



CAMS[®] Enterprise

Getting Started in CAMS Enterprise

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Abstract

This document is designed with the new user in mind. It details basic features and functions consistently found throughout CAMS Enterprise. This document will provide a foundation as users become familiar with CAMS Enterprise. To view more detailed information about a specific module or function within that module, refer to that particular documentation in PDF documents or CAMS Online Help files accessible directly from the CAMS Enterprise Home page.

The topics covered here include the following items:

- Accessing CAMS Enterprise
- CAMS Navigation and Searches
- Student Holds and Academic Alerts
- Student Notes
- Using BYOR (Build Your Own Report) functionality

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CAMS Access

Prior to Accessing CAMS Enterprise

It is necessary for your workstation to be configured properly in order to access and use CAMS Enterprise. Please refer to the **Managing CAMS Enterprise.PDF** document for current configuration and security settings.

Accessing CAMS Enterprise

You will need the URL to supply in your IE browser address field. This URL will consist of your institution's server name and virtual root where CAMS Enterprise is located.

<http://yourserver/yourvirtualroot/default.asp>

In order to begin using CAMS, you will need a User ID, User Password, and User Access rights. All these items are established in the CAMS Manager Module of CAMS Enterprise.

It is important to note that each database contains a separate, independent, user list. This means that setting up a user in the College database does not automatically give that user access to the Training database. These users must be set up in each database to which they are to access.

CAMS Enterprise Login

Once the user name and password have been provided to you, log into the CAMS Enterprise application via the Internet Explorer browser.



Step-by-Step: Logging into CAMS Enterprise

1. Open Internet Explorer and enter the appropriate URL where CAMS Enterprise is located. The CAMS Enterprise Login dialog box appears. You may wish to add the URL to your Favorites or to create a desktop shortcut for accessing CAMS Enterprise.



Figure 1: Login window

2. Type your **Username** and **Password**, select the appropriate **Database Name**, and then click **Login**. The FERPA (Family Educational Rights Privacy Act) notice appears. This notice states that users will only access the information for which they have permission and that they will not share that information with unauthorized personnel.

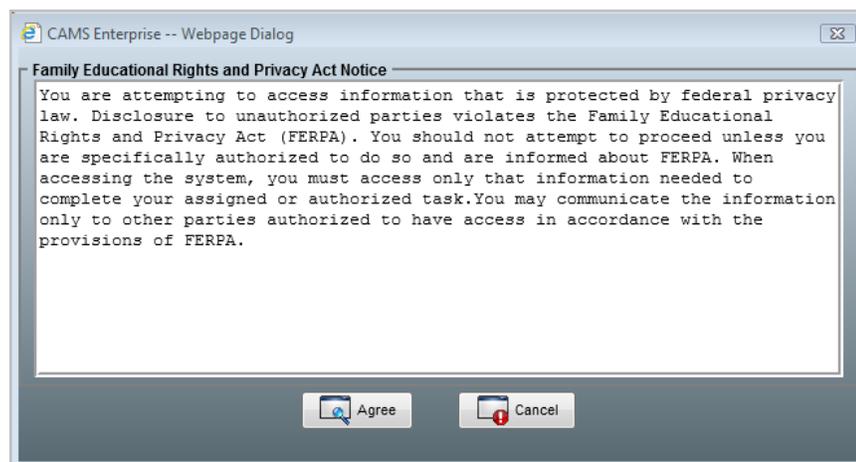


Figure 2: FERPA window

3. Click **Agree** to accept the conditions and continue to the CAMS Enterprise Home page.



Note: If your computer's Regional settings have a "Short date" format selected that is not allowed in CAMS Enterprise (Control Panel >Regional Options) you cannot log into CAMS and you will see the pop-up message below. See the **Managing CAMS Enterprise.pdf** document for workstation setup.

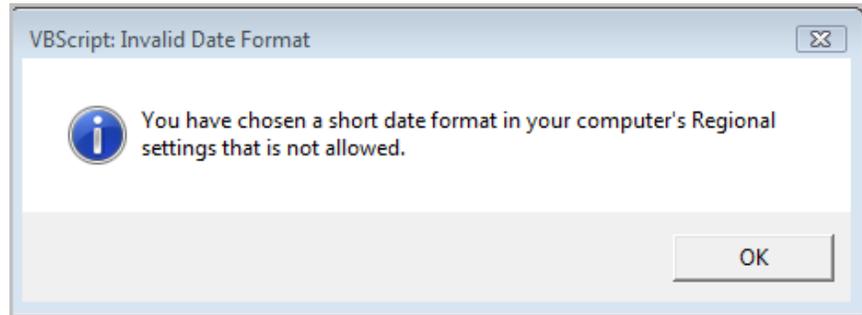


Figure 3: Invalid Short date format message

CAMS Enterprise Home Page

Upon accepting the FERPA Notice during login, CAMS Enterprise Home page displays. All modules and functions are accessed from this window.

