

Viewing Documents via SITS: Client

There are a number of ways to view documents held against a student's record within SITS: Client. This document outlines viewing documents via a student's primary record **STU**.

Background:

Documents are stored against a record within SITS. The documents held for a student currently are primarily linked to admissions process (application, verification of qualifications and enrolment related)

Below are some examples:

Item	Table Held Against
Copy of passport	PPT
Copy of visa	VIS
Application reference	IPR
ID	STU

Method to find documents attached to a student record:

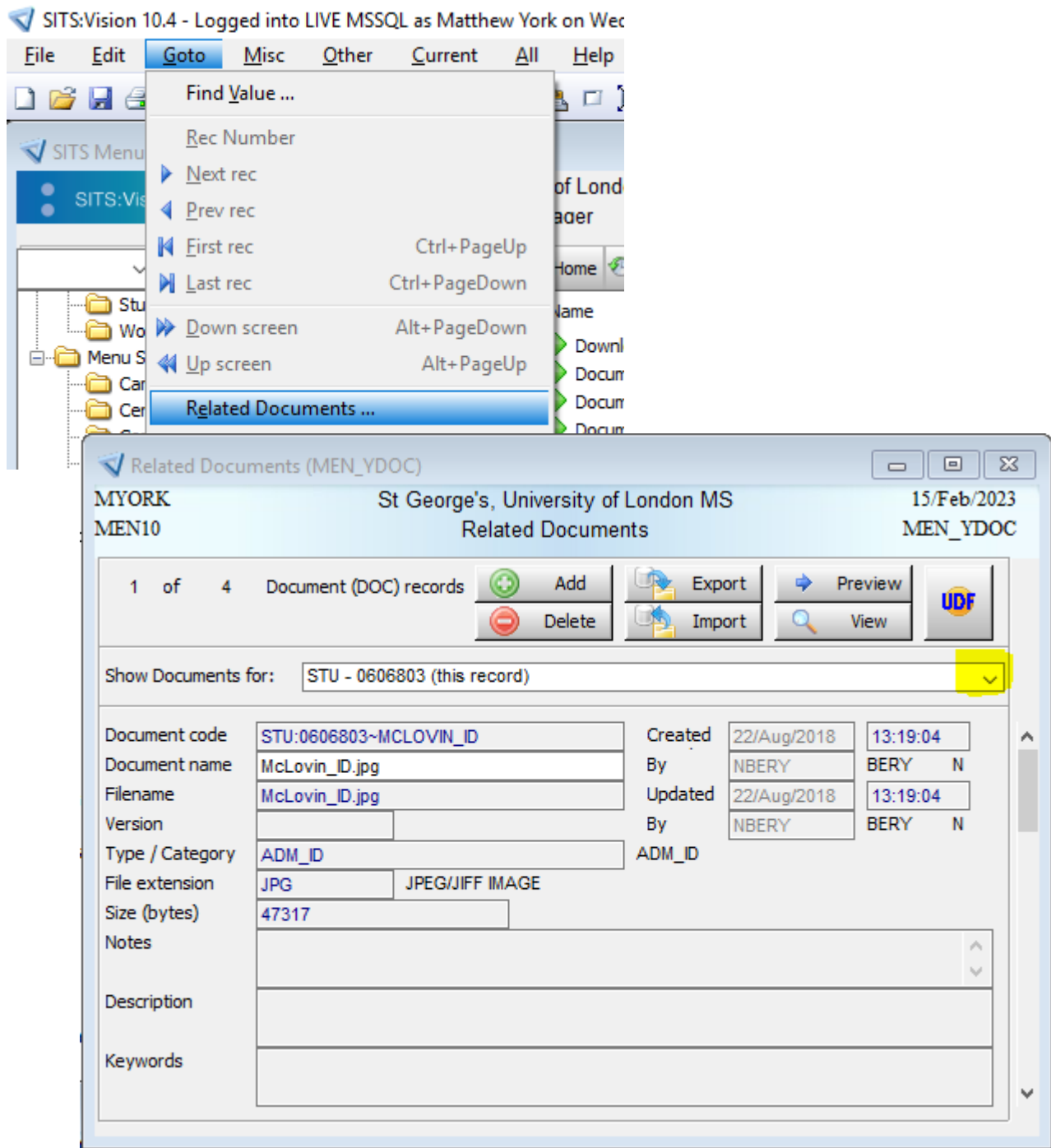
1. Open the SITS Client and search for the student within the **(STU)** screen. For this example, we are using our test student.

