition deposit from the prospect.
- Housing Deposit Amount. This field will contain the amount of any applicable housing deposit that is tracked separately from the tuition deposit.
- Admissions Code. This field is used to code and rate the prospect. Prospect ratings can be self-described and coded accordingly. For example, a prospect might be rated on academic merit on a scale of 1-10 and this rating might be used to create a merit letter in the tracking system.
- Withdrawal Date. This field is used to indicate if a prospect withdraws at any stage of the admissions process. ***The second character of the admissions progress code should always be used in conjunction with this date to indicate a withdrawal.*** For example, if a prospect withdraws at the inquiry stage, the progress code would go from I to IW. If they withdraw at the acceptance stage, then the progress code would go from an A to an AW. ***Specific behavior is built into the Campus Café Admissions Module for withdrawals. For example, the mail flow system will automatically cease sending mail to a prospect if the second character of the progress code is 'W'. There is also filtering on the work flow user interface to eliminate or include withdrawals.***

Completed Application Process

Overview/Summary

The automation of the completed application flag and date has many labor saving and analytical benefits. The operator can get an immediate list of all applicants who have been marked complete when the process is run. This is useful because in many admissions operations, the prospect file is ready for a review and decision at this stage.

The operator or administrator can also use the people finder to filter complete and incomplete applications. This can be useful for a counselor or advisor to quickly get web based lists of applicants who need attention or review. The operator can also be prevented from accepting/admitting a prospect whose application is incomplete. Permission 985 governs whether this rule is enforced in the application page.

Completed Application Process

The completed application process is a batch process that is run from Campus Café Web and marks a prospect record complete (ADMAST:APP_COMPLETE_CODE) and (ADMAST: APP_COMPLETE_DATE) if all of the conditions are met for a completed application. This includes 3 main components:

- All missing documents are received
- All required scores have been received
- The progress code is Y,A, or P. (Can optionally update for all progress codes via MSPARM xxxxxx)

Missing documents are tracking items that have a package type of 3 (Missing Documents). If all missing documents have a submitted date in the tracking record, then this requirement for a completed application is considered met.

Required scores may vary by program and typically not required for transfers. There are fields in the majors/minors/concentrations (STMAJR) interface in Campus Café that allow the administrator to specify which score sets are required for that program. Multiple scores sets can be specified and an implicit “or” will be enforced for multiple sets, unless the “All Scores Required” flag is set. In that case, an implicit “and” will be enforced. If all required score sets are in a prospects record, then this requirement for a completed application is considered met.

If missing documents are received and required scores are received, then the process will mark the applicant’s record as complete and enter the current date. The process will also “unmark” a completed application if conditions have changed for the applicant (for example, a received date is removed from a tracking record, or an additional missing document tracking record is added).

Missing Documents Process

Overview/Summary

The missing documents process has many labor saving benefits. The process can generate missing document letters/labels or emails to prospects whose applications are incomplete. The process also keeps a tracking record when the letters/emails are generated showing that an additional contact has been made.

Missing Documents Process

The missing documents process is a batch process that is run from the Campus Café Client and can be run anytime. Additional documentation exists for this process in the Campus Café Client Admissions Module Documentation. The operator can specify a number of days between letters to prevent a prospect from getting reminders too often since the process is designed to be run every day as mail is marked received. A prospect will get a letter if their application status has changed since the last mailing (e.g. a new required item).

The missing documents process mimics the completed application process in many areas. Letters will not be generated for completed applicants, and the rules for required scores and transfer follow the same logic as the completed application process described above.

There is special logic for missing scores in this process. If a score(s) is required for a major as defined in the major table, then the process will automatically mimic a template called MISSSATS. The template for MISSSATS must exist and the contents of the template first comment will print on the missing information letter. Transfer students would be excluded from this process.

There is special logic for certain templates in the missing document letter. Forms that begin with COL, LETREC, TRANCOL, TRANHS will print the first comment from the template concatenated with the first comment from the student's tracking record. For example, if there is a form called LETREC (letter of recommendation) it might say "We need a letter of recommendation from" (TEMPLATE FIRST COMMENT) followed by "John Smith" (TRK_ACTIVITY_TRACKING FIRST COMMENT).

TRANHSxx and TRANCOLxx that are triggered from the admissions portal school drop downs will automatically place the name of the school from the CEEB file in TRK_ACTIVITY_TRACKING comment one. When the missing document letter is run, it would say for example "We need an official transcript from" (TEMPLATE FIRST COMMENT) "Needham High School" (TRK_ACTIVITY_TRACKING FIRST COMMENT).

In all other templates, only the template first comment will print.

Key Selected Reporting Scenarios

Historical Count file creation and reporting.

Admissions Counts Comparison: This report uses captured snapshots of admissions count data to show comparisons from year to year. For example, total number of Inquiry, Applicants, Accepts, and Paid Deposits for male/female, in state/out of state, comparing Oct 15, 2012 to Oct 15 2011.

Operational Reports for the Admissions Office

The following are some key reports and scenarios that should be helpful in creating a reporting strategy using the Campus Café Admissions System. These base reports can be accessed through the reports drop down in the top left hand corner of the Campus Café Admissions Client.

Prospect List by Source/Admissions Campaign report: This report quantifies prospects by campaign. In this example, City College sent out 100 emails to potential prospects that they purchased from a list service. They have also used a third party to send the email. The email campaign has been set up in Campus Café tracking and is called CCBLAST1. The email has been designed with a link so that the prospect can click the link and be directed to the inquiry page for submission. City College configured the Click Back URL feature of Campus Café so that the system will store the link as a source in the prospect's record. The report is now run by campaign and shows that 5 inquiries came from this source for a conversion rate of 5%.

Crystal Reports - [Prospects by Counselor.rpt]

File Edit View Insert Format Database Report Window Help

Prospects by Counselor.rpt x

Design Preview x

Groups

- Prospects by Co
 - D1 RH
 - EG PH
 - UNK
- GH1
- GH2a GH2a
- GF1a
- GF1b
- GF1c
- GF1d
- GF1e

Entering Semester: ALL

Prospects by Counselor

Name	Prog. Code	Sex	Application Date	Acceptance Date	Deposit Date	H.S Grad Year	City, State & Zip
Robert Jones							
Robert Bostona	I	M				2010	Boston, AR 03254
Harold Boston	P	M	07/09/2008	07/08/2008	10/14/2008		Boston, MA 19292

Prospect Count: 2

	I	P	Total
Robert Jones	1	1	2

	DOCUMENT	EMAIL	PHONE	Total
Robert Jones	10	1	1	12

For Help, press F1 12/7/2011 4:56PM Records: 167 Not connected - Connections are available

There are many other standard reports and charts in the drop down menu. These reports can be copied, customized, and saved for future reference through the custom reports drop down menu.

Admissions Holding Table

The admissions holding table is used to capture potential duplicates and prevent them from entering the database. Upon submission of a portal form, the system checks several match criteria to see if the person is already in the database. Keep in mind that the person may be in the database from another module such as Faculty or Alumni and not just from the admissions module itself. The following criteria are checked to detect a possible duplicate for inquiries and applicants.

There are two basic types of matching, duplicate (match) and (super match). Different levels of matching are used to determine whether to add someone to the holding table. For example, a match on SSN and DOB is considered to be a definite match where the system can overlay existing information.

Duplicate Checks (match)

SSN matches OR

First And Last Name matches OR

First Name And First 14 positions of Home Street 1 Matches OR

Last Name And First 14 positions of Home Street 1 Matches OR

First Name And DOB Matches OR

Last Name And DOB Matches OR

Cell Phone Matches OR

Email matches.

Duplicate Checks (Super Match)

First, Last and Email OR

SSN & DOB OR

First, Last & DOB OR

First, Last & Cell Phone

Inquiry Match

If an inquiry is a match or super match it will always go into the holding table. This is to prevent prospects from overlaying their inquiry data on repeat inquiries.

Applicant Super Match

If a super match is found and the person matched from the database and there is not already an applicant record in the database, then the application will be created (ADMAST) and will not go into the holding table. (If the inquiry record does not exist, the application creation process will always create an inquiry record (ADINQS)).

If a super match is found and an application exists, the application type found in the admissions portal configuration (ADCUST) will be used to determine if the applicant is attempting to apply for the same program again. If this occurs, the user will receive an error message that they have already applied. The text of this message can be customized CLOB APP_DUPE_MSG.

If the application type is different, then the new application will be created and the old application will be stored in the applicant history table (ADHIST).

Information supplied on the application will overlay information in the database anytime an application is created. For example, if the applicant has a new address, then the new address will overlay the address from the database.

Applicant Match

If a match is found, then the applicant will be added to the holding table since the system cannot determine with certainty that it is the same person, and we would not overlay such records in the database.

Parent Match

The two parents and student are treated as a group for matching purposes. If any one of the three is not a super match, then the record goes into the holding table. Parents are only considered duplicates if they have an ALMAST record (i.e. they are already established as parents rather than existing in other modules).

The holding table will display the inquiry/applicant name and other data as well as the potential duplicate below. This should allow you to determine if the person is a duplicate or a brand new person in the database. The holding table also indicates what modules exist for the potential duplicate. It will tell you if a person is already in the database as an Inquiry, Applicant, Student, Faculty, or Alumni.

Options for inquiries in the Holding table exist to review the record, insert the record with or without parent information, merge the record (if the person is only an inquiry), delete the record, or create tracking for the record.

Options for applicants in the Holding table exist to review the record, insert the record, merge the record, delete the record, or create tracking for the record. If parent information is filled in, then the parent information will be run through the duplicate person check as well. You will be given the following options regarding Parent 1 and Parent 2 information if any duplicates are found:

- Insert the entered parent information as a new person and assign that person as the applicant's parent.
- Do not change the Applicant's parent information and disregard the entered parent information all together.
- Assign one of the found duplicates as the Applicant's parent and disregard the entered data.
- Merge the entered parent data with an existing record and assign that record as the Applicant's parent.

If no duplicates are found for the entered parent record a message will appear telling you so.

Inquiry records with potential duplicates:

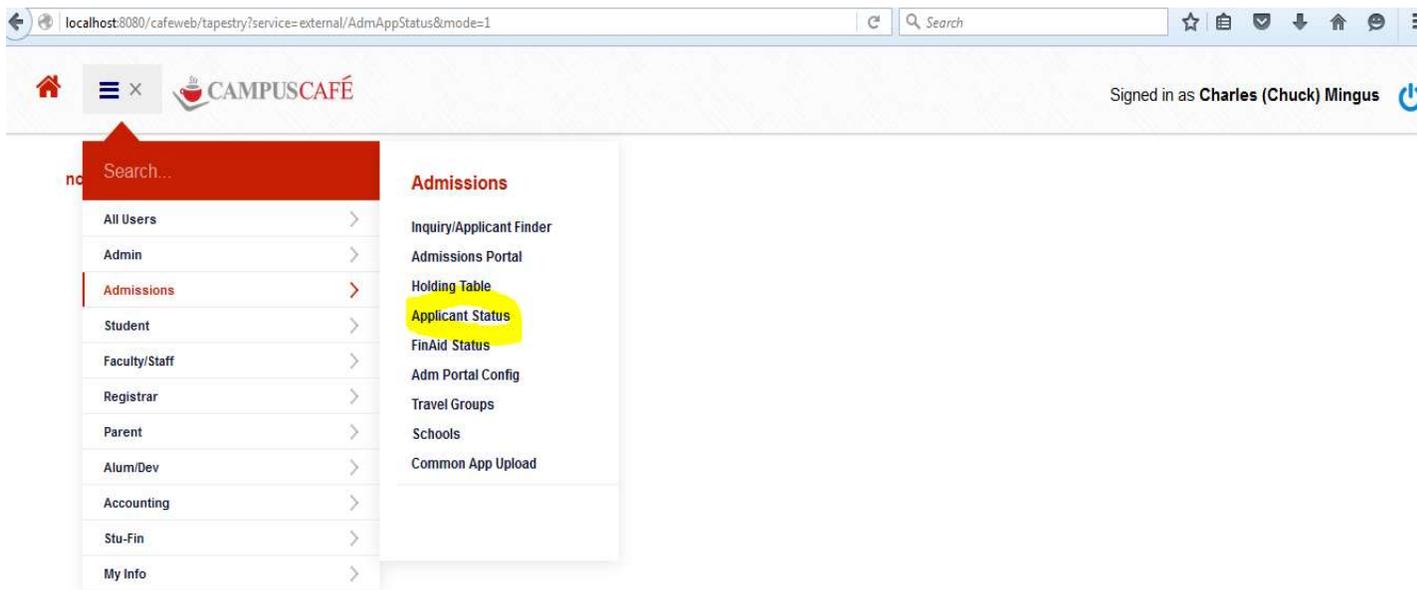
Name	SSN	Birth Date	Address	Email	Cell Phone	Drop Down Choice	Prog Code	Modules	Holding Enter Date
Show Details Insert With Parent Insert Without Parent Delete									
Inquiry: Karen Holsen	0		234 Giants Street, Boston, ME, 12354, UNITED STATES	karenhh@yahoo.com		InformationRequest			02/15/2016
Duplicates:									
Karen Holsen	660089291	01/03/1999	457 Gardener Street, Boston, NE, 12345, UNITED STATES	kholsennn@yahoo.com			Y	i a s	
	Show Details and Merge Create Tracking								

Admissions Portal Forms - Set Up and Configuration

Introduction/Summary

The Café Web Admissions Portal allows prospects to use a self-service vehicle to create an inquiry or an application through a web interface without the need for a sign on. Upon submission of an inquiry or application, the system will check for duplicate persons in the database. If the system detects a duplicate, then the inquiry or applicant will be placed in the Holding Table. The exception would be if an applicant's submission has enough matching data on an inquiry record, for example first/last/cell phone, then it will overlay the matched inquiry record and create the submitted applicant data. In addition, there are duplicate checking algorithms for submitted parent data as well as different application types that can be submitted that have different data capturing behaviors (see holding table in previous section for more detail).

The Holding Table interface may be used to merge the duplicate, delete the duplicate, or resend tracking items to the prospect. This interface is accessed through a sign on to Café Web > Admissions > Holding Table as seen here:



The Applicant Status Portal link (in above screen shot) allows applicants to sign on with a user id and password and obtain the current status of their application including missing information items. When

clicking on this link it will render the application status of the person logged in. If you wish to view this page as an administrator, you must look-up the prospect in the people finder and launch their record. The applicant status link will appear at the top of their applicant page as shown here:

localhost:8080/cafeweb/tapestry?service=external/ApplicantDetailPage&reset=true&mode=2

Signed in as **Charles (Chuck) Mingus**
You are looking at **Karen (Karrie) Doreen Holbrook MD (Registration Held)**

Applicant Details: App Complete Status: NO
App Status Page

Karen (Karrie) Holbrook : 78518

Information that is red is required

Person-based Admissions Fields:

Admissions Progress Code:	A - Accepted	Admissions Residence Code:	C - Day Student
Admissions Counselor:	02 - Carl Everett	Matriculate Code:	-- choose one --
Transfer Code:	T - Transfer	Continuing Ed Code:	G - Graduate Student
Admissions Part Time Code:	-- choose one --	Financial Aid Code:	-- choose one --
Admissions Site Code:	01 - Day Division	Religious Pref:	-- choose one --
		Entering Semester:	201120 - Spring 2011

Advisors

Lookup Primary Advisor: Charles (Chuck) Mingus (660088110)

Lookup Secondary Advisor: Mike Peck (660089164)

Applicant Fields:

Applicant Date:	01 January 08 2009	Application Type:	UNG - Undergraduate	App Source:	-- choose one --
App Amount Paid:	100.0	Action Type:	EARLYACT - Early Action		
App Major1:	ACC - Accounting	App Minor1:	-- choose one --		
App Major2:	choose one	App Minor2:	choose one		

Admissions portal configuration

The Admissions Portal for inquiries and applications generally require several setup processes. These required steps generally fall into two categories, software set up and database changes. The first one should be very straightforward if the rest of the Café Web Applications is already installed, otherwise refer to the documentation detailing that process. The second step deals primarily with database configurations which in turn falls into several categories: MSPARMS (global program configurations), STPARMS (parameter code configurations), and custom text areas (CLOBS). The next section will detail the configurations available through the web interface under the Admissions module.

(Home Screen for admissions portal form configuration)

Inquiry Portal Customization Interface
Information that is red is required

Copy From: -- Choose an Option -- Copy To: -- Choose an Option -- Copy

Drop Down Item Text	Edit	Delete
InformationRequest		
Application		
EVERYTHING		

[Edit Default Labels To Be Used When Creating a New Form](#)

Create a New Configuration: Drop Down Item Text:

This screen is the beginning point for all form configurations. If you wish to edit any of the existing forms, click the edit (pencil icon) to the right of any existing forms. If you wish to add a new form, simply type the name of the new form into the text box under “Create a New Configuration” and click “Add”. A new form will appear with that name in the “Existing Configurations” grid at which point you can select the edit icon and begin to configure your new form.

There are three other links on this page that are of importance:

1. Edit Default Labels For All Form Configurations – This will navigate you to a page that allows you to change the default field labels for all forms. These default field labels can be overridden for any given form as needed.
2. Template Request Headers – This screen allows you to create new custom questions (that will ultimately drive tracking templates on to the student record). These custom questions can be added to any individual form. (This interface can be accessed from the all user menu-template requests.)
3. Template Request Triggers – The triggers are the answers to the question and our group under a question header. Triggers are added to tracking templates to “trigger” the adding of the template based on the prospect answers to the questions. (This interface can be accessed from the all user menu-template requests.) Both of these screens will be detailed later in this document.

Directly Accessing Public Admissions Forms (Inquiry and Application Forms)

Once a form is added to the system, even if it is not yet configured, it can be accessed directly without a login to the system. Since the Admissions Portal does not require a login, a URL must be created to allow access to this feature. As mentioned above, the Admissions Portal may also be accessed through Café Web, so if those applications are already installed and running, a user can simply log in to Café Web and access the portal.

For outside access (e.g. from the institution’s web page or a link sent through an HTML email campaign), there are two different methodologies to access your public web forms:

1. Syntax: `http(s)://<server-name>:<port(if necessary)>/cafeweb/tapestry?service=home`

Example: `https://needhamacademy.org:4433/cafeweb/tapestry?service=home`

This URL is the entry point to all admissions forms in the form of a drop down menu and custom welcome page text. This page is used if you want to allow the prospect to choose from a drop down menu of available inquiry and application forms. This methodology is seldom used in favor of the second option which is to drive the prospect directly to the form in question from a customized link on the institutions public website. The text above the drop down menu can be customized using the CLOB ADM PORT INTRO TEXT.