Menu Trees

The Home page displays large frame containing the Directory Tree and the Task Tree.

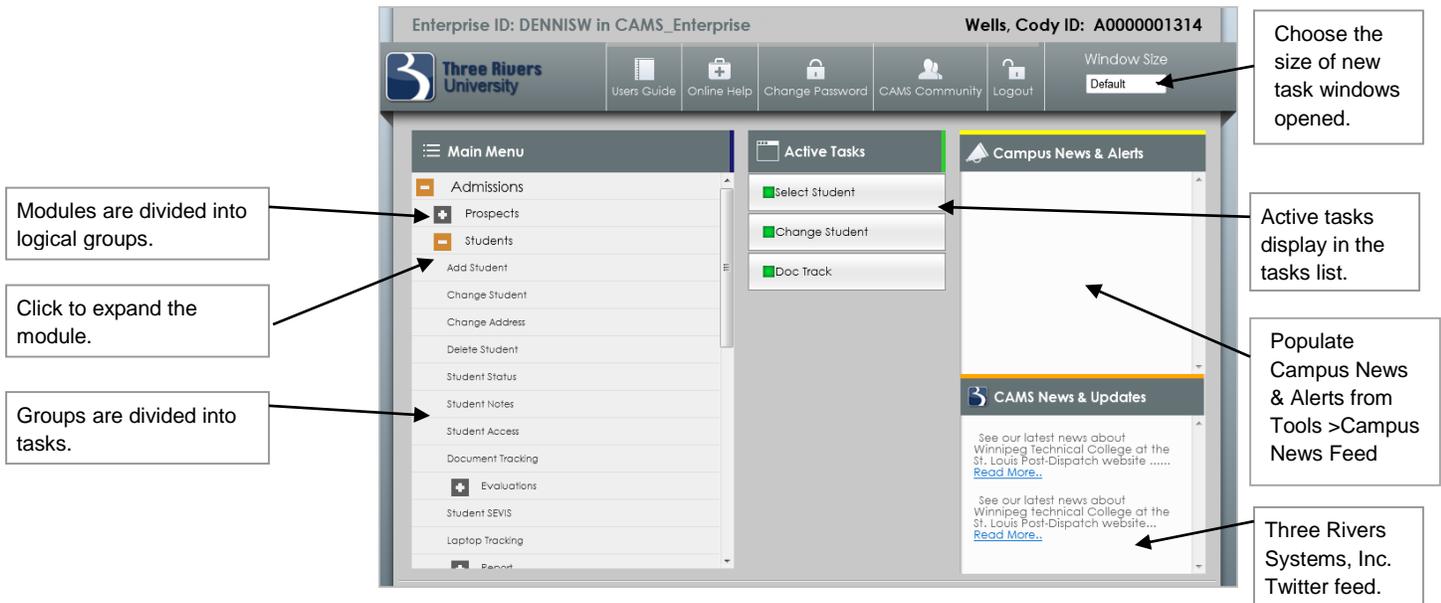


Figure 4: Menu Tree window

The **Directory Tree** is located in the left pane and displays CAMS modules and functions to which the user has access. Access to modules, menu items, and tasks will be set by the CAMS Manager through the CAMS Manager module.

The **Task Tree** is located in the center pane and displays a list of all windows that are active. The windows listed in the Task Tree can be accessed by clicking the desired item. Right-click to close the active window.

The right pane contains **Campus News & Alerts**, populated from **Tools >Campus News Feed**, and the **CAMS News & Updates**, populated by the Unit4 Education Solutions, Inc. Twitter feed.

Active Name

Just above the menu trees CAMS displays the Active User ID of the person logged into CAMS Enterprise along with the Active Student Name and Student ID. This active name could be a prospect, student, contact, organization, faculty, or constituent, depending on the active window. If multiple object types are open (i.e. Student and Prospect), CAMS displays the information for the most recent selection.

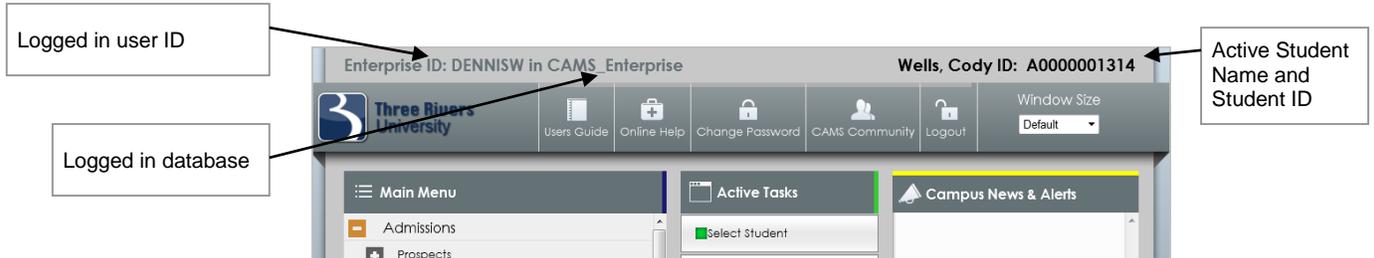


Figure 5: Home page

While both student and prospect windows may be open, CAMS only displays one name in the Home page. In each individual window, the active name is displayed there is specific to the active task.

