

Version P019 of VA-ONCE



Installation Date 10/29/06

You may enter up to 10 terms.

Clicking on 'Save' will close the grid and save all terms in a status 2 on the Cert page - 1st example below.

Clicking on 'Complete All' will save the terms in a status 3 on the Cert page - 2nd example below.

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2	SUM 2 07		06/21/2007	08/05/2007	4				22222222	
2	SUM 1 07		05/10/2007	06/20/2007	4				22222222	
2	SPRING07		01/09/2007	05/04/2007	12				22222222	
4	FALL 06		08/15/2006	12/15/2006	0				22222222	1851066
4	SUMMER I		05/15/2006	06/02/2006	9				22222222	1851066

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
3	SUM 2 07		06/21/2007	08/05/2007	4				22222222	
3	SUM 1 07		05/10/2007	06/20/2007	4				22222222	
3	SPRING 07		01/09/2007	05/04/2007	12				22222222	
4	FALL 06		08/15/2006	12/15/2006	0				22222222	1851066
4	SUMMER I		05/15/2006	06/02/2006	9				22222222	1851066

Note: If you need to enter a Remark about a specific term, you may do so if it is in a Status 2. Highlight the selected term and click on Modify Remarks. There can be no more than 10 remarks total for one certification.

The Submit button has been changed. There is now a drop down menu under Submit. You can either submit a particular term that you have highlighted (Submit Selected Term), or submit all terms that are in a status 2 or 3 (Submit All Pending Enrollments).

Cert Complete Submit Print ◀ Student ▶

Certs

Name: PEACH, GEORGIA Program: BA PASTRY
 SSN: 222-99-8888 Chapter: 30
 File/Payee: 222-99-8888/00 Training Type: Undergraduate

Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

Term Name	Status	Facility Code	Begin Date Range	End Date Range						
2									22222222	
2	FALL 06		09/18/2006	12/20/2006	12				22222222	
2	SUMMER II		08/11/2006	09/08/2006	4				22222222	
3	SUMMER II		06/05/2006	08/11/2006	6					
2	SUMMER I		05/15/2006	06/02/2006	4					

Submit

Submit Selected Term

Submit All Pending Enrollments

Certs in Status 2 with no data entered will not be submitted.

Cert Complete Submit Print ◀ Student ▶

Certs

Name: PEACH, GEORGIA Program: BA PASTRY
 SSN: 222-99-8888 Chapter: 30
 File/Payee: 222-99-8888/00 Training Type: Undergraduate

Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

Term Name	Status	Facility Code	Begin Date Range	End Date Range						
2									22222222	
4	FALL 06		09/18/2006	12/20/2006	12				22222222	1893240
4	SUMMER III		08/11/2006	09/08/2006	4				22222222	1893240
4	SUMMER II		06/05/2006	08/11/2006	6				22222222	1893240
4	SUMMER I		05/15/2006	06/02/2006	4				22222222	1893240

Terms entered by assistants that are in a 2P status will also be submitted if 'Submit All Pending Enrollments' is selected.

VA-ONCE Certs - Microsoft Internet Explorer

VA-ONCE Cert Complete Submit Print Student

Name: WITCH, WICK
 SSN: 669-66-6669
 File/Payee: 669-66-6669/00

Submit Selected Term Enrollments
 Submit All Pending Enrollments
 Submit All Pending Enrollments