2. Syntax: `http(s)://<server-name>:<port(if necessary)>/cafeweb/tapestry?service&page=<specific form name>`

Example: `https://needhamacademy.org:4433/cafeweb/tapestry?service&page=applicationform`

This URL is used to create a direct link from the institution web page to the requested form and bypasses the form selection drop down menu.

Editing the Admissions Form Configurations

By clicking on the edit button (pencil icon) on any form in the available configurations, you will be navigated to that forms configuration page. This section details the options on the form configuration edit page.

Form Defaults:

The screenshot shows the 'Form Defaults' configuration page in CampusCafé. At the top, there is a navigation bar with a home icon, a menu icon, the CampusCafé logo, and a user profile for 'Charles Mingus'. A red message states 'Information that is red is required'. Below this, there are three buttons: 'Edit Majors', 'Edit Semesters', and 'Edit Fields'. To the right is a 'Description' text area. The main configuration area consists of several rows, each with a label and a corresponding input field:

Drop Down Item Text:	<input type="text" value="InformationRequest"/>
Default Site:	<input type="text" value="1"/>
Default CE Code:	<input type="text"/>
Default Academic Hold Code:	<input type="text"/>
Default Member:	<input type="text" value="-- choose one --"/>
Mode:	<input type="text" value="Inquiry"/>
Default Billing Site:	<input type="text" value="1"/>
Application Type:	<input type="text" value="-- Type --"/>
App Amount:	<input type="text" value="0"/>
Deposit Amount:	<input type="text" value="0"/>
Housing Deposit Amount:	<input type="text" value="0"/>
Number of Prior School Inputs:	<input type="text" value="0"/>

The top part of this page allows you to set the default behaviors for this form.

- Drop Down Item Text – The form name used in custom URL's and what appears in the drop down menu if using option 1 from public access methods detailed above.
- Default Site – All prospects submitting through this form will be defaulted to this Site (RGDEGR.SITE_NUMBER; STPARM code SBCONO)
- Default CE Code – All prospects submitting through this form will be defaulted to this Site (STBIOS.CONTINUING_ED_CODE; STPARM code SBCECD)

- Default Academic Hold Code – Defaults the prospect (usually for applicants only) to an academic hold code allowing the registrar to control self-registration options for applicants
- Default Member – The business office that will be associated with the prospect for tracking records. Example would be ‘A’ for admissions or ‘C’ for Continuing Education. NOTE: Tracking items from other members can be specified at the form level.
- Mode – Sets the algorithm for how the prospect will be added to the database. There are three options here:
 - Inquiry – Record added to ADINQS and STBIOS
 - Applicant – Record added to ADMAST and STBIOS (can overlay ADINQS data as well)
 - Inactive – This setting will prevent the form from appearing in the form selection drop down menu if you wish to prevent it being selected while you are working on configuration
- Default Billing Site – The billing cohort group that will be the default for these submissions (usually only used for mode Applicant) **Note that this field has been added to the form configuration screen to allow prospects to select their own billing site. This is optionally added to the form based on the school’s business requirements.**
- Application Type – Allows the admissions office to code different forms for different types of applications and controls how duplicates are handled in the system. For example, an app type for one form could be undergraduate and another would be graduate. This allows the system to know if a person already in the system may be re-applying to the same school under a different degree level or program. It checks the applicants ADMAST.APPLICATION_TYPE field upon submission to determine how to handle the record.
- App Amount – If this field contains an amount, the application payment page will appear after the prospect has submitted an application, but before the confirmation page. This amount will appear as the “amount to pay” on the application fee payment page. *This will only appear when the prospect is logged into the applicant status portal.*
- There is a clob, PAYMENTS_APP_FEE_CLOB that can contain the text or html that you wish to display on the page. See instructions for setting up payment options in Web Student Financials Help. The admissions portal configuration page also contains a text area for late application fee confirmation/instructions.
- A late application fee can be paid by a prospect logging in clicking the link on the applicant status portal. **Please note that the Pay App Fee button will only appear if there is a fee associated with the form used for the application (see inquiry page for this form), and the app fee is not already paid or waived (.01 is placed in the app fee amount column on the application page).**

Once the fee is paid, the application fee paid field will be filled in with the amount on the applicant page.

There are several custom control that also need to be configured. WEBPAYMENT 2-2 and 2-3 contain the transaction codes for application fees. Here are some examples:

WEBPAYMENT 2-2 Comma separated list pairs of admissions site and bill code for credit card payment of an application fee.

e.g. 1-ACAR1,2-ACAR2,3-ACAR3

These parms will produce the bill code for ARCBAT (cash batch) and the associated GL from that bill code for ARCBAG. (cash distribution). If the parm is blank, use bill code 99 as the default.

WEBPAYMENT 2-3 Comma separated list pairs of admissions site and bill code for ACH payment of an application fee.

e.g. 1-AACH1,2-AACH2,3-AACH3

These parms will produce the bill code for ARCBAT (cash batch) and the associated GL from that bill code for ARCBAG. (cash distribution). If the parm is blank, use bill code 99 as the default.

- Deposit Amount- If this field contains an amount, the applicant will see a “Pay Deposit” button on the applicant status page. The amount in this field along with the amount in the housing deposit field (if any) will appear on the deposit payment page. There are two clobs, ADM_ONLINE_DEPOSIT_PMT_USAGE and ADM_ONLINE_DEPOSIT_USAGE that can contain text or html that you wish to display on the page. See instructions for setting up payment options in Web Student Financials Help. The prospect will also see a data confirmation page to validate data such as SSN, Housing/No Housing, Billing address etc.. Upon submission of the data confirmation page, the payment page will appear. After a successful payment, the amount paid will appear in the deposit amount paid and housing deposit amount paid fields respectively on the applicant page. There are several permissions in the Admissions Deposit Info Page and Applicant Status Portal containers that need to set.

There are several custom control that also need to be configured. ADMISSDEP 1-1 and 1-2 contain the transaction codes for tuition deposits. Here are some examples:

1

ADMISSDEP 1-1 Comma separated list pairs of admissions site and bill code for credit card payment of a tuition deposit.

e.g. 1-TCAR1,2-TCAR2,3-TCAR3

These parms will produce the bill code for ARCBAT (cash batch) and the associated GL from that bill code for ARCBAG. (cash distribution). If the parm is blank, use bill code 99 as the default.

ADMISSDEP 1-2 Comma separated list pairs of admissions site and bill code for credit ACH payment of a tuition deposit.

e.g. 1-TACH1,2-TACH2,3-TACH3

These parms will produce the bill code for ARCBAT (cash batch) and the associated GL from that bill code for ARCBAG. (cash distribution). If the parm is blank, use bill code 99 as the default.

ADMDEPPROG 1-1 governs setting the progress code to P upon payment.

- Housing Deposit Amount- See above on Deposit Amount.

There are several custom control that also need to be configured. ADMISSDEP 1-1 and 1-2 contain the transaction codes for housing deposits. Here are some examples:

ADMISSDEP 1-3 Comma separated list pairs of admissions site and bill code for credit card payment of a housing deposit.

e.g. 1-HDEP1,2-HDEP2,3-HDEP3

These parms will produce the bill code for ARCBAT (cash batch) and the associated GL from that bill code for ARCBAG. (cash distribution). If the parm is blank, use bill code 99 as the default.

ADMISSDEP 1-4 Comma separated list pairs of admissions site and bill code for credit ACH payment of a housing deposit.

e.g. 1-HACH1,2-HACH2,3-HACH3

These parms will produce the bill code for ARCBAT (cash batch) and the associated GL from that bill code for ARCBAG. (cash distribution). If the parm is blank, use bill code 99 as the default.

- Number of High School Inputs – enter the number of previous high schools you wish to track on the form
- Number of College Inputs – the number of previous colleges you wish to track.

In addition to the default form configuration parameters there are 7 open text boxes to provide additional customization to the form:

- Header of Main Form (can use html) – Text that will appear at the top of this form configuration. This box is formatted using html and supports javascript, links and image sources.
- Footer of Main Form (can use html) – same as header but will appear at the bottom of the form configuration
- Text of email sent to inq upon submission – Text of the response email that the prospect will receive when submitting through this form. Does not currently support html. Carriage returns will be respected when formatting.

Send email to prospect?

*Note the send email to prospect check box allows you to tell the system whether or not to send a response email to prospects using this form.

- Text of Email Sent to App When Creating New User Name & Pass
- Text of Email Sent To App When User Name & Pass Already Existed
- Text of Email Sent to App When Placed Into the Holding Table
- Text in the comment forwarding email – it is useful but not required to put text in this box. It will appear as default text in the comment forwarding email sent to the admissions comment forwarding email addresses
- Comma Separated List of Recipients of the Comment Forwarding Email – List of emails addresses that will receive comments from admissions forms for this form configuration.
- Text above school fields – text will appear above the previous school section in the form to allow for additional instructions. Not required.
- Confirmation Page Text (can use html) – this will be the page that the prospect is redirected to after form submission. This supports html. Be sure to limit your html to presentational (formatting) markup. Do not use <body> or <html> tags as these are already included in the confirmation page by default

There are 3 columns at the bottom of the form configuration screen. These columns have to do with deciding which fields will display on the form, which activity tracking templates will be triggered by answering customized questions and which majors and semesters will appear on the form. Here is an explanation of each.

Edit Fields:



Select "Edit Fields" which will bring you to the page seen below:

Edit Fields For InformationRequest

[View Additional Configuration Options](#)

Only Show Included: [Jump To Tracking Options](#)

[Edit](#)

Search:

	Included	Name	Label	Label Class	Input Class	Tab	Field Order	Required	Type	Changed User	Changed Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	First Name	First Name			2	3	<input checked="" type="checkbox"/>	F	660088110	08/03/2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Last Name	Last Name			2	5	<input checked="" type="checkbox"/>	F	660088110	08/03/2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Email Address	Email Address			2	8	<input checked="" type="checkbox"/>	F	660088110	08/03/2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Date of Birth	Date of Birth			2	11	<input checked="" type="checkbox"/>	F	660088110	08/03/2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Country	Country			2	22	<input type="checkbox"/>	F	660088110	08/03/2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street 1	Street 1			2	23	<input type="checkbox"/>	F	660088110	08/03/2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street 2	Street 2			2	24	<input type="checkbox"/>	F	660088110	08/03/2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street 3	road 3			2	25	<input type="checkbox"/>	F	660088110	08/03/2016

This screen allows you to customize your fields based on the information you would like provided.

Basic "Edit Fields" Functions

- **Additional Configuration Options:** There is a button on the top of the screen that will display additional configuration options (e.g. birth year can be blank). Once you click or unclick the checkbox it will automatically save.
- **Filtering Options:** You can filter the grids so that only included fields will be displayed by selecting the check box "Only Show Included" at the top of the page.
- **Jump to Tracking Options:** You can jump directly to the tracking grid by clicking "Jump to Tracking Options."
- **Search Box:** The search box can be used to easily locate categories within the grid. (Example: typing "Last" into the search box will narrow down the grid to only categories that contain the word "last" in them.

- **Included:** Selecting boxes in the “included” column will determine the fields that appear in your admissions portal.
- **Label:** The “Label” column allows you to change the “Name” tabs display. For example, you can change “Date of Birth” to “DOB” by simply entering it in the Label column.
- **Label Class:** You can add css customization to the forms using the label class and input class fields. Certain classes have already been added that you can use to change the font of the label of a specific field: Bold, italic, not bold, big, small
 - To use these, just put the word in the label class grid. You can put multiple classes in one cell if you want both features. For example, if you want a field to be big and italic, put "big italic" in the field.
- **Input Class:** You can change the css of an input field using the input class column and the local.css file. You can change the size of the field, the color, background color, etc
- **Tab:** The “tab” column allows you to select certain categories and put them in a separate tab by simply entering in different numbers for different tabs.
- **Field Order:** The “Field Order” column allows you to arrange each category in the order in which you would like. They are arranged in ascending numerical order.
- **Required:** Selecting the “Required” tab will make the category red with an asterisk indicating that the field is mandatory to fill out when it appears in the admissions portal.

Important things to know when adding new form:

New form starts with nothing included, but default tabs and field locations set to the order they used to be in.

- **The new Form must include:** either home address, cell phone, or email address, but none is currently included.
- **The Default sort is:** included, tab, field order, name, label. This means if you include a field it will automatically jump to the top of the list.
- **Sorting:** You can sort the grid by clicking on the column header.
 - You can sort by multiple columns by clicking on the first column, then holding shift and clicking on the other columns you want to sort by.
- Each table has a search box. As you type in it, the grid will only show the rows that contain what is in the search field.
- **Value Change:** To change the value of a checkbox on the grid, just click it. It will automatically save.
 - To change the value of the other fields on the grid (label, label class, input class, tab, field order), just highlight the cell and type. When you are done you can hit enter or use your arrow keys to get out of the field. It will automatically save. Any time you click out of the field it will save. To leave the cell without saving the changes, hit esc.
 - You can move around the grid from cell to cell using your arrow keys, like an excel spreadsheet.
- **Edit Multiple Columns:** To edit multiple columns at the same time for a single row, click on the checkbox all the way to the left of the grid. This will activate the edit button on the top of the grid. Click that, and a new interface will popup, enabling you to edit all the columns in that row at the same time. Hitting update will save the entire row.

- **Edit Multiple Rows:** To edit multiple rows at the same time, click on one of checkboxes on the left hand side to select the first row. Then, there are 2 ways to select other rows. The first way is to hold down ctrl and click the left-hand checkbox for all the other checkboxes you want to select.
 - The other way is to select the first row, then hold down shift and select the another checkbox. All the rows between those 2 checkboxes will be selected.
 - You can also combine these two techniques by using the shift selection first, then using the ctrl function to add or remove more. Once your rows are selected, use the edit button at the top of the page. This will pop up a new grid with all the columns listed as fields. If every row has the same value for a field, that value will appear in the field.
 - Otherwise, it will say that there are multiple values in the field. If you click that field it will blank out the values for every selected row for that field. Typing in a new value will change that column for every selected row. Click on update to save.
- **Reset Value:** To reset a value to a default value, delete the entire value of the cell. If you change it to a space (or multiple spaces) then it will save as a space. If you delete everything it will reset to its initial value. This works when editing multiple or when editing one single cell on the grid. This works for label, tab, and field order. A useful trick is to select all the rows in the grid, then delete the tab and field order to reset the grid to how it initially was.
- **Type Column:** The type column cannot be changed. It is there to indicate what type of field you are looking at. On the top grid C=clob. This means you can put in an unlimited amount of html-enabled text. T is for tab. The only thing you can change on the tab is the label and the label class. F is for field. That is a normal field that appears on the administrative portal. H is for header. This is a small piece of text that appears above a specific section. You can use included, label, label class, tab, and field order on it.

From the Edit Fields screen, you may also select “Jump to Tracking Options,” shown here:

Edit Fields For InformationRequest

Only Show Included:

Selecting “Jump to Traction Options” will bring you to the page seen below:

Edit													
	Included	Template Type	Group	Default Label	Label	Label Class	Input Class	Tab	Field Order	Required	Field Type	Changed User	Changed Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	H	ACCEPT	These triggers will be used for database field triggering on the progress code and decision code on the applicant page so that appropriate decision letter tracking records will be created.	These triggers will be used for database field triggering on the progress code and decision code on the applicant page so that appropriate decision letter tracking records will be created.		0	0	<input type="checkbox"/>	G		0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	H	APPLY	For triggering Application missing information	For triggering Application missing information		0	0	<input type="checkbox"/>	G		0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	T	BOARDSCORE	What was your board score?	What was your board score?		0	0	<input type="checkbox"/>	G		0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SC	COLLEGE	Colleges	Colleges		0	0	<input type="checkbox"/>	G		0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SS	HIGHSCHOOL	High School Group	High School Group		0	0	<input type="checkbox"/>	G		0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	H	INQRESP	Trigger Inquiry Mail Flow	Trigger Inquiry Mail Flow		0	0	<input type="checkbox"/>	G		0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	S	SOURCE	How did you hear about MTTI?	How did you hear about MTTI?		2	99	<input type="checkbox"/>	G	660088110	08/09/2016

Showing 1 to 21 of 21 entries

This page allows you to add additional customized fields to your admission portal, and has the same features as the “edit fields” screen shown above.

- **Sorting options:** You cannot sort the tracking grid. It defaults to only displaying all the tracking groups that can be added to a form. When you hit the plus icon it will expand the row to show the tracking items for that group. The field type will show if the row is a group (G) or a workflow item (W with a blue background). Hitting the plus icon again will re-collapse the item rows.
- **Include Tracking Item:** To include a tracking item, click on the include checkbox for the group. To include a specific item in that group, click on the include checkbox for that item in the group.
- **Labels:** Changing the label of the group changes what appears on the left hand side. Changing the label of an item changes what displays by the specific checkbox, or in the drop down, depending on the template type.
- **Group Placing:** You can place a group on any tab at any field order (same as in the component table). You can arrange the items in a group with the field order in the item rows.
 - You can set a group to be required using the checkbox.

- You can also edit multiple rows using the same technique as in the component table.
- **Search Field:** There is a search field above the tracking table, as well as a jump to field options button.
- **Tip for Building Form:** When building a form, it is often useful to open a new tab with the admissions portal form you are building. Since the grid automatically saves, it is easy to toggle between the 2 tabs to see what the changes look like.

Edit Majors:



Select “Edit Majors” which will bring you to the page seen below:

Edit Majors for InformationRequest

Included: Major: -- choose one --
 Custom Description:
 Display Order: Portal Page List: -- choose one --

Delete	Included	Major	Custom Description	Display Order	Portal Page List	Entered User	Date Record Entered	Change User	Change Date
<input type="button" value="Submit All Changes For Majors"/>									

Edit Minors for InformationRequest

Included: Minor: -- choose one --
 Custom Description:
 Display Order: Portal Page List: -- choose one --

Delete	Included	Minor	Custom Description	Display Order	Portal Page List	Entered User	Date Record Entered	Change User	Change Date
<input type="button" value="Submit All Changes For Minors"/>									

Additionally, each major that is added through this configuration screen can have its own custom description and display order. Be sure to select the “Submit All Changes for Majors/Minors” button at the bottom of each section to ensure your configuration is committed to the database.

