Appendix A

Diocesan & Intermediate Unit – Search Screens

Diocesan Users

Diocese users enter and/or submit data for all of the schools within the diocese. A search screen provides the Diocesan users with the ability to locate a specific school within the dioceses.

Search

To view a list of schools by Status;

- Select Status from Drop-Down List
    - All
    - Not Started
    - Started
    - Submitted to Diocese
    - Submitted to PDE
    - Accepted
- Click Search

Specific School

To search for a specific school;
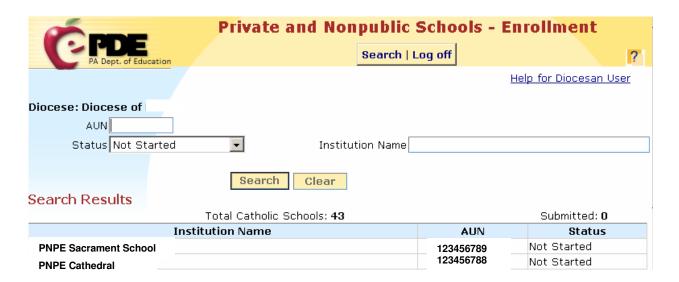
- In the appropriate box, enter one of the following;
    - Institution name
    - First few letters of the name
    - An asterisk and part of the name
    - AUN
- Click Search

Search Results

The screen displays;

- Total Number of Schools in Diocese
    - Listed Alphabetically
- Number of Submitted Reports
- Ten Schools Display per Page with;
    - Institution Name
    - AUN
    - Status

Navigation

To access a specific school or view additional search results screens;

- Click Institution Name – Displays Selected School's Data Entry Enrollment tabs
- Next or Previous – View Additional Search Result Pages
- Click Clear – Removes Search Criteria and Results

Intermediate Unit Users

Intermediate unit users enter and submit enrollment information for the Amish schools and to some Mennonite schools. A search screen allows the IU users to locate a specific school to enter and submit enrollment data.

Search

The search screen provides the option to search for schools for which the IU enters the school's data; or to search for all schools in a selected category.

To search for IU data entry schools;

- Check IU Entry
- Click Search

To search for all schools in a selected category;

- Uncheck or leave blank IU Entry
- Click Search

To search for schools by school district;

- Select School District from Drop-Down
- Click Search

To view a list of schools by Status;

- Select Status from Drop-Down List
    - o All
    - o Not Started
    - o Started
    - o Submitted
    - o Accepted

- Click Search

Note: If only a few Amish schools in the IU, select All.

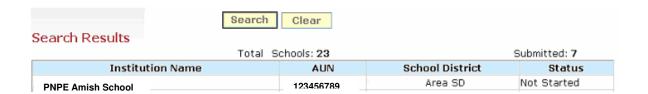**Specific School**

To search for a specific school;

- In the appropriate box, enter one of the following;
    - Institution name
    - First few letters of the name
    - An asterisk and part of the name
    - AUN
- Click Search

Search Results

The screen displays;

- Total Number of Schools in Diocese
    - Listed Alphabetically
- Number of Submitted Reports
- Ten Schools Display per Page with;
    - Institution Name
    - AUN
    - Status

Note: Schools for which the IU does not enter data have read-only access.

Navigation

To access a specific school or view additional search results screens;

- Click Institution Name – Displays Selected School's Data Entry Enrollment tabs
- Next or Previous – View Additional Search Result Pages
- Click Clear – Removes Search Criteria and Results