Program: FOR BS
 Chapter: 30
 2P Undergraduate

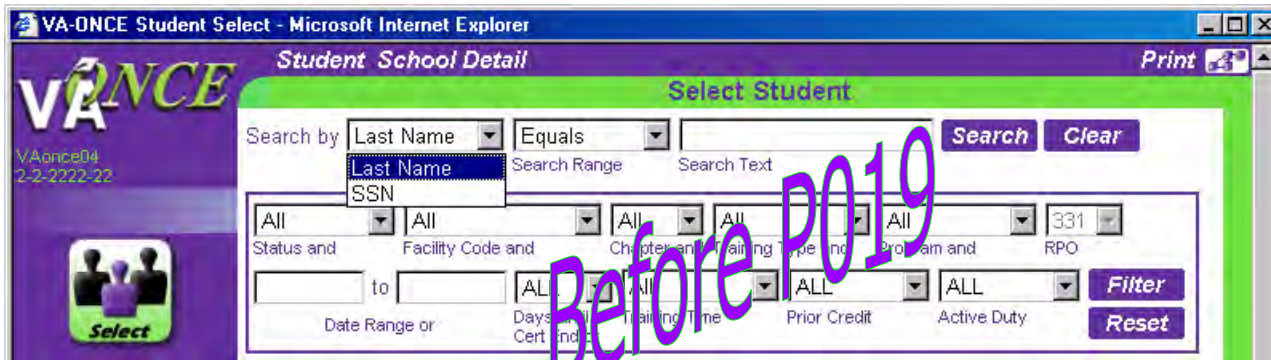
Bio Certs VA Data Log History

All All All to Filter

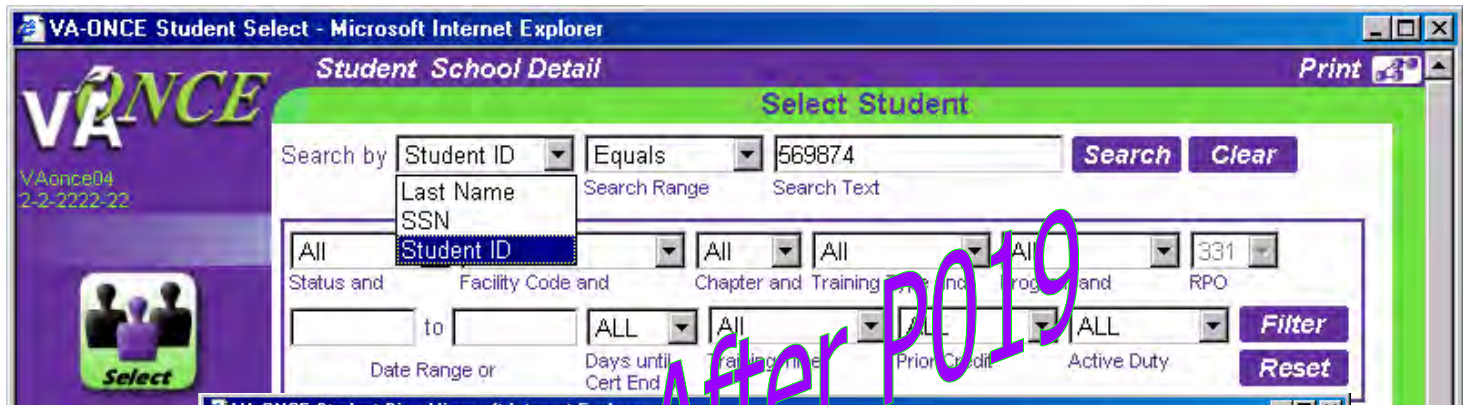
Term Name	Status	Facility Code	Begin Date Range	End Date Range						
2P SUMMER II			06/05/2006	08/11/2006	6				22222222	
2P SUMMER I			05/15/2006	06/02/2006	6				22222222	
2P SPRING06			01/09/2006	05/04/2006	12				22222222	
4 SUMMER 05			06/01/2005	07/01/2005	0				22222222	987768
4 SPRING 05			01/15/2005	05/14/2005	12				22222222	987768

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4	SUMMER II		06/05/2006	08/11/2006	6				22222222	1893241
4	SUMMER I		05/15/2006	06/02/2006	6				22222222	1893241
4	SPRING06		01/09/2006	05/04/2006	12				22222222	1893241
4	SUMMER 05		06/01/2005	07/01/2005	0				22222222	987768
4	SPRING 05		01/15/2005	05/14/2005	12				22222222	987768