Editing Semesters:



Select “Edit Semesters” which will bring you to the page seen below:

Edit Semesters for InformationRequest

Information that is red is required

Semester: Display Order: Default Semester For Config*(optional):

[Return to Config Page](#)

Delete	Semester	Display Order	Default Semester	Entered User	Date Record Entered	Change User	Change Date
<input type="button" value="Submit All Changes"/>							

Similar to adding majors/minors through the form configuration interface, you can custom build a list of available semesters. Like majors, each office may choose its own list of majors and semesters that is different from forms in use by other offices. For a semester to become available in this drop down menu, it must exist as an STPARM WBIQSM. Once added to the system through Campus Café, this STPARM will become available to the web application after a data reload.

Adding Custom Questions to Forms

The admissions portal mechanisms allow for displaying document tracking data via the ADFMHD (Admissions Portal Form Request Header) and the ADFMRQ (Admissions Portal Form Request Triggers) table entries. Each entry (row) in the ADFMHD shows up as a subheading at the bottom of the form page and each row in the ADFMRQ table shows up as a single document tracking request (under the specified heading). Rendering is controlled via the display order, the type fields, and the required field. Each request can be tied in to an TRK_TEMPLATE_HEADER entry via Form Request Triggers, which can also specify constraints. More information about the Document Tracking setup is included in Appendix A of this document.

The Form Request Headers and Triggers can be accessed from the main “Adm Portal Config” screen by clicking the links as shown below:

Maintain Template Requests

[Template Request Headers](#)

[Template Request Triggers](#)

Admissions Portal Template Request Headers

Template Requests:

Information that is red is required

Group Id to Add*:

Edit	Group Id	Type	Display Order	Required	Description
	ACTIVITIES	T	3	N	EXTRA-CURRICULAR ACTIVITES
	APPLY	H	0	N	For triggering Application missing information
	ATHLETICS	M	4	N	ATHLETICS - PLEASE CHOOSE ONE OR MORE OF THE FOLLOWING BOXES TO REQUEST INFO...
	BETAANDSRC	T	5	N	between athletics and source test
	DATABASE		0	N	Database triggers for application process
	DOCUMENTS	T	2	Y	PLEASE SEND ME
	FASTBALL	S	15	Y	Please indicate the speed of your fastball

As shown in the above screen shot, you can create customized questions (Group Headers) to be displayed on the admissions forms. You can access the configuration screen for each question by clicking the edit button (pencil icon) to the left of each record. The ensuing screenshot displays the configuration options for this screen:

Template Request Detail:

Template Request Group: ACTIVITIES

Information that is red is required

Request Type:

Required:

Display Order (0-99):

Description (200 characters):

Entered By: Entered Date: 0 Changed By: JS Changed Date: 20060608

Powered by Campus Café

- Request Type Drop Down Menu – tells the system how to render the answers to the question or whether the request header is a hidden request or information text. The available options are:

- Hidden Value – This will not be displayed on the form but will be included for anyone who submits through this form
- Information – Allows you to add informational text between questions
- Multi-Values – The answers will appear in the form of multiple check boxes
- Single Value – The answers will be displayed in a single select drop down menu
- Text Value – The answer will be an open text box where the prospect can type free form text
- Text field . – The answer will be in a small text box than the Text Value.
- Required (check box) – tells the system if the answer to this question should be required
- Display order – Allows the user control over where the question appears in the additional information section of the form
- Description (200 character limit) – This is the actual text that will display on the form

Save – Delete – Cancel

Admissions Portal Template Request Triggers

Template Request Items:

Information that is red is required

Group Id to Add:

Edit	Group Id	Group Type	Display Order	Trigger Name	Trigger Name2	Description
	ACTIVITIES	Text Value(T)	1	ACTIVITIES		
	APPLY	Hidden Value(H)	0	SBPRCC-Y		Essay request
	APPLY	Hidden Value(H)	0	SBPRCC-Y		Letter of Recommendation
	APPLY	Hidden Value(H)	0	SBPRCC-Y		High School Transcript Request
	ATHLETICS	Multiple Values(M)	3			VOLLEYBALL
	ATHLETICS	Multiple Values(M)	4			RUGBY
	ATHLETICS	Multiple Values(M)	5			SKIING
	ATHLETICS	Multiple Values(M)	6			SOFTBALL

Each Template Request Header must have at least one associated trigger. These triggers will render on the form as the answers to the questions. However, understand that they are labeled as triggers

because selecting an answer to a question “triggers” the associated tracking form to be added to the prospect record.

Similar to other screens, the edit button (pencil icon) is selected to navigate to the configuration of an individual Template Request Trigger. The configuration screen is displayed here:

Template Request Item Detail:

Template Request Group: **ACTIVITIES** **OID#:**

Information that is red is required

Trigger Name: Admissions accept flow field trigger names SBPRCC-xx (Progress Code) and ACDECD-xx (Decision Code)

Trigger 2 Name:

Display Order (0-99):

Description (100 characters):

Entered By: Entered Date: 0 Changed By: JS Changed Date: 20060908

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- Trigger Name (10 char limit) – the trigger name is used to associate the trigger with a template form (note the special use of the SBPRCC and ACDECD fields for special triggers based off of code changes to the prospect record. See the applicant page section for more detail)
- Trigger 2 Name (10 char limit) – More Information Coming
- Display Order – Controls the order in which the answer (trigger) is displayed under the question (Template Request Header)
- Description – The actual text of the answer (trigger).
- Save – Delete – Cancel

To associate a trigger with a template form, you must include it on the template. Activity Tracking Template Groups can be edited on the All Users sub menu > Activity Tracking Templates page as shown here:

Edit ▲	Member ↕	Template Name ↕	Trigger Request Oid ↕	Inactive ↕	Usage Desc: ↕	First WorkFlow ↕	Entered User ↕	Entered Date ↕	Changed User ↕	Changed Date ↕
Edit	A	ADMLABEL			Admissions Mailing Label	ADMLABEL	660088110	02/15/2016		
Edit	A	ALUMNIREF	ALUMNIREF [93]		Alumni Referral	ALUMNIREF	660088110	09/19/2017		
Edit	A	BANKLETTER	APPLY [288]		Bank Letter	BANKLETTER	660088110	07/19/2017		
Edit	A	BANKSTATEMENT	APPLY [288]		Bank Statement	BANKSTATEMENT	660088110	07/19/2017		
Edit	A	BASEBALL	BASEBALL [30]			BASEBALL	660088110			
Edit	A	CHILDSUPPORT			Parent Child Support Document	CHILDSUPPORT	660088110	09/23/2014		
Edit	A	COLOR			Color	COLOR	660088110	09/15/2015		
Edit	A	COLTRAN01	TRANCOL01 [743]			COLTRAN01	660088110			
Edit	A	COLTRAN02	TRANCOL02 [744]			COLTRAN02	660088110			
Edit	A	COLTRAN03	TRANCOL03 [745]			COLTRAN03	660088110	02/20/2014		
Edit	A	COMMENT				COMMENT	660088110			
Edit	A	CREDITCARDAUTH	APPLY [288]		Credit Card Authorization	CREDITCARDAUTH	660088110	07/19/2017		

Additionally, these tracking templates will get triggered onto the students records based on the scenarios described in this table (previous school tracking forms TRANHS and TRANCOL are special cases described in the common application upload section of this document).

Work Flow Name	Description/Motivation	Default/Example Value
COLLEVELFM	Will store the prospect's college level line code	Type: 1
TRANSHSXX	Tracks the HIGH school name if no CEEB in the comment section.	Type: 1
SOURCEINIT	Added to tracking so the admissions office knows this prospect was added through the web portal	Type: 1 (WEBSRC)

TRANSCOLXX	Tracks the COLLEGE name if no CEEB in the comment section.	Type: 1
------------	--	---------

These forms are set up to capture information in prospects activity tracking for which a field cannot be used. For example, if the CEEB number for the high school attended is not known or can't be found by the prospect, they are asked to enter the name of the high school instead. This data will be stored in an activity tracking record called TRANSHSXX (where XX is variable) in that prospect's record.

Show the transcript as a missing document on applicant status

If the application is set to ask for prior school or prior college inputs on the Admissions Portal Config screen, Campus Café will automatically create activity tracking items for the institution(s) selected by the applicant. By default, these will not appear in the applicant portal required documents page.

Show transcript status in applicant portal required documents page.

1. Navigate to All Users → Workflow Definitions
2. Locate the workflows:
 TRANHS01, TRANHS02, etc. for prior schools and
 TRANCOL01, TRANCOL02, etc. for prior colleges
 TRANHS01 for last school attended (high school)
3. Click the pencil icon to edit the workflow
4. In the Type box, select Missing Documents
5. In the Category box, select Missing Information
6. In the Attachment area, choose who can attach/view/delete the document
 Tracked person refers to the applicant
 Admin refers to a staffer with the appropriate permission for the workflow
 Because institutions typically must receive official transcripts directly from the other institution, Campus Café recommends against the applicant being able to upload, edit or delete transcripts.
7. Click Save

If this activity is later set to submitted, the applicant will see the date submitted under the date received column on the applicant portal required documents page.

Additional Database Configurations (MSPARM, STPARM, SYWCFG, STPARM)

- MSPARM (Custom Control Parameters)
- STPARM (listed parameters and descriptions)
- SYWCFG (system wide setup parameters)
- SYPOBJ (permissions)

The following tables describe all these necessary changes in detail. Please note that some of these changes may have already been implemented, because some of the parameters are shared across applications and the other parts of Café Web may have already required them.

MSPARM (CONFIGURABLE GLOBAL PARAMETERS and Defaults)

MSPARM name	Description/Motivation	Default Value
WEBINQAUDL-1,1	Default User Id for insertion into STAUDL record.	WEBUSER
WEBINQBYOF-1,1	Birth Year Offset (Must be an integer preceded by + or -). In conjunction with WEBINQBYRN-1,1 controls the birth date year drop down on the main inquiry page (for instance if WEBINQBYOF-1,1 is -20, and WEBINQBYRN is 50, the list will contain years starting with 1985 (2005-20) and ending with 2035 (1985+50).	+0 (don't forget the + or -)
WEBINQBYRN-1,1	Birth Year Range - see WEBINQBYOF-1,1 (above) for a detailed explanation.	50
WEBINQCLFM-1,1	DEPRECATED	DEPRECATED
WEBINQCOUN-1,1	Default Counselor upon insert into STBIOS	UNK
WEBINQDIV-1,1	Y= put division into ADINQS.INQUIRY_PROGRAM, else put depart	N
WEBINQDOB-1-X	List of inquiry forms where DOB is not required	blank
WEBINQDPEM-1,1	Controls whether an email alert should be sent for a duplicate	N
WEBINQDTL-1,1	Disables the "Create Tracking" link in the Duplicate Holding Table (Y = disabled).	N
WEBINQEML-1,1	If Y, E-mail errors will cause inquiry form submission abort.	Y
WEBINQEML-1,4	IF Y USER/PASSWRD WILL APPEND TO END OF THE APP SUBMIT EMAIL	N
WEBINQFINA	Y=FIN AID ONLY APPEARS IF CITIZENSHIP COUNTRY IS UNITED STATES	N
WEBINQFIRS-	DEPRECATED – may still work but no longer necessary since each	blank

1,1	form can be accessed directly through custom URL	
WEBINQHIDE-1-1/10,	DEPRECATED – USE Adm Portal Conf page instead	N
WEBINQHLD-1-1/10	COMMA SEP LIST OF PROG CODES. IF INQ/APP IS A PERFECT DUPE TO A PERSON WITH ONE OF THESE PROG CODES THEY'LL GO INTO HOLDING TABLE.	
WEBINQHRFM-1,1	Group_ID linked to “how did you hear about this school?”	
WEBINQHSOF-1,1	High School Graduation Year Offset - similar to WEBINQBYOF-1,1, but controls the high school graduation year and not the birth date year (see WEBINQBYOF-1,1 for a detailed description).	+0 (again, don't forget the + or -)
WEBINQHSRN-1,1	High School Graduation Year Range – similar to WEBINQBYRN-1,1 (see it for a detailed description).	50
WEBINQLVFM-1,1	The name of the workflow that contains the applicant's college level line code.	COLLEVELFM (example configurable)
WEBINQMAJ-1,1	The default expected major if the applicant does not enter one.	UNK
WEBINQMAJ1-1,1	If Y, intended major field in admissions portal will be required	blank
WEBINQRELA-1-1 WEBINQRELA-1-2	DEFAULT VALUE OF ALRELA.RELATIONSHIP_TYPE FOR PARENT 1 DEFAULT VALUE OF ALRELA.RELATIONSHIP_TYPE FOR PARENT 2	blank blank
WEBINQREML	List of admissions portal forms where email address is optional	blank
WEBINQRQFD	3 sequences of MSPARMS where you can optionally make admissions portal form fields required. See MSPARM in your installation for details of codes	blank
WEBINQSATM-1,1	DEPRECATED – Use Custom Field Labels Screen	SAT Math
WEBINQSATV-	DEPRECATED – Use Custom Field Labels Screen	SAT Verbal

1,1		
WEBINQSATW-1,1	DEPRECATED – Use Custom Field Labels Screen	SAT Writing
WEBINQSHFM-1,1	DEPRECATED – Automatically adds workflow TRANSHSXX. The name of the workflow that will contain the applicant’s school information if there is no CEEB.	TRANSHSXX
WEBINQSHFM-1,2	GROUP ID OF HEADER FOR HS TRACKING	TRANHS
WEBINQSHFM-1,3	GROUP ID OF HEADER FOR COLLEGE TRACKING	TRANCOL
WEBINQSINL-1,1	DEPRECATED – Use Custom Field Labels Screen	Current School
WEBINQSINL-1,2	DEPRECATED – Use Custom Field Labels Screen	Current College
WEBINQSINL-1,3	Controls showing both school lookups all the time. If ‘Y’ then both show all the time and both are required. This parm also breaks the connection between choosing a ‘Transfer’ option from the current school level drop down and the second school lookup appearing.	N
WEBINQSITE-1,1	DEPRECATED – use Adm Portal Conf page	01
WEBINQSITE-1,2	DEPRECATED – use Adm Portal Conf page	01
WEBINQSLNK	This parm will hide the links next to the school lookup fields on admissions portal forms. The fields themselves are clickable so the links can be optionally shown	blank
WEBINQSRC-1,1	The name of the source of the inquiry which is inserted into the source field in ADINQS	WEBSRC
WEBINQSRC-1,2	The name of the workflow which contains the source.	SOURCEINIT
WEBINQUSNM-1,1	If Y, create username and password in admissions portal.	N
WEBINQUSNM	If turned on the application form submission will also create an SYUSER record for the applicant (subject to SYUSER MSPARM	N

	rules)	
WEBCHGSITE-1-1	If this parm is set to 'Y', and an existing app fills out an application form, their site will change to the new form's default site. This means that their SYUSER group will change according to the rules in SYUSCHGGRP.	N
WEBINQZIP-1-1	Domestic Zip Codes will be required on all portal forms if this parm is set to Y	N

SYWCFG (SYSTEM Web CONFIGURATIONS)

Name of the Config Var	Description/Motivation	Default/Example Value
ADMISSIONS_ALERT_EMAIL	A comma separated list of email addresses that will receive inquiry request alerts.	noone@aol.com
ADMISSIONS_CONTACT_EMAIL	A comma separated list of email addresses that will receive any contact requests (when an applicant asks to contact the admissions staff).	noone@hotmail.com
ADMISSIONS_EMAIL	A single email address that is used as the sender of all automated email messages from the admissions portal (hence representing the admissions office) to the inquiry (applicant).	noone@yahoo.com
ADMISSIONS_EXIT_PAGE_LINK	DEPRECATED	http://www.mit.edu
SCHOOLNAME	School name, used for display throughout the inquiry pages (and emails).	Cornell University
SMTP_HOST (see documentation for configuration of SMTP relay for your school)	IP address or Domain Name of the SMTP Host (without this no emails will go out).	192.168.10.1
SMTP_PORT	The port that the SMTP host is listening on	25

SYPOBJ (PERMISSION SYSTEM)

Permissions are granted for various functions in the same manner as for other Café and Café Web objects. Refer to the “System Admin” documentation for details on setting up permissions and restrictions. These permissions will pertain to the Adm Portal Conf page, applicant status portal and holding table interface and other web admissions screens. The inquiry and application forms have no permissions since it can be accessed from outside the system.

STPARM (ID LEVEL PARAMETERS)

Various drop down items are controlled by STPARMs. See documentation for STPARM setup for creation of additional user definable parameters.

Some of the drop downs have special behavior in addition to providing validation.

An example of this would be the “Current School Level” drop down menu which is controlled by STPARM SBTRCD. If a parameter in this code listing contains the text ‘Transfer’ with the ‘T’ capitalized and followed by all lower case then it will be treated as a transfer code and will invoke the second school lookup interface when Custom Control Program ID WEBINQSINL-1-3 is set to blank or N.

Example Values:

- T: Transfer
- R: Registered Nurse Transfer
- F: First-Time Freshman

Both T and R would be treated as transfer codes because they both contain the word ‘Transfer’ in the description and would require the college level and previous college values be completed by the prospect.

There may also be special STPARM that control display of a subset of values. Example, the following STPARM allows the portal to display only selected entering semesters even though the STPARM SMDESC contains all semesters throughout history.

WBIQSM	WEB INQUIRY SEMESTER LIST – Controls the values for the Anticipated Entering Semester dropdown list.	201310
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Additional Miscellaneous Configurations and Information Regarding Form Submissions

Tracking Previous Schools

There is often a need to track multiple high schools and colleges in the admissions process. There are new fields that have been added to ADCUST called CEEB_HS_COUNT and CEEB_COLLEGE_COUNT. These control the number of HS and College look ups that appear on any given form configuration. Here is a screen shot of the form configuration page with these new input fields:

Drop Down Item Text:	<input type="text" value="On-Line Application"/>
Default Site:	<input type="text" value="1"/>
Default CE Code:	<input type="text"/>
Default Academic Hold Code:	<input type="text"/>
Default Member:	<input type="text"/>
Mode:	<input type="text" value="Application"/>
Default Billing Site:	<input type="text" value="-- Num --"/>
Application Type:	<input type="text" value="UNG - Undergraduate"/>
Number of Prior School Inputs:	<input type="text"/>
Number of Prior College Inputs:	<input type="text"/>

There is a new MSPARM, WEBINQSHFM1-2;3 that control the trigger headers. Specify the trigger header group that your previous school triggers will be grouped by in these two parameters. Parm 2 is for previous high schools and parm 3 is for previous colleges as shown here:

MSPARM 1-4		MSPARM 5-7	MSPARM 8-10
Parm 1:	SCHOOLNAME		
Description 1:	NAME OF FORM CONTAINING SCHOOL INFO IF NO CEEB		
Default Value 1:	SCHOOLNAME		
Parm 2:	TRANHS		
Description 2:	GROUP ID OF HEADER FOR HS TRACKING		
Default Value 2:			
Parm 3:	TRANCOL		
Description 3:	GROUP ID OF HEADER FOR COLLEGE TRACKING		
Default Value 3:			

There will also be a CLOB in ADCUST (form configuration page) for placing instructions to users on the form itself. All existing logic for displaying HS and College will stay in place.