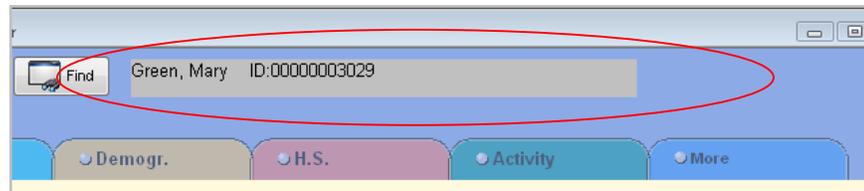


Figure 6: Active Name field

Quick Links

As an added convenience, the home page also contains some quick links to special features such as Users Guide in PDF format, Online Help, Change Password, CAMS Community, Logout, and the window size for task windows you open in CAMS. These buttons are located at the top of the Home page.



Figure 7: Quick Links

Changing User Password

Some institutions allow users to set and change their own passwords. If this feature has been enabled, you can access it from the Home page.



Step-by-Step: Change Password

1. Click **Change Password** under Tasks for CAMS to open the Change Password dialog box.

Figure 8: Change Password window

2. Enter your old password.
3. Supply a new password.
4. Confirm your new password by entering the same value in the Confirm field.
5. Click **OK** to save your entry.



Note: Passwords must be a minimum of 6 characters with a maximum of 15 characters in length and must be comprised of standard alpha/numeric characters (A-Z and 0-9). Passwords ARE case sensitive and Extended ASCII characters are NOT allowed.

Windows and Forms

Window/Form Types

Selection Windows (Name Search)

Selection Windows are used to determine with what record you will be working, for instance a particular student, prospect, organization, etc. They consist of criteria options (i.e. last and first name, city, state, etc.) that are entered to filter the list of records from which to select your student, prospect, organization, contact, etc. These types of windows serve as "Control Windows".

Control windows remain open while you are working with data entry windows such as Student Admissions Information. The Control window identifies the object with which you are working. For example, you may have a particular student selected--all the student related windows and forms that you have open will pertain to that student. When you go to the Student Selection List window to change the student name by double-clicking a row in the grid, all open forms will then pertain to the newly selected student. Prior to refreshing these forms with the new selection, all information for the previous student will be updated to that student's record.

ProspectID	ProspectName	Status	StudentSSN	NationalID	MaidenName
1	119,512 Smith, Anthony				
2	119,618 Smith, Gary	Applicant			
3	228 Smith, James h	Prospect			
4	119,620 Smith, John	Applicant			
5	220 Smith, Johnathon Keith	Lead			
6	47,652 Smith, Martha				
7	45,111 Smith, Matthew				
8	14 Smith, Middleton J	Prospect	761-44-3095		
9	77 Smith, Scott S	Accepted	948-38-4958		
10	119,485 Smithers, Jefferson				

Figure 9: Selection (Name Search) window



Note: Selecting the already-selected, active person will not perform any save/update actions. Instead, the user will be notified that this person is already selected and that no save or update actions occurred.

Anytime a selection window is closed, all other windows pertaining to that 'object' are closed as well. Thus if the Student Selection window is closed, all student related windows will be closed.

Selection Forms

Selection Forms are the same as the Selection Windows in search functionality. The differing characteristics are that Selection forms are accessed from another form such as a data entry form while the Selection Windows are accessed directly from the menu tree. Selection Forms are accessed for the purpose of making a field value selection while the Selection Window is used to identify the active object (student, prospect, donor, organization, contact, etc.) and operates as a control window.

