

Tips, Tricks, and Traps

General

Use the ZLK command to “lock” your 3270 session. Key your password to reactivate your session and return to the page that was displayed when you locked the system.

If you have multiple 3270 sessions open (e.g. HRS and SIS), the screens display the system name in the upper right corner of each screen and on the lock screen.

Searching

Start your search on the screen you want to display, NOT the search screens. When you select a record, the screen automatically displays the screen you previously selected.

Use the mouse to select a name from a search screen instead of keying in the line number.

You may leave a search screen without choosing a record. Use the “home” key to go back to the screen prompt. Type the number or name of the screen you want to display.

Navigation

A backspace may be the fastest way to move from the upper left corner to the lower right corner of a screen.

Use Windows techniques, like edit, copy to store data temporarily. For example, copy a call number from screen 105, then go to RG1. Edit, paste the call number there.

Use the X function on the enrollment screens (RG1 and RG2) to find available sections that fit your student’s schedule.

Screen 105 may display a session code. If a session code is present, check screen CAL for the dates of that session.

Classroom and Course Management

Screen 127 summarizes historical enrollment for a class.

Use 1C5 to see what equipment is in a classroom.

Miscellaneous

Don’t forget to <enter> to record any changes you’ve made on a screen.

If you discover you have accidentally changed something on a screen—BEFORE you <enter> it, you can change to another screen. Because SIS reads the action line and responds to it before it checks the body of the screen, your error will be discarded.

Web

Anyone may use the informational pages on the Web products.

- Login is not required to find classes, see an enrollment schedule, or print faculty access requests.
- Use the links to access Enrollment Guides and other useful sites.
- Check the help screens for additional information.