The user will enter as many CEEBS as needed (up to 9) based on the number in ADCUST.

You must link each previous school lookup to a trigger. Each trigger must be named using the following naming convention based on the number of previous schools you will display on the form:

High School Triggers:

TRANHS01 – TRANHS12 (can have up to 12 previous high school triggers)

TRANCOL01 – TRANCOL12 (can have up to 12 previous college triggers)

These are configured and edited on the on the template request header and trigger pages which are accessible through the main “Adm Portal Conf” page as seen here:

Maintain Template Requests

Template Request Headers

Template Request Triggers

You must configure corresponding activity tracking template records. These can be named anything but should keep with the trigger naming convention for consistency. For example, each activity tracking template such as TRANHS01, would have a corresponding trigger (and workflow) TRANHS01 on the activity tracking template configuration.

On the form submission, Each CEEB code entered will trigger a TRK_ACTIVITY_TRACKING record called TRANHS01, 02 etc. and TRANCOL01, 02 etc. If the CEEB cannot be found, a text area will allow the user to enter the name of the school and this will go into comment one of the TRK_ACTIVITY_TRACKING record. The name of the school from the CEEB file will be filled in comment one if it is found.

The first High School CEEB will in addition populate the STBIOS.SCHOOL_CODE and the first college CEEB will in addition populate the STBIOS.PREV_COLLEGE_ATTED.

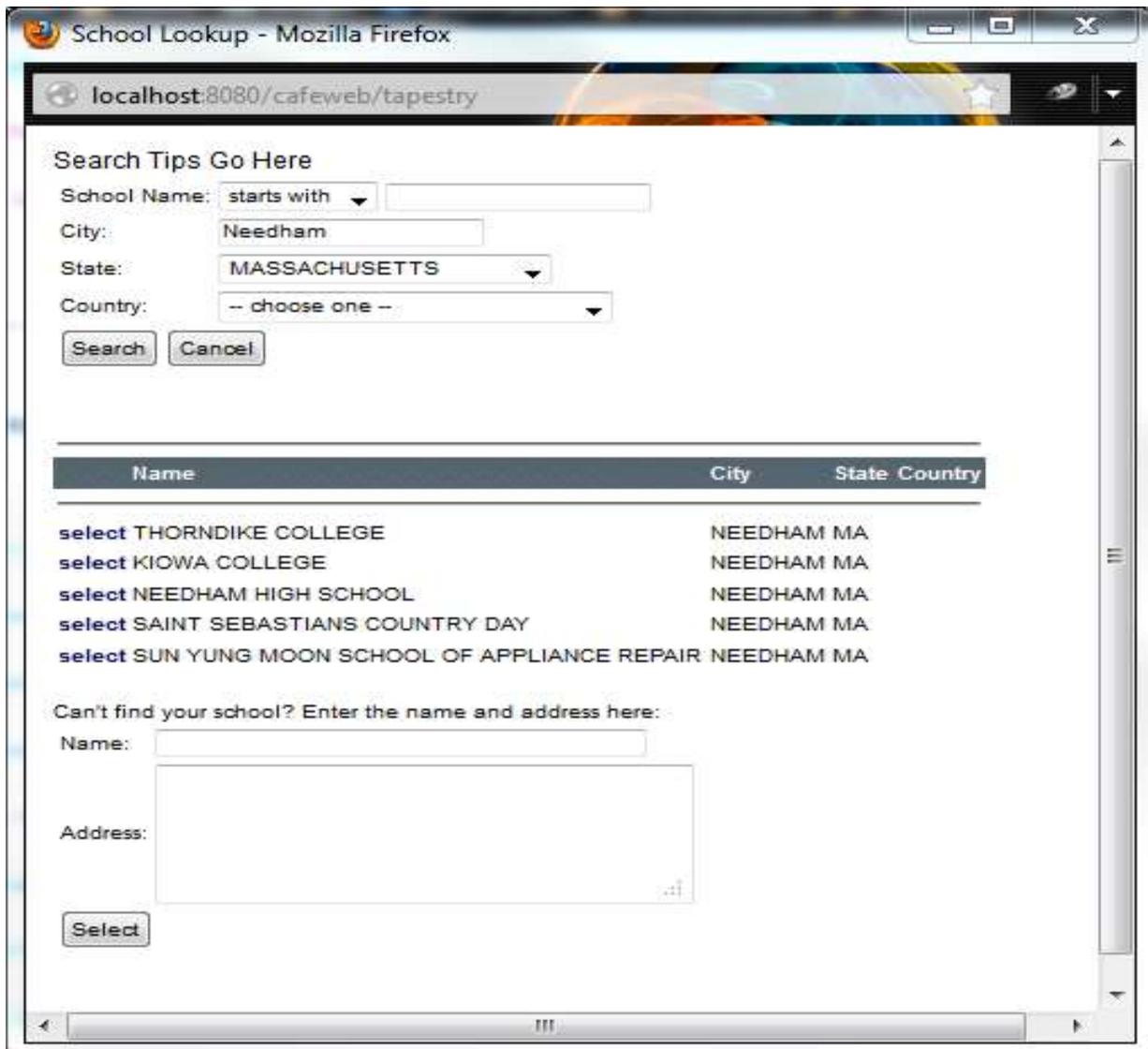
This will now give you ability to track multiple schools (HS and Colleges), have the tracking item created for missing documents. This new CEEB field can be manually updated in Cafe and the web

Confirmation Page

A text box exists on the admissions portal configuration screen for each form where an institution can add customized html and javascript code to create a unique confirmation page for each form. You can also use javascript to redirect the prospect to an existing admissions marketing landing page if you choose. Please ask your institutions Scan representative for details on how Scan can help your institutions create customized confirmation pages that integrate with your public website.

School Lookup

This is used on the main screen to allow the user to search for her school or enter the school's name and address if it cannot be found.



This pop-up will occur when the student select the “School Lookup” link on one of the inquiry or application forms. The “Search Tips Go Here” text is customizable using CLOB SCHL LOOKUP SRCH TIP.

Direct Linking and Automatic Adding of Doc Trk Via URL Manipulation

Two parameters can be passed in through the admissions portal URL. One defaults the starting page by adding a parameter to the URL called page, and the other adds a document tracking form to the person who fills out the form by adding a parameter to the URL called docTrk. These parameters are case sensitive.

The new url will look like

`../cafeweb/servlet/tapestry?service=home&page=Inq&docTrk=Documents`

Both will work. In either case, these links will now go directly to the Inq page (since Inq follows the "page=" parameter), and will search for a document tracking trigger group header called "Documents" (since Documents follows the "docTrk=" parameter) and will add any tracking templates with triggers associated with this group header.

This URL manipulation can be used when linking directly to the Admissions Portal from your website or from a marketing campaign such as email or postcards.

Google Tag Manager Configuration and set up

This feature allows the Campus Café portal to be configured to capture a tag from Google analytics. This tag contains valuable information about the source of the contact with the portal form.

Google analytics will provide a sample of the java script. This will have to be pasted into the WBTEXT in Cafe: populate WBTEXT snippet_name=MEDIATRACKER SCRIPT, module=AD with script for Google-Tag and for pushing var MEDIAIDENTIFIER
(note: this script is hardcoded to appear inside the portal page body tag).

Other configurations:

- Cafeweb: create template request header MEDIATRACK (type=H)
- Cafeweb: create template request trigger MEDIATRACK (trigger event type=ADM_PORTAL_TAG)
- Cafeweb: create work flow definition like GOOGLE-TAG
- Cafeweb: create tracking template GOOGLE-TAG (member=A, request_trigger=MEDIATRACK, detail work flow=GOOGLE-TAG) would have to be placed in our clob and it will create a dynamic field in our page.

Once this is configured, the portal page will extract the value of the dynamic field.

The value of the captured tag will be placed in the activity tracking record in the clob value.

The form name used will be tracked in the first comment.

The progress code at the time of the capture will be tracked in the second comment.

This data can then be analyzed for tracking specific sources of the inquiries made using the portal form(s).

Automatically Assigning a Counselor and EPS Geo Code:

If the customer is using EPS and has the EPS table populated, then it first it checks School CEEB, then College CEEB, then Home Address Zip. (It uses the first existing one it finds).

It then looks in ADEPSD for the geomarket in which the zip falls in that range and assigns it to that prospect.

Process of Counselor Assignment

The screenshot displays the 'Counselor Assignment Maintenance' page. At the top, there is a navigation bar with a home icon, a menu icon, the 'CAMPUS CAFE' logo, and the user 'Signed in as Charles (Chuck) Mingus'. The main content area features the title 'Counselor Assignment Maintenance' in red. Below the title are two buttons: 'Admissions Zip Range Lookup' and 'EPS Counselor Lookup'. Further down is a dropdown menu labeled 'Next Counselor To Be Assigned:' with '01 - Robert Jones' selected. A green 'Save' button is located in the bottom right corner of the interface.

If MSPARM AUTOCOUNS=Y then the system will assign a counselor to a prospect as they are entered through the portal.

The system first checks School CEEB, then College CEEB, then Home Address Zip. (It uses the first existing one it finds).

The zip code range assignment table is checked to and the zip is used to assign the counselor if a match is found. There is a user interface in Café to assign this relationship.

If the customer is using EPS and has the EPS table populated, then -It then looks in ADEPSD for the geomarket in which the zip falls in that range and assigns the counselor to that prospect based on the counselor assigned to the geomarket. There is a user interface in Café to assign this relationship.

Thus, the zip code range assignment table can be used in place of the EPS assignment or as an override to the EPS assignments.

If the student is an international student he gets assigned the counselor code from MSPARM COUNSINTER. Otherwise if the student is a transfer student he gets assigned the counselor code from MSPARM COUNSTRANS.

Round Robin Counselor Assignment

In this scenario, as an inquiry is created, the next available counselor is assigned to that inquiry.

There is a field in the admissions control file that contains the last counselor number assigned.

The counselor values must be numeric for this to work and can go up to 999.

Example: Value 1 will assign to counselor even if code is 1,01, or 001.

In order for round robin counselor assignment to work, MSPARM (Custom Control) AUTOCOUNSL 1-1 must be Y and AUTOCOUNSL 1-2 must be Y.

The counselor values are in STPARM (field = SBCLOR). If the web hide flag is checked in STPARM, then that counselor will be skipped. This can be used if the counselor is on vacation or no longer used.

If the counselor value is non-numeric then the counselor will be skipped.

If no numeric values are found, the the counselor will be set to the default counselor in MSPARM WEBINQCOUN 1-1.

Email Notification

A confirmation/thank you email is sent to user upon submission. The text of this email is set by each school in the configuration as described above.

An email is sent to Admissions when:

- A person submits an inquiry which has potential duplicates.
- If the user entered a question/comment.
- If the user requested any documents.

Second Application for a Different Program

When setting up an application form in the Inq Portal Config page there is a drop down menu labeled Application Type (STPARM ACAPTY). By using this drop down you can setup applications for as many different programs as you would like. When a person applies he will be assigned the application type of the form he filled out. Later on if he applies again it will check his application type against the

application type of the form he submits and sees if they are different. If they are the same he will not be able to reapply to the same program. If they are different then the application will be submitted.

When a person applies to a second program his address changes will be recorded in the Address Change table (viewable through café). He old admissions record will also be stored in the Admissions History table, also viewable through café.

Admissions Portal Database Field Mapping

This section details which form fields map to which database fields:

first name -> STBIOS: FIRST_NAME

middle initial -> STBIOS: MIDDLE_NAME

last name -> STBIOS: LAST_NAME

suffix -> STBIOS: SUFFIX

email address -> STMAIL: ADDRESS (hidden: TYPE='EMAIL', USAGE_PREFERRED=, SEQ_NUMBER=*generated*, LOCATION=)

phone numbers:

- International? STBIOS: HOME_PHONE_NUMBER.
- Domestic? STBIOS: HOME_PHONE_AREA, HOME_PHONE_EXCHANGE, HOME_PHONE_NUMBER

Also inserted into billing and local address/phone types

SSN -> STBIOS: SOCIAL_SEC_NUMBER

DOB -> STBIOS: BIRTH_DATE

gender -> STBIOS: SEX

ethnicity -> STBIOS: ETHNICITY

addresses:

- International -> HOME_ADDRESS_ONE, HOME_ADDRESS_TWO, HOME_CITY, HOME_PROVINCE, HOME_COUNTRY, HOME_ZIP_CODE
- Domestic -> HOME_ADDRESS_ONE, HOME_ADDRESS_TWO, HOME_CITY, HOME_STATE, HOME_COUNTRY, HOME_ZIP_CODE, HOME_ZIP_EXTENSION
- Note* Also inserted into Billing and Local addresses.
- If the country is US (or variant) then nothing is inserted into the country field.
- Set international phone flags (STBIOS: GEN_EXTRA_04 and GEN_EXTRA_05).

school level -> used to fill in STBIOS.TRANSFER_CODE

high school grad year -> STBIOS: HIGH_SCHOOL_GRAD_YR

college level -> values goes to first comment in configurable workflow record (see MSPARM table above)

high school rank -> ADINQS: HS_RANK, HI_CLASS_SIZE, HS_RANK_PERCENT. These fields can be hidden if you do not want to collect the data.

high school GPA -> ADINQS: HS_GPA, HS_GPA_BASE. These fields can be hidden if you do not want to collect the data.

DEPRECATED ADSCOR

scores -> ADSCOR: PSAT_SELF_RPT_MATH, PSAT_SELF_RPT_VERB, PSAT_SELF_RPT_WRITING, SELF_RPT_MATH, SELF_RPT_VERB, SELF_RPT_WRITING, SELF_RPT_ACTCOM, SELF_RPT_TOEFL.

current school -> either CEEB in STBIOS: HIGH_SCHOOL_CODE or school name/address in TRK_ACTIVITY_TRACKING (TRANSHSXX).

major 1 -> STBIOS: ADMISSIONS_INQ_MAJOR

major 2 -> STBIOS: ADMISSIONS_INQ_MAJ_02

major 3 -> STBIOS: ADMISSIONS_INQ_MAJ_03

starting semester -> STBIOS: ADMISSIONS_ENT_SEM

interest TRK_ACTIVITY_TRACKING

documents TRK_ACTIVITY_TRACKING

extra-curricular TRK_ACTIVITY_TRACKING

question/comment -> emailed to admissions

Elements not shown on form

- STBIOS: ADM_PROGRESS_CODE set to 'I' if mode is inquiry, 'A' if set to Application
- ADINQS: INQUIRY_PROGRAM will automatically fill with the corresponding program from inquiry major 1.
- STBIOS: INTL_STUDENT_CODE is set accordingly
- ENTERED_USERID for each table set to school defined value.
- RECORD_INPUT_DATE for each table set to current date.
- A special audit log entry is created (E.g. inquiry created, app created etc...)
- STBIOS: ADMISSIONS_RES_CODE set according to MSPARM RES_UPDATE-1-2.

- STBIOS: RESIDENT_CODE set according to MSPARM RES_UPDATE-1-3.
- Look at Cafe MSPARM AD100 usage for other new record creation options for HOHIST, STMAST and RGDEGR

Parent Information Considerations

Parent information can be added to an inquiry via the Parent 1 Information and Parent 2 Information sections. Both of these sections can be hidden through the Inquiry Portal Configuration link in the Admissions section of the navigation bar.

Upon submitting the form, duplicate checking will take place on the inquiry, but not on the parents. If the inquiry is not a duplicate then the following records will be created:

- STBIOS records for the inquiry and for each parent that was filled out.
- ALRELA record linking the inquiry to each parent.
- STMAIL record for each e-mail address created (inq and parents).
- STADDR record for each cell phone number created (inq and parents).

If the inquiry is a duplicate then the inquiry's record will go into the holding table (ADWHLD) and the parent's records will go into the parent holding table (ADWPAR). There will be an oid in ADWHLD's ADWPAR_OID_PAR1 and ADWPAR_OID_PAR2 columns linking to ADWPAR's oid column.

Once an inquiry is in the holding table there are several options from the Inquiry Holding Lookup page.

- The inquiry may be inserted with the parent record, which will act as if there is no duplicate and the inquiry and parent records will be inserted as described above.

- The inquiry may be inserted without the parent record, which will insert only the inquiry and delete the parent information from the holding record.

- The record may be deleted which will delete both the record in ADWHLD and its corresponding ADWPAR records.

- The record may be merged. In this case if the person who is being merged into already has a parent record then the parent information in the holding record will be deleted. Otherwise the parent information will be inserted and records will be added to all the correct tables as described above.

Setting up Parent Relationships on for Admissions Forms

Relationship type 2 entries are limited to those in parameter code MRRLC2 and are also constrained by entries in table STPAR2. Table STPAR2 contains the allowable relation type 2, for the already specified Relationship Type. For example, if the primary relationship type is PAR for parent, you would not want the secondary relationship type to be sister.

Wherever relationship 2 parameter MRRLC2 is, it will check table STPAR2 to see which relationships are available to display.

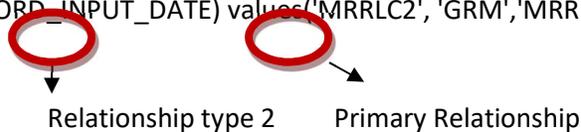
For example if this is a row in STPAR2:

```
field_name_for_parm:MRRLC2
parameter_value: MOT
primary_stparm_field:MRRLCC
primary_stparm_value:PAR
```

So if the selected relationship is PAR then an option for relationship 2 will be MOT (mother).

