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Degree Works Surecode User Guide

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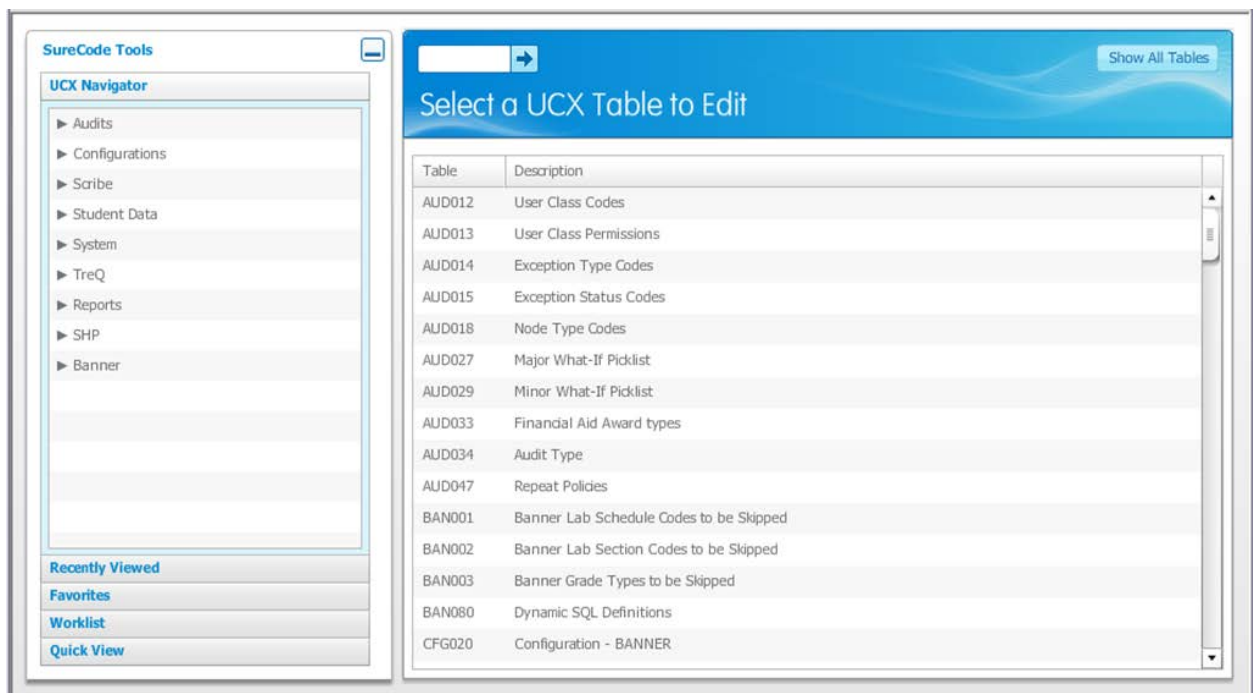
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Introduction to Surecode

Surecode allows users of Degree Works to codify, store, maintain, and validate data values. These values or codes are stored in discrete units called Tables within an overall structure called the Universal Code eXtension (UCX).

The purpose of this guide is to provide basic operating instructions for Surecode and to acquaint users with the Surecode features and functionality.

To access Surecode, click on the Surecode tab from the Degree Works administrative shell.



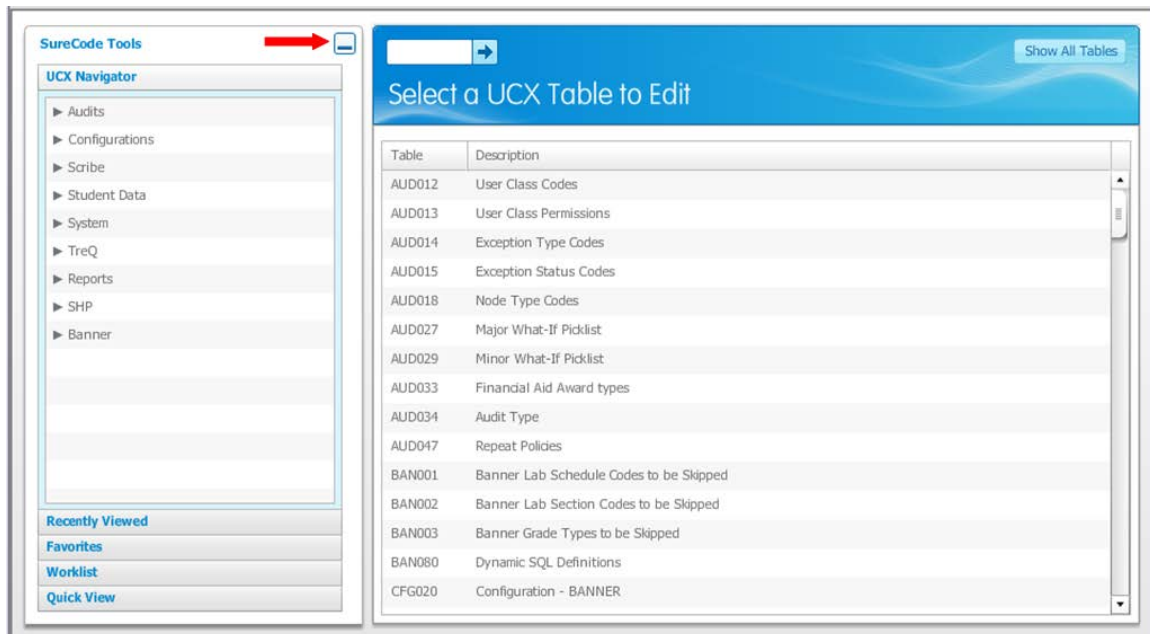
The left panel is a collection of Surecode Tools that can be used in the task of UCX Table maintenance. The main window on the right initially loads a list of all UCX Tables that are available for editing. The list of all tables can be reloaded at any time by clicking on the Show All Tables button

Surecode Setup

To access Surecode, a user must be assigned the SRNSRCOD key, which grants the user access to the Surecode application. No additional setup is required.

Surecode Tools Panel

The Surecode Tools panel contains several functions to assist with UCX Table maintenance: UCX Navigator, Recently Viewed, Favorites, Worklist and Quick View. To select one of these functions, click on the appropriate tab in the accordion panel. The Surecode Tools panel may be collapsed to increase the table editing screen space by clicking on the box in the upper right corner of the panel.



