






# General Information and Buttons

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

## *Special Tips for Using Tyler SIS*

1. District staff will be assigned to manage users. You will receive your User Login Name and Password, along with the district's URL address to access district data in Tyler SIS.
2. User login names are limited to 50 characters.
3. Passwords are limited to 12 characters.
4. Neither is case sensitive.
5. SIS Permissions, linked to your User Login Name and password provide system security by determining each user's accessibility to district information.
6. Before a user may login, you must be added to the Faculty and Staff database, where user permissions are assigned under site-year assignment.
7. The web-based application operates just as any Windows application. For example, use the **Control** and **Shift** keys for making a selection in the same way you use them in many Windows applications.
8. All Web applications time out after about 60 minutes. This safety feature protects you from hackers. This cannot be turned off, so it's important to save your data often in the Tyler SIS application.
9. **Apply, Apply, Apply:** An important piece of information about using the Tyler SIS application. You must save information often as you type. Click the **Apply** button to save as you work on any screen. Also click the **Apply** button to save information before moving to another screen.
10. **Note:** There is no Auto-save in a Web application.
11. Single-click rather than double-click in most cases. Instructions will advise when to use double-click.
12. Required fields appear with a red asterisk.
13. To move from student to student or between faculty/staff within the search selection, use the arrow buttons in the navigation tool bar:
  - Go to the next person/screen  in the selection
  - Go to the last person/screen  in the selection
  - Go to the previous person/screen  in the selection
  - Go to the first person/screen  in the selection
14. Click the search icon  to return to the **Search Students** screen.
15. SIS automatically backs-up your information for you if you are hosted by SIS.
16. The Tyler SIS application works best using a screen resolution of 1024 x 768. To check your resolution setting, go to: **Start** → **Control Panel** → **Display** → **Settings** tab.
17. If you want to make your screen larger, you can hide your browser toolbar by using the **F11** key. Use **F11** again to make it reappear.
18. Recommended browsers:
  - PC with IE7, IE8, or IE9. Use Compatibility View with IE8 and IE9
  - PC and Mac with Firefox versions 3-9
  - Mac with Safari 5.0

19. Avoid using the **Back** button on your browser.
20. **F5** refreshes the screen.

### **Actions** → **Grid View**

1. Use the **Scroll in Grid** setting to view smaller grids in one page or larger grids in multiple pages.
2. Use the **Scroll in Browser** setting to view larger grids in one page.

---

Note: You can only sort a large grid by columns when viewed in a single page.

---

3. Use the **Printer Friendly (No Edit)** setting to see a full view of the grid.













### **Common Buttons**



















The following table includes standard buttons used throughout the Tyler SIS application.







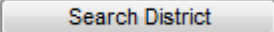
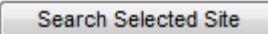









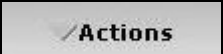
---

Note: When your cursor hovers over one of these icons, a description of the icon displays.

---

<b>Button</b>	<b>Description</b>
	Go to the <b>Staff Home</b> screen.
	Print current screen.
	Access the help system.
	Contact Summary Information
	Family Data Screens
	Student User-Defined Data
	Parent/Student Contact Log
	Send Email to a student and/or parents, teachers, counselors, and advisors associated with the student
	Enrollment to Sites
	Course Assignments (Schedules)
	Displays Current Day Attendance for a selected class or student.
	Displays Attendance History, including current day, for a selected student.

Button	Description
	Displays a student's current term grades or progress report grades for all classes or all grades for a selected class.
	Displays a student's current locker information.
	Displays the report card grades and progress report grades for a student.
	Displays the transcript grades for all high school courses or non-high school courses.
	Test Scores
	Profile Discipline, Activities, Honors and Awards, A+
	Displays the Student Medical Data Maintenance screen for a selected student.
	Displays lunch account information for a selected student
	Fines and Fees
	Special Services Documents
	View: Click this icon to access the data listed in the particular row.
	Expand or condense all areas of the screen.
	Expand view.
	Collapse view.
	Search-Click to start a new search.
	Edit the data listed in the particular row (if you have appropriate permissions).
	Delete a row/record.  <b>Note:</b> Please be careful using this icon! Tyler SIS does not always prompt you with a confirmation dialog box.
	Add a data row under the selected area.

Button	Description
	Provides a calendar from which you can pick a particular date.
	Family or Faculty/Staff maintenance
	Click this button to save data and return to the previous screen.
	Allows you to edit information on a screen (if you have appropriate permissions).
	Allows you to save changes and continue working on the current screen.
	Cancels current changes and remains on the current screen or returns to the previous screen.
	Search: Find by searching all students in the district-wide master database.
	Search: Find by searching students enrolled in the selected site-year.
	Search: Find a student by using the data grid function.
	Search: After highlighting one or more database entries in a returned search list, this button provides details on selected entries.
	This button is used to add additional information. For example, a student/employee record or to add additional codes, etc.
	<p>Search:</p> <ul style="list-style-type: none"> <li>• Find  a particular person</li> <li>• Go to the next person  in the selection</li> <li>• Go to the last person  in the selection</li> <li>• Go to the previous person  in the selection</li> <li>• Go to the first person  in the selection</li> </ul>
	Lists functions specific to your current screen area.