	HighSchoolName	HighSchoolCd	Address	City	State
1	FORDLAND R-3 HIGH SCHOOL	261105	POST OFFICE BOX 118	FORDLAND	MO
2	FOREST CITY H S	261110		FOREST CITY	MO
3	FORSYTH R-3 HIGH SCHOOL	261115	SCHOOL ROAD	FORSYTH	MO
4	FORT OSAGE HIGH SCHOOL	261507	2101 NORTH TWYMAN ROAD	INDEPENDENCE	MO
5	FORT ZUMWALT NORTH HIGH SCHOOL	262483	1230 TOM GINNEVER AVENUE	OFALLON	MO
6	FORT ZUMWALT SOUTH HIGH SCHOOL	263137	8050 MEXICO ROAD	ST PETERS	MO
7	FOURTH FREE WILL BAPT CHR ACAD	262957	2227 MCCAUSLAND	ST LOUIS	MO
8	FORSYTH HIGH SCHOOL	262957	745 JEFFERSON	ADOLPH	MO

Figure 10: Selection Form

Data Entry Form

A data entry form (probably the most frequently accessed form) is used to input data you wish to store on prospects, students, donors and alumni, organizations, contacts, etc. These forms allow for data to be input and saved. Many objects or attributes can be found on these forms such as multiple field types, drop-down lists (lookup fields), data grids, etc. See Window Attributes for more detail.

Figure 11: Data Entry form

List Forms

A list form contains a data grid or list of records. An example is the Activity form located in the Student Admissions Information window, Activity tab. Typical functionality is to double-left click to **Modify** a record or single-right click to **Add** a new record. For more on data grids, see Window Attributes.

Student Addresses								
	AddressType	Address1	Address2	Address3	City	County	State	Zi
1	Local	123 West 57th			Chicago		IL	76
2	Home	5624 Park Lane			Chesterfield		MO	63
3	Billing	5624 Park Lane			Chesterfield		MO	63
4	Parent							

Figure 12: List form

BYOR Windows

Data input into the criteria fields tells CAMS what data should be included in the selected report.

Criteria Page 1 Help Reset

Student Type: ADMITTED Last Name From: <input type="text"/> Exp. Entrance Term From: <input type="text"/> Admission Counselor: Eric Shurm Grade Address: Billing Attendance Reason: Baseball Applicant Event: CAREER DAY State: MN	Address Type: Home Last Name To: <input type="text"/> Exp. Entrance Term To: <input type="text"/> User Defined Field: BUS Dept Billing Type: E-Dis Attendance Type: Continuing Applicant Status: Accepted Country: USA
---	---

Figure 13: BYOR window

Report Windows

The Report window is used by Crystal Reports to display your data output in the selected report format. From this window you will be able to print to a designated printer, export in your desired format, or simply view results in this form and exit when done.

Preview			
Mesick, Angela K C/O Three Rivers Systems, Inc. 36 Four Season Chesterfield MO 63017	Clark, Heather A C/O Three Rivers Systems, Inc. 36 Four Season Chesterfield MO 63017	Papa, Deborah S C/O Three Rivers Systems, Inc. 36 Four Season Chesterfield MO 63017	
Jean, Darlean C/O Three Rivers Systems, Inc. 36 Four Season Chesterfield MO 63017	Weethrook, Alicia S. C/O Three Rivers Systems, Inc. 36 Four Seasons Ce Chesterfield MO 63017	Rebb, Linda M C/O Three Rivers Systems, Inc. 36 Four Season Chesterfield MO 63017	
Ebert, Kerry J C/O Three Rivers Systems, Inc. 36 Four Season Chesterfield MO 63017	Cohen, Christine M C/O Three Rivers Systems, Inc. 36 Four Season Chesterfield MO 63017	Wolfangel, Teresa C/O Three Rivers Systems, Inc. 36 Four Seasons Ce Chesterfield MO 63017	

Figure 14: Report window

Window Navigation

Field Navigation

As always, your mouse can be used to select a particular field. Use your Tab key to move from field to field.

Shift-Tab will take you backwards in the field tab order.

To move from form to form (colored tabs at top of window), click on the desired tab with the mouse.

Saving Data

Close window and save data automatically by 1) closing the window by clicking the "x" in the upper right corner of the window, 2) closing window through the Task Tree as described above, and 3) closing the window using the Windows Task Bar.

Change active object (prospect, student, donor, organization, etc.). When a new name is selected, CAMS will automatically update the currently active object prior to refreshing the screens with the new name.

In some cases, CAMS will save data immediately to the database (i.e. Editing Student Status, Billing Batch and Billing Maintenance functions, Course Offering Maintenance, etc.).

Exit Without Saving Data

To exit a window without saving data entered or changes made, click Cancel which is located in the upper right portion of the form. This action will cause the window to close without saving any data.

Add/Modify Records in a Data Grid

Frequently you will encounter a data grid (list of records) on CAMS Enterprise forms. To Add records to the list, you will right-click anywhere within the grid to open a new entry form. To modify an existing record, double-left click on the record to be modified. See Window Attributes for more on Data Grids.

