

SAS/Exp™ File Definition Pro User's Guide

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Contents



Overview

The File Definition Pro atom is for advanced users only. Use this atom to make changes to system-defined fields.

Before using this atom verify all users log out of the SASIxp™ student administrative software.

If others are using the SASIxp software when you open this atom, you receive an error message and your data will be corrupt.

Back up the entire SASIxp directory prior to making any changes using this atom.

For District Integrated (DI) using this atom, make sure the changes apply to all schools uploading to the district.



Looking at the File Definition Pro Screens

The File Definition Pro atom consists of these screens:

- [List of Files Screen](#)
- [List of Fields Screen](#)
- [Field Detail Screen](#)
- [Keys Screen](#)

List of Files Screen

The List of Files screen lists all the files in the SASIxp software in alphabetical order by the file code.

ListsofFiles

| File Code | Qual | Order | Type | Description |
|-----------|------|-------|------|--------------------------------|
| ASSS | Y | 46 | S2 | Scheduling |
| ASST | Y | 0 | D1 | Seat totals |
| ASSX | Y | 27 | M1 | Course Request Cross Reference |
| ASTA | Y | 64 | S2 | Standardized Test Administrati |
| ASTC | Y | 54 | M1 | Standardized Test Controls |
| ASTD | Y | 16 | S2 | Standardized Test Definitions |
| ASTE | N | 16 | T2 | State Reporting Launcher |
| ASTF | Y | 56 | M1 | Staff |
| ASTN | Y | 77 | M1 | Standardized Test Norms |
| ASTO | Y | 42 | S1 | Standardized Test Objectives |
| ASTR | Y | 49 | S2 | Standardized Test Responses |
| ASTS | Y | 36 | A2 | Standardized Test Scoring |
| ASTU | Y | 1 | M1 | Student |
| ASTV | N | 0 | M1 | Street Validation |

List of Files Fields

| Column Heading | Description |
|------------------|---|
| <i>File Code</i> | Four-character code the SASIxp software uses to identify the file. |
| <i>Qual</i> | Code the SASIxp software uses to identify if the file is a qualified data file. |

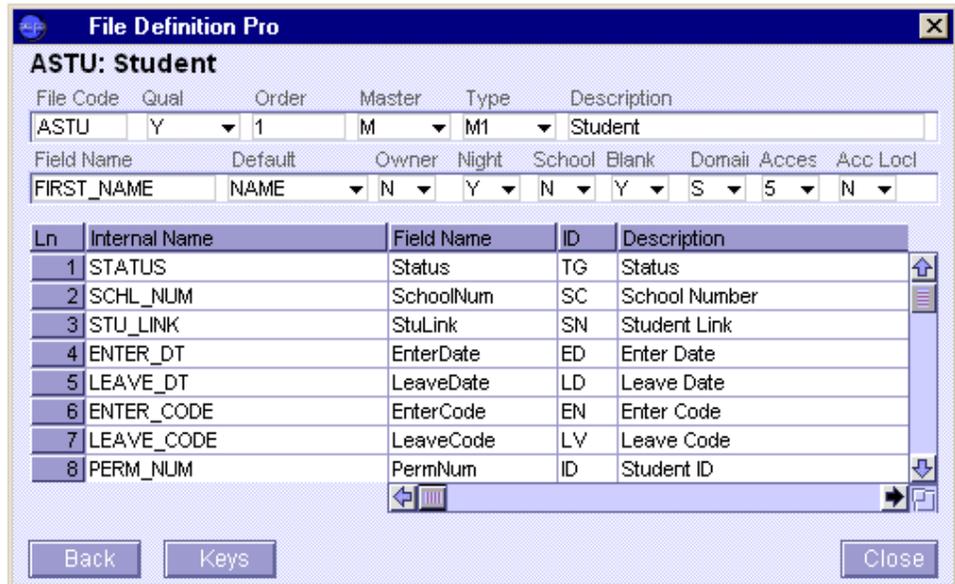


Overview

| Column Heading | Description |
|----------------|---|
| Order | Internal parameter to the view order. |
| Type | Internal parameter code the SASIxp software uses to identify the file type. |
| Description | Description displaying in the list of file names in the Query atom. |

List of Fields Screen

From the List of Files screen open the List of Fields screen by double-clicking the file name. The List of Fields screen contains all the attributes of the SASIxp file and lists all the fields in the file.