The screenshot displays the Surecode Tools interface. On the left is the 'SureCode Tools' panel with an accordion menu. The 'UCX Navigator' tab is active, showing a tree view of categories: Audits, Configurations, Scribe, Student Data, System, TreQ, Reports, SHP, and Banner. Below this are tabs for 'Recently Viewed', 'Favorites', 'Worklist', and 'Quick View'. A red arrow points to a collapse icon in the top right of the panel. The main area is titled 'Select a UCX Table to Edit' and contains a table with the following data:

Table	Description
AUD012	User Class Codes
AUD013	User Class Permissions
AUD014	Exception Type Codes
AUD015	Exception Status Codes
AUD018	Node Type Codes
AUD027	Major What-If Picklist
AUD029	Minor What-If Picklist
AUD033	Financial Aid Award types
AUD034	Audit Type
AUD047	Repeat Policies
BAN001	Banner Lab Schedule Codes to be Skipped
BAN002	Banner Lab Section Codes to be Skipped
BAN003	Banner Grade Types to be Skipped
BAN080	Dynamic SQL Definitions
CFG020	Configuration - BANNER

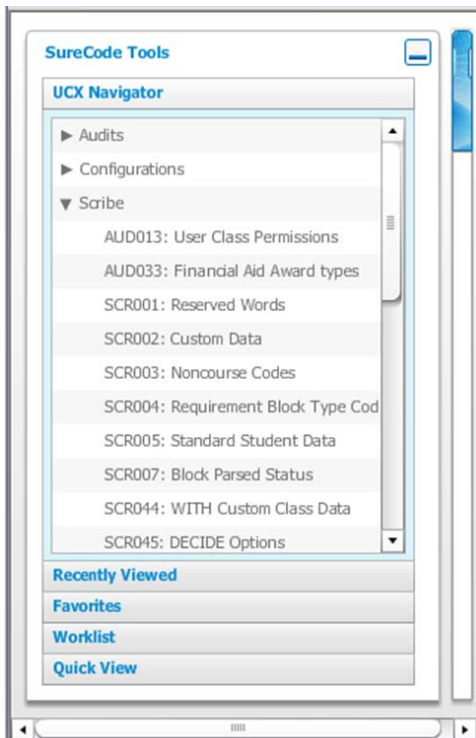
The Surecode Tools panel can be expanded by again clicking on the button in the upper left corner of the screen.

The screenshot shows a software interface with a blue header bar. On the left side of the header, there is a small square button with a white background and a blue border, which is highlighted by a red arrow. To the right of this button is a right-pointing arrow icon. In the top right corner of the header, there is a button labeled "Show All Tables". Below the header, the main content area is titled "Select a UCX Table to Edit". It contains a table with two columns: "Table" and "Description". The table lists various UCX tables, with the row for "AUD013 User Class Permissions" highlighted in light green. A vertical scrollbar is visible on the right side of the table.

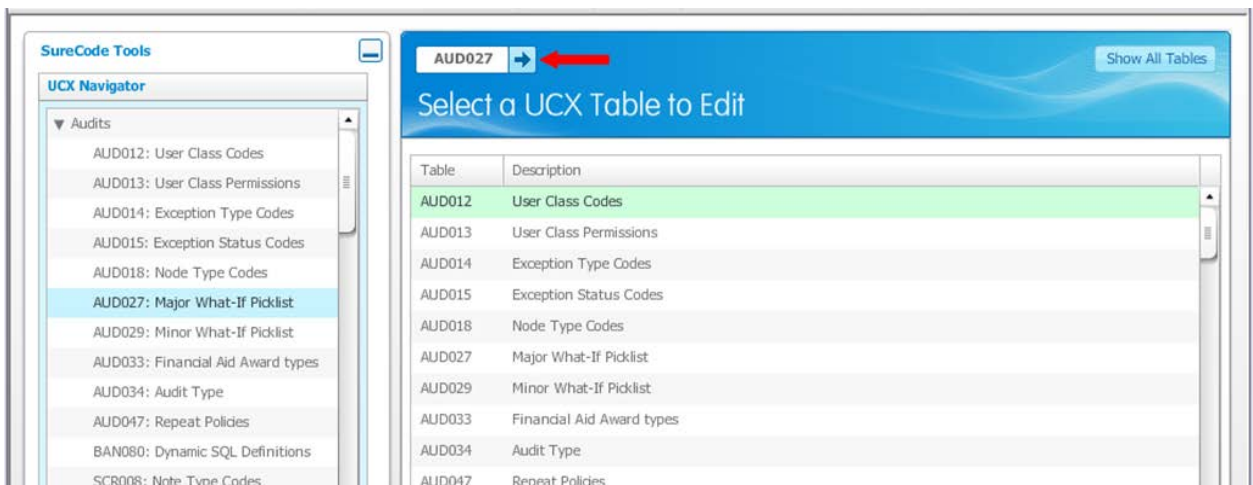
Table	Description
AUD012	User Class Codes
AUD013	User Class Permissions
AUD014	Exception Type Codes
AUD015	Exception Status Codes
AUD018	Node Type Codes
AUD027	Major What-If Picklist
AUD029	Minor What-If Picklist
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AUD034	Audit Type
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BAN002	Banner Lab Section Codes to be Skipped
BAN003	Banner Grade Types to be Skipped
BAN080	Dynamic SQL Definitions
CFG020	Configuration - BANNER

UCX Navigator

The UCX Navigator tab can be used to select a UCX Table for editing. The tables have been grouped by function for easy retrieval: Audits, Configurations, Scribe, Student Data, System, TreQ, Reports, SHP and Banner. Click on the arrow to the left of the function to open the list of the tables assigned to that group.



To load the table, double-click on the table in UCX Navigator. You can also single click on the table and then click on the go arrow in the main window.

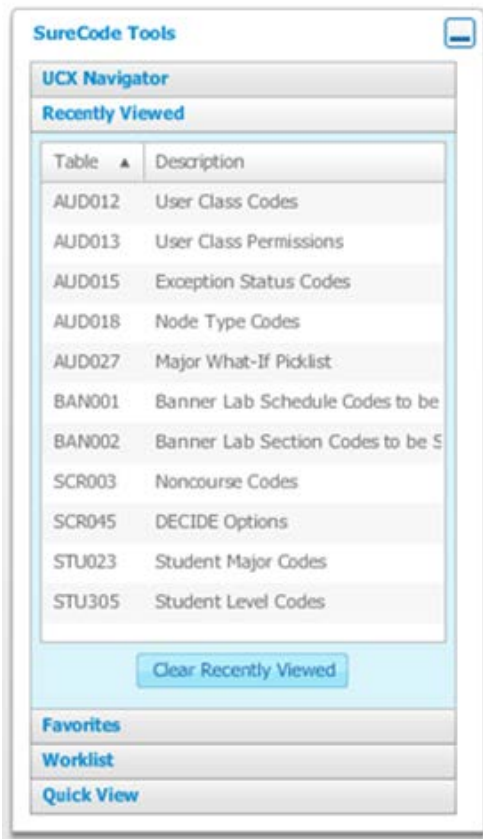


Recently Viewed

The Recently Viewed tab lists the tables that have been recently viewed or edited by the user. Tables in this list initially appear in the order in which they were used, but can be sorted alphabetically by either Table or Description by clicking on the column label. This list is user-specific and will be saved from session to session.

To view or edit one of these tables, double-click on the entry in the list and it will load in the main window.

The column width can be increased or decreased by clicking and dragging the divider bar. The list of tables can be cleared out by clicking on the Clear Recently Viewed button.



Favorites

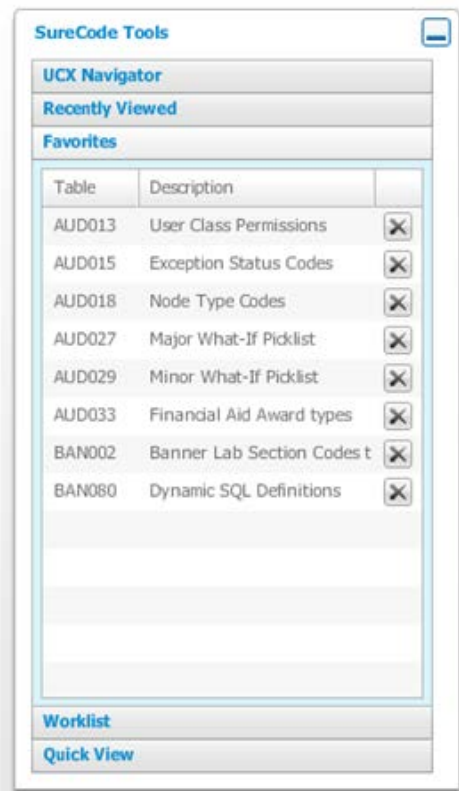
The Favorites tab can be used to define frequently used tables for the user. Tables in this list initially appear in the order in which they were used, but can be sorted alphabetically by either Table or Description by clicking on the column label. This list is user-specific and will be saved from session to session.