Window Attributes

Field Types

- **Black Fields** – Optional. The institution's business rules may require data entry into these fields, but CAMS will not prevent saving the data if any of those fields do not have values.
- **Red Fields** – Required. The system requires that values must be placed in these fields in order to leave the form and save the record properly.
- **Blue Fields** – Informational only. The system does not allow these fields to be changed in that particular window. Meaning they are read only. Some blue fields have a small icon next to the field, which will allow you to search for the entry and then have CAMS Enterprise enter it for you. For instance, a high school, you would search for the particular high school that the prospect attended and select it. CAMS Enterprise would enter the appropriate data into the blue field. CAMS Enterprise does not allow a user to manually type a high school as the user could use abbreviations, misspell a word, or just enter in part of the name. This would prevent the institution from getting a correct number of prospects who attended a particular high school as there would be too many variations. By searching and selecting the only option available everyone will use the same high school and reporting will be correct.
- **Green Fields** – Recommended. The system does not require these items, but they are recommended for thorough reporting, but are not required by the system.
- **Orange Fields** – Related to SEVIS.
- **Search Icons** – The search icon found next to the field, such as blue fields, indicates that the value for this field is obtained by searching and selecting from an extensive list. Such values include High School, Contact, College, Organization, etc. Clicking on the icon will open a search form.
- **Drop Down Lists** – Most of the drop down lists that you encounter are comprised of values added to either a Glossary Table or a Reference Table. These tables are defined in the CAMS Manager module. To modify these lists, you will need to consult your CAMS Manager (with the exception of a few that are maintained in the Admissions Module--see Admissions **Lookups** – In the Admissions PDF Manual or CAMS Online Help.)

Data Grids

Data grids are found on many of the CAMS windows and forms. These grids are lists of records (addresses, contacts, names, activities, etc.). Typical functionality is to double-left click to View or Modify an existing record, single-right click to Add a new record.

Home Button

This button functions like that of a typical browser page in that it will take you back to CAMS Enterprise Home page. This feature is convenient when you wish to access the Directory Tree or any other feature on the Home Page.

Select Button

As explained in Window Types and Name Search sections, all open windows that are dependent on an active object (prospect, student, donor, organization, etc.), must have the corresponding Selection Window open that defines the active object. The Select button is a quick link to that Selection Window and can be used anytime you wish to change the active object. When the new prospect, student, etc. is selected, all corresponding windows will be updated (data for existing active name saved) and refreshed with the new name.

In the Prospect Maintenance window, this button is labeled "Find". In the case of adding new Prospect records, it is strongly recommended to first search the existing list of Prospects to avoid the duplication of records. Thus, in the same manner that the "Select" button takes you to the Student Selection window, the "Find" button will take you to the Select Prospect window to first see if you can "Find" an existing record.

Help

The Help link is located in the upper right corner of the window. Use the Help option to access CAMS Enterprise Online Help. From the main window help file, click Show to display the Navigation Pane with the Table of Contents, Index and Search features, providing you with access to a vast amount of help topics.

Cancel

The Cancel option is located in the upper right portion of the data entry form. Canceling will **NOT** update your record. Use this action only when you wish to close the window without saving any changes to the database.

Student Picture ID

In the Student Admissions Page 1 you will see a camera icon. Click this icon to display a photo ID of the selected student. You can also view the photo in the Student Selection List window.

Closing Windows

Close CAMS windows in one of the following methods:

- Click the "x" in the upper right corner of the window.
- Double right-click the window name in the Task Tree located on CAMS Enterprise Home page.
- Close CAMS Enterprise Home page. This will close All open windows.
- Use the Windows Task Bar.
- Close the window by clicking Cancel -- CAUTION: Your data will NOT be saved using this method.

These first four methods will automatically save your updates to the database.

Name Searches

Searches

Name searches can be encountered any time you try to open an object-related window for the first time in your CAMS session. Prior to opening a window, CAMS needs to know with what record you will be working. Therefore, when accessing a window such as the Student Admissions Information window, CAMS will prompt you to select a student. This selection window can also be accessed by clicking the Select button found on most windows.

The filter on the Selection window allows you to narrow your search by selecting or entering particular criteria. After entering your criteria, click Find to begin the search. CAMS returns only those names that match that criteria. The maximum number of records returned in search lists is 2000.

Figure 15: Selection window

When the names are returned in a list, double-click the appropriate name to open the record.

Searches are also performed when adding items such as organizations, colleges, high schools, etc. to a record. In most cases, these search forms are accessed by clicking the search icon next to the field.



Note: When you close a selection window, even after the selection has been made, CAMS automatically updates and closes all related windows.

Global Operations

Some of the features of CAMS are available in multiple modules, and are therefore considered to be global operations. This section discusses the following features:

- Build Your Own Reports
- Student Holds and Alerts
- Contact Management

BYOR (Build Your Own Report)

CAMS uses a form of reporting that allows you to select the criteria to be used in identifying the records to be included in your reports. BYOR (**B**uild **Y**our **O**wn **R**eport) forms are found in every CAMS module. The fields in the criteria pages of the BYOR window are derived from the entry fields in the detail entry forms. The criteria selected in BYOR is matched to the values entered in the records.