List of Fields Fields

| Field | Description |
|-----------|---|
| File Code | Four-character file name. Default UNEW. User may create their own name but must begin with U. This File Name (File Code) the SASIxp software uses to identify the file. |



Overview

| <i>Field</i> | <i>Description</i> |
|--------------------|--|
| <i>Qual</i> | 1 character qualifier code the SASIxp software uses to identify if the file is a qualified data file. |
| <i>Order</i> | Internal parameter to the view order. |
| <i>Master</i> | Internal parameter code the SASIxp software uses to identify if the file is a master file or subsidiary file. |
| <i>Type</i> | Internal parameter code the SASIxp software uses to identify the file type. |
| <i>Description</i> | Description displaying in the list of file names in the Query atom and at the top of the atom page. Description can be any 30 character string. |
| <i>Field Name</i> | Name of the field any 20 character string. |
| <i>Default</i> | Default value for the field. |
| <i>Owner</i> | Flag indicating the owner of the field. |
| <i>Night</i> | Whether to include the field in the overnight upload of District Integration. |
| <i>School</i> | Whether to copy the field information to the new school during the student transfer process. Note: This field does not affect the New Year Rollover process. |
| <i>Blank</i> | Whether the field can be left blank. |
| <i>Domain</i> | Identifies if the field is user-defined or system-defined. |
| <i>Access</i> | Default access level of the field. |
| <i>Acc Lock</i> | Whether the default access level is changeable using the Security atom. |



Overview

Field Detail Screen

From the List of Fields screen, open the Field Detail screen by double-clicking on a field name. The Field Detail screen is where you define the attributes for each field within the file. If you are making changes to a field, you cannot change some of the settings on this screen. If you are creating a user-defined field, you will have access to all of the active fields on this page. (Some fields are still under development and are not yet used by the program.)

FieldDetail

File Definition Pro

3CRS: Course - SASI3

| Internal Name | Name | ID | Description |
|---------------|------------|----|----------------|
| SUB_AREA_CODE | SubAreaCde | SU | Sub Area Codes |

| Num | Lvl | Type | Size | Dec | Field | Size | Dec | Code | Mandat | Rel | File | Table | Col | Size | View |
|-----|-----|------|------|-----|-------|------|-----|------|--------|-----|------|-------|-----|------|------|
| 0 | | R | 1 | 0 | | 0 | 0 | | N | | | | 0 | 0 | |

| Group | Dist | Upd | Schoo | Domain | Acces | Form | Heading | Override | Lock |
|-------|------|-----|-------|--------|-------|------|---------|----------|------|
| 0 | N | N | Y | S | 5 | | | | N |

Column Heading: Sub Area Codes Maximum Value:

Default Value: Minimum Value:

| Ln | Value | Description |
|----|-------|-------------|
| | | |
| | | |
| | | |

Field Detail Fields

| Field | Description |
|----------------------|--|
| <i>Internal Name</i> | Internal name of the field. For user-defined fields, this name always starts with 'UD_' and must be unique in this file. |
| <i>Field Name</i> | An alias for the file name; this name shows in Query instead of the internal name. It must be unique in this file. |
| <i>ID</i> | The two-character code that can be used to build query statements. The code you enter must be unique in the file. |



Overview

| <i>Field</i> | <i>Description</i> |
|--------------------|--|
| <i>Description</i> | Description displaying in the Message Center. |
| <i>Num</i> | Defaults to the correct setting; do not change. |
| <i>Lvl</i> | Leave blank unless this field is part of the FILLER field in the ASTU file, in which case it can be set to level 1. |
| <i>Type</i> | <p>The type of data that will be entered in the field. Choices are:</p> <ul style="list-style-type: none"> • A: Alpha • N: Numeric • D: MMDDYY <p>Note: The D is set when the system is installed and can be in European [DDMMYY].</p> |
| <i>Field Size</i> | The maximum number of characters that can be entered in the field. |
| <i>Field Dec</i> | The number of places to the right of the decimal point. The field must include enough space for the numbers after the decimal point. |
| <i>Edit Size</i> | Not currently used. |
| <i>Edit Dec</i> | Not currently used. |
| <i>Edit Code</i> | The formatting that you want for the text in the field. Choices are: None, Time, Phone, Soc Security, Name, Right Justify, Zero fill, Qualifier, Change Number, User Date, Time Stamp, Graphic or Binary data, or Year. |
| <i>Mandat</i> | If Mandatory is set to Yes, fill in the field before saving the screen. In addition, if Mandatory is set to Yes and you use a table or a valid value list, you can select from the list, but cannot type an entry in the field. If Mandatory is set to No, you can do both. |



Overview

| <i>Field</i> | <i>Description</i> |
|-----------------|---|
| <i>Rel File</i> | Use to relate the field to another file in the SASIxp software. |
| <i>Table</i> | Connects to an existing table to display a list of the items in that table. If entering a Related File, you cannot enter a Related Table, and vice versa. If you use a table as a validation list, all other users have access to the table and can modify it. If you do not want users who are not security officers to have access to the contents of the list, enter a set of validation values for this field in the <i>Value</i> field. Note: If a field has a related table, then the default value for the field must come from the table. |
| <i>Col Size</i> | The size of the column in the matrix. |
| <i>View</i> | The order in which fields display on the page. |
| <i>Group</i> | The page of a multiple-page form on which a new field displays. To display the field on page 1, use a group number 101; to display the field on page 2, use group number 102; to display the field on page 3, use group number 103; to display the field on page 4, use group number 104; to display the field on page 5, use group number 105. The order in which the fields are displayed on the page is governed by the <i>View</i> field. |
| <i>Dist</i> | Indicates if the field is owned by the district. This field defaults to N, indicating this field is owned and maintained by the school (for example, the student name). Selecting Y in this field is not implemented. |