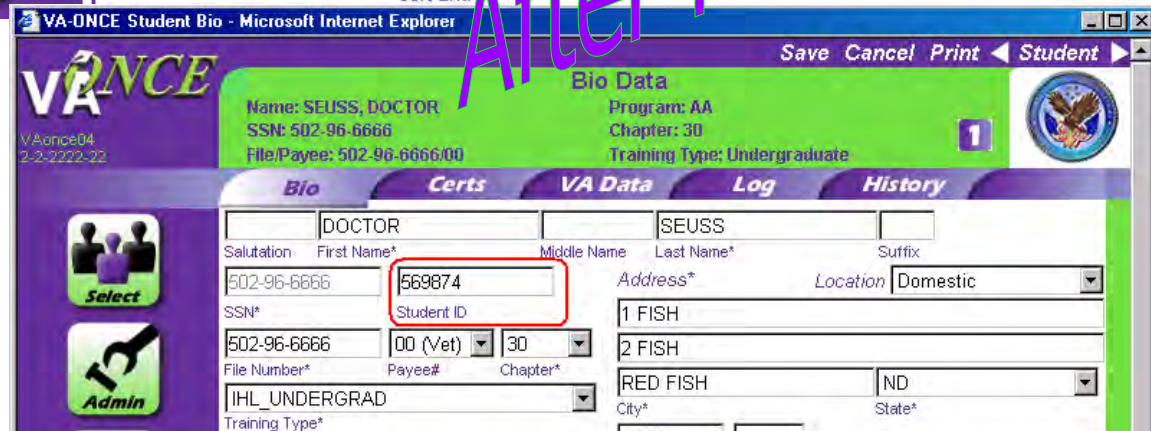
Terms can still be submitted individually based on user preference. The user must choose Submit Selected Term from the menu instead of just clicking on Submit.



2) The ability to search by Student ID has been added.



Note: The SCO must have input the Student ID on the Bio page in order for the Search to return results.



3) Certifications entered by other facility codes, but never completed, sometimes referred to as "Hanging 2s", can be deleted.

VA-ONCE Certs - Microsoft Internet Explorer

Cert Complete: Submit

Print Student

VA-ONCE

2-2-2222/22

New
New Multiple Term
Amend
Adjust
Terminate
Delete

Certs

Program: GUEST STUDENT
Chapter: 35
Training Type: Undergraduate

4

VA Data Log History

All Delete Certification All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range
2		11999999		
2		11999999		
4 TESTCOOP MSG		22222222	02/06/2006	05/12/2006
4 FALL05		11999999	07/03/2005	10/03/2005

Select

Admin

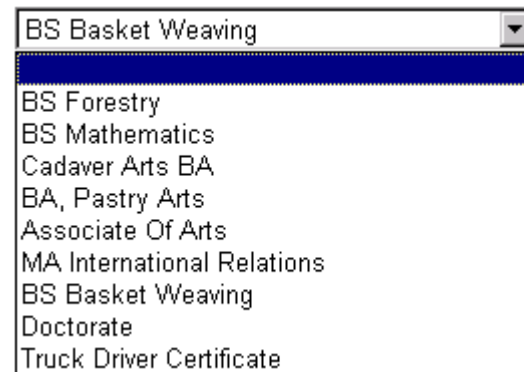
In this example, the SCO is from the school 22222222. Status 2 certifications that were never completed from 11999999 remain in the list. The SCO from 22222222 can now delete these, even though they are from another facility code. This only applies to status 2 certifications that do not have a begin and end date. No other certifications from different facility codes can be deleted.

4) The ability to alphabetize by Program without manually changing the order of each one was added.

Previously 'Alphabetize' would alphabetize and re-order by Abbreviation. Because the Program name and the Abbreviation did not always match alphabetically, the drop down menu for Program on the Bio page was not in alphabetical order.

The example below shows how programs were originally entered. The order# was assigned as each was input.

Standard Programs					
Abbreviation	Program	Facility Code	Deact	Order #	
For BS	BS Forestry	22222222			1
BS Math	BS Mathematics	22222222			2
BA CA	Cadaver Arts BA	22222222			3
BA Pastry	BA, Pastry Arts	22222222			4
Comm Pilot	Commercial Pilot	22222222	✓		5
Crt Bsk We	Certification Basket Weaving	33333333			6
Crt Fst Fd	Certification Fast Food Service	33333333			7
AA	Associate of Arts	22222222			8
MAIR	MA International Relations	22222222			9
BS Basket	BS Basket Weaving	22222222			10
PHD	Doctorate	22222222			11
TD	Truck Driver Certificate	22222222			12



Drop down menu for Program from the Bio Page

Clicking on 'Alphabetize' at the top of the page put the programs in alphabetical order by the Abbreviation. However, since the abbreviation did not correspond alphabetically with the Program name, the programs appeared out of order in the drop down menu.