To add a table to this list, highlight it in the list of all tables in the main window, then click, drag and drop it into the Favorites window.

To view or edit one of these tables, double-click on the entry in the list and it will load in the main window.

The column width can be increased or decreased by clicking and dragging the divider bar.

Tables can be removed from the list by clicking on the “X” to the right of the entry.



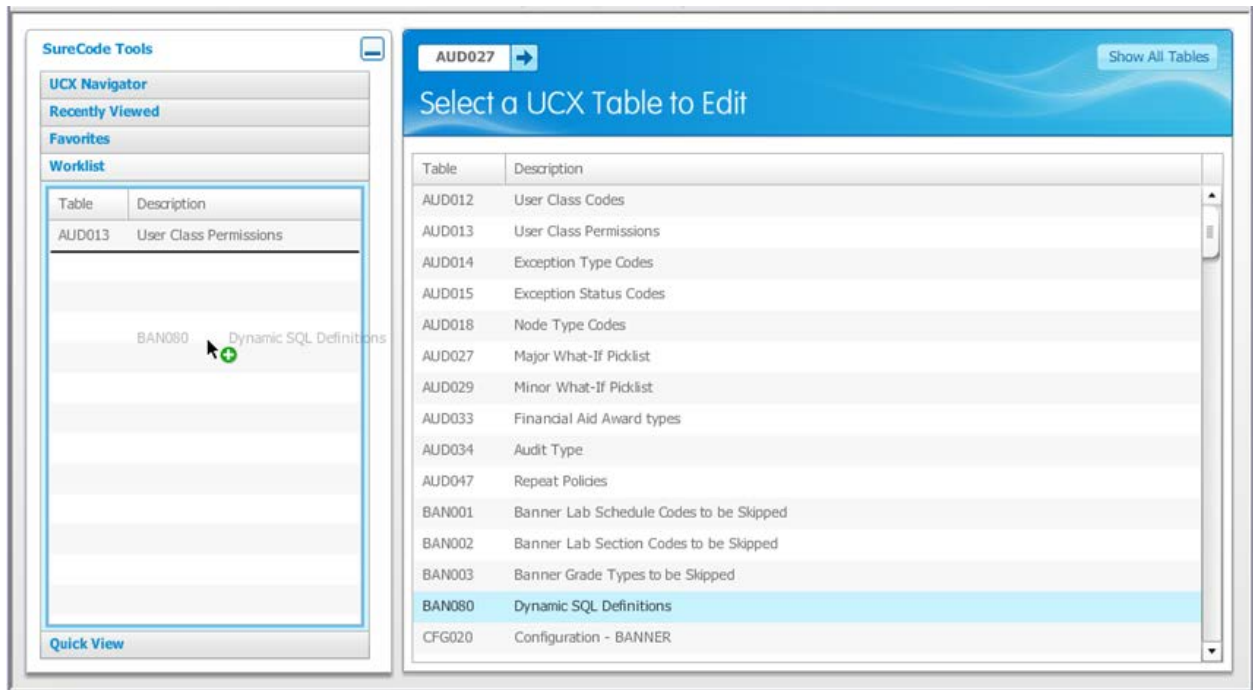
Worklist

The Worklist tab can be used to define a group of tables that will be viewed or edited in the current session. Tables in this list initially appear in the order in which they were used, but can be sorted alphabetically by either Table or Description by clicking on the column label. This list is user-specific and is not saved when the session ends.

To add a table to this list, highlight it in the list of all tables in the main window, then click, drag and drop it into the Worklist window.

To view or edit one of these tables, double-click on the entry in the list and it will load in the main window.

The column width can be increased or decreased by clicking and dragging the divider bar.



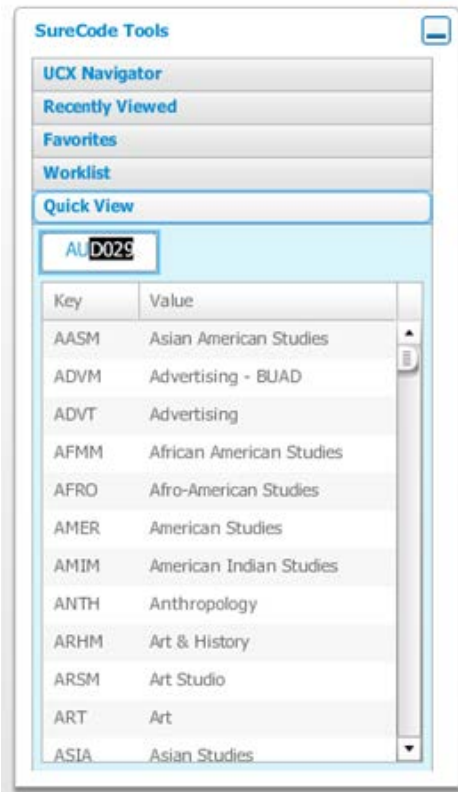
The screenshot displays the SureCode Tools interface. On the left, the 'Worklist' tab is active, showing a table with two columns: 'Table' and 'Description'. The table contains one entry: 'AUD013 User Class Permissions'. Below this table, a mouse cursor is hovering over a green plus sign icon next to the text 'BAN080 Dynamic SQL Definitions', indicating an action to add this table to the worklist. At the bottom of the left pane is a 'Quick View' button.

The right pane is titled 'Select a UCX Table to Edit' and features a 'Show All Tables' button in the top right corner. Below the title is a table with two columns: 'Table' and 'Description'. The table lists various tables, with 'BAN080 Dynamic SQL Definitions' highlighted in blue. The table data is as follows:

Table	Description
AUD012	User Class Codes
AUD013	User Class Permissions
AUD014	Exception Type Codes
AUD015	Exception Status Codes
AUD018	Node Type Codes
AUD027	Major What-If Picklist
AUD029	Minor What-If Picklist
AUD033	Financial Aid Award types
AUD034	Audit Type
AUD047	Repeat Policies
BAN001	Banner Lab Schedule Codes to be Skipped
BAN002	Banner Lab Section Codes to be Skipped
BAN003	Banner Grade Types to be Skipped
BAN080	Dynamic SQL Definitions
CFG020	Configuration - BANNER

Quick View

The Quick View tab can be used to view the keys and values of a table for reference. Entries in this view cannot be modified. To view a table in Quick View, type the table name in the box. Once you begin typing, a pick list of matching tables will automatically generate. Select the desired table and hit Return to view the entries in the Quick View tab.



Surecode Navigation

Once the table has been loaded into the main window, double-click on the key you wish to view or edit.

The screenshot displays the Surecode Tools interface. On the left is the UCX Navigator, which lists various audit categories. The 'AUD027: Major What-If Picklist' is selected. The main window shows a table titled 'Major What-If Picklist' with columns for Key, Description, Reserved, and Student Ma. The 'BIOL' row is highlighted in green.