Overview

| Field | Description |
|------------------------------|---|
| <i>Dist Upd</i> | Indicates whether the field is owned by the school sites. Selecting Y indicates the field should be included in all District file updates and automatically updated during overnight processing. Select N it indicate this field should not be updated during overnight processing and should not be transferred. If the <i>District</i> field is Y, <i>Dist Upd</i> cannot be Y, and vice versa. |
| <i>Schl Trft</i> | Use during the New Year Rollover process. When transferring a student from one school to another during this process, the data in the <i>Schl Trft</i> field does not follow the student when this field is set to N. Use the <i>Schl Trft</i> field to prevent the transfer of school-sensitive information between schools. |
| <i>Domain</i> | For a user-defined field, this is set to U; for a system-defined field, this is set to S for system. It cannot be changed. |
| <i>Access</i> | The access level for this field. Choices are: <ul style="list-style-type: none"> ● 0: Cannot see ● 1: Cannot read or write ● 2: Read only ● 3: Can read or write ● 4: Can mass update ● 5: All access |
| <i>Form Heading Override</i> | The name you want to display above the field. |
| <i>Lock</i> | Set to Yes or No. Yes means access to the field is locked and no changes in access rights to this field can be made in the Security atom. No means the field is not locked and changes can be made to access using the Security atom. |
| <i>Column Heading</i> | The column heading that you want to display on printouts created using the Query atom. |



Overview

| <i>Field</i> | <i>Description</i> |
|----------------------|---|
| <i>Maximum Value</i> | Not implemented. |
| <i>Default Value</i> | The validation value (not the description) that you want to display in this field when the screen first displays. Setting a default is optional. If you use a validation list or a table to identify the valid values, the default must be a member of the list or the table that you create. |
| <i>Minimum Value</i> | Not implemented. |

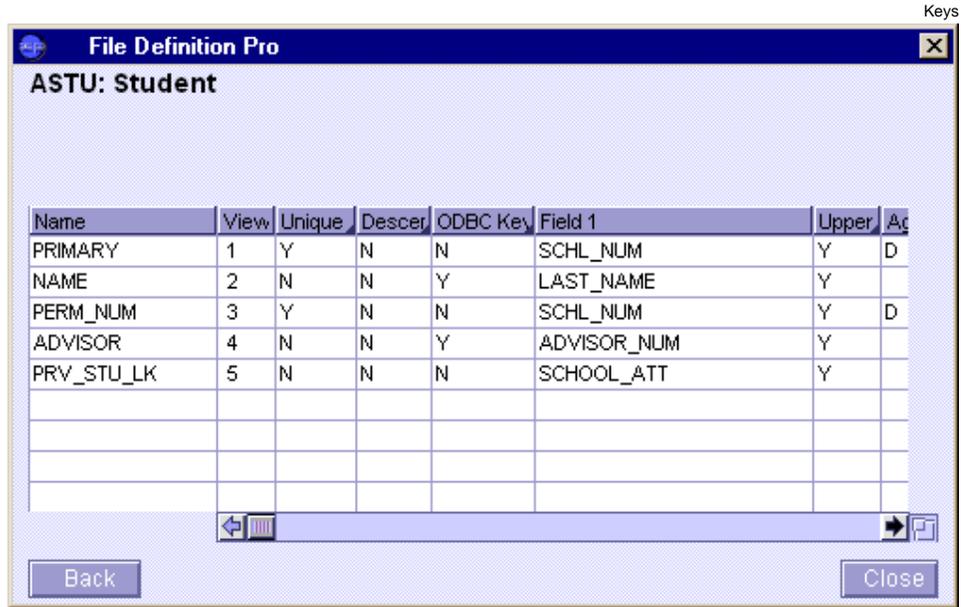
| <i>Column Heading</i> | <i>Description</i> |
|-----------------------|---|
| <i>Ln</i> | Number of the line. |
| <i>Value</i> | The code that represents the value you are entering in the validation list. It can be up to 30 characters. If you are defining valid values and want to identify a default, it must be one of the values you identify here. |
| <i>Description</i> | The description of the Value for the validation list. It can be up to 30 characters. |



Overview

Keys Screen

The Keys screen is where you specify which fields you want to serve as 'keys' for files. Keys enable you to access files faster in the Query atom. Files are searched and sorted based on keys.