Figure 16: BYOR window

The Reports tab of this form displays a list of report formats/options for your data output. Following are the basic format types:

Standard Crystal Reports. These standard CAMS reports are displayed in Crystal Reports viewer and can be sent to the printer as desired.

Email. Define a single email message that will be sent to all individuals selected using the BYOR criteria.

Export. This report option produces a tab delimited ASCII file for all individuals selected through the BYOR criteria forms. This file is automatically saved in the user's defined Merge/Export directory (as set in CAMS Manager User List).



Note: Exports are not limited to what CAMS provides. Data can easily be exported using MSSQL Query Analyzer, Excel, MS Access, or any other third party program that can provide a connection to a MS SQL database.

Merge Reports. The BYOR Merge Report option provides a custom list of Crystal Reports defined specifically for mail merging.

These are custom reports created by your institution and stored in the proper BYOR Merge Report Directory default location:

[//<IIS Server name>/Path to CAMS Enterprise Virtual Directory>/<Application Variable 'mm**Students**' or 'mm**Prospects**' (as defined in global.asa)>].

When Merge Report is selected as your report option, all files in this location with the extension of .rpt appear in the list for selection.

Both Merge Reports and Export output fields are derived from the following SQL Server View names:

- a. Prospect BYOR: CAMS_ProspectBYORMerge_View
 - i. Crystal Report Active Data Definition is called CAMS_ProspectBYORMerge.ttx
 - ii. Located with the UNC path of the virtual root of CAMS Enterprise reports subdirectory.
- b. Student BYOR: CAMS_StudentBYORMerge_View
 - i. i. Crystal Report Active Data Definition is called CAMS_StudentBYORMerge.ttx
 - ii. ii. Located with the UNC path of the virtual root of CAMS Enterprise reports subdirectory.

Student Holds and Alerts

Student Alert Form

When you open a student record that has an active hold or alert, an intervening form appears. The form displayed depends on your access rights. With no access rights, you will see the following prompt:

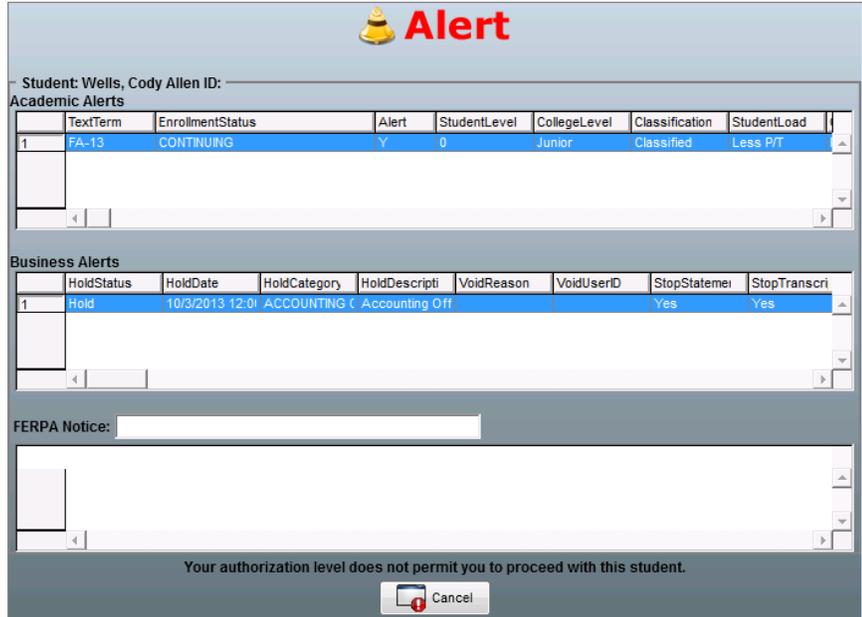


Figure 17: Alert Window without Permissions

With “All” or “Current” access rights you will see this prompt:

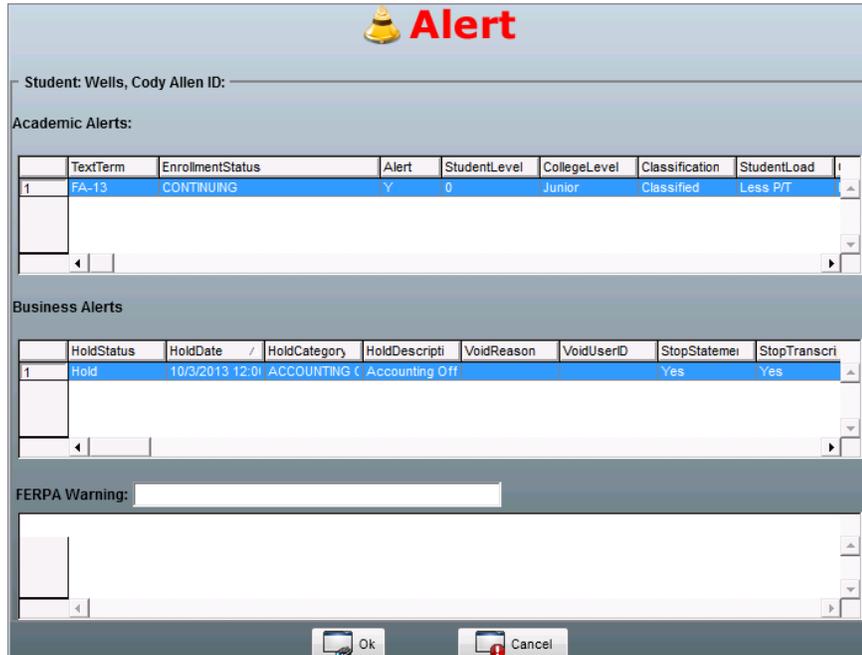


Figure 18: Alert Window with Permissions

Your ability to pass beyond these screens also depends upon your access rights. Because holds and alerts placed upon a student can be sensitive in nature and might not be suitable for view by all (i.e. student workers), CAMS offers the functionality and tools necessary to accommodate these security issues.

If you see the **OK** button then you can continue on to the record. If not you will have to cancel and work with another student.

Business Holds

The Business Hold is typically used to place non-academic related holds on students. Any type or category of hold can be created. These holds can be assigned through many of the CAMS modules including Registration, Billing, Financial Aid, Health and Parking. To access the Business Hold detail entry form, go to the individual module name in the CAMS directory and click **Holds**.

The data grid lists any prior business holds. If none exist, the grid will be empty. In order for CAMS to maintain a permanent historical record of business holds, holds should not be deleted from the student's record.

Business Holds require the selection of a **Hold Category**. This reference table, Hold Category, establishes a type of hold as well as linking the type with a variety of “stopping” powers (i.e., stop statement, stop grade card, stop transcript, stop online registration, stop registration). Categories can be entered into this table by the CAMS Manager.

Individual Business Holds can be restricted to a particular module where the hold may be added to a student record, modified, or deleted only from within that module; however all Holds applied to a student record can be viewed from within any module's Holds window by users that have Read Only or Read/Write access to the Holds window. Individual Business Holds can also be configured from within the CAMS Manager module to allow addition, modification, or deletion from within any module's Holds window.

Each department should determine the hold categories needed and which of the stop options or module restrictions should be set by default when the hold is applied.

Once hold categories required by your institution have been added to the Hold Category reference table, you can begin applying holds to students.



Step-by-Step: Create a Business Hold

1. Open the Student Holds window by clicking Holds from one of the main module names on the CAMS directory tree.
2. Right-click in the list box in order to open the entry form.

Figure 19: Business Hold window

3. Accept or modify the **Hold Status** and **Effective Date** (computer time stamp provided as default).
4. Select the type of hold from the **Hold Category** field; note that once selected, the description for that hold is automatically added but can be modified.



Note: Upon selecting a Hold Category, the system fields, **Default Location** and **Restrict Access to Location** are populated automatically. A Default Location of **All** indicates that this hold can be added to a student within all modules where holds may be added; a Default Location for a specific module indicates this hold may be added from within that module only. If the hold has **Restrict Access to Location** enabled, the hold may be modified or deleted from within the module specified in the Default Location field.

5. There are four Stop options that can be set by default when the hold is created or each option can be selected or deselected as necessary.
 - **Stop Statement** – Prevents the student from viewing their billing statement from the student portals.
 - **Stop Grade Card** – Prevents the student from viewing their Grade Card from the student portals.
 - **Stop Transcript** – Prevents the student from viewing their unofficial transcript from the student portals.
 - **Stop Online Registration** – Prevents the student from registering for classes from the student portal. This option notifies advisors on the faculty portal that the student has a hold but will still allow the advisor to register the student.
6. Click **Add** to save entry or **Cancel** to exit without saving.



Note: There is one additional Stop option, **Stop Registration**, but it is set in the Hold Category reference table and cannot be overridden by anyone, including the registrar. This option will prevent anyone from registering a student whether in CAMS Enterprise or from the portals.



Step-by-Step: Void an Existing Hold

1. From the Student Holds window, double left-click the record you wish to void. The detail form will open.

Figure 20: Business Hold Void window

2. Select the value of Void from the **Hold Status** drop down list. The **Why Void** field description will turn Red (for required field) and the cursor will automatically move to the description field.
3. Enter the reason for the void.
4. Click **Update** to save your changes or **Cancel** to exit without saving.