The screenshot shows the 'Full Student Details' window for a student named 'Test James Blake Student'. The window title is '[STU] Full Student Details'. The header bar includes 'MYORK SRS01', 'St George's, University of London MS Full Student Details (STU)', and the date '15/Feb/2023' with the user 'SRS_STU_B'. Below the header, it shows '1 of 1 Student (STU) records' and a red warning box 'Warning - TEST Stu.'. The main form contains various fields for student information:

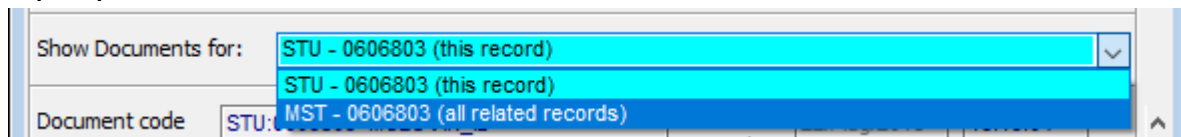
Student	0606803	Title	MR
Known As	TUBE	Surname	STUDENT
D.o.B.	13/Mar/1978 44	Previous name	
Forenames	TEST	JAMES	BLAKE
Official name	Test James Blake Student		
Letters			
Gender	F	Initials	TJB
<input type="checkbox"/> Edit name?			

Reference ID		Personal ID		HESA ID	1011456068035
Start date	02/May/2012	GMC reg.		Stu support no.	ADSADA
End date	28/Nov/2018	Scottish cand.		External Ref.	TEST12345
Batch Number		Vocational qual		Teacher T. Ref	
User defined 1		Stu. Union No.	1232142	Nurse Ref	
User defined 2		Library No.		NI Number	
Research council		Unique Learner		Dpt of Health reg	
Another no.		ISA Ref Number			
TOEFL Ref Number		IELTS ref number			
HEMIS student no.		Personal ed no.			

- Once the student has been retrieved, go to the menu at the top of the screen and click on "Goto". Once here, click on "Related Documents". A pop-up screen called Related Documents (DOC) will appear like below.



- Within the pop-up (DOC) screen above, you will see all of the documents attached to the STU record for this student. However, documents are not always attached to the STU record, if the document that you expect to see doesn't appear, please amend the highlighted "Show Documents for" dropdown and select the "MST – all related records" option. (MST) is the master record for a student and will show all documents related to that student.



4. Use the scroll bar, which is highlighted below, to move between documents. Once you have found the document you require, please follow the guidance below, which will show you how to open each of the different file types.

The screenshot shows a software window titled 'Related Documents (MEN_YDOC)'. At the top, it displays 'MYORK St George's, University of London MS 15/Feb/2023' and 'MEN10 Related Documents MEN_YDOC'. Below this is a toolbar with buttons for 'Add', 'Delete', 'Export', 'Import', 'Preview', and 'View', along with a 'UDF' icon. A dropdown menu shows 'Show Documents for: MST - 0606803 (all related records)'. The main area contains a form with the following fields:

Document code	STU:0606803~MCLOVIN_ID		
Document name	McLovin_ID.jpg		
Filename	McLovin_ID.jpg		
Version			
Type / Category	ADM_ID		
File extension	JPG	JPEG/JIFF IMAGE	
Size (bytes)	47317		
Notes			
Description			
Keywords			

On the right side of the form, there are two sets of metadata:

Created	22/Aug/2018	13:19:04
By	NBERY	BERY N
Updated	22/Aug/2018	13:19:04
By	NBERY	BERY N

A vertical yellow highlight is present on the right edge of the window, indicating a scroll bar.

Files that are saved come in a variety of file types, all with different file extensions. For example, **JPG/JPEG** (Images), **DOC/DOCX** (Word Documents), **MSG** (Email) and **PDF**. You can see what the file extension is for that particular file by looking at the "File extension" section of the screen, the above is a JPG.

Next in this guide, we will go through how to view each of these different file types.

