

**Units Database Training Session Notes**  
**29 May 2003**

<b>Current Problems</b>	Duplicate Button does not duplicate information for: <ul style="list-style-type: none"> <li>• Textbooks</li> <li>• Timetable</li> </ul> (To contact Armidale IT to have these problems fixed)
<b>Maintenance Required to Database</b>	<ul style="list-style-type: none"> <li>• Faculty field – to be made a drop box</li> <li>• Old Unit Name field – add heading and field to be made modifiable</li> <li>• Semester field – delete 2003 from drop box</li> <li>• Billing Hours field – delete</li> <li>• Ed' Year field – requires two fields (Edition and Year)</li> <li>• Attributes – add unit name to the top of the form</li> <li>• Weight field – add % to heading</li> <li>• Timetable Information: <ul style="list-style-type: none"> <li>    Add Internal to heading</li> <li>    Change heading Special Time to Special Day</li> <li>    Add heading - Special Requirements only to be entered if required</li> <li>    Type field – make non mandatory</li> </ul> </li> <li>• Reports – CRN to be added to Res. School Report</li> <li>• Add Timetabling Information into Handbook Checklist Report</li> </ul>
<b>For Further Discussion</b>	<ul style="list-style-type: none"> <li>• Amend Checkbox – to determine use of field (check box if changes to unit title OR check box to all changes to unit)</li> <li>• Textbook information for combined units – to determine if information is to be entered on both levels or only the lower level of the unit</li> <li>• Objectives field – investigate hard coding stem for starting each objective (total of 6 objectives)</li> <li>• Author field - to be used for entering 'No Prescribed Text' NOT Book Comment field – further discussion required to determine correct wording for 'No Prescribed Text' and also for the texts where the wording requires 'And/Or'</li> <li>• Used Again field – to determine if Yes/No is all that is to be entered</li> <li>• Report Menu – Use of reports to be discussed at next meeting</li> </ul>
<b>User Instructions</b>	<ul style="list-style-type: none"> <li>• To be updated</li> </ul>
<b>Next Meeting</b>	<b>Next meeting scheduled for Wednesday 11 June at 2pm in Lamble Conference Room.</b>