At this time there is no interface to the STPAR2 table. To enter values use the following SQL statement:

```
insert into stpar2
(FIELD_NAME_FOR_PARM,PARAMETER_VALUE,PRIMARY_STPARM_FIELD,PRIMARY_STPARM_VALUE,EN
TERED_USERID,RECORD_INPUT_DATE) values('MRRLC2', 'GRM','MRRLCC','PAR','JS',20111104)
```



This data is added to STBIOS, ALRELA and is visible on the prospect record by navigating to their relationship page in Campus Café.

Default Relationship Types for Parents:

There is the ability to set default primary relationship types for Parent 1 and Parent 2 in the Admissions Portal. These are contained in Custom Control/MSPARM WEBINQRELA, Sequence 1, Parameters 1 and 2. If this parameter is not blank, then the parameter value will be inserted into relationship_type and the Relationship drop down corresponding with the STPARM MRRLCC will be hidden. The secondary relationship drop down will still appear which corresponds to STPARM MRRLC2 and is constrained by table STPAR2, will always show and will go into ALRELA.RELATIONSHIP_TYPE_2. Please note: Custom Control WEBINQRELA is limited to 3 positions as the Relationship Types are only 3 positions.

Admissions Application Status Portal Documentation

The Campus Café Web Admissions Application Status Portal will allow an applicant to log on to Café Web with a user id and a password to get real time access to selected information in an application database.

This will include allowing the applicant to view a list of outstanding document tracking forms to see whether a particular item has been received and the date it was received.

Each applicant will be required to have a username and password in SYUSER. This will allow for repeat visits and will be an extension of the existing student services portal. This SYUSER record can be created via existing automated processes for creating such records or manually added through the Campus Café User Permission System. It would therefore be possible that an applicant may already have a user id and password from previous contact as a student or faculty or other type of user.

As with the student services portal, the user will see menu items dependent upon their permission group and the permission objects associated with that group.

After logging into the system, a menu item will appear with the title APPLICANT STATUS. Upon entry, the user will view a page with the Name, Address, Phone Number and progress code (decoded) from STBIOS, Application Date, Application Amount from ADMAST files. In addition, the official SAT scores will be displayed from table ADSCR2. They will also view a listing of all relevant activity tracking records including workflow name, Due Date, Completed Date, and comments that describe the status of each item.

The administrator will create the appropriate activity tracking workflows and templates through the currently available options: triggers, one time query, or manually.

An email will automatically be sent when the folder is complete. The folder will be deemed complete when all required forms are marked completed. (This will be done through Campus Café or a batch since this is where the completed date will be entered). This will allow the administrator to add a special form (if needed) that must be manually marked as completed in order for the application acknowledgement to be sent. A record of the application acknowledgement will be placed in the activity tracking table (TRK_ACTIVITY_TRACKING).

A special activity tracking record (MSPARM driven - default will be WEBAPPSRC) of type "source" will be placed into the document tracking each time an applicant visits the page. This will allow tracking and potentially mail flows to be automatically created when an applicant visits the page.

Certain permissions exist to hide/display certain data elements on the application status portal page. For example, if you do not want to display the application amount to the prospect, then permission 874 should be set to N/A (no access). These permissions are all with the container "Applicant Status Portal".

Schools Module

Campus Café incorporates a school lookup interface based on the College Entrance Exam Board (CEEB) school identification codes. As shown in the screen shot above, a school finder page can be accessed by clicking on the “Schools” link within the Admissions sub-navigation menu. When accessing this page, you will see the familiar lookup table that is common to the Campus Café solution similar to our people finder and work flow interfaces.

School Listing Filter Table

School Listing

Add New School

Sort Name: <input type="text" value="STARTS WITH"/> X	Street 1: <input type="text" value="STARTS WITH"/>
School Name: <input type="text" value="STARTS WITH"/>	City: <input type="text" value="STARTS WITH"/>
School Code: <input type="text" value=""/>	State: <input type="text" value="IS ONE OF"/>
Suffix: <input type="text" value=""/>	Zip From: <input type="text" value=""/> >=
Type: <input type="text" value="IS ONE OF"/>	Zip To: <input type="text" value=""/> <=
	Geomarket: <input type="text" value="EQUAL TO"/>
	Country: <input type="text" value="IS ONE OF"/>
# of Results: 100 # Per Page: 25 Search	

16 Results Found

Selected	Edit	Code	Suffix	Sort	Name	Type	Street 1	City	State	Zip	Country	Email	Entered By	Entered Date	Changed By	Changed Date
<input checked="" type="checkbox"/>		222378	0	XAVERIAN BROTHERS HI	XAVERIAN BROTHERS HIGH SCHOOL	A	800 CLAPBOARDTREE STREET	WESTWOOD	MA	02090				0		0
<input checked="" type="checkbox"/>		330920	0	XAVERIAN HIGH SCHOOL	XAVERIAN HIGH SCHOOL	A	7100 SHORE ROAD	BROOKLYN	NY	11209				0		0
<input checked="" type="checkbox"/>		178	0	XAVIER BECERRA	XAVIER BECERRA		2435 COLORADO BLVD	LOS ANGELES	CA	90041				0		0
<input checked="" type="checkbox"/>		30295	0	XAVIER	XAVIER COLLEGE PREP	A	4710 NORTH 5TH	PHOENIX	AZ	85012				0		0

Sort Name: Each School has an optional sort name. This value allows the customer to modify the alphabetical listings of schools for easier searching.

School Name: This is the Schools Name as commonly listed by the CEEB

School Code: This is the CEEB number for the school. You can search by CEEB number if you know the school’s assigned number.

Suffix: Not Currently Used

Type: This is customizable STPARM ASTYPE. Recommended basic values could be ‘H’ for high school and ‘C’ for Colleges and Universities. However, other categorizations could be coded such as ‘S’ for Private Secondary Schools or ‘P’ for private colleges and universities. In general, a CEEB code between 1000 and 9999 are colleges and universities, 10000 and 99999 are private high schools and 100000 to 999999 are public high schools. A simple SQL script would be needed to populate the ADSCHL.SCHOOL_TYPE field with the appropriate codes for your institution’s STPARM solution.

Street 1: The street address of the school

City: The city where the school is located

State: The state where the school is located

Zip from and to: Allows for searching on Zip code ranges

Geo Market: Search for schools in a specific geo market

Country: Search for international schools

School Search Results

27 Results Found

Select All Records: On Current Page Results		Select All Records: For All Results		Unselect All Records: On Current Page Results		Unselect All Records: For All Results									
Mail Merge For Schools		Email Schools (Default)		Email Schools											
Selected	Edit	Code	Suffix	Sort	Name	Type	Street 1	City	State	Zip	Country	Email	Entered By	Entered Date	Ch By
<input checked="" type="checkbox"/>		3080	0		BENNINGTON COLLEGE	C		BENNINGTON	VT	05201				0	
<input checked="" type="checkbox"/>		1119	0		BURLINGTON COLLEGE	C	95 NORTH AVENUE	BURLINGTON	VT	05401				0	

Once you've isolated the school or schools that you are searching for, there are a number of functional links associated with this module that allow you to perform work. Other than the usual select and deselect options, you have:

Mail Merge for Schools: This link will take you to our web mail merge printing screen. When this link is selected, the merge able fields available to end users are based on school data as opposed to person data.

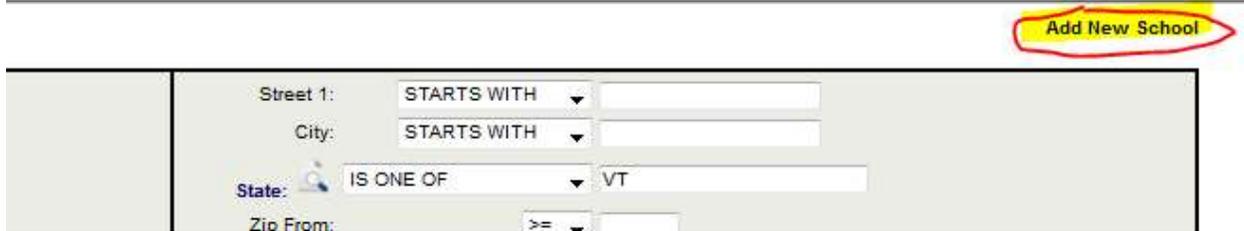
Email Schools Default: this will invoke an email to be sent via your local email client such as Microsoft Outlook.

Email Schools: This will invoke a java web client for sending emails. This options is more convenient when not at your local machine and you should send a copy (CC) to yourself for your records.

**Note that the email links on this page do not incorporate our workflow or merge fields. To utilize the available merge fields a Microsoft Word template must be available as both a file on the webserver and a workflow categorized as a School Type Member and flagged as word merge able. See the web mail merge documentation for more details on available school merge fields.*

Adding New Schools

School Listing



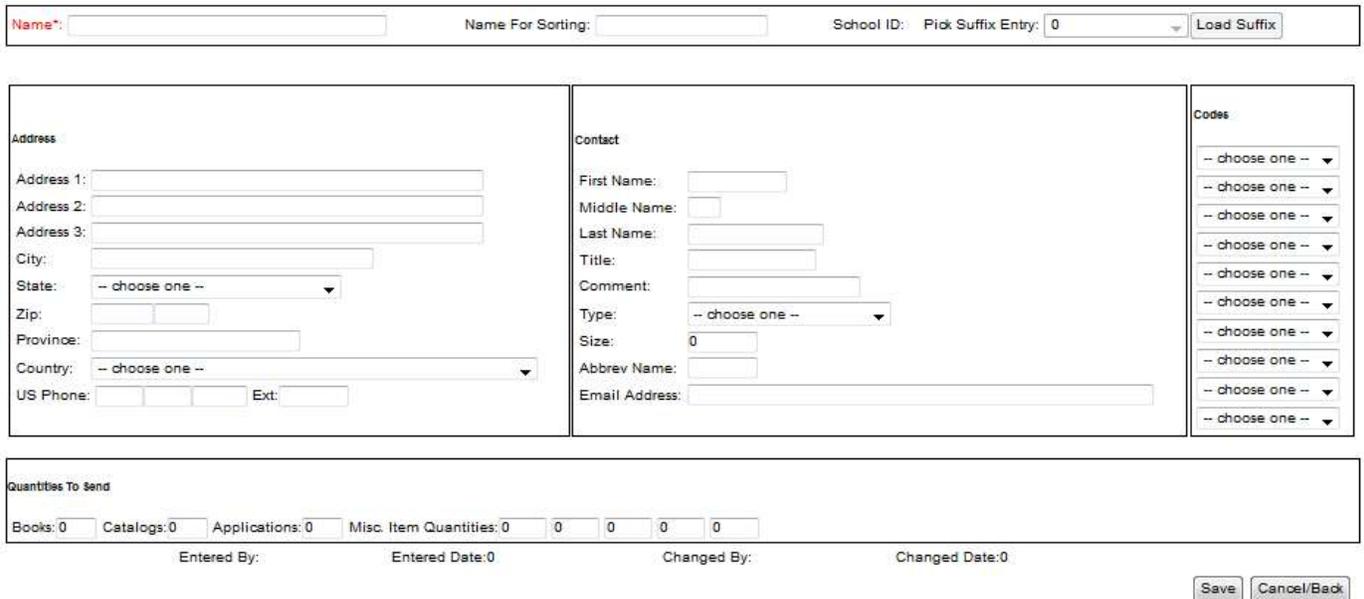
The screenshot shows a search interface for schools. At the top right, there is a button labeled "Add New School" which is circled in red. Below this, there are search criteria fields: "Street 1:" with a "STARTS WITH" dropdown and a text input; "City:" with a "STARTS WITH" dropdown and a text input; "State:" with a "IS ONE OF" dropdown and a text input containing "VT"; and "Zip From:" with a ">=" dropdown and a text input.

In addition to searching for schools, if the school you are searching for is not found and you are certain that you've checked by searching on the school's CEEB code, you may add a new school into the system. If you are aware of the school's CEEB number then it is highly recommended that the new school be added to the school using their assigned CEEB number. If there is no CEEB number for the school in question, please use an unassigned CEEB number for your new school. Bear in mind that you should choose a number lower than 1000 for colleges or universities that do not already have an assigned number or a number greater than the highest CEEB number (SCHOOL_CODE) in your ADSCHL table and leave room for new CEEB numbers for updates purchased from the College Board. Here is a screen shot of the "add new school details page":

School Detail:

ed is required

Add New Record



The "Add New Record" form is divided into several sections:

- Name:** A text input field.
- Name For Sorting:** A text input field.
- School ID:** A dropdown menu.
- Pick Suffix Entry:** A dropdown menu with "0" selected.
- Load Suffix:** A button.

The form is split into three main columns:

- Address:** Fields for Address 1, Address 2, Address 3, City, State (dropdown), Zip, Province, Country (dropdown), US Phone, and Ext.
- Contact:** Fields for First Name, Middle Name, Last Name, Title, Comment, Type (dropdown), Size, Abbrev Name, and Email Address.
- Codes:** A vertical list of seven dropdown menus, each labeled "-- choose one --".

At the bottom, there is a section for "Quantities To Send" with input fields for Books, Catalogs, Applications, and Misc. Item Quantities. Below this are fields for "Entered By:", "Entered Date:", "Changed By:", and "Changed Date:". At the very bottom right are "Save" and "Cancel/Back" buttons.

Most of these fields are self-explanatory and are located in the ADSCHL table in Campus Café. The codes column here is tied to the ADSCHL.ARRAY_CODES and are tied to STPARM ASCONS. You can have up to 10 codes on any given school record and N number of codes added to the system. These codes are completely customizable and are primarily used for reporting purposes.

Much like the “add new school” interface, when you select the edit icon in the search results, you will be taken to that school’s editable school interface. In addition to the usual input fields, there are a number of functional links that are tied to our web mail merge and inquiry/app finder functionality.

Editing New Schools and related functionality

School Detail:

is required

Editing Record BENNINGTON COLLEGE with CEEB:3080 and Suffix:0

Name*: BENNINGTON COLLEGE	Name For Sorting: BENNINGTON COLLEGE	School ID: 3080	Pick Suffix Entry: 0	Load Suffix						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Trips</td> <td style="width: 16.6%;">Tracking For School</td> <td style="width: 16.6%;">Mail Merge For School</td> <td style="width: 16.6%;">Email School (Default)</td> <td style="width: 16.6%;">Email School</td> <td style="width: 16.6%;">Find Inq/Apps From This School</td> </tr> </table>					Trips	Tracking For School	Mail Merge For School	Email School (Default)	Email School	Find Inq/Apps From This School
Trips	Tracking For School	Mail Merge For School	Email School (Default)	Email School	Find Inq/Apps From This School					
Address Address 1: <input type="text"/> Address 2: <input type="text"/>		Contact First Name: <input type="text" value="41"/> Middle Name: <input type="text"/>		Codes -- choose one -- -- choose one --						

As you can see from this screen shot there are 6 functional links on the school edit page:

Trips: This link will navigate you to the trips you have scheduled to this school based on your trips scheduled in the Travel Management module. See the travel management section of this document for more information on trips.

Tracking for School: Tracking records in Campus Café with member ‘School’ are now utilized for tracking activity against schools. See our document tracking documentation for further information on functionality within the activity tracking and workflow system.

Mail Merge for Schools: This link will navigate you to the mail merge printing screen. See the tracking and work flow documentation for more information on how this screen works.

Email School Default: Invokes a new email to send through local client such as Microsoft Outlook

Email School: uses Campus Café’s Java based web email client

Find Inq/Apps From this School: this powerful feature within the Campus Café solution allows you to search for schools and then associate prospects from that school. This link will navigate the user to the inquiry/app finder with this school’s CEEB code prefilled in the filter table. Once you have searched for

prospects at this school through the inquiry/app finder, the full functionality of sending and tracking activity to those prospects is available to you from the inquiry/app finder list of options.

Travel Management Module

Overview/Summary

The Travel Management Module is designed to track trips and/or groups of trips for recruiting purposes. This feature allows the user to set up a travel group that can include any number of trips to various locations including feeder schools, fairs, and other events. Communications can then be set up with prospects and school officials for planned visits.

Processes and Usage

In the example below, we are adding a trip group for Charles Mingus for his fall 2010 trips to Eastern MA. Note that all trip groups are assigned to a staff member. This list comes from the active faculty/staff entered through the faculty module.

The semester drop down is used to select a semester for the trips. All records in the Campus Café admissions module have a semester assigned to them. **This semester is generally used to filter prospects and over time to eliminate past prospects that can be considered inactive.**

In this example, Charles will be travelling in fall 2010 so that is the semester chosen. This should not be used to indicate the entering semester of the prospects that he will visit since he may be visiting prospects from several different semesters in the future. For demonstration purposes, we are assuming that he will be visiting prospects for fall 2013 and fall 2014. In a given trip, he may elect to view all prospects from the school associated with the trip. The filter will automatically include only prospects whose entering semester is greater than the trip semester (i.e. active prospects). This filter can be overridden to get past prospects if necessary.

localhost:8080/cafeweb/tapestry?service=external/TravelGroupListing&reset=true&mode=1

CAMPUSCAFÉ

Signed in as Charles (Chuck) Mingus

Travel Group Listing

Add New Group

Information that is red is required

Staff id Number: Semester: -- choose one -- Comment:

Lookup Staff: Trip Group Name:

Start Date (dd mmm yyyy): -- month -- -- day -- -- year -- End Date (dd mmm yyyy): -- month -- -- day -- -- year --

Filter By: -- choose one -- Filter

Export Data

Selected	View	Delete	Edit	Semester	Trip Group Name	Staff	Start Date	End Date	Comment	Entered By	Entered Date	Changed By	Changed Date
<input checked="" type="checkbox"/>				Fall 2010	EMASS2012TRIPS	Charles (Chuck) Mingus (660088110)	07/01/2012	12/12/2012	This will be my Fall trips to the Eastern MA schools for Fall 2010.	660088110	07/23/2012	660088920	08/10/2012

Below is an example of a trip to be added to the group. A school is assigned from the school file (other organizations such as fairs can be added to this file).

Comments: This will be my Fall trips to the Eastern MA schools for Fall 2010.

Back To Group Listing

Add New Trip

Information that is red is required

Date (dd mm yyyy): -- month -- -- day -- -- year --

Event Type: -- choose one --

From Time: -- hour -- -- minute -- -- am-pm -- To Time: -- hour -- -- minute -- -- am-pm --

Staff Id Number: 660088110 Lookup Staff: Charles (Chuck) Mingus

School Code: 0 School Suffix: 0 Lookup School:

Comments:

Export Data

Selected	Edit	Delete	Organization Name	Event Type	City	State	Date/Time	Staff	Curr Prosp	Ris Prosp	Rating	Stat Cat	Status	Comment	Ent By	Ent Date	Chng By	Chng Date
<input checked="" type="checkbox"/>			XAVERIAN BROTHERS HIGH SCHOOL	High School	WESTWOOD	MA	10/14/2010 12:14a-12:15a	Charles (Chuck) Mingus (660088110)	0	0	Return Yearly	Completed	Completed Successfully		660088110	07/23/2012	660088920	08/10/2012

The date and time of the trip can be entered or updated at any time.