Keys Fields

| Column Heading | Description |
|-----------------|--|
| <i>Name</i> | The name of the key. |
| <i>View</i> | The relative order in which the field is displayed. |
| <i>Unique</i> | Whether the key is unique. |
| <i>Descend</i> | Whether the key is stored internally in descending or ascending order. |
| <i>ODBC Key</i> | Meaning is not known. |
| <i>Field 1</i> | The first internal field associated with the key. |
| <i>Upper</i> | Whether the key is case insensitive. |



Overview

| Column Heading | Description |
|-----------------------|---|
| <i>Aggreg1</i> | Indicates if the key is always present or only in District aggregate. |
| <i>Field 2</i> | The second internal field associated with the key. |
| <i>Upper</i> | Whether the key is case insensitive. |
| <i>Aggreg2</i> | Indicates if the key (second internal field) is always present or only in District aggregate. |
| <i>Field 3</i> | The third internal field associated with the key. |
| <i>Upper</i> | Whether the key is case insensitive. |
| <i>Aggreg3</i> | Indicates if the key (third internal field) is always present or only in District aggregate. |
| <i>Field 4</i> | The fourth internal field associated with the key. |
| <i>Upper</i> | Whether the key is case insensitive. |
| <i>Aggreg4</i> | Indicates if the key (fourth internal field) is always present or only in District aggregate. |
| <i>Field 5</i> | The fifth internal field associated with the key. |
| <i>Upper</i> | Whether the key is case insensitive. |
| <i>Aggreg5</i> | Indicates if the key (fifth internal key) is always present or only in District aggregate. |

| | | | | | | | | | | | |
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Overview



2

Using File Definition Pro

The File Definition Pro atom enables you to:

- Change the field heading displaying on the atom screen
- Change the two-character ID when performing queries
- Change the description of a field displaying in the Message Center
- Create new fields and any lists for those fields
- Create a single-record subfile for student data not currently tracked in the SASIxp software
- Create a multiple-record subfile for student data not currently tracked in the SASIxp software
- Create customized Data Entry atoms for the new user-defined files, or for specific fields for existing files



Using File Definition Pro

The following triggers an automatic conversion of files, which can take considerable time depending on the size of your database:

- Changing the name of any field
- Changing the type or size of user-defined fields
- Adding or deleting a user-defined field
- Adding a new user-defined file

If the system fails during the process of converting files, immediately exit the SASIxp software and run CheckNConvert. Then review the CheckNConvert error log for problems.

Change Field Information

Use the following steps to change the two-character ID, the description for the Message Center, the field heading, and the column heading for existing fields:

1. Open the File Management module.
2. Open the File Definition Pro Atom. The List of Files screen displays.
3. Select the file that contains the field whose ID you want to change. The File Definition page for this file displays.
4. Select the field whose ID you want to change. The Field Definition Page for the field you selected displays.
5. In the *Name* field at the top of the form, enter the new name of the field. This name shows in the Query list instead of the internal name.
6. In the *ID* field at the top of the form, enter the new two-character ID. This is the two-character code you use to build Query statements. The code must be unique to this file.
7. In the *Description* field at the top of the form, enter the new description. This field appears in the Message Center.
8. In the *Form Heading Override* field, enter the new label to display above the field on the screen.
9. In the *Column Heading* field, enter the new label to display on printouts you create with the Query atom.
10. Click Save.



Adding New Fields to Student Files

Follow these steps to add fields to an existing SASIxp file or to a file you create.

1. Open the File Management module.
2. Open the File Definition Pro atom.
3. Select the ASTU file.
4. Select Add Field from the File Maintenance pull-down menu. The cursor moves to a new row at the bottom of the list of fields and prompts you for an internal name. Enter a name that starts with UD_ (user defined).
5. Enter the necessary information into each field. See [Field Detail Fields on page 5](#).
6. Attach a table to this field by entering a table name in the *Table* field (optional). Then add this table to the ATBL file and enter values in the table.
7. Create a Validation List for the new field.
8. Enter data in the *Default Value* field.

If you use a validation list or a table to identify the valid values, the value you enter in the *Default Value* field must be a member of the list or the table that you create.
9. Click Save.

I A conversion process adds the information to the student screen.

Add Tables to the ATBL File

Create a new table in the Tables Definition atom to attach a new SASIxp table to a field. Complete the following steps.

1. Open the Tables Definition atom.
2. Select the Table Definition tab.
3. Select Add Tables Definition from the Data pull-down menu. A new line adds to the end of the matrix, and the cursor is positioned in the *Type* field.
4. Enter a three-letter uppercase abbreviation and a description for the table.