Add Delete Alphabetize Print					
Standard Programs					
Abbreviation	Program	Facility Code	Deact	Order #	
AA	Associate of Arts	22222222			1
BA CA	Cadaver Arts BA	22222222			2
BA Pastry	BA, Pastry Arts	22222222			3
BS Basket	BS Basket Weaving	22222222			4
BS Math	BS Mathematics	22222222			5
Comm Pilot	Commercial Pilot	22222222	✓		6
Crt Bsk We	Certification Basket Weaving	33333333			7
Crt Fst Fd	Certification Fast Food Service	33333333			8
For BS	BS Forestry				
MA/IR	MA International Relations				
PHD	Doctorate				
TD	Truck Driver Certificate				

Before P019

not correspond alphabetically with the Program name, the programs appeared out of order in the drop down menu.

After clicking 'Alphabetize' the drop down now shows programs starting with A, C, B, B, B, B, M, D, & T

Bio
Certs
VA Data
Log
History

Salutation
First Name*
Middle Name
Last Name*
Suffix

Address*
Location

SSN*
Student ID

File Number*
Payee#
Chapter*

Training Type*
City*
State*

School Short Name
Facility Code

Phone
Extension

Email

Notes

Fee Deferm

An option to alphabetize by Program name has been added. This will put the full Program names on the Bio page drop down menu in alphabetical order.

Add Delete Alpha by Abbrev Alpha by Program Print

Standard Programs

Alphabetize by Program Name and Re-Order List

Abbreviation	Program	Faculty Code	Deact	Order #
AA	Associate of Arts	22222222		1
BA CA	Cadaver Arts BA	22222222		6
BA Pastry	BA, Pastry Arts	22222222		2
BS Basket	BS Basket Weaving	22222222		3
BS Math	BS Mathematics	22222222		5
Comm Pilot	Commercial Pilot	22222222	✓	9
Crt Bsk We	Certification Basket Weaving	33333333		7
Crt Fst Fd	Certification Fast Food Ser			
For BS	BS Forestry			
MA/IR	MA International Relations			
PHD	Doctorate			
TD	Truck Driver Certificate			

After P019

Note: Alphabetizing by Abbreviation remains, but has been changed from 'Alphabetize' to 'Alpha by Abbrev'.

After clicking 'Alpha by Program' the drop down now shows programs starting with A, B, B, B, B, C, D, M, & T

Bio Certs VA Data Log History

Salutation First Name* Middle Name Last Name* Suffix

123-45-6789 Address* Location Domestic

123 ANYWHERE STREET.

SSN* Student ID

123-45-6789 00 (Vet) 30

File Number* Payee# Chapter*

IHL_UNDERGRAD City* State* ANYTOWN UT

Training Type*

DEMO IHL 2-2-2222-22 Zip* Zip Suffix 88888

School Short Name Faculty Code

Associate Of Arts Phone Extension (804)123-4567

Associate Of Arts Email pilsbury@oven.com

BA, Pastry Arts

BS Basket Weaving

BS Forestry

BS Mathematics

Cadaver Arts BA

Doctorate

MA International Relations

Truck Driver Certificate

Notes

Fee Deferm

5) Previously when a term was terminated for 'End of Term or Course', 'Graduation', or 'Unsatisfactory Attendance, Conduct, or Progress', VA-ONCE would reflect the hours as zero, even though the student completed the term and received full credit.

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
▼ 4	SUMMER 05	☰	07/01/2005	08/01/2005	0				22222222	1656146
4	SUMMER 05	☰	07/01/2005	08/01/2005	0			08/01/2005	22222222	1656186
4	SUMMER 05	☰	07/01/2005	08/01/2005	6				22222222	1656146
▶ 4	SPRING 05	☰	01/15/2005	05/15/2005	12				22222222	1656146
▶ 4	FALL 04	☰	08/15/2004	12/15/2004	12				22222222	432387

View Termination Save Cancel

Facility: 22222222 Trng Type: I...ND EFC/AD... Prgrm: BA CA Prior Credit: **4**

SUMMER 05 ▶ 07/01/2005 ▶ 08/01/2005 ▶ 0 ▶ ▶ ▶ ▶

Term Name Begin Date End Date Credit R/D Clock Tuition & Fees

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Reason for Termination

Before p019

After P019, if any of the 3 Reasons for Termination are selected, the hours will correctly reflect what was completed for the term.