Key	Description	Reserved	Student Ma
AADM	Arts Administration		AADM
ACTY	Accountancy		ACTY
AFAM	Afro-American Studies		AFAM
ANTH	Anthropology		ANTH
ART	Art		ART
BAE	Bio & Ag Engr-Fd&BioprEngr Opt		BAE
BFAA	Art		BFAA
BICH	Biochemistry		BICH
BIOL	Biological Science		BIOL
BLST	Black Studies		BLST
BUAD	Business Administration		BUAD
BUED	Business Education		BUED
BUS	Business Administration		BUS
CDEV	Child Development		CDEV

Collapsing the Tools panel will increase the screen space available for editing.

Key	Description	Reserved /	Student Major	Conc1Fla	Conc2Fla	Conc3Fla	SpecFla	Libl
BIOL	Biological Science		BIOL	O	O	O	N	N
BLST	Black Studies		BLST	O	O	O	N	N
BUAD	Business Administration		BUAD	O	O	O	N	N

Edit mode: BIOL

Key: BIOL
Description: Biological Science
Reserved A:
Student Major: BIOL
Conc1Flag:
Conc2Flag:
Conc3Flag:
SpecFlag:
LiblFlag:
Degree: BS
School: U

Record Details

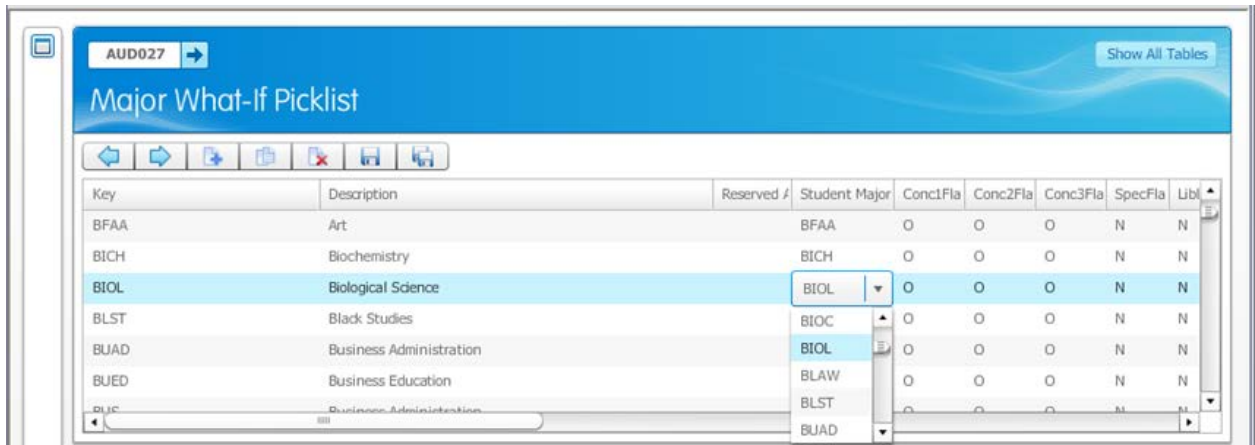
Revision:
Who:
Timestamp: Mon Jun 8 19:09:43 GMT-0700 2

Your selected key can be edited in either the top grid panel or in the formatted panel on the left. The Record Details panel on the right displays information about the last time the record was edited, and cannot be manually modified by the user.

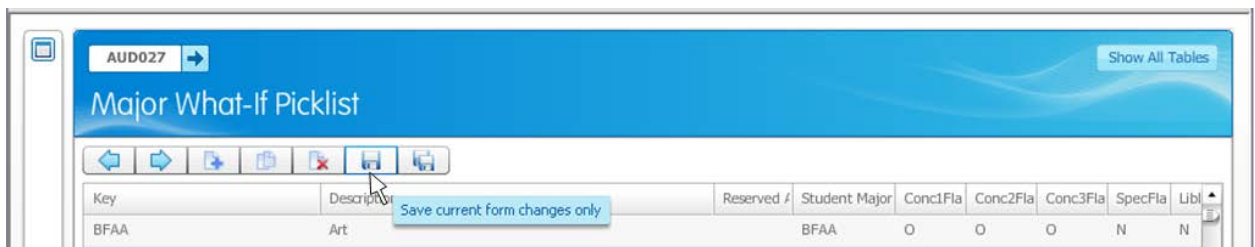
Note: if you make changes in the top grid panel, you will need to click the “Save All Grid changes” icon in order to save your changes. The “Save Current Form Changes Only” button saves the changes that you make in the form.

Editing in the Grid Panel

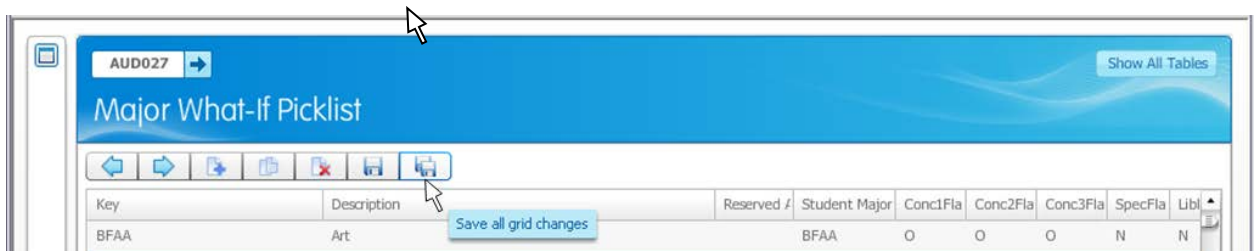
The Grid panel allows a user to quickly modify a table entry or entries. In the Grid panel, click on the field you wish to edit and make your changes. Fields are either free-form text or controlled by a pick list of valid values.



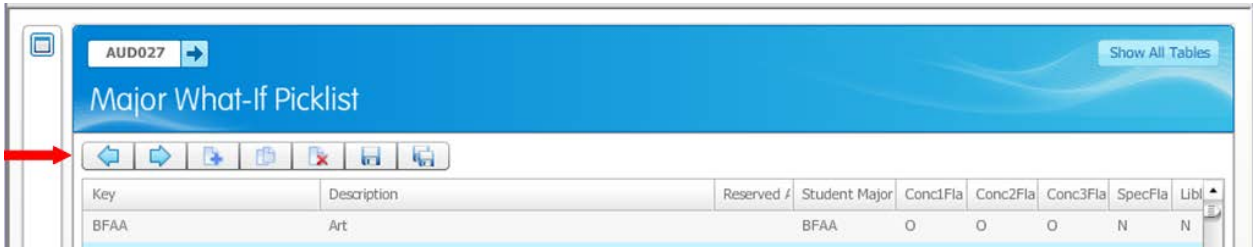
After you have completed your changes to this entry, click on the Save All Grid Changes button in the Navigation panel.



You can also modify several key entries at a time in the Grid panel. After you have completed your changes to the entries in this table, click on the Save all grid changes button in the Navigation panel.