The event type (e.g. High School, Fair) drop down is derived from Parameter code (STPARM) TMTYPE.

The status category (e.g. completed) is derived from Parameter code (STPARM) TMSTCD.

The status (e.g. completed successfully) is derived from Parameter code (STPARM) TMSTAT. However, STPAR2 must be set up to establish a relationship between the status category and the status, since the status is a secondary value dependent on the status category. For example, if STPARM-TMSTCD has a value of Completed, then the following STPAR2 table entries must exist so that STPARM-TMSTAT only displays Completed Successfully and Completed Unsuccessfully as options.

Field Name Parm Value Primary STPARM field Primary STPARM value

TMSTAT COMPGOOD TMSTCT COMPLETED

TMSTAT COMPNO TMSTCT COMPLETED

The Rating (e.g. Return Yearly) is derived from STPARAM-TMTRRT.

The Current Prospects field is used to enter the number of current prospects that were seen on the trip.

The Rising Prospects field is used to enter the number of future rising prospects that were seen on the trip.

The other Prospects field is used to enter the number of other prospects who were seen on the trip.

You may click on the Organization Name (link) and see additional details for the school or organization.



Editing Record XAVERIAN BROTHERS HIGH SCHOOL with CEEB:222378 and Suffix:0

Name: XAVERIAN BROTHERS HIGH SCHOOL		Name For Sorting: XAVERIAN BROTHERS HI	School ID: 222378	Pick Suffix Entry: -- choose one --	Load Suffix		
Trips	Tracking For School	Mail Merge For School	Email School (Default)	Email School	Find Inq/Apps From This School		
Address Address 1: 800 CLAPBOARDTREE STREET Address 2: Address 3: City: WESTWOOD State: MASSACHUSETTS Zip: 02090 Province: Country: -- choose one -- US Phone: 617 328 6392 Ext:		Contact First Name: VINCENT Middle Name: Last Name: FOURNER Title: Comment: PAR 03 01 15 06 Type: -- choose one -- Size: 0 Abbrev Name: Email Address:		Codes -- choose one -- -- choose one --			
Quantities To Send Books:3 Catalogs:1 Applications:15 Misc. Item Quantities:0 0 0 0 0							
Entered By:		Entered Date:0		Changed By:		Changed Date:0	
Save Cancel/Back							

The tracking for organization link will allow you to add/edit tracking items.

You can click the link “Find Inq/Apps from This School” to see all prospects from this school. This will bring you to the people finder and filter so that only prospects from that school with an entering semester greater than the trip semester will be displayed as a default. The semester may be overridden on the people finder. As shown below, there are 30 prospects from the selected school.

h For Inquiries/Applicants

3 [Manage Filters](#)

47 Results Found

*MY DEFAULT Show Photos Email Send Message Download Add Tracking (Batch) WorkFlow List

AdHoc Mail Merge-No Tracking

it	Selected	Launch Person	ID Number	Last Name	First Name	Email	Inq Date	App Date	Adm Ent Sem	Progress Code	Prior School	Inq Majors
	<input checked="" type="checkbox"/>	Launch Person	660089852	Abdul	Paula	fuiifu@gmail.com	05/13/2014	05/13/2014	Fall 2013	Y	XAVERIAN BROTHERS HIGH SCHOOL (222378)	AMT
	<input checked="" type="checkbox"/>	Launch Person	660089851	Appleseeds	Johnny	fjifj@gmail.com	02/17/2014	0	Fall 2013	I	XAVERIAN BROTHERS HIGH SCHOOL (222378)	ACC

All People Finder features are now available for this group of prospects including WorkFlow List, Mail Merge, Email, Export, and Add Tracking. See the **documentation for the Student Services Module** for details on this functionality which is available for all Campus Café People finders including admissions.

Appendix A: Admissions Portal Test Migration Solution

This document is intended for IT professionals who have developed your admissions portal web application pages in a test environment and need a guide to port that data into production. There are several considerations that must be addressed before data can be moved from one environment to another.

The primary consideration is what data needs to be moved and where does it live. This can be broken down further into categories of data elements:

- Portal configuration pages (Data tables)
- Customizations to the system behavior otherwise referred to as records within tables(CLOBS, STPARMS, MSPARMS)
- Document Tracking Items (Headers and Triggers)
- Object Identifiers (OIDs) and their impact on the system

Another consideration is how one might move the data once it has been identified. These are Campus Café recommended utilities but you could also write your own SQL scripts using Data Transformation Services (DTS) .

There are three categories of tables that hold data for the admissions portal. The three types are:

1. Configuration tables
2. System tables
3. Holding tables

We will not discuss the holding tables since it will be assumed that they will be empty before we migrate data. The primary holding table is ADWHLD and can be opened to identify its relationship to other holding tables.

The configuration tables hold the configuration items of the custom pages you have built. The custom majors, what fields (both hard coded and document tracking) will display on the page etc...these are:

ADCM AJ – Holds records that tell which majors to display on which custom page

ADFMRQ – These are the Admissions Portal form triggers that will be added to TRK_TEMPLATE_HEADER to trigger a document tracking form to be added to a student record based on how the applicant/inquiry answers a question

ADFMHD – These are the custom questions that you want to display in the additional information section of the page.

ADCUST – This holds a record for each page that you develop through the inq portal config page

ADCINF – Creates relationship with OIDs between ADCUST and ADFMRQ

ADCEXF – Creates relationship with OIDs between ADEXCF and ADCUST

ADEXCF – This table links the custom page to the fields you wish to display or exclude on that page

The System tables control the behavior of the admissions portal. This includes anything from what data appears in the drop down menus (STPARM) to the customized text that appears on the various pages (WBTEXT). These are:

STPARM – Student Parameters, control drop down menus such as ethnicity. Please refer to the admissions portal setup documentation for a list of these STPARMS

MSPARM – List of records in the Custom Control Maintenance that control the behavior of the admissions portal. Please refer to the admissions portal setup documentation for a list of these MSPARMS

SYUOID – Determines what the OID count is for the entire database

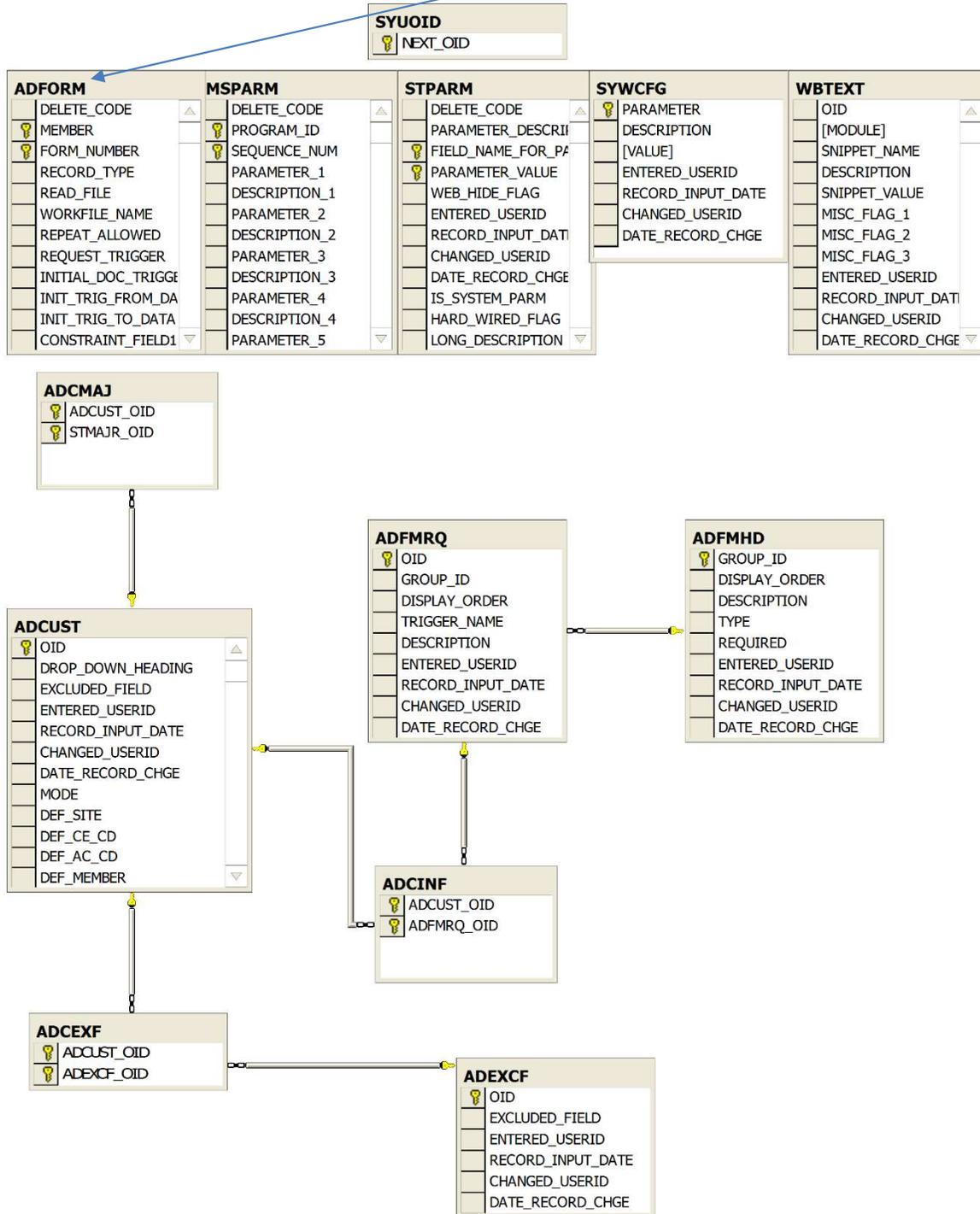
WBTEXT – Holds the textual objects or CLOBS (Character Large Object) that render on the admissions portal

SYWCFG – Additional system web configuration items

TRK_TEMPLATE_HEADER – Admissions Activity Tracking Groups . Any record in this table with a request trigger that exists in the ADFMRQ table can potentially be added to a student record based on their answers to questions on the admissions portal pages.

The following is a visual diagram of the tables discussed here. The system tables are listed across the top while the configuration pages are linked together. Note ADFORM is now **TRK_TEMPLATE_HEADER**

Admissions Portal System without holding table elements



Strategy for Migration

Each of the configuration tables will be migrated with all records. The system tables only need those records that refer to the admissions portal. Please refer to the admissions portal setup documentation for the specific STPARMS and MSPARMS. The admissions portal CLOBS held in WBTEXT are:

- ADM PORT INTRO TEXT
- ADM PORT MAIN TEXT
- APP_EMAIL_BODY
- INQUIRY_EMAIL_BODY

The SYWCFG table holds configuration items for the portal as well. These can be manually set up after migration in the system administration module in the WebApp Config screen.

How to address the problem of migrating records containing OIDs

The SYUOID table contains one record which tells you what the OID count is for your database. There are other tables and systems within the Campus Cafe solution that utilize OIDs so you must be careful to not migrate the OIDs directly into production database because you might create an OID conflict. To avoid this, check the OID count in SYUOID and then make sure all of the OIDs in your admissions portal tables in your test database are numbered higher than that while maintaining the link between the OIDs.

If the SYUOID table has a 150 in it, then all of the OIDs in test must be higher than 150. You can simply go through each configuration table (and WBTEXT but these OIDs do not link to anything so they can be any number as long as its higher than what is in SYUOID) and add 150 to each OID. That way if OID 50 in one table links to OID 50 in another table then they each become OID 200 and maintain their link and at the same time are a higher number than 150. After all of the OIDs have been increased you can then increase the SYUOID table to a number higher than the highest OID in test and migrate the data into production.

This document assumes that IT administrators with working knowledge of DTS (Data Transformation Services or equivalent software) will be performing the migration. A detailed explanation of how to use these utilities is outside the scope of this document. Please contact Scan support if you have any additional questions about this migration strategy.

Appendix B: SAT/Scores/Prospect Upload API Configuration

Documentation for this configuration and process can be found in the Campus Café Client Admissions Module Documentation for the client server application.

Appendix C: Common Application Upload Configuration

Overview/Summary

Campus Café provides Common Application upload in the form of an import utility. The Common Application is used by over 400 member institutions, both public and private, large and small, and support for this universally accepted admissions process can streamline the application process.

Applications from other sources can potentially be uploaded using this utility as long as the data is in the Common Application upload format.

Changes and additions for 2014

The 2014 version of Campus Café no longer requires that the data uploaded from the common application be in a specific order. The program will identify the existence of a data field in the file from its column heading and map it accordingly. **PLEASE NOTE THAT WE RECOMMEND CUSTOMERS CHOOSE THE EXPORT CODE AND NOT THE FIELD LABEL WHEN EXPORTING DATA FROM THE COMMON APP.** The value that is exported into your upload file is determined by you the customer. For ease of mapping, please choose the export code wherever possible to simplify the process and for data consistency. Additionally, there are some other changes from the 2013 version that should be noted. Please check the STPARM table below for changes to field mappings:

- Many fields that were a single column in the 2013 version are now 2 columns in the 2014 version. This is because the values are now in separate columns for transfer and non-transfer applicants. You will find the common app file now contains columns with “TR” prefix which indicates the valid value for transfer applicants. For example the major code mapping (STMAJR.COMMON_APP_CODE) is contained in two columns “Academics1 question1” and “TR Academics1 question1). Note the configuration changes that are required, are to ensure the values in these two columns map to the appropriate STMAJR.COMMON_APP_CODE in place of the old common app major coding system. The valid majors have been updated for this documentation in the table below. Any columns that require STPARM mappings have been noted in the STPARM mapping table below.
- The 2014 common application does not contain mapping for a county code
- 2014 now includes the zip extension
- 2014 now includes address 3
- Ethnicity has been combined into 1 column (Background) in 2014.
- 2014 upload does not contain mapping for parent middle names
- For 2014, the state (STPARM XXSTAT) common app mapping column value has been updated. See new table below.
- For 2014, the upload file contains a new phone number format in the form +1.123.456.7890

- There are two new columns “Activity 1 type” and Activity 1 continue in college” map to TRK_ACTIVITY_TRACKING.COMMENT_5 and TRK_ACTIVITY_TRACKING.COMMENT_6 respectively.
- Like majors, the activity codes in the 2014 upload file are now optionally exported as the label or the export code. Please ensure that the values are mapped as you have chosen to export them (they were all 3 character codes in the 2013 version). Customer institutions will have to check the ADFMRQ.COMMON_APP_CODE column for the valid values. A new list of activity codes have been added to this documentation. See the activity and interest codes in the reference tables below.

Upload Process

The standard file, which does not include optional supplemental data, can be uploaded into the database by using the new Common App Upload Screen under the admissions module. Other than some simple STPARM mappings there is very little configuration to allow this utility to upload Common Application data. Here is a screen shot that starts the process:

localhost:8080/cafeweb/tapestry?service=external/CommonAppUploadPage&mode=1

Signed in as Charles (Chuck) Mingu

Pressing submit will insert all applicants from the Tab Delimited txt File selected via the "Choose File" Button below

Records will be inserted into form: Everything

Browse... No file selected.

Application Source: -- choose one --

Submit

You will notice that this screen allows the end user to “Browse” your local computer to upload a file that can be downloaded from your school’s account with the College Board.

For this screen to properly work, a new application form configuration needs to be created. The form can be named anything you want but as a recommendation do not use spaces in the form name and the form name must exist in MSPARM COMMONAPP-1-2. For this example I’ve named a form called ‘Everything’ although you can use something more intuitive like ‘CommonApp’ or similar. Here is a screen shot of the configured MSPARM. Note that parm1 is deprecated:

Scan Information System

Reports · Common Reports · Custom Reports

Program ID: COMMONAPP Sequence: 1

MSPARM 1-4 MSPARM 5-7 MSPARM 8-10

Parm 1:

Description 1: DEPRECATED

Default Value 1: C:/scanware/app/all.txt

Parm 2:

Description 2: NAME OF ADMISSIONS PORTAL FORM TO BE UPLOADED INTO

Default Value 2: Everything

Parm 3:

Description 3:

Here is a screen shot of the app portal configuration page with a new form called 'Everything'.

The screenshot shows a web browser window with the URL localhost:8080/cafeweb/tapestry?service=external/InqPortalConf&mode=1. The page title is "Inquiry Portal Customization Interface". Below the title, there is a message "Information that is red is required". Under "Existing Configurations", there is a link "Edit Field Labels For All Form Configurations". A table lists four configurations: "On-LineApplication", "InformationRequest", "Masters Prog Application", and "Everything". Each row has an "Edit" icon (pencil) and a "Delete" icon (red X). Below the table, there is a section "Create a New Configuration" with a text input field labeled "Drop Down Item Text:" and an "Add" button.

Drop Down Item Text	Edit	Delete
On-LineApplication		
InformationRequest		
Masters Prog Application		
Everything		

Application Portal Form Configuration Properties

Navigate to the 'Edit' screen for your new form and ensure that the following properties are set:

Drop Down Item Text:	<input type="text" value="Everything"/>
Default Site:	<input type="text" value="1"/>
Default CE Code:	<input type="text"/>
Default Academic Hold Code:	<input type="text"/>
Default Member:	<input type="text"/>
Mode:	<input type="text" value="Application"/>
Default Billing Site:	<input type="text" value="1"/>
Application Type:	<input type="text" value="Masters Degree"/>
Number of High School Inputs:	<input type="text" value="2"/>
Number of College Inputs:	<input type="text" value="4"/>

These form configuration parameters will be unique to your institution. This configuration is shown here to demonstrate a proper form configuration. For example, you do not have to have an application type of Master’s Degree but it is recommended that you have an application type set up for all application forms both for the Common Application upload and for any public facing application forms used by your institution.

You will notice that there are new fields for specifying the number of previous high school and previous college lookup fields. I’ve got this form set to allow for 2 previous high schools and 4 previous colleges.