Using File Definition Pro

5. In the *Len* field, enter a one-digit number for the maximum number of characters allowed for value codes listed in the table.
6. In the *D Len* field, enter a two-digit number for the maximum number of characters allowed for the description of the field.
7. Select a security level for the table in the *Secu* field, and enter the heading that will be used to label the field in the *Code Heading* field.
8. Enter the description to display in the Message Center in the *Description Heading* field, and enter a field-type number in the *Type Num* field.
9. Click Save.
10. Select the Table List tab, and add codes to the new table.

Add Valid Values to a Field

When defining new fields, you can also add values for the fields. You cannot modify values for fields the system owns. First complete the steps for Adding Fields to a File, and then complete the following steps to add values to the field.

1. Open the Field Description screen for the new field.
2. Select Add Valid Value from the File Maintenance pull-down menu. A line number is highlighted in the Value List.
3. Enter the value that will represent the item you want in the list in the *Value* column of the matrix (for example, BL).
4. Tab to the *Description* column, and enter a description for the value (for example, Blue).
5. Continue adding values to the validation list until it is complete.
6. Click Save.

Create an S1 Type User Defined File (Single Record)

Follow these steps to create S1 (single record) files. Enter data in your files using the Data Entry atom and run queries on them in the Query Atom. Any files you add must be subsidiary to the ASTU file already in existence in the SASIxp software.

1. Open the File Management module.
2. Open the File Definition Pro atom.



Using File Definition Pro

3. Select Add File from the File Maintenance pull-down menu.
| “UNEW: New User Defined File” displays at the top of the page, and the default fields appear in the first three lines of the fields matrix.
4. In the *File Code* field, enter a file name. It must begin with U and be four uppercase characters.
5. In the *Qual (Qualified)* field, select either Y for Yes or N for No from the list.
 - Yes tells the program to create a separate version of this file for each year and school.
 - No tells the program to combine data for all years and schools in one file.
6. Leave the defaults selected in the *Order, Master, and S1* fields.
7. In the *Description* field, enter the description of the file to display in the Query atom.
8. Leave the defaults selected in the *Owner, Night, School, Blank, Domain, Access, and Acc Lock* fields.
9. Select Add Field from the File Maintenance pull-down menu.
10. Add the appropriate fields to your new file. Do not remove or change the three default fields (UD_STATUS, US_SCHL_NUM, AND UD_STU_LINK) on the List of Files page.
11. Repeat Steps 10 and 11 until you have added all necessary fields.
12. Click Save.
13. Create a Data Entry atom. See [Create a Complete Data Entry Atom](#) or [Create a Partial Data Entry Atom](#) to complete this step.
14. Double-click on the new Data Entry atom on your desktop. The following system message displays:

```
File is not created, do you want to create it now?
```
15. Click Yes.
16. Enter and save data.

| Now you can enter data into the new file, and query it back out for labels and reports.



Add New Fields to the New S1 File

Follow these steps to add fields to a files you create.

1. Open the File Management module.
2. Open the File Definition Pro atom.
3. Select the ASTU file.
4. Select Add Field from the File Maintenance pull-down menu. The program takes you to a new row at the bottom of the list of fields and prompts you for an internal name. Enter one that starts with UD_.
5. Enter the necessary information into each field. See [Field Detail Fields on page 5](#).
6. Attach a table to this field by entering a table name in the *Table* field (optional). Then add this table to the ATBL file, and enter values in the table.
7. Create a validation list for the new field.
8. Enter data in the *Default Value* field.

If you use a validation list or a table to identify the valid values, the value you enter in the *Default Value* field must be a member of the list or the table you create.
9. Click Save.

For information on how to add a table to the ATBL file and add valid values to a field, see [Add Tables to the ATBL File](#) and [Add Valid Values to a Field](#).

Data Entry Atoms

The SASIxp software enables you to create data entry atoms for user-defined files. This capability can assist you in data entry or as a form of security. Use the data entry atoms you create to view find, add, delete, and modify any field in any M1, S1, or S2 file. You control whether to create a complete or partial data entry atom. You use complete data entry atoms for user-defined information not included in the SASIxp atoms. Use partial data entry atoms to develop a custom data entry screen for a reduced subset of information in existing SASIxp files.



Create a Complete Data Entry Atom

1. Open the File Management module.
2. Open the File Definition Pro atom.
3. Select the file code of the file to create a data entry atom.
4. Select Create Complete DE atom from the File Maintenance pull-down menu.
5. Enter the title of the atom, a short name, description, and hot key for the atom.
6. Click OK. The new data entry atom saves on your desktop.
7. Quit the SASIxp software.
8. Log into the SASIxp software.
9. Double-click on the new data entry atom on your desktop. The following system message displays:

```
File is not created; do you want to create it now?
```
10. Click Yes to create the new file in your Datafile folder.
11. Enter and save data.