1. **JPG/JPEG** – This file extension is for Image files. To open this file, click on the “Preview” button as highlighted in the below image.

Related Documents (MEN_YDOC)

MYORK St George's, University of London MS 15/Feb/2023
MEN10 Related Documents MEN_YDOC

3 of 16 Document (DOC) records

Buttons: Add, Delete, Export, Import, Preview (highlighted), View, UDF

Show Documents for: MST - 0606803 (all related records)

Document code	STU:0606803~MCLOVIN_ID	Created	22/Aug/2018	13:19:04
Document name	McLovin_ID.jpg	By	NBERY	BERY N
Filename	McLovin_ID.jpg	Updated	22/Aug/2018	13:19:04
Version		By	NBERY	BERY N
Type / Category	ADM_ID	ADM_ID		
File extension	JPG	JPEG/JIFF IMAGE		
Size (bytes)	47317			
Notes				
Description				
Keywords				

The image should open like the below, please resize the window if you can't see all of the image.

Related Documents (MEN_YDOC)

MYORK St George's, University of London MS 15/Feb/2023
MEN10 Related Documents MEN_YDOC

3 of 16 Document (DOC) records

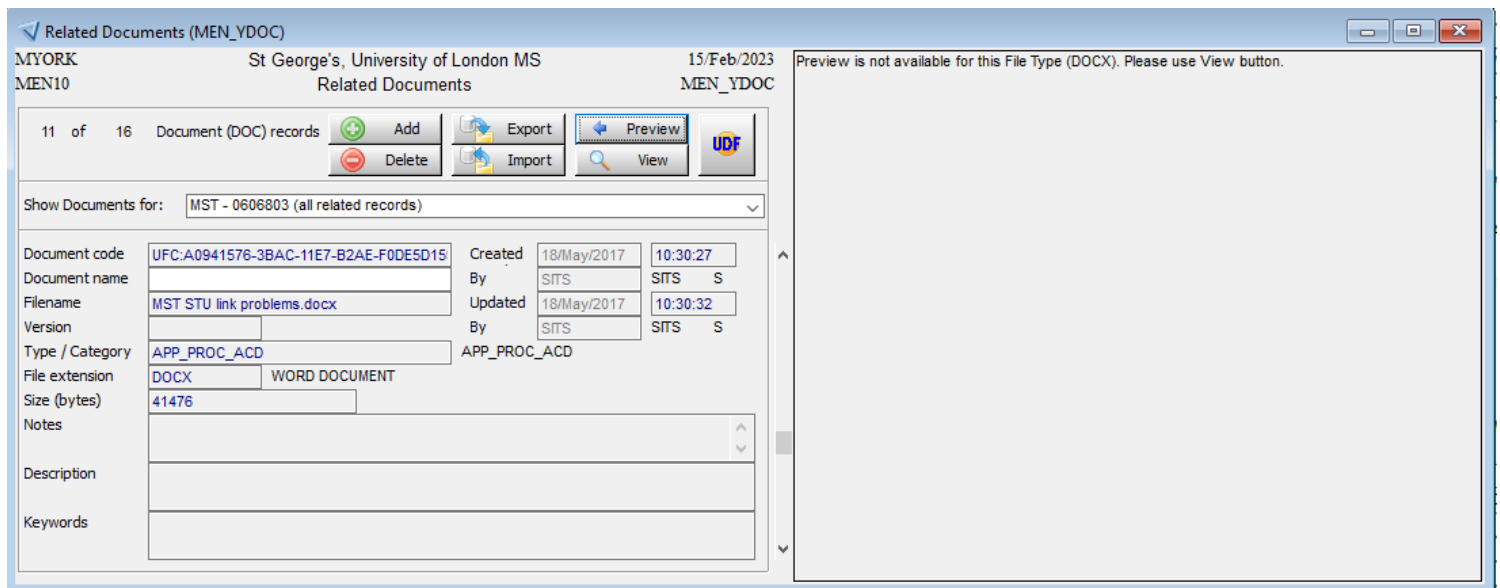
Buttons: Add, Delete, Export, Import, Preview (highlighted), View, UDF

Show Documents for: MST - 0606803 (all related records)

