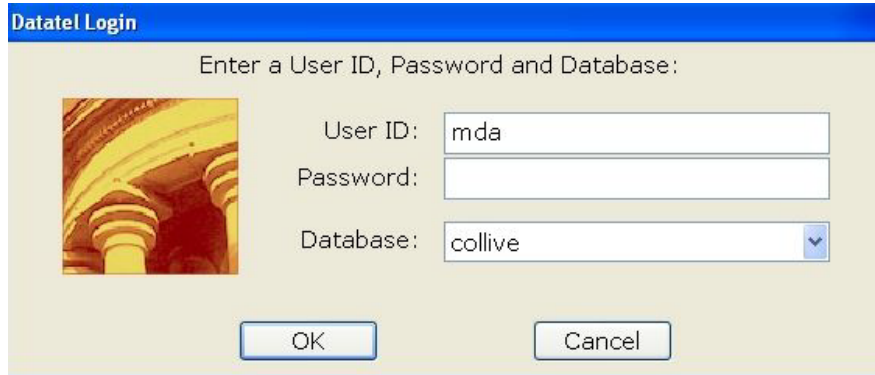


Importing Special Services Student Data from Colleague

1. Start a Datatel/Colleague session either by clicking on the desktop icon Datatel , or select Datatel from the Datatel menu under Programs in the Windows Start menu.

Figure 1: Datatel from Windows Start Menu

2. The Login dialog box is displayed, as shown in Figure 2. Enter *your user ID and password* in lowercase. The Database should be *collive*. Click **OK**.



The image shows a 'Datatel Login' dialog box with a blue title bar. The main text says 'Enter a User ID, Password and Database:'. On the left is a small image of a classical building interior. To the right are three input fields: 'User ID:' with 'mda' entered, 'Password:' which is empty, and 'Database:' with a dropdown menu showing 'collive'. At the bottom are 'OK' and 'Cancel' buttons.

Figure 2: Login Dialog Box

3. If the following dialog box (see figure 3) *does not* read 'Loading Application ST', go to step 4 otherwise go to step 5.



Figure 3: Loading Application Dialog Box

4. Click **Apps** on the menu bar. Select **ST**. The current application and account should now appear as 'Datatel – mccrem – ST'.

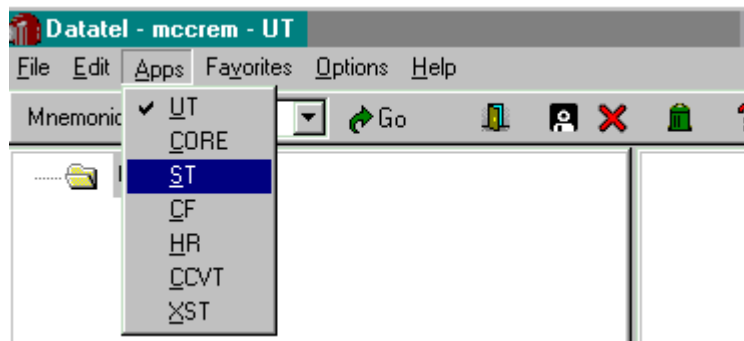


Figure 4: Application Menu

Importing Special Services Student Data from Colleague

5. Click *Options* on the menu bar. Select *Query Builder*.

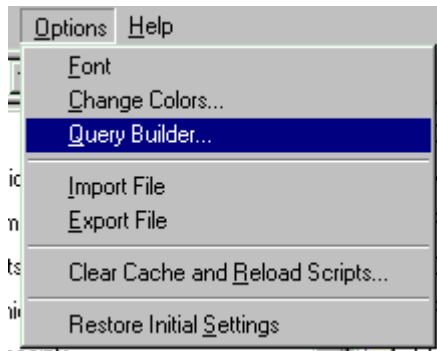


Figure 5: Query Builder

6. The Query Builder dialog box will appear. Click on *Open*.
7. Click on the Look in drop down menu. Double click the L:\ drive. Double click Internal Audit-Technology folder. Double click the Computer Services folder, and then double click the COMPSEV folder. Double click the SSS.wis file.
8. Click on *OK* to start the process.