Create a Partial Data Entry Atom

1. Open the File Management module.
2. Open the File Definition Pro atom.
3. Double-click the file code for the M1, S1, or S2 file to create a data entry atom.
4. Select the fields to include in the data entry atom. To select multiple fields, press the Shift key while clicking.
5. Select Create Partial DE atom from the File Maintenance menu.
6. Enter the title of the atom, a short name, description, and hot key for the atom.
7. Click OK. The new data entry atom saves on your desktop.
8. Quit the SASIxp software.
9. Log into the SASIxp software.



Using File Definition Pro

10. Double-click on the new Data Entry atom on your desktop. The following system message displays:

File is not created; do you want to create it now?

11. Click Yes to create the new file in your Datafile folder.
12. Enter and save data.

Create ADF Files

ADF files are a database representation of the SASIxp database, FILES.DBT. There are four files:

- ADF1: SASIxp files
- ADF2: SASIxp fields
- ADF3: Field value list
- ADF4: File key values

Use these files to create a query to display a list of SASIxp files, or the layout of SASIxp file definitions. To ensure a correct response to your queries, re-create the files if you change any of your file definitions or after installing a SASIxp upgrade.

1. Open the File Management module.
2. Open the File Definition Pro atom.
3. Select Create ADF Files from the File Maintenance menu.

The system creates the ADF files in the \SASIxp\Datafile directory. This may take 15–20 minutes, depending on your system.

Create an S2 Type User Defined File (Multiple Record)

You can create an S2 (multiple record) file. This is an example of a user defined file, where the client added fields to store information received at the time of a student physical. The Physical Date becomes the record key to create the S2 file.

Use the following procedure to create an S2 user defined file:

1. Open the File Management Module.
2. Open the File Definition Pro atom.
3. Select Add File from the File Maintenance menu.



Using File Definition Pro

4. In the *File Code* field, enter a file name. It must begin with U and be four upper case characters.
5. In the *Qual (Qualified)* field, select either Y for Yes or N for No from the list.
 - Yes tells the program to create a separate version of this file for each year and school.
 - No tells the program to combine data for all years and schools in one file.
6. To add fields to this new file, select Add Field from the File Maintenance menu.
7. Give this first field an internal name, beginning with the default UD_ (e.g. UD_PHYS_DATE). Use this name as the record key.
8. Give the field a name (for example, PhysicalDate).
9. Enter a two-character short name in the *ID* field.
10. Add a description in the *Description* field (for example, Physical Date).
11. In the *Num* field, enter 1.

Because you use the name as the second key, assign it a number.

12. In the *Type* field, select Date from the pull-down menu. This ensures only dates can be entered into this field.
13. In the *Form Heading Override* field, enter the text to display on the Data Entry screen (for example, Physical Date).
14. Click on the Keys button and scroll to the right. Add this new field on the first line in the *Field 2* column exactly as you entered it (for example, UD_PHYS_DATE).
15. Continue adding the appropriate fields until you have entered all the necessary fields.
16. Click Save.

A conversion process runs.

17. Create a data entry atom.

See [Create a Complete Data Entry Atom](#) or [Create a Partial Data Entry Atom](#) to complete this step.



Using File Definition Pro

18. Double-click on the new data entry atom on your desktop. The following system message displays:

File is not created; do you want to create it now?

19. Click Yes.

20. Enter and save data.

Now you can enter data into the new file, and query it back out for labels and reports.



Backing Up and Restoring Data

Use this Appendix to learn how to create a backup of your data and how to restore your data with a backup copy.



Backing up SASIxp Files

After you prepare for a backup, follow these steps to perform the SASIxp™ software backup.

1. Open the Backup/Restore atom. The Backup screen displays, and the *Backup Operation* option button is automatically selected.
2. If the school you wish to back up is not displayed, select it from the pulldown list in the *School Name* field.
3. If the year you wish to back up is not displayed, select it from the pulldown list in the *Year* field.
4. From the matrix, use one of the following methods to select the names of the files to back up. Select the *Show all file names* checkbox to display all files available in the File Name Matrix.
 - To select all files at once, click *Select All*.
 - To select one file, click on the file in the *Code* column.
 - To selecting multiple files, hold down the Shift key and click each file in the *Code* column.
 - To undo the file selections, click *Select None*.
5. To include picture files in the backup, click the *Include Pictures* checkbox.
6. When you finish selecting files, click *Backup*. The *Save File As* dialog box displays.
7. If you are backing up on disk, insert a disk in the diskette drive. In the dialog box, select the diskette as the backup destination.

If you are backing up on diskette, the Backup/Restore program prompts you to insert a new diskette when the current diskette becomes full.

8. If you are backing up on a hard drive, select the name of the folder or directory to use from the dialog box.



Backing Up and Restoring Data

9. Check the file name for the backup. The program defaults to a name that starts with B, includes the date, and uses .BK1 as the extension (for example, for a backup done on December 14, 1995, the default file name is B121495.BK1). If you change the default file name, you must use the .BK1 as the extension.