STPARM Mappings

All other values in the common application are either hard coded, such is the case with FIRST_NAME, LAST_NAME, SSN etc... or they are mapped as parameter values in our STPARM or STMAJR tables.

Here is a table of the STPARM codes and the corresponding columns in the common application file that can be mapped. Please note that if a column is not mapped in the STPARM table, it will not get uploaded to the student’s record. It is the responsibility of the customer to include all relevant field mappings.

Please note all values are “,” separated with the exception that we use [] to separate values that contain the “,” character.

TABLE.FIELDNAME	STPARM CODE	STPARM VALUE	COMMON APP COLUMN	COMMON APP VALUE (or example value)
STBIOS.TRANSFER_CODE	SBTRCD	T, F	Student Type	Transfer , First-Year
STBIOS.ADMISSIONS_ENT_SEM	WBIQSM	201310 (example of Fall 2012)	Two possible columns: “preferred start term” (if first time freshman) “TR Preferred start term” (only for transfer students)	Fall 2012

STBIOS.ADMISSIONS_RES_CODE	SBRSCD	R, C, blank	Two possible columns: “Preferred residence” (if first time freshman) “TRPreferred residence” (only for transfer students)	Commuter, Resident, Blank (defaults to C)
STBIOS.SEX	SBSTSX	M,F,U	Sex	M,F
STBIOS.US_CITIZENSHIP	SBUSCD	Customizable	Citizenship Status	“U.S. Citizen or U.S. National”
ADMAST.ACTION_TYPE	ACACTY	Customizable	Two possible columns: “Admission Plan” and “TRAdmission Plan”	Examples: Regular Decision, Rolling Admission, Early Action, Early Action 2
STBIOS.FIN_AID_CODE	SBFACD	Y,N	financial aid, TR Financial aid	Examples: Yes, No OR Y,N
STBIOS.HOME_COUNTRY	XXXXCN	See STPARM table	Perm Country Current Country Parent 1 and 2 Country	Common app country codes listed in Appendix A

Common App Columns requiring ADFMRQ

(Triggers to be configured)

Trigger Name	WORKFLOW Name	Use	Common App Column (depends on transfer or non-transfer)	ADFMRQ.COMMON_APP_CODE
--------------	---------------	-----	---	------------------------

			student. Multiple Columns in upload file)	
TRANHS01-08	TRANHS01-08	Track previous high schools. Adds TRK_ACTIVITY_TRACKING corresponding TRANHSXX record and updates STBIOS.SCHOOL_CODE (updates STBIOS only from first previous high school)	Multiple Columns "School lookup – CeebCode" "TR School lookup – CeebCode"	Not needed
TRANCOL01-03	TRANCOL01-03	Track previous Colleges. Adds TRK_ACTIVITY_TRACKING corresponding TRANCOLXX record and updates STBIOS.PREV_COLLEGE_ATTED (only first previous college will update STBIOS)	Multiple Columns "TR College 1 lookup – CeebCode" "TR College 2 lookup – CeebCode" "TR College 3 lookup – CeebCode"	Not needed
OTH	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 1 Name	OTH
OTHER2	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 2 Name	OTH2
OTHER3	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 3 Name	OTH3

OTHER4	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 4 Name	OTH4
OTHER5	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 5 Name	OTH5
OTHER6	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 6 Name	OTH6
OTHER7	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 7 Name	OTH7
OTHER8	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 8 Name	OTH8
OTHER9	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 9 Name	OTH9
OTHER10	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 10 Name	OTH10
OTHER11	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 11 Name	OTH11
OTHER12	Customizable	Adds first instance of OTH values from common app to TRK_ACTIVITY_TRACKING	Activity 12 Name	OTH12
(Activity Codes)	Customizable	Adds TRK_ACTIVITY_TRACKING record mapped to custom TRK_TEMPLATE_HEADER and ADFMRQ Records	Various	See valid list in Appendix A

Other Codes

The common application allows you to select multiple activity codes. The OTH activity code is a special case where you can select the same code multiple times if your activity is not listed. Therefore, the activity1 column may contain OTH as well as activity 2 and 3 and so forth... Adjacent columns to each activity code column allow the prospect to add text descriptions to include explanations of their activity.

Currently our admissions portal only allows you to select each trigger once. This makes sense as if you selected "I am interested in baseball" 3 times it would only express your interest once.

However, in the common app upload this is a problem since we also need to capture comments for each time you select it. This is especially an issue since there is an activity called "Other" coded as OTH. An applicant could conceivably select "other" up to 12 times with 12 different comments, and we would need to capture that information each time.

The solution is to create 12 records in table ADFMRQ:

Record 1 would have COMMON_APP_CODE of OTH and TRIGGER_NAME most likely of OTHER.

Record 2 would have COMMON_APP_CODE of OTH2 and TRIGGER_NAME most likely of OTHER2.

Record 3 would have COMMON_APP_CODE of OTH3 and TRIGGER_NAME most likely of OTHER3.

Etc...

The triggers can be named whatever you want, as long as they are all different. As stated above, if the same trigger is selected multiple times then only one of them is captured.

Also, 12 Workflows need to be created, one for each REQUEST_TRIGGER.

Campus Café assumes that each activity could only be selected once, and that the OTH is a special case.

Common App Codes for Majors, States, Countries, and Activities

Common App Major Codes

Export Code column = value that should go in our STMAJR common_app_code column. Customer should pick export code value closest to their own major code. The latest mappings for these tables can be found at www.commonapp.org/

Choice Group Name	Order	Label	Export Code	Label Length	Code Length
Career interest	1	Undecided	Undecided	9	9
Career interest	2	Accounting	Accounting	10	10
Career interest	3	Agriculture	Agriculture	11	11
Career interest	4	Architecture	Architecture	12	12
Career interest	5	Area, ethnic, cultural and gender studies	Area_Ethnic_Cultural_Gender_Studies	41	35

Career interest	6	Art History	Art_History	11	11
Career interest	7	Arts - Performing	Arts_Performing	17	15
Career interest	8	Arts - Performing (Dance)	Arts_Performing_Dance	25	21
Career interest	9	Arts - Performing (Drama/Theater)	Arts_Performing_Drama_Theater	33	29
Career interest	10	Arts - Performing (Music - Instrumental/Theory and Composition)	Arts_Performing_Music_Instrumental_Theory_Composition	62	53
Career interest	11	Arts - Performing (Vocal Music)	Arts_Performing_Vocal_Music	31	27
Career interest	12	Arts - Visual	Arts_Visual	13	11
Career interest	13	Arts - Visual (Film/Cinematography)	Arts_Visual_Film_Cinematography	35	31
Career interest	14	Arts - Visual (Studio Art)	Arts_Visual_Studio_Art	26	22
Career interest	15	Biological and biomedical sciences	Biological_Biomedical_Sciences	34	30
Career interest	16	Biology	Biology	7	7
Career interest	17	Business	Business	8	8
Career interest	18	Chemistry	Chemistry	9	9
Career interest	19	Communication	Communication	13	13
Career interest	20	Computer and information sciences	Computer_Information_Sciences	33	29
Career interest	21	Economics	Economics	9	9
Career interest	22	Education	Education	9	9
Career interest	23	Elementary education and teaching	Elementary_education_and_teaching	33	33
Career interest	24	Engineering	Engineering	11	11
Career interest	25	Engineering - Chemical	Engineering_Chemical	22	20
Career interest	26	Engineering - Civil	Engineering_Civil	19	17
Career interest	27	Engineering - Computer	Engineering_Computer	22	20
Career interest	28	Engineering - Mechanical	Engineering_Mechanical	24	22
Career interest	29	Engineering technologies/technicians	Engineering_technologies_technicians	36	36
Career interest	30	English language and literature	English_language_and_literature	31	31
Career interest	31	Environmental Studies and Natural Resources	Environmental_Studies_and_Natural_Resources	43	43
Career interest	32	Finance	Finance	7	7
Career interest	33	Foreign languages, literatures, and linguistics	Foreign_languages,_literatures,_and_linguistics	47	47
Career interest	34	Health professions and related clinical services	Health_professions_and_related_clinical_services	48	48
Career interest	35	History	History	7	7
Career interest	36	Home Economics	Home_Economics	14	14
Career interest	37	International Relations	International_Relations	23	23
Career interest	38	Journalism	Journalism	10	10
Career interest	39	Language and Literature	Language_and_Literature	23	23
Career interest	40	Liberal arts and sciences, general studies, and humanities	Liberal_arts_and_sciences,_general_studies,_and_humanities	58	58
Career interest	41	Library sciences/librarianship	Library_sciences_librarianship	30	30
Career interest	42	Marketing	Marketing	9	9

Career interest	43	Mathematics and statistics	Mathematics_and_statistics	26	26
Career interest	44	Mechanic and repair technologies/technician	Mechanic_and_repair_technologies_technician	43	43
Career interest	45	Military sciences	Military sciences	17	17
Career interest	46	Nursing	Nursing	7	7
Career interest	47	Other	Other	5	5
Career interest	48	Philosophy	Philosophy	10	10
Career interest	49	Physical Sciences	Physical_Sciences	17	17
Career interest	50	Physics	Physics	7	7
Career interest	51	Political Science	Political_Science	17	17
Career interest	52	Pre-law	Pre-law	7	7
Career interest	53	Pre-medicine	Pre-medicine	12	12
Career interest	54	Psychology	Psychology	10	10
Career interest	55	Public affairs and services	Public_affairs_and_services	27	27
Career interest	56	Religious Studies/Theology	Religious_Studies_Theology	26	26
Career interest	57	Social Sciences	Social_Sciences	15	15

Common App US States

Export Code column = value that should go in our STPARM XXSTAT common_app_code column.

Choice Group Name	Order	Label	Export Code	Label Length	Code Length
US State list	1	Armed Forces Americas	AA	21	2
US State list	2	Armed Forces Europe	AE	19	2
US State list	3	Alaska	AK	6	2
US State list	4	Alabama	AL	7	2
US State list	5	Armed Forces Pacific	AP	20	2
US State list	6	Arkansas	AR	8	2
US State list	7	American Samoa	AS	14	2
US State list	8	Arizona	AZ	7	2
US State list	9	California	CA	10	2
US State list	10	Colorado	CO	8	2
US State list	11	Connecticut	CT	11	2
US State list	12	District of Columbia	DC	20	2
US State list	13	Delaware	DE	8	2
US State list	14	Florida	FL	7	2
US State list	15	Federated States of Micronesia	FM	30	2
US State list	16	Georgia	GA	7	2
US State list	17	Guam	GU	4	2
US State list	18	Hawaii	HI	6	2
US State list	19	Iowa	IA	4	2
US State list	20	Idaho	ID	5	2
US State list	21	Illinois	IL	8	2

US State list	22	Indiana	IN	7	2
US State list	23	Kansas	KS	6	2
US State list	24	Kentucky	KY	8	2
US State list	25	Louisiana	LA	9	2
US State list	26	Massachusetts	MA	13	2
US State list	27	Maryland	MD	8	2
US State list	28	Maine	ME	5	2
US State list	29	Marshall Islands	MH	16	2
US State list	30	Michigan	MI	8	2
US State list	31	Minnesota	MN	9	2
US State list	32	Missouri	MO	8	2
US State list	33	Northern Mariana Islands	MP	24	2
US State list	34	Mississippi	MS	11	2
US State list	35	Montana	MT	7	2
US State list	36	North Carolina	NC	14	2
US State list	37	North Dakota	ND	12	2
US State list	38	Nebraska	NE	8	2
US State list	39	New Hampshire	NH	13	2
US State list	40	New Jersey	NJ	10	2
US State list	41	New Mexico	NM	10	2
US State list	42	Nevada	NV	6	2
US State list	43	New York	NY	8	2
US State list	44	Ohio	OH	4	2
US State list	45	Oklahoma	OK	8	2
US State list	46	Oregon	OR	6	2
US State list	47	Pennsylvania	PA	12	2
US State list	48	Puerto Rico	PR	11	2
US State list	49	Palau	PW	5	2
US State list	50	Rhode Island	RI	12	2
US State list	51	South Carolina	SC	14	2
US State list	52	South Dakota	SD	12	2
US State list	53	Tennessee	TN	9	2
US State list	54	Texas	TX	5	2
US State list	55	Utah	UT	4	2
US State list	56	Virginia	VA	8	2
US State list	57	Virgin Islands	VI	14	2
US State list	58	Vermont	VT	7	2
US State list	59	Washington	WA	10	2
US State list	60	Wisconsin	WI	9	2
US State list	61	West Virginia	WV	13	2
US State list	62	Wyoming	WY	7	2

Common App Country Codes

Export Code column = value that should go in our STPARM XXXXCN common_app_code column.

Choice Group Name	Order	Label	Export Code	Label Length	Code Length
Country	1	United States of America	USA	24	3
Country	2	Canada	CAN	6	3
Country	3	Afghanistan	AFG	11	3
Country	4	Aland Islands	ALA	13	3
Country	5	Albania	ALB	7	3
Country	6	Algeria	DZA	7	3
Country	7	American Samoa	ASM	14	3
Country	8	Andorra	AND	7	3
Country	9	Angola	AGO	6	3
Country	10	Anguilla	AIA	8	3
Country	11	Antarctica	ATA	10	3
Country	12	Antigua And Barbuda	ATG	19	3
Country	13	Argentina	ARG	9	3
Country	14	Armenia	ARM	7	3
Country	15	Aruba	ABW	5	3
Country	16	Australia	AUS	9	3
Country	17	Austria	AUT	7	3
Country	18	Azerbaijan	AZE	10	3
Country	19	Bahamas	BHS	7	3
Country	20	Bahrain	BHR	7	3
Country	21	Bangladesh	BGD	10	3
Country	22	Barbados	BRB	8	3
Country	23	Belarus	BLR	7	3
Country	24	Belgium	BEL	7	3
Country	25	Belize	BLZ	6	3
Country	26	Benin	BEN	5	3
Country	27	Bermuda	BMU	7	3
Country	28	Bhutan	BTN	6	3
Country	29	Bolivia	BOL	7	3
Country	30	Bosnia And Herzegovina	BIH	22	3
Country	31	Botswana	BWA	8	3
Country	32	Bouvet Island	BVT	13	3
Country	33	Brazil	BRA	6	3
Country	34	British Indian Ocean Territory	IOT	30	3
Country	35	Brunei Darussalam	BRN	17	3
Country	36	Bulgaria	BGR	8	3
Country	37	Burkina Faso	BFA	12	3
Country	38	Burundi	BDI	7	3
Country	39	Cambodia	KHM	8	3

Country	40	Cameroon	CMR	8	3
Country	41	Cape Verde	CPV	10	3
Country	42	Cayman Islands	CYM	14	3
Country	43	Central African Republic	CAF	24	3
Country	44	Chad	TCD	4	3
Country	45	Chile	CHL	5	3
Country	46	China	CHN	5	3
Country	47	Christmas Island	CXR	16	3
Country	48	Cocos (Keeling) Islands	CCK	23	3
Country	49	Colombia	COL	8	3
Country	50	Comoros	COM	7	3
Country	51	Congo	COG	5	3
Country	52	Congo, The Democratic Republic Of The	COD	37	3
Country	53	Cook Islands	COK	12	3
Country	54	Costa Rica	CRI	10	3
Country	55	Cote D'Ivoire	CIV	13	3
Country	56	Croatia	HRV	7	3
Country	57	Cuba	CUB	4	3
Country	58	Cyprus	CYP	6	3
Country	59	Czech Republic	CZE	14	3
Country	60	Denmark	DNK	7	3
Country	61	Djibouti	DJI	8	3
Country	62	Dominica	DMA	8	3
Country	63	Dominican Republic	DOM	18	3
Country	64	Ecuador	ECU	7	3
Country	65	Egypt	EGY	5	3
Country	66	El Salvador	SLV	11	3
Country	67	Equatorial Guinea	GNQ	17	3
Country	68	Eritrea	ERI	7	3
Country	69	Estonia	EST	7	3
Country	70	Ethiopia	ETH	8	3
Country	71	Faroe Islands	FRO	13	3
Country	72	Falkland Islands (Malvinas)	FLK	27	3
Country	73	Fiji	FJI	4	3
Country	74	Finland	FIN	7	3
Country	75	France	FRA	6	3
Country	76	French Guiana	GUF	13	3
Country	77	French Polynesia	PYF	16	3
Country	78	French Southern Territories	ATF	27	3
Country	79	Gabon	GAB	5	3
Country	80	Gambia, The	GMB	11	3
Country	81	Georgia	GEO	7	3
Country	82	Germany	DEU	7	3

Country	83	Ghana	GHA	5	3
Country	84	Gibraltar	GIB	9	3
Country	85	Greece	GRC	6	3
Country	86	Greenland	GRL	9	3
Country	87	Grenada	GRD	7	3
Country	88	Guadeloupe	GLP	10	3
Country	89	Guatemala	GTM	9	3
Country	90	Guernsey	GGY	8	3
Country	91	Guinea	GIN	6	3
Country	92	Guinea-Bissau	GNB	13	3
Country	93	Guyana	GUY	6	3
Country	94	Haiti	HTI	5	3
Country	95	Heard Island And Mcdonald Islands	HMD	33	3
Country	96	Holy See (Vatican City State)	VAT	29	3
Country	97	Honduras	HND	8	3
Country	98	Hong Kong	HKG	9	3
Country	99	Hungary	HUN	7	3
Country	100	Iceland	ISL	7	3
Country	101	India	IND	5	3
Country	102	Indonesia	IDN	9	3
Country	103	Iran, Islamic Republic Of	IRN	25	3
Country	104	Iraq	IRQ	4	3
Country	105	Ireland	IRL	7	3
Country	106	Isle of Man	IMN	11	3
Country	107	Israel	ISR	6	3
Country	108	Italy	ITA	5	3
Country	109	Jamaica	JAM	7	3
Country	110	Japan	JPN	5	3
Country	111	Jersey	JEY	6	3
Country	112	Jordan	JOR	6	3
Country	113	Kazakhstan	KAZ	10	3
Country	114	Kenya	KEN	5	3
Country	115	Kiribati	KIR	8	3
Country	116	Korea, Democratic People's Republic Of	PRK	38	3
Country	117	Korea, Republic Of	KOR	18	3
Country	118	Kuwait	KWT	6	3
Country	119	Kyrgyzstan	KGZ	10	3
Country	120	Lao	LAO	3	3
Country	121	Latvia	LVA	6	3
Country	122	Lebanon	LBN	7	3
Country	123	Lesotho	LSO	7	3
Country	124	Liberia	LBR	7	3
Country	125	Libya	LYB	5	3

