SIS2000+ Training Manual

District Setup

Configure Tables

Using the Table Editor

An initial step in the District Setup process.

Purpose

Configuring the database tables establishes district-wide data entry standards. The tables, once configured, become the "drop-down lists" for field buttons throughout the system

Objectives

Add, edit and delete codes and descriptions of the database tables.
Manage the editing of tables for the district.

Access the Table Editor

Click on **System**.
Click on the **Table Editor**.

Tasks

The table editor provides a method for making changes and additions to a set of database tables used by SIS2000+. Tables are structured as lists of codes with descriptions and a set of parameters for each element within the table. A user with appropriate permissions, such as the System Administrator, may access and work with these tables.

Select a Table

Select a table using the Table field list.
Edit and change values such as the description by clicking on the cell and making a change.
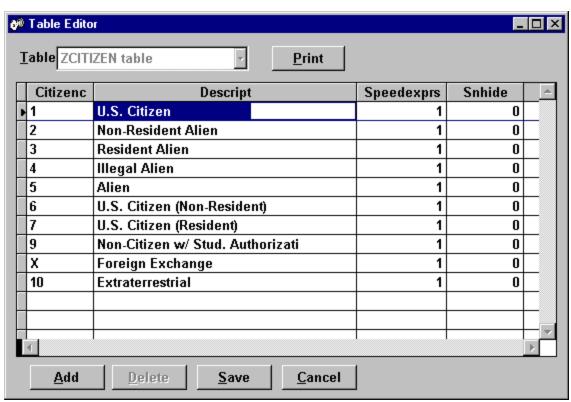

A Sample Table

Table Editor

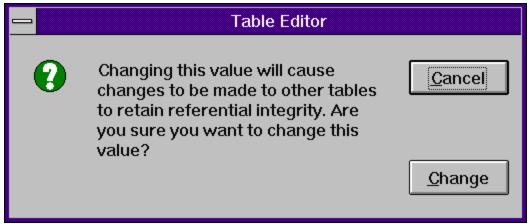## Add a record:

Click the **Add** button.
A new row will be added to the bottom of the list.
Each new code must be unique within the table.
Save the new record.

Edit a Record

When editing an existing table, changes to description values only will not affect any existing records, since descriptions are the displayed value of the code. However, changing the code in 1an existing database will affect stored data. As a result, SIS 2000+ C/S, will warn you, when needed as shown here:

Confirmation of Table Change

Click the **Change** button to proceed.

The system will go through the database and update every record from the old code to the new code value.

Delete a Record

To remove a code, use the **Delete** button. If the value is in use, it cannot be deleted.