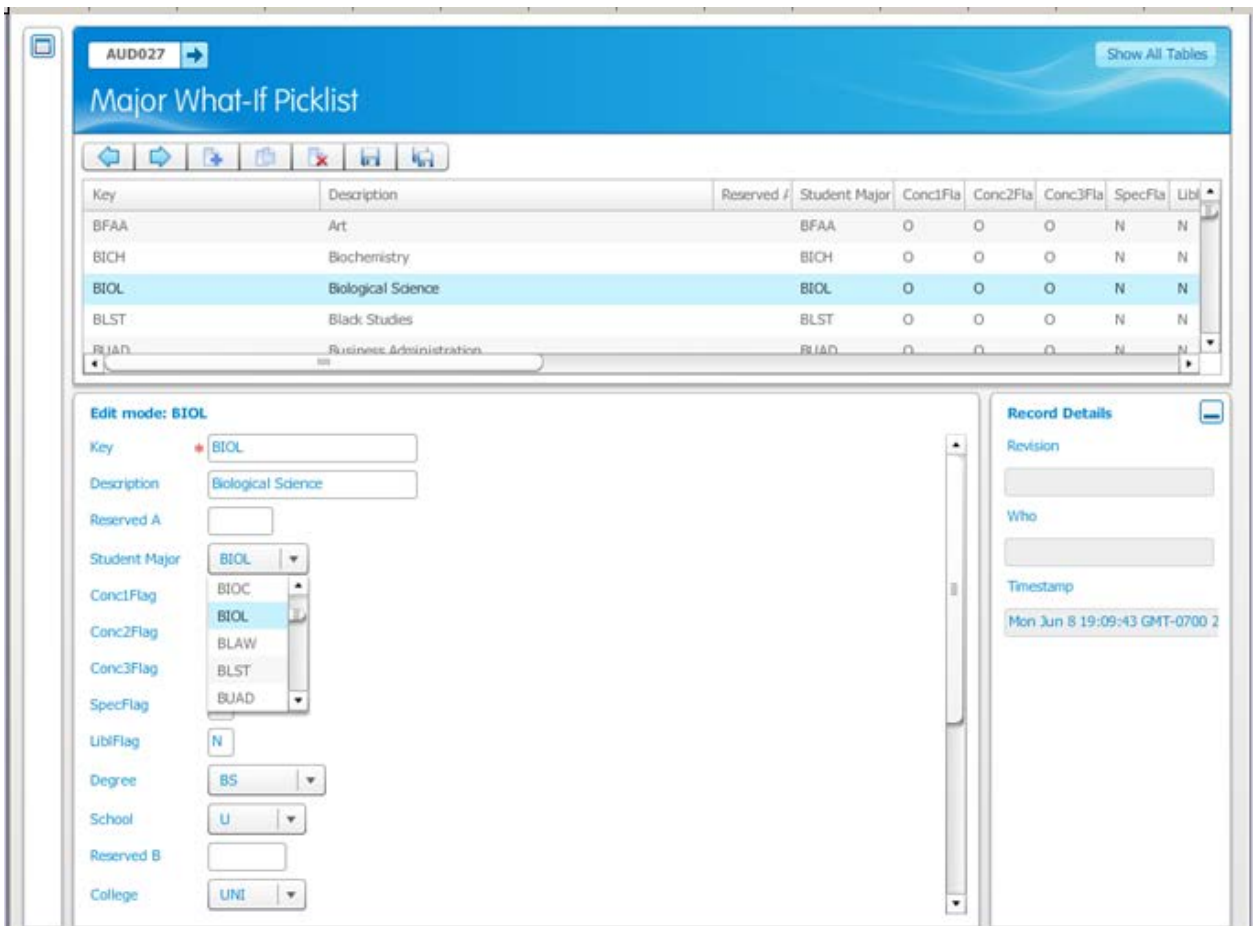


The left and right arrows in the Navigation panel can be used to scroll through the Grid list to the Previous or Next records.

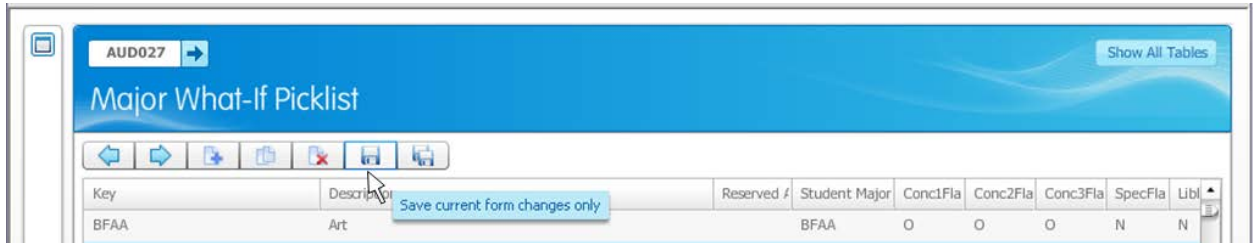


Editing in the Formatted Panel

The Formatted panel provides a more user-friendly layout for modifying a table entry. In the Formatted panel, click on the field you wish to edit and make your changes. Fields are either free-form text or controlled by a pick list of valid values.



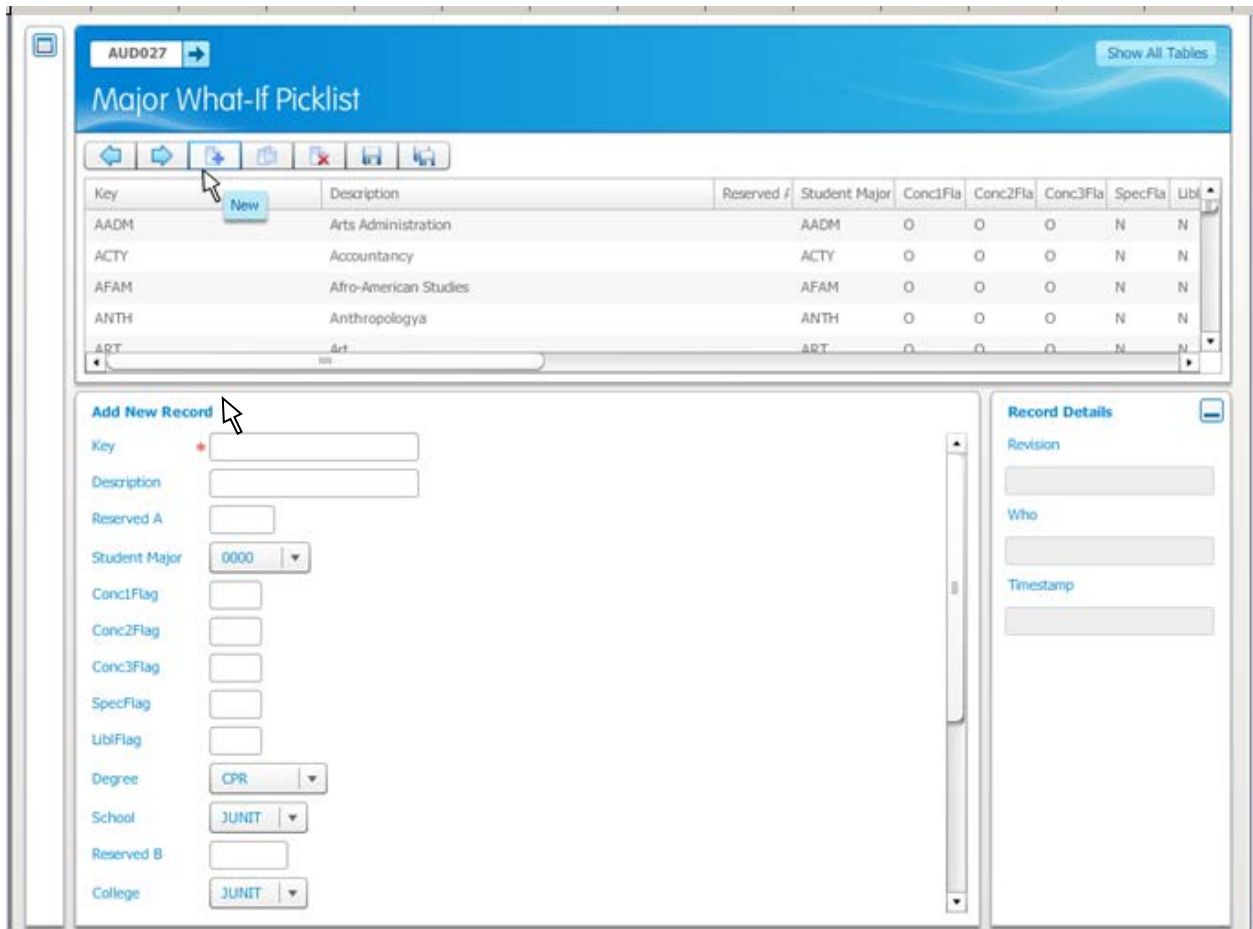
After you have completed your changes, click on the Save current form changes only button in the Navigation panel.