Note: Holds that have access restricted to the module where they were added will display all fields as read-only and cannot be modified outside of that module.

Academic Alerts

Academic alerts are set in the Student Status window. When the Alert field is set to a value of “Yes,” a notification window appears each time the student’s record is accessed. This informs you that an alert does exist for that particular student. This window displays the same values found in the Student Status window. Note that each term can hold a different status value for Enrollment, Academic, and Registration. The Alert field is automatically updated based on the values in Enrollment Status, Academic Status or Registration Status. The **Academic Alert** window displays if this field is set to **Yes**.



Step-by-Step: Generate an Academic Alert

1. Open the Student Status window by following one of the paths:
 - Admissions >Students >Student Status
 - Registration >Academic >Status

The screenshot shows the Academic Alert window with the following fields and values:

Term: Fall of 2006	Effective Date: 10/31/2006
Enrollment Status: [Dropdown]	Academic Status: PROBATION
Registration Status: [Dropdown]	Alert: No
Campus: Main	Student Level: 0
College Level: Freshman	Refund Type: Default
Cost Type: Default	Max. Hours Allowed: 10
Student Load: Part Time	Commuter: Resident
Financial Aid: No	Cohort Group: Test 123
GPA Grouping: [Dropdown]	Classification: Classified
Student Registered: YES	Charge Insurance: [Dropdown]
Vocational Interest: [Dropdown]	
Grade catalog: [Dropdown]	

Figure 21: Academic Alert window

2. Select the status term for which the student is to be placed on Academic Hold by double Left-clicking that record in the Student Status data grid. The detail entry form opens.
3. Select a value of “Yes” in the field labeled Alert.



Note: It is important to remember to remove an alert (set value to “No”) when you no longer wish for the alert prompt to appear.

Directory Alert

Some students may not wish to have their names published and will request that you not include them in certain directories and/or reports. CAMS Enterprise identifies such parties with the “Show on Directory” option populated on the Student Admissions, Page 1 form. The default for this is “Yes.”

To initiate an alert notice that states “Do Not Publish Student Information,” change the default “Show on Directory” option to “No” on the Student Admissions, Page 1 form.

SystemID:	<input type="text" value="544"/>	Student ID:	<input type="text" value="462-92-8488"/>	
Exp Entrance Term:	<input type="text" value="SU-92"/>	Student Type:	<input type="text" value="ADMITTED"/>	
Social Security #:	<input type="text" value="462-92-8488"/>	Cancelled:	<input type="text" value="No"/>	
Salutation:	<input type="text"/>	First Name:	<input type="text" value="Marion"/>	
Middle:	<input type="text" value="E"/>	Last:	<input type="text" value="Schoen"/>	
Suffix:	<input type="text"/>	Preferred:	<input type="text"/>	
Show on Directory:	<input type="text" value="No"/>	Adm Counselor:	<input type="text" value="TRS-MGR"/>	
User Defined:	<input type="text"/>	Mail Box #:	<input type="text"/>	

Figure 22: Show on Directory option

Staff members who run reports and directories choose the value “Yes” for the report criteria “Show on Directory” in order to prepare a directory that only includes those students who wish to have their names published.

In cases where all students must be included (in-house purposes) then the “Show on Directory” field is left blank.

These conditions determine the inclusion or exclusion of both types of students during report production.

Technical Support

Accessing Help within CAMS

CAMS Enterprise offers two types of Help options. Help files are maintained by Three Rivers and are continually updated whenever updates or enhancements occur.

- **Users Guide** – From the CAMS Enterprise Home page, click Users Guide to access a table of contents from which you can select the appropriate Portable Document File (PDF).

Each PDF contains an extensive table of contents. Clicking an item in the table of takes you directly to the corresponding page. These files also feature detailed descriptions, illustrations and graphics, and step-by-step instructions.

- **Online Help** – From the CAMS Enterprise Home page, click Online Help to access CAMS help system. Window-specific help is also available by clicking Help on the current window. A help screen opens with information specific to the current window. Online help is searchable by index or by key word. Online help includes detailed descriptions of fields, procedural information, and step-by-step instructions.

Contacting Unit4 Education Solutions

In most cases, you should be able to find everything you need in the internal help files found within CAMS Enterprise. However, in situations where this is not the case, the staff at Unit4 Education Solutions, Inc. is available and ready to provide the assistance you need. The first step that a user should take is to contact your local CAMS authority, the CAMS Manager. The person in this position is typically prepared to handle and field most user questions and issues. Should the issue require the involvement of our tech team, the CAMS Manager will contact us directly so that we may provide a quick and efficient resolution.

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