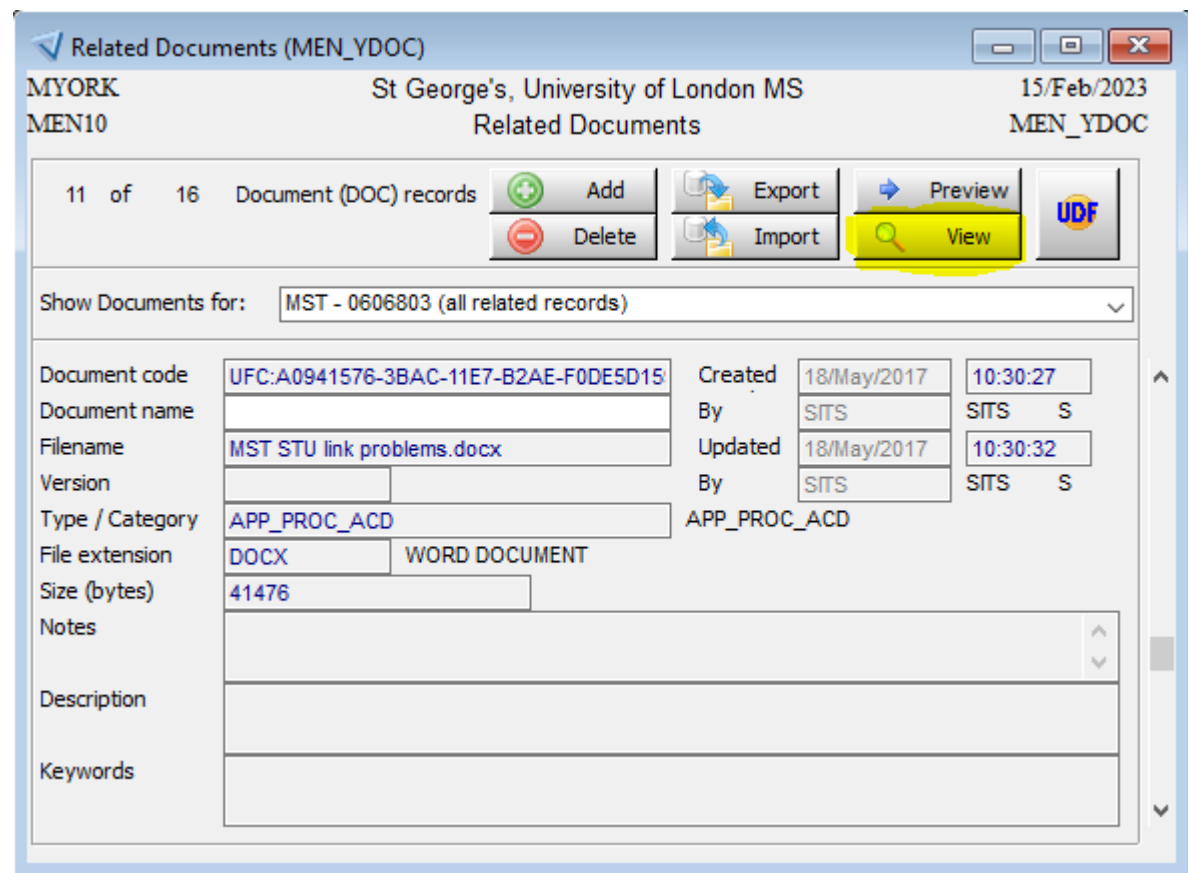
Document code	STU:0606803~MCLOVIN_ID	Created	22/Aug/2018	13:19:04
Document name	McLovin_ID.jpg	By	NBERY	BERY N
Filename	McLovin_ID.jpg	Updated	22/Aug/2018	13:19:04
Version		By	NBERY	BERY N
Type / Category	ADM_ID	ADM_ID		
File extension	JPG	JPEG/JIFF IMAGE		
Size (bytes)	47317			
Notes				
Description				
Keywords				

HAWAII DRIVER LICENSE
NUMBER 01-47-87441
DOB 06/03/1981 EXP 06/03/2008
HT 5-10 WT 150 HAIR BRO EYES BRO SEX M CTY 0
ISSUE DATE 06/18/1998 CLASS 3 RESTR ENDORSE
McLOVIN
892 MOMONA ST
HONOLULU, HI 96820