If you back up more than once on the same day to the same destination, rename later backup files so they do not overwrite the first file.

10. Click Save to begin the backup. To stop the backup before it is finished, click Stop next to the progress bar in the Message Center.
11. When the backup is complete, the following message displays:

```
All files successfully backed up.
```
12. Click OK to clear the message.

Restoring Backed-up Files

When you restore a backed-up file, all data in the existing file is overwritten when you replace it with a restored file.

The Backup/Restore atom needs exclusive use of the SASIxp software to restore shell, user, password, or unqualified data files. In general, the Restore process works best if all users are out of the SASIxp software. When restoring these files, ask all SASIxp users to exit the program. Qualified data files can be restored, while other users are in the SASIxp software. However, restoring qualified data files fails if one of the files being restored is in use.

To restore backed-up files, follow these steps.

1. Open the Backup/Restore atom. The Backup screen displays, and the *Backup Operation* option button is selected.
2. Click Restore in the Operation box.
3. If the school you wish to restore files for is not displayed, select it from the pulldown list in the *School Name* field.
4. If the year you wish to restore files for is not displayed, select it from the pulldown list in the *Year* field.
5. If you want to restore ABACUSxp™ cross platform software data sets, select the *Data Set* checkbox.
6. Click Set Backup File. A file selection dialog box displays.



Backing Up and Restoring Data

7. If you are restoring from diskette, insert the first diskette and highlight the backup files to restore. Click Open (Macintosh®) or OK (Windows®). The files are displayed on the Restore page.
8. If you are restoring from a hard drive, select the name of the folder or directory in which the backup file is stored. Select the backup files to restore and click Open (Macintosh) or OK (Windows). The files are displayed on the Restore page.
9. To perform a manual, rather than automatic, restoration, click Manual Restore in the lower right corner of the Restore screen. Use the Manual Restore option to restore the crucial SAS1xp files FILES.* and FILESOLD.*

When you select Manual Restore, you cannot restore the backup files into the active datafile directory.

10. From the matrix of files to restore, use one of the following methods to select the files to restore.
 - To select all files at once, click Select All.
 - To select one file, click on the file in the *Code/File Name* column.
 - To select multiple files, hold down the Shift key and click each file in the *Code* column.
 - To undo the file selections, click Select None.
 - To replace existing files without getting a warning message that they already exist, click the *Replace existing files* checkbox.
11. When you finish selecting the files, click Restore. The Select folder to restore files to: dialog box displays.
12. Select the destination for the restored files from the dialog box and click Open (Macintosh) or OK (Windows).

If you have not already checked the *Replace existing files* checkbox and a file selected already exists in the destination folder, the following message will display:

```
File Exists. OK to Delete?
```

Click Abort to terminate the restore procedure. Click Skip to not restore that file. Click OK to restore the file over the existing file.



Backing Up and Restoring Data

13. The name of each file displays in the Message Center as the program restores it. To stop the process before it is complete, click Stop next to the progress bar. When the process is complete, the following message displays:

All selected files successfully restored.

The automatic restoration converts data files to the current SASIxp format. If data files cannot be converted, the restoration fails. When Restore fails, all files are left as they were before the Restore process was attempted.

After restoring files, you have several choices.

- View the Restore log file for more details about the process. The Restore log file is a text file named RESTORE.LOG that is stored in the SASIxp datafile directory or folder. Use the DOS TYPE command, or open this file in any text editor or word processor to see a log of the restoration.
- Select Restore from the Operation box, and enter a different school or year to restore files.
- Click Close to close the Backup/Restore atom.

After you have restored qualified data files, you must log out of SASIxp software and log back in.

SASIxp software continues using the old set of data files until you overwrite them. To do so, copy all the data files from the restore location (datafile or directory) into the SASIxp datafile location (\SASIXP\DATAFILE). Proceed with caution, as this overwrites all current data files and current school and student data with restored information.

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Backing Up and Restoring Data



File Information

Use this Appendix to research file information.



File Information

Files Codes, Descriptions, and Qualified Indicators

Generate the following query to create a list of file codes, descriptions, and qualified indicators. This is an example of the files that begin with the letter A. The ADF1 file is the database representation of the SASIxp™ software database, FILES.DBT, for the files.