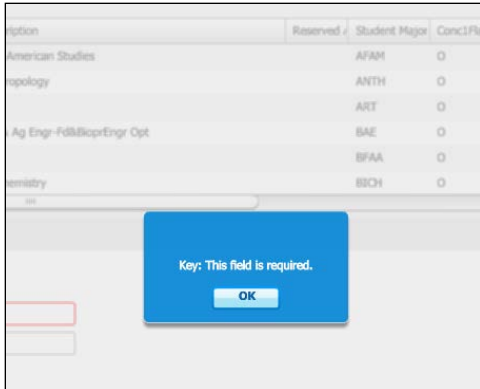
In the Formatted panel, you can also add a new record, copy an existing record, or delete a record.

Add a new record

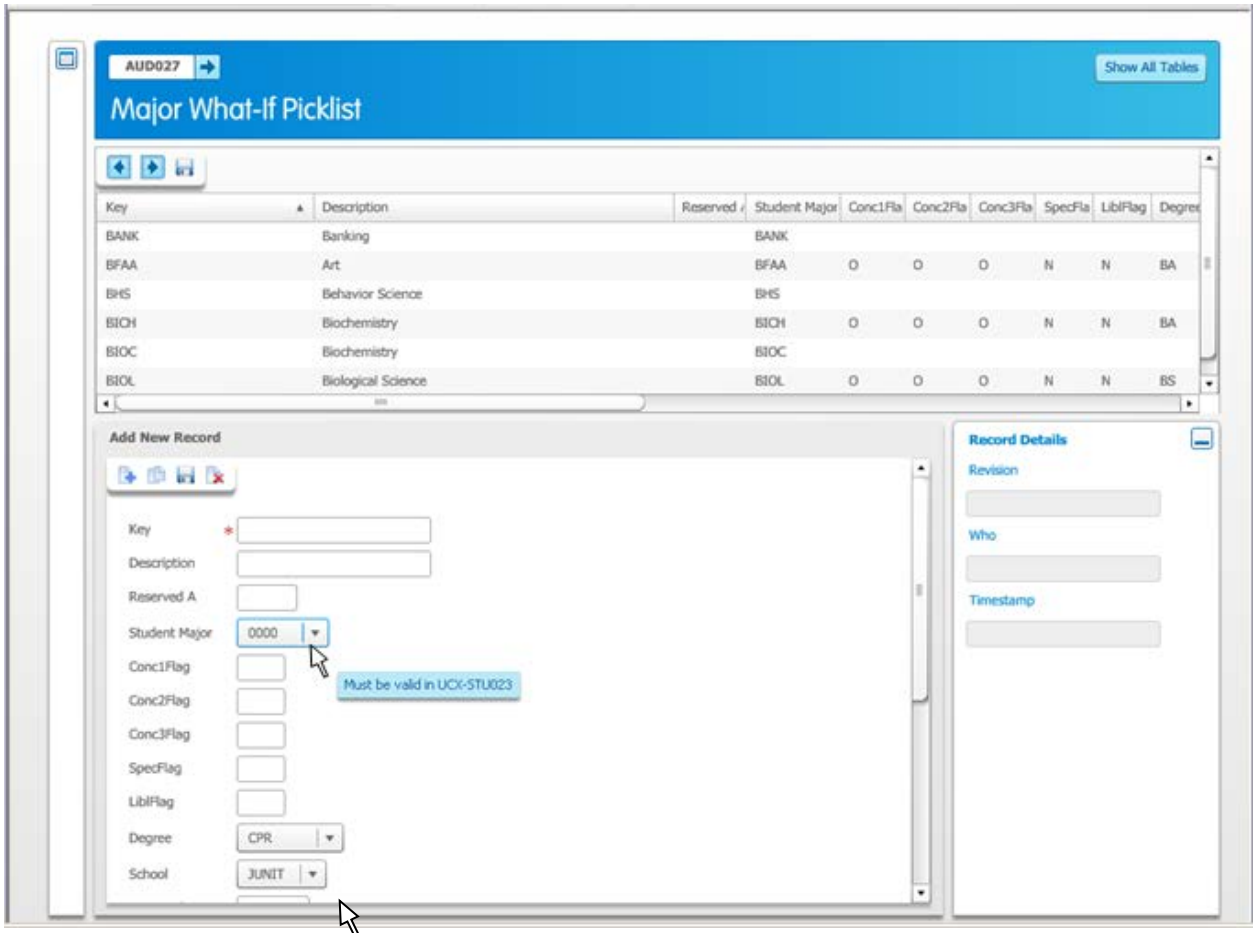
To add a new record to the table, click on the New button in the Navigation panel. A blank record will display on the screen, ready for editing.



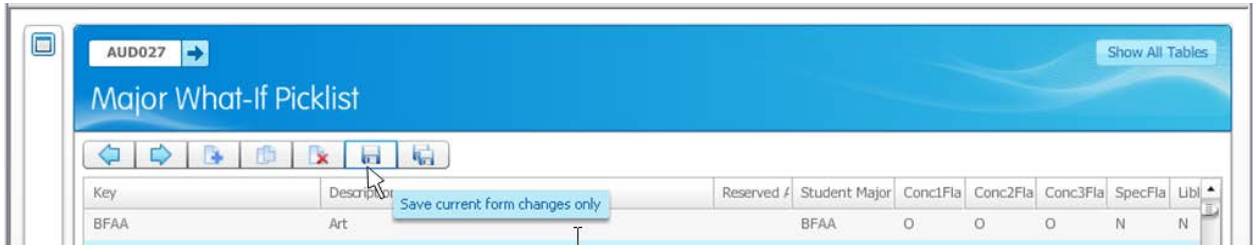
Fields with a red * indicate a required field and an error will appear if an attempt is made to save the record without filling in this field.



Some fields may provide hover text hints – to view these, move your pointer over the field. UCX key values containing an apostrophe will not work in Degree Works and when found the apostrophe will be replaced with an underscore character in certain situations.