Country	126	Liechtenstein	LIE	13	3
Country	127	Lithuania	LTU	9	3
Country	128	Luxembourg	LUX	10	3
Country	129	Macao	MAC	5	3
Country	130	Macedonia, The Former Yugoslav Republic Of	MKD	42	3
Country	131	Madagascar	MDG	10	3
Country	132	Malawi	MWI	6	3
Country	133	Malaysia	MYS	8	3
Country	134	Maldives	MDV	8	3
Country	135	Mali	MLI	4	3
Country	136	Malta	MLT	5	3
Country	137	Marshall Islands	MHL	16	3
Country	138	Martinique	MTQ	10	3
Country	139	Mauritania	MRT	10	3
Country	140	Mauritius	MUS	9	3
Country	141	Mayotte	MYT	7	3
Country	142	Mexico	MEX	6	3
Country	143	Moldova, Republic Of	MDA	20	3
Country	144	Monaco	MCO	6	3
Country	145	Mongolia	MNG	8	3
Country	146	Montenegro	MNE	10	3
Country	147	Montserrat	MSR	10	3
Country	148	Morocco	MAR	7	3
Country	149	Mozambique	MOZ	10	3
Country	150	Myanmar	MMR	7	3
Country	151	Namibia	NAM	7	3
Country	152	Nauru	NRU	5	3
Country	153	Nepal	NPL	5	3
Country	154	Netherlands	NLD	11	3
Country	155	Netherlands Antilles	ANT	20	3
Country	156	New Caledonia	NCL	13	3
Country	157	New Zealand	NZL	11	3
Country	158	Nicaragua	NIC	9	3
Country	159	Niger	NER	5	3
Country	160	Nigeria	NGA	7	3
Country	161	Niue	NIU	4	3
Country	162	Norfolk Island	NFK	14	3
Country	163	Northern Mariana Islands	MNP	24	3
Country	164	Norway	NOR	6	3
Country	165	Oman	OMN	4	3
Country	166	Pakistan	PAK	8	3
Country	167	Palau	PLW	5	3

Country	168	Palestinian Territory, Occupied	PSE	31	3
Country	169	Panama	PAN	6	3
Country	170	Papua New Guinea	PNG	16	3
Country	171	Paraguay	PRY	8	3
Country	172	Peru	PER	4	3
Country	173	Philippines	PHL	11	3
Country	174	Pitcairn	PCN	8	3
Country	175	Poland	POL	6	3
Country	176	Portugal	PRT	8	3
Country	177	Qatar	QAT	5	3
Country	178	Reunion	REU	7	3
Country	179	Romania	ROU	7	3
Country	180	Russian Federation	RUS	18	3
Country	181	Rwanda	RWA	6	3
Country	182	Saint Helena	SHN	12	3
Country	183	Saint Kitts And Nevis	KNA	21	3
Country	184	Saint Lucia	LCA	11	3
Country	185	Saint Pierre And Miquelon	SPM	25	3
Country	186	Saint Vincent And The Grenadines	VCT	32	3
Country	187	Saint-Barthelemy	BLM	16	3
Country	188	Saint-Martin (French Part)	MAF	26	3
Country	189	Samoa	WSM	5	3
Country	190	San Marino	SMR	10	3
Country	191	Sao Tome and Principe	STP	21	3
Country	192	Saudi Arabia	SAU	12	3
Country	193	Senegal	SEN	7	3
Country	194	Serbia	SRB	6	3
Country	195	Seychelles	SYC	10	3
Country	196	Sierra Leone	SLE	12	3
Country	197	Singapore	SGP	9	3
Country	198	Slovakia	SVK	8	3
Country	199	Slovenia	SVN	8	3
Country	200	Solomon Islands	SLB	15	3
Country	201	Somalia	SOM	7	3
Country	202	South Africa	ZAF	12	3
Country	203	South Georgia And The South Sandwich Islands	SGS	44	3
Country	204	Spain	ESP	5	3
Country	205	Sri Lanka	LKA	9	3
Country	206	Sudan	SDN	5	3
Country	207	Suriname	SUR	8	3
Country	208	Svalbard And Jan Mayen	SJM	22	3
Country	209	Swaziland	SWZ	9	3

Country	210	Sweden	SWE	6	3
Country	211	Switzerland	CHE	11	3
Country	212	Syrian Arab Republic	SYR	20	3
Country	213	Taiwan, Province Of China	TWN	25	3
Country	214	Tajikistan	TJK	10	3
Country	215	Tanzania, United Republic Of	TZA	28	3
Country	216	Thailand	THA	8	3
Country	217	Timor-Leste	TLS	11	3
Country	218	Togo	TGO	4	3
Country	219	Tokelau	TKL	7	3
Country	220	Tonga	TON	5	3
Country	221	Trinidad and Tobago	TTO	19	3
Country	222	Tunisia	TUN	7	3
Country	223	Turkey	TUR	6	3
Country	224	Turkmenistan	TKM	12	3
Country	225	Turks And Caicos Islands	TCA	24	3
Country	226	Tuvalu	TUV	6	3
Country	227	Uganda	UGA	6	3
Country	228	Ukraine	UKR	7	3
Country	229	United Arab Emirates	ARE	20	3
Country	230	United Kingdom	GBR	14	3
Country	231	United States Minor Outlying Islands	UMI	36	3
Country	232	Uruguay	URY	7	3
Country	233	Uzbekistan	UZB	10	3
Country	234	Vanuatu	VUT	7	3
Country	235	Venezuela	VEN	9	3
Country	236	Viet Nam	VNM	8	3
Country	237	Virgin Islands, British	VGB	23	3
Country	238	Wallis And Futuna	WLF	17	3
Country	239	Western Sahara	ESH	14	3
Country	240	Yemen	YEM	5	3
Country	241	Zambia	ZMB	6	3
Country	242	Zimbabwe	ZWE	8	3
Country	243	Taiwan	TWN	6	3
Country	244	Curacao	CUW	7	3
Country	245	Sint Maarten (Dutch part)	SXM	25	3
Country	246	Bonaire, Saint Eustatius and Saba	BES	33	3
Country	247	Kosovo	XKX	6	3
Country	248	South Sudan	SSD	11	3
Country	249	Micronesia, Federated States of	FSM	31	3

Common App Activity/Interest Codes

(Must be mapped to a trigger in ADFMRQ)

Choice Group Name	Order	Label	Export Code	Label Length	Code Length
Activity type	1	Academic	Acad	8	4
Activity type	2	Art	ART	3	3
Activity type	3	Athletics: Club	Athletics_Club	15	14
Activity type	4	Athletics: JV/Varsity	Athletics_Varsity	21	17
Activity type	4	Career Oriented	Career	15	6
Activity type	5	Community Service (Volunteer)	Volunteer	29	9
Activity type	6	Computer/Technology	Computer	19	8
Activity type	7	Cultural	Cultural	8	8
Activity type	8	Dance	Dance	5	5
Activity type	9	Debate/Speech	Debate	13	6
Activity type	10	Environmental	Environmental	13	13
Activity type	11	Family Responsibilities	Family	23	6
Activity type	12	Foreign Exchange	Foreign_Exchange	16	16
Activity type	13	Foreign Language	Foreign_Lang	16	12
Activity type	14	Journalism/Publication	Journalism	22	10
Activity type	15	Junior R.O.T.C.	Jr_ROTc	15	7
Activity type	16	LGBT	LGBT	4	4
Activity type	17	Music: Instrumental	Instrumental	19	13
Activity type	18	Music: Vocal	Vocal	12	5
Activity type	19	Religious	Religious	9	9
Activity type	20	School Spirit	School_Spirit	13	13
Activity type	21	Science/Math	Science_Math	12	12
Activity type	22	Student Govt./Politics	Politics	22	8
Activity type	23	Theater/Drama	Drama	13	5
Activity type	24	Work (Paid)	Work	11	4
Activity type	25	Other Club/Activity	Other_Club	19	10
Activity name	1	Archery	Archery	7	7
Activity name	2	Badminton	Badminton	9	9
Activity name	3	Baseball	Baseball	8	8
Activity name	4	Basketball	Basketball	10	10
Activity name	5	Bowling	Bowling	7	7
Activity name	6	Boxing	Boxing	6	6
Activity name	7	Cheerleading	Cheerleading	12	12
Activity name	8	Cricket	Cricket	7	7
Activity name	9	Cross-country	Cross_country	13	13
Activity name	10	Diving	Diving	6	6
Activity name	11	Equestrian	Equestrian	10	10
Activity name	12	Fencing	Fencing	7	7

Activity name	13	Field Hockey	Field_Hockey	12	12
Activity name	14	Football	Football	8	8
Activity name	15	Football (non-tackle)	Non_tackle_football	21	19
Activity name	16	Golf	Golf	4	4
Activity name	17	Gymnastics	Gymnastics	10	10
Activity name	18	Handball	Handball	8	8
Activity name	19	Ice Hockey	Ice_Hockey	10	10
Activity name	20	Indoor Track	Indoor_Track	12	12
Activity name	21	Judo	Judo	4	4
Activity name	22	Lacrosse	Lacrosse	8	8
Activity name	23	Outdoor Track	Outdoor_Track	13	13
Activity name	24	Racquetball	Racquetball	11	11
Activity name	25	Rifle	Rifle	5	5
Activity name	26	Rodeo	Rodeo	5	5
Activity name	27	Rowing (Crew)	Rowing	13	6
Activity name	28	Rugby	Rugby	5	5
Activity name	29	Sailing	Sailing	7	7
Activity name	30	Skiing	Skiing	6	6
Activity name	31	Skin Diving	Skin_Diving	11	11
Activity name	32	Soccer	Soccer	6	6
Activity name	33	Softball	Softball	8	8
Activity name	34	Squash	Squash	6	6
Activity name	35	Swim	Swim	4	4
Activity name	36	Sync. swimming	Sync_Swim	14	9
Activity name	37	Table Tennis	Table_Tennis	12	12
Activity name	38	Tennis	Tennis	6	6
Activity name	39	Track and field	Track_field	15	12
Activity name	40	Triathlon	Triathlon	10	10
Activity name	41	Volleyball	Volleyball	10	10
Activity name	42	Water polo	Water polo	10	10
Activity name	43	Weight lifting	Weight_lifting	14	14
Activity name	44	Wrestling	Wrestling	9	9
Activity name	45	Other Sport	OTH	11	3

Common Application Header Mappings

Common App Header Mappings	NOTE: header beginning with "tr" are alternates if corresponding header' data value is blank except for activity# which are always used				
Last modified: 4/21/2016					

Header Text	Domain	Table	Column	Helper Table/CODE	Note
student type	Person transfer code	STBIOS			
preferred residence	Person admission residence code	STBIOS			Expected values Commuter & Resident
trpreferred residence	Person admission residence code	STBIOS			
preferred start term	Person inquiry semester	STBIOS		STPARAM/SMDESC	
tr preferred start term	Person inquiry semester	STBIOS		STPARAM/SMDESC	
admission plan	Applicant action type	ADMAST		STPARAM/ACACTY	
tr admission plan	Applicant action type	ADMAST		STPARAM/ACACTY	
academics1 question1	Inquiry & App Major 1	STBIOS/ADMAST		STMAJR	
tr academics1 question1	Inquiry & App Major 1	STBIOS/ADMAST		STMAJR	
financial aid	Person financial aid code	STBIOS		STPARAM/SBFACD	
tr financial aid	Person financial aid code	STBIOS		STPARAM/SBFACD	
first name	Person first name	STBIOS			
middle name	Person middle name	STBIOS			
last name	Person last name	STBIOS			
suffix	Person suffix	STBIOS			no validation
sex	Person sex	STBIOS		STPARAM/SBSTSX	
preferred name	Person nickname	STBIOS			
date of birth	Person date of birth	STBIOS			
ssn	Person social security number	STBIOS			
religious preference	Person religious preference code	STBIOS		STPARAM/SBRLPR	
preferred phone	phone type				Expected values Home, Cell or Work
preferred phone number	Person/ExternalAddress phone	STBIOS/STADDR			

					Expected values Home, Cell or Work
alternate phone available	phone type				
alternate phone number	Person/ExternalAddress phone	STBIOS/STADDR			
email address	email address	STMAIL			
permanent address - address1	Person home address	STBIOS			
permanent address - address2	Person home address	STBIOS			
permanent address - address3	Person home address	STBIOS			
permanent address - city	Person home address	STBIOS			
permanent address - state	Person home address	STBIOS		STPARAM/XXSTAT	
permanent address - zip	Person home address	STBIOS			
permanent address - country	Person home address	STBIOS		STPARAM/XXXXCN	
current address - address1	Person local address	STBIOS			
current address - address2	Person local address	STBIOS			
current address - address3	Person local address	STBIOS			
current address - city	Person local address	STBIOS			
current address - state	Person local address	STBIOS		STPARAM/XXSTAT	
current address - zip	Person local address	STBIOS			
current address - country	Person local address	STBIOS		STPARAM/XXXXCN	
citizenship status	Person citizenship status	STBIOS		STPARAM SBUSCD	
background	Person ethnicity	SBETNC			Supported values: Indian, Alaska, Asian, Black, African, Hawaiian, Pacific, White
hispanic latino	Person hispanic	SBETNC			Non-blank = true

					Expected value: First = true. If transfer always false
first gen	Applicant first generation college	ADMAST			
parent 1 first name	Parent1 first name	STBIOS/ALRELA			
parent 1 last name	Parent1 last name	STBIOS/ALRELA			
parent 1 email	Parent1 email	STMAIL/ALRELA			
parent 1 address - address1	Parent1 home address	STBIOS/ALRELA			
parent 1 address - address2	Parent1 home address	STBIOS/ALRELA			
parent 1 address - address3	Parent1 home address	STBIOS/ALRELA			
parent 1 address - city	Parent1 home address	STBIOS/ALRELA			
parent 1 address - state	Parent1 home address	STBIOS/ALRELA		STPARAM/XXSTAT	
parent 1 address - zip	Parent1 home address	STBIOS/ALRELA			
parent 1 address - country	Parent1 home address	STBIOS/ALRELA		STPARAM/XXXXCN	
parent 2 first name	Parent2 first name	STBIOS/ALRELA			
parent 2 last name	Parent2 last name	STBIOS/ALRELA			
parent 2 email	Parent2 email	STMAIL/ALRELA			
parent 2 address - address1	Parent2 home address	STBIOS/ALRELA			
parent 2 address - address2	Parent2 home address	STBIOS/ALRELA			
parent 2 address - address3	Parent2 home address	STBIOS/ALRELA			
parent 2 address - city	Parent2 home address	STBIOS/ALRELA			
parent 2 address - state	Parent2 home address	STBIOS/ALRELA		STPARAM/XXSTAT	
parent 2 address - zip	Parent2 home address	STBIOS/ALRELA			
parent 2 address - country	Parent2 home address	STBIOS/ALRELA		STPARAM/XXXXCN	
school lookup - ceebcode	Person secondary school CEEB code	STBIOS/TRK_ACTIVITY_TRACKING		Tracking possible	Person high school
tr school lookup - ceebcode	Person secondary school CEEB code	STBIOS/TRK_ACTIVITY_TRACKING		Tracking possible	
school 2 lookup - ceebcode	Person secondary school CEEB code	STBIOS/TRK_ACTIVITY_TRACKING		Tracking possible	
school 3 lookup - ceebcode	Person secondary school CEEB code	STBIOS/TRK_ACTIVITY_TRACKING		Tracking possible	
tr college 1 lookup - ceebcode	Person post-secondary CEEB code	STBIOS/TRK_ACTIVITY_TRACKING		Tracking possible	Person college

tr college 2 lookup - ceebcode	Person post-secondary CEEB code	STBIOS/TRK_ACTIVITY_TRACKING		Tracking possible	
tr college 3 lookup - ceebcode	Person post-secondary CEEB code	STBIOS/TRK_ACTIVITY_TRACKING		Tracking possible	
activity 1 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
activity 1 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	Triggers tracking on match of ADFMRQ common app code
activity 1 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
activity 2 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
activity 2 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	Triggers tracking on match of ADFMRQ common app code
activity 2 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
activity 3 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
activity 3 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	Triggers tracking on match of ADFMRQ common app code
activity 3 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
activity 4 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	

					Triggers tracking on match of ADFMRQ common app code
activity 4 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	
activity 4 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
activity 5 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
					Triggers tracking on match of ADFMRQ common app code
activity 5 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	
activity 5 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
activity 6 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
					Triggers tracking on match of ADFMRQ common app code
activity 6 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	
activity 6 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
activity 7 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
					Triggers tracking on match of ADFMRQ common app code
activity 7 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	

activity 7 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
activity 8 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
activity 8 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	Triggers tracking on match of ADFMRQ common app code
activity 8 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
activity 9 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
activity 9 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	Triggers tracking on match of ADFMRQ common app code
activity 9 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
activity 10 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
activity 10 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	Triggers tracking on match of ADFMRQ common app code
activity 10 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 1 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	

					Triggers tracking on match of ADFMRQ common app code
tr activity 1 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	
tr activity 2 type	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 1 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
					Triggers tracking on match of ADFMRQ common app code
tr activity 2 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	
tr activity 2 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 3 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
					Triggers tracking on match of ADFMRQ common app code
tr activity 3 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	
tr activity 3 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 4 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
					Triggers tracking on match of ADFMRQ common app code
tr activity 4 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	

tr activity 4 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 5 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
tr activity 5 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	Triggers tracking on match of ADFMRQ common app code
tr activity 5 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 6 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
tr activity 6 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	Triggers tracking on match of ADFMRQ common app code
tr activity 6 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 7 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
tr activity 7 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	Triggers tracking on match of ADFMRQ common app code
tr activity 7 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 8 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	

					Triggers tracking on match of ADFMRQ common app code
tr activity 8 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	
tr activity 8 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 9 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
					Triggers tracking on match of ADFMRQ common app code
tr activity 9 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	
tr activity 9 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
tr activity 10 type	Tracking	TRK_ACTIVITY_TRACKING	comment_5	ADFMRQ	
					Triggers tracking on match of ADFMRQ common app code
tr activity 10 name	Tracking	TRK_ACTIVITY_TRACKING		ADFMRQ	
tr activity 10 continue in college	Tracking	TRK_ACTIVITY_TRACKING	comment_6	ADFMRQ	
parent 1 title	Person salutation	STBIOS			
parent 2 title	Person salutation	STBIOS			