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
▼ 4	SPRING06	☰	01/09/2006	05/04/2006	6				22222222	1893234
4	SPRING06	☰	01/09/2006	05/04/2006	6			05/04/2006	22222222	1893235
4	SPRING06	☰	01/09/2006	05/04/2006	6				22222222	1893234
▶ 4	FALL 04	☰	08/15/2004	12/15/2004	12				22222222	432387
▶ 4	PREFALL04	☰	07/15/2004	08/10/2004	3				22222222	432387

After P019

View Termination Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: HAIR - CER Prior Credit: **4**

SPRING06	▶	01/09/2006	05/04/2006	6			
Term Name		Begin Date	End Date	Credit	R/D	Clock	Tuition & Fees

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Termination: Graduation

Mitigating Circumstances:

LDA/EFF Date: 05/04/2006

6) For NCD courses, if the termination reason 'End Of Term Or Course', 'Graduation', or 'Unsatisfactory Attendance, Progress or Conduct' was selected the LDA would default to the last day of the term, and the SCO was unable to alter the date. This has been changed.

Before P019

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
5M		25009833	10/08/2005	01/19/2006	
2		25009833	10/08/2005	01/19/2006	
5M		25009833	10/08/2005	01/19/2006	

Edit Termination
 Facility: 25009833 Trng Type: NCD Prgrm: TTT Prior Credit: 2

Term Name: 5M Begin Date: 10/08/2005 End Date: 01/19/2006 Credit: 16 R/D: 16 Clock: 16

Reason for Termination: Graduation
 LDA/EFF Date: 01/19/2006

After P019

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
5M		25009833	10/08/2005	01/19/2006	
2		25009833	10/08/2005	01/19/2006	
5M		25009833	10/08/2005	01/19/2006	

Edit Termination
 Facility: 25009833 Trng Type: NCD Prgrm: TTT Prior Credit: 2

Term Name: 5M Begin Date: 10/08/2005 End Date: 01/19/2006 Credit: 16 R/D: 16 Clock: 16

Reason for Termination: Graduation
 LDA/EFF Date: 01/13/2006

The default remains the last day of the selected term, but the SCO can change the date if the student graduated early, ended the course early or received unsatisfactory attendance, progress or conduct during the course.

7) A typo has been corrected on the Status Drop down menu on the Certs page. Previously it incorrectly stated that a 3X was a Complete Chapter 32.

VA-ONCE Certs - Microsoft Internet Explorer

Cert Complete Submit Print Student

VA-ONCE Certs

Name: BUSINESS, MONKEY Program: GUEST STUDENT
 SSN: 091-28-3901 Chapter: 35
 File/Payee: 254-56-1448/X Training Type: Undergraduate

VAonce04 2-2-2222-22 4

Bio Certs VA Data Log History

All All to Filter

Term Name	1 (Student Adopted)	2 (In Process)	2P (Pending Approval)	3 (Completed)	3X (Complete Chpt31)	4 (Submitted)	5A (Awarded)	5M (Manually Processed)	D (Deleted)	I (Inactive)
2										
2										
4	TESTCOP									
4	FALL05									

Facility: 1199999

Term Name: Begin Date: End Date: Credit: R/D: Clock: LDA/EFF Date: Facility Code: Cert ID

Advance Pay: Accelerated Pay (high-tech courses only)

LDA/EFF Date: Remarks: Weekly Announcements List

Tasks Margin Help

Local intranet

Before P019

After P019

The following change to the Administration side was made based on an ELR suggestion:

8) A prompt has been added to the School Data page. Any time the status of a school is changed, a pop up will appear reminding the ELR to notify the appropriate person(s) at the RPO to change the ECAP Schools database to either add or delete this facility code.

The screenshot displays the VA-ONCE School Data Administration interface. The main content area shows the 'School Data' for 'CALIFORNIA BAPTIST UNIVERSITY'. The 'Status*' dropdown menu is set to 'W WITHDRAWN', which is highlighted with a red box. A warning pop-up window is overlaid on the form, containing the text: 'Please notify the RPO to add or delete this school to ECAP Schools database.' The interface also includes a sidebar with navigation icons for 'Select', 'Admin', 'Reports', and 'Logout', and a top navigation bar with 'Student Details' and 'Maintenance' tabs.