FilesCodesDescriptionsandQualifiedIndicators

Query

DISPLAY ADF1 FileCode Qualified Descript IF FileCode |- A

| # | File Code | Qualified | Description |
|-------|-----------|-----------|--------------------------------|
| 00001 | A504 | Y | 504 |
| 00002 | AACA | N | Atom Connector Atoms list |
| 00003 | AACE | N | Atom Connector Atoms Events li |
| 00004 | AACH | Y | Student Activity History |
| 00005 | AACM | Y | Attainment Level |
| 00006 | AACS | Y | Attendance Calendar Supplement |
| 00007 | AACT | Y | Student Activity |
| 00008 | AADD | Y | Discipline Description |
| 00009 | AADR | Y | Name and Address |
| 00010 | AAEH | N | Atom Connector Events Handlers |
| 00011 | AALG | Y | Attempted Logins |
| 00012 | AAME | N | Atom Connector Atoms Events li |
| 00013 | AARQ | Y | Activity Requirements |
| 00014 | AARS | Y | Section Restr/Alloc |
| 00015 | AASE | Y | Special Education AZ Extract |
| 00016 | AATB | Y | Attendance Bell Schedules |

Close Revise



File Information

Field Names, Field ID, and Descriptions

Generate the following query to get a list of the fields within a specific file. This is an example of the ASTU file. The ADF2 file is the database representation of the SASIxp database, FILES.DBT, for the fields within the files.

FieldNamesFieldIDandDescriptions

Query

DISPLAY ADF2 FileCode FieldName FieldID Descript IF FileCode = ASTU

| # | File Code | Field Name | Field Short ID | Description |
|-------|-----------|------------|----------------|------------------------|
| 00001 | ASTU | Status | TG | Status |
| 00002 | ASTU | SchoolNum | SC | School Number |
| 00003 | ASTU | StuLink | SN | Student Link |
| 00004 | ASTU | EnterDate | ED | Enter Date |
| 00005 | ASTU | LeaveDate | LD | Leave Date |
| 00006 | ASTU | EnterCode | EN | Enter Code |
| 00007 | ASTU | LeaveCode | LV | Leave Code |
| 00008 | ASTU | PermNum | ID | Student ID |
| 00009 | ASTU | SocSecNum | SS | Social Security Number |
| 00010 | ASTU | FamilyNum | FM | Family Number |
| 00011 | ASTU | LastName | LN | Last Name |
| 00012 | ASTU | FirstName | FN | First Name |
| 00013 | ASTU | MiddleName | MN | Middle Name |
| 00014 | ASTU | OtherName | ON | Other Name |
| 00015 | ASTU | NickName | NN | Nick Name |
| 00016 | ASTU | Birthdate | BD | Birthdate |

Close Revise



File Information

Atom to File Relationships

Generate the following query to create a list of atom-to-file relationships.

AtomtoFileRelationships

| Query | | | |
|---------|-------------------------------|------------------------------|----------------|
| DISPLAY | ASH7 AtomId AtomName FileCode | | |
| # | Atom ID Number | Atom Name | Main File Code |
| 00001 | 10 | Student | ASTU |
| 00002 | 11 | Attendance Setup | AATC |
| 00003 | 12 | Sections | AMST |
| 00004 | 13 | User | AUSR |
| 00005 | 14 | Teacher | ATCH |
| 00006 | 15 | Health | AHLT |
| 00007 | 16 | Course | ACRS |
| 00008 | 17 | Parent/Guardian | APRN |
| 00009 | 18 | School | ASCH |
| 00010 | 19 | Discipline | ADIS |
| 00011 | 20 | Query | QI |
| 00012 | 21 | Emergency | AEMG |
| 00013 | 22 | Daily Attendance | AATD |
| 00014 | 23 | Attend Calendar Supplemental | AACS |
| 00015 | 24 | Period Attendance | AATP |
| 00016 | 25 | Home Language | AHLN |

Close Revise



Files Containing the SchoolNum Field

Generate the following query to create a list of all files containing the *SchoolNum* field.

FilesContainingtheSchoolNumField

Query

DISPLAY ADF1 ADF2 1,FileCode 1,Descript FieldName IF FieldName = "SchoolNum"

| # | File Code | Description | Field Name |
|-------|-----------|--------------------------------|------------|
| 00001 | A504 | 504 | SchoolNum |
| 00002 | AACA | Atom Connector Atoms list | SchoolNum |
| 00003 | AACE | Atom Connector Atoms Events li | SchoolNum |
| 00004 | AACH | Student Activity History | SchoolNum |
| 00005 | AACM | Attainment Level | SchoolNum |
| 00006 | AACS | Attendance Calendar Supplement | SchoolNum |
| 00007 | AACT | Student Activity | SchoolNum |
| 00008 | AADD | Discipline Description | SchoolNum |
| 00009 | ADDR | Name and Address | SchoolNum |
| 00010 | AAEH | Atom Connector Events Handlers | SchoolNum |
| 00011 | AALG | Attempted Logins | SchoolNum |
| 00012 | AAME | Atom Connector Atoms Events li | SchoolNum |
| 00013 | AARQ | Activity Requirements | SchoolNum |
| 00014 | AARS | Section Restr/Alloc | SchoolNum |
| 00015 | AASE | Special Education AZ Extract | SchoolNum |
| 00016 | AATB | Attendance Bell Schedules | SchoolNum |

Close Revise

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File Information