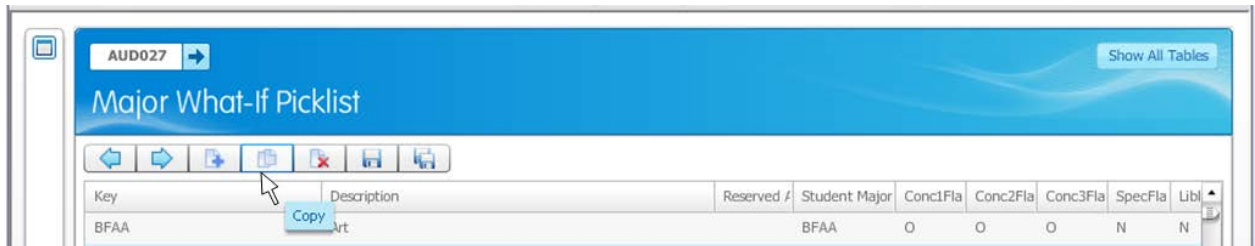


After you have completed your changes, click on the Save current form changes only button in the Navigation panel.

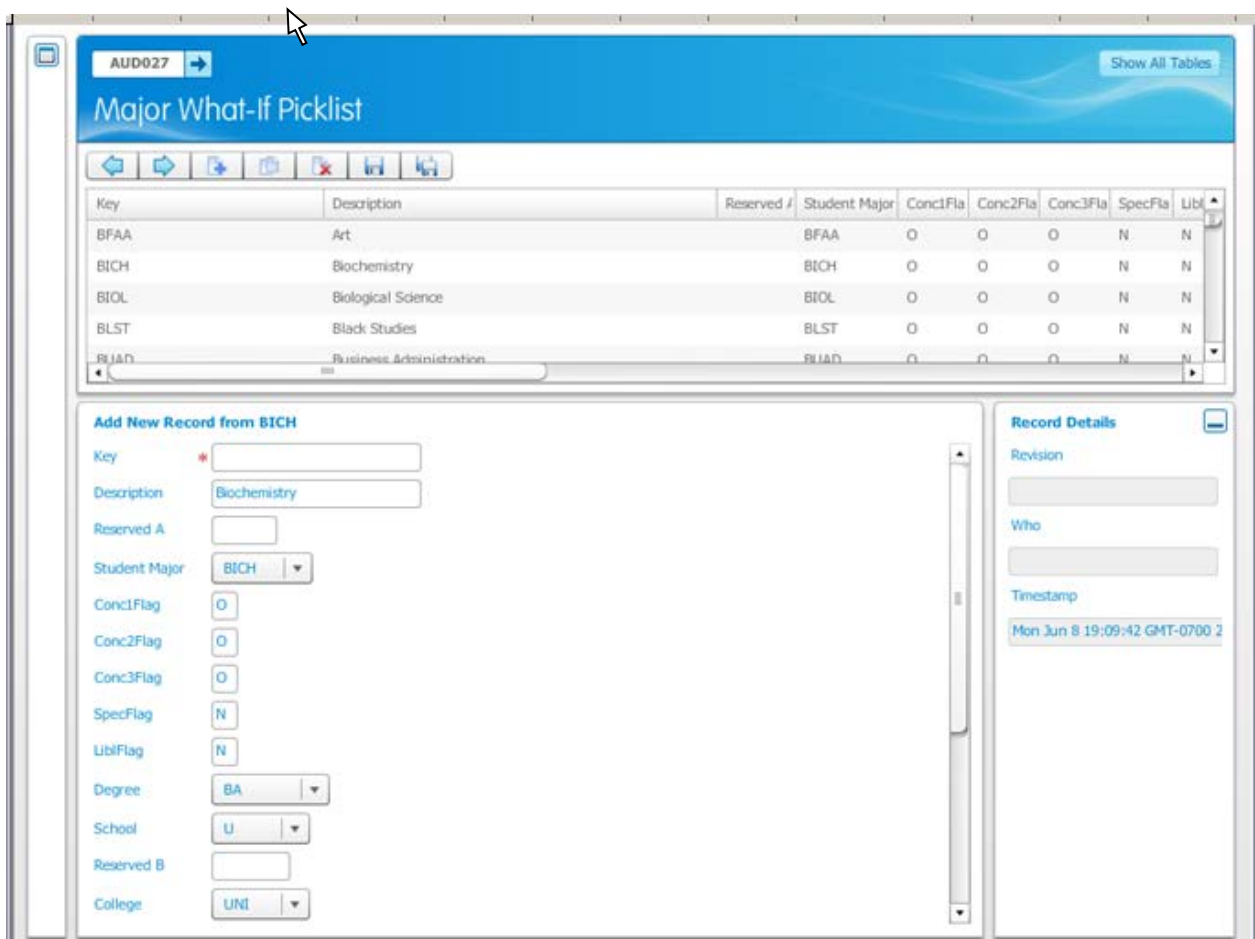


Copy an existing record

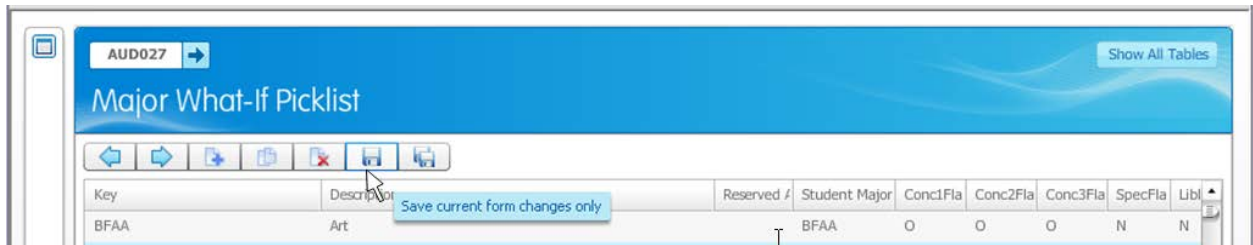
To create a new record using the values of an existing record, select the table you wish to copy from the Grid panel and click on the Copy button in the Navigation panel.



A record with a blank Key and the values from your copied record will display on the screen, ready for editing.



After entering a Key and making any changes, click on the Save current form changes only button in the Navigation panel.



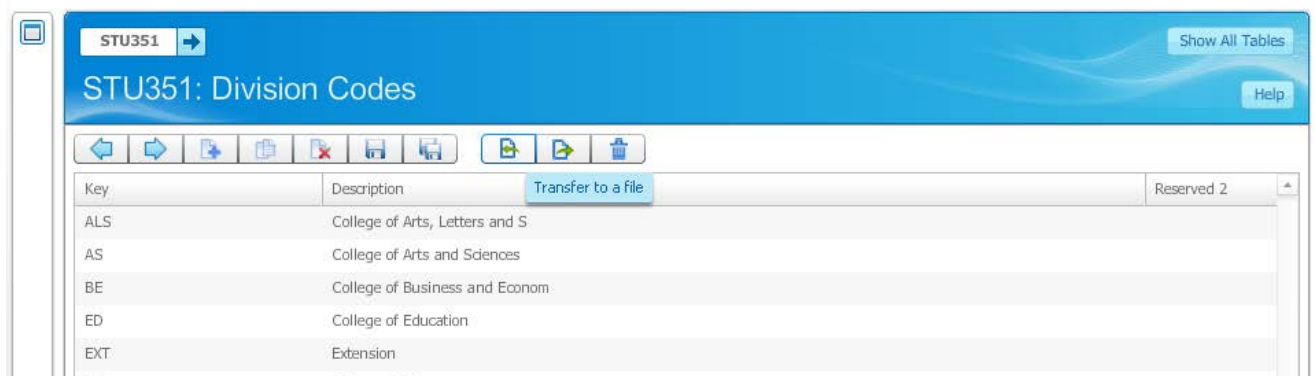
Deleting a record

To delete a record, first select the record and then click on the Delete button in Navigation panel.