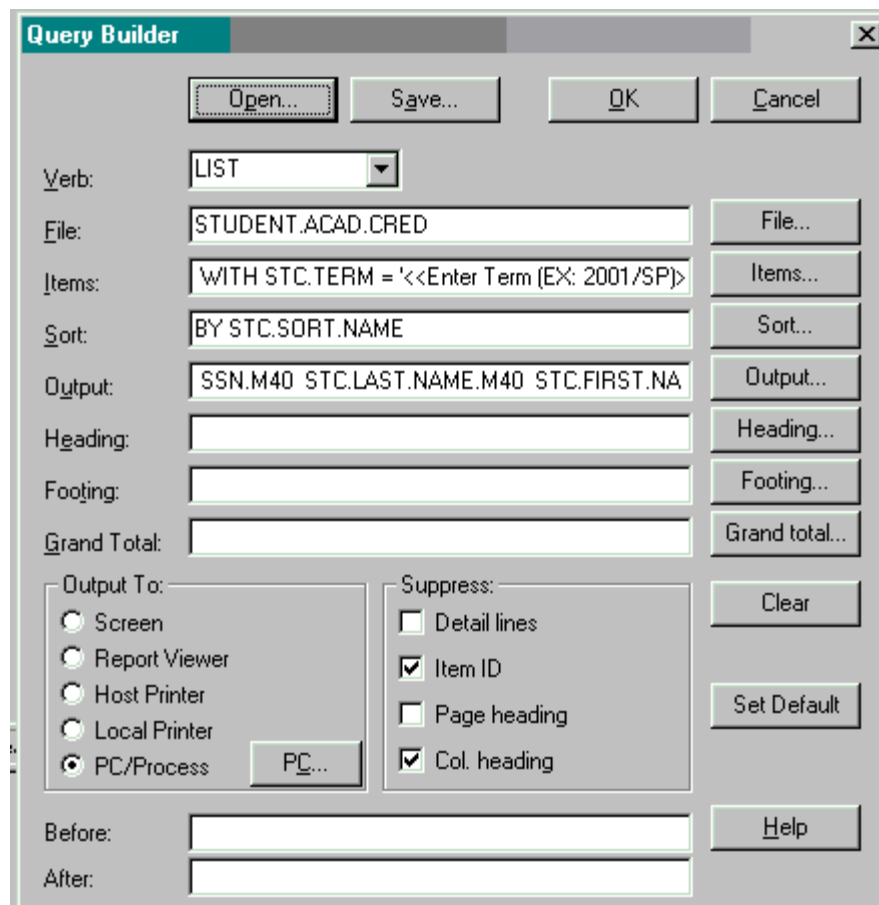


Figure 6: SSS.WIS Dialog Box

9. In the Enter Term (EX: 2001/SP) prompt, enter the desired term to process and press the Enter key.

Importing Special Services Student Data from Colleague

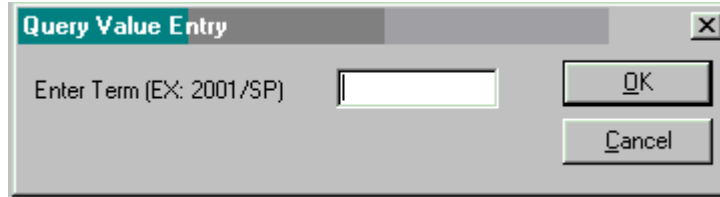


Figure 7: Term prompt Dialog Box

10. The File Import Monitor (see figure 8) screen will display. Please be patient with the system. The computer must process against a very large file.

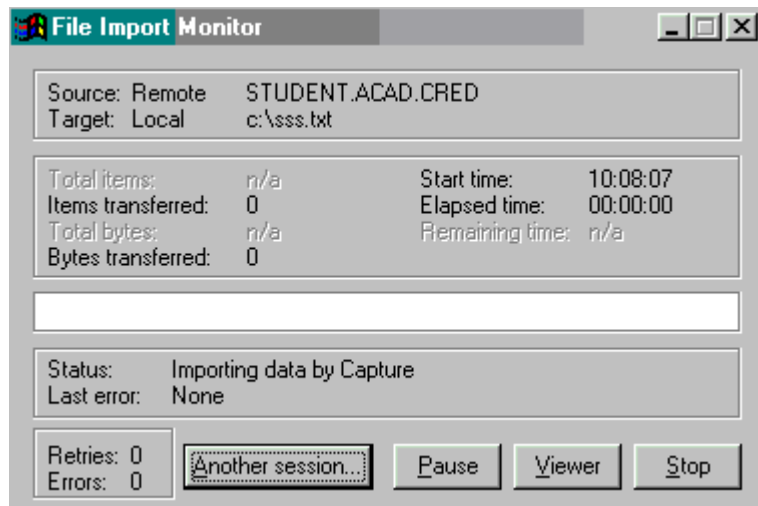


Figure 8: File Import Monitor Dialog Box

11. The filename *sss.txt* should appear on your C:\ drive. You access the file as needed.