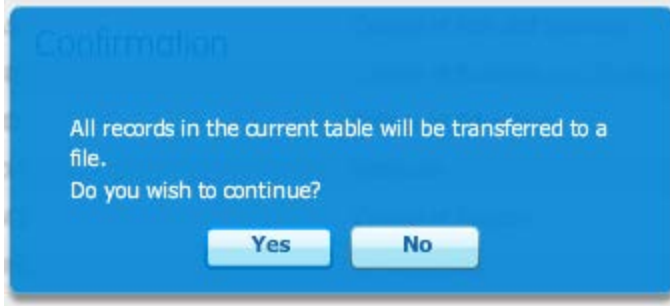
Bulk Operations

You can modify more than one record at the time using the Transfer to a file, Insert from a file, or Delete all records options.



Click the Transfer to a File button and confirm that you want to begin the transfer operation.

To store the records in a text file click "Yes" and a dialog box will be displayed indicating the place where the file is going to be stored.



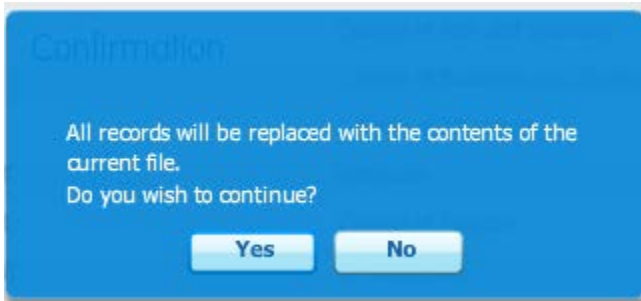
To import the contents of a file, click the Insert from a file button, every line will be imported as a record in the table.

The screenshot shows the "SureCode Tools" interface. On the left is a "UCX Navigator" sidebar with folders for Audits, Configurations, Scribe, Student Data, System, TreQ, and Reports. The main area is titled "STU351: Division Codes" and contains a table with the following data:

Key	Description
ALS	College of Arts, Letters and S
AS	College of Arts and Sciences
BE	College of Business and Econom
ED	College of Education
EXT	Extension
SCI	College of Science
UNI	All University

An "Insert from a file" button is visible in the top right of the table area.

Confirm the import operation by clicking "Yes" or "No".



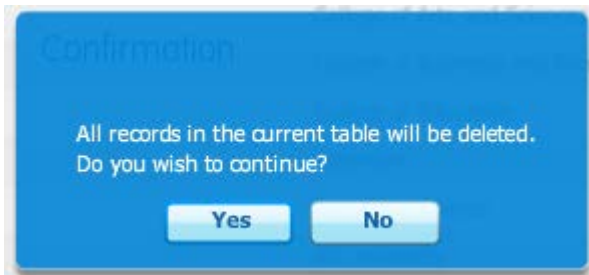
An error message is displayed if the file you imported:

- Is empty. You need to add content to the file.
- Contains duplicated records. Two or more records cannot contain the same key, this would lead to the wrong information being stored.
- Contains tab characters. The records cannot contain the tab character. Use an editor such as Notepad++ to verify that your file does not contain tab characters.

You can empty the table by clicking the “Delete all the records” button and confirming the delete operation.

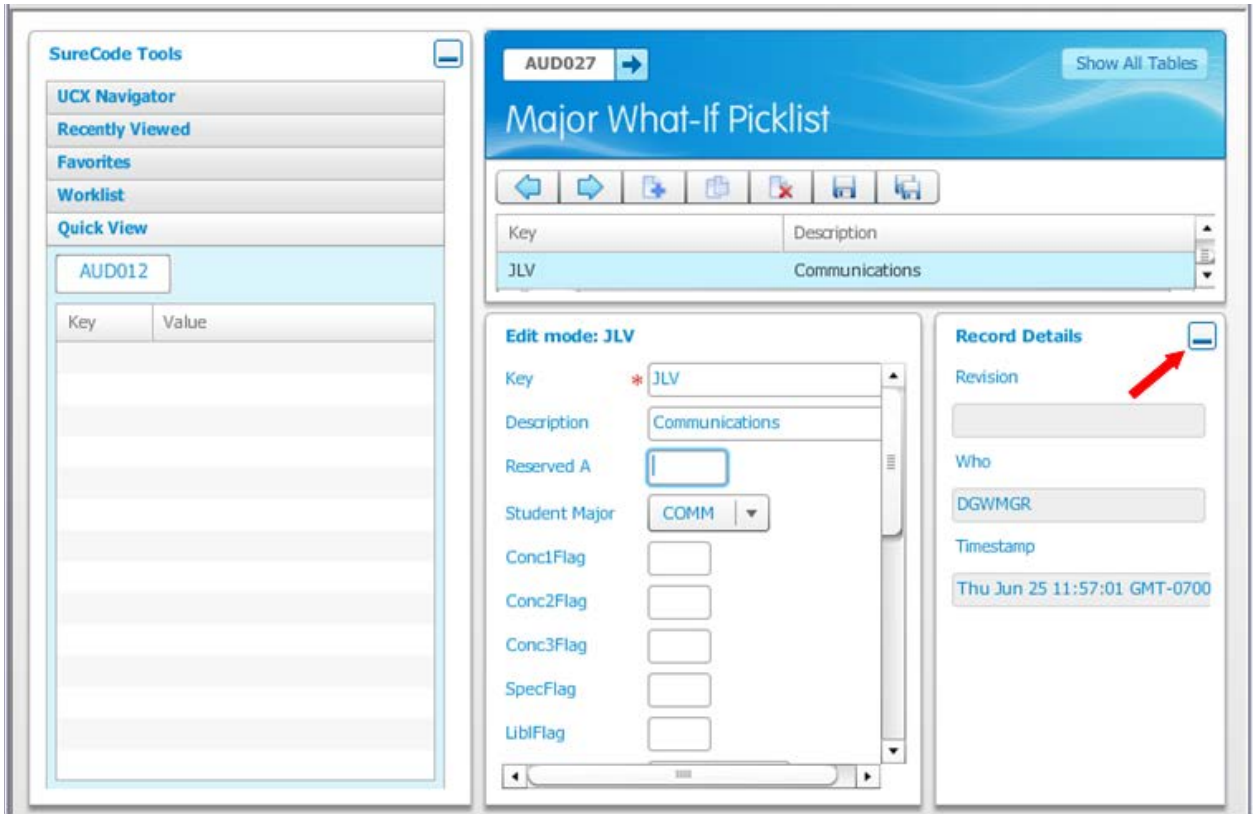
The screenshot shows the SureCode Tools interface. On the left is the UCX Navigator with a tree view containing folders for Audits, Configurations, Scribe, Student Data, System, TreQ, and Reports. Below it are sections for Recently Viewed and Favorites. The main window displays the STU351: Division Codes table. The table has columns for Key, Description, and Reset. A tooltip for the 'Delete all the records' button is visible over the Reset column.

Key	Description	Reset
ALS	College of Arts, Letters and S	Delete all the records
AS	College of Arts and Sciences	
BE	College of Business and Econom	
ED	College of Education	
EXT	Extension	
SCI	College of Science	



Record Details panel

The Record Details panel displays the user who last modified the record and the date the record was last modified. This information is display-only – it is automatically maintained by the software when the record is saved. The Record Details panel can be collapsed by clicking on the box in the upper right to increase the screen space available for editing.



The panel can be expanded by clicking on the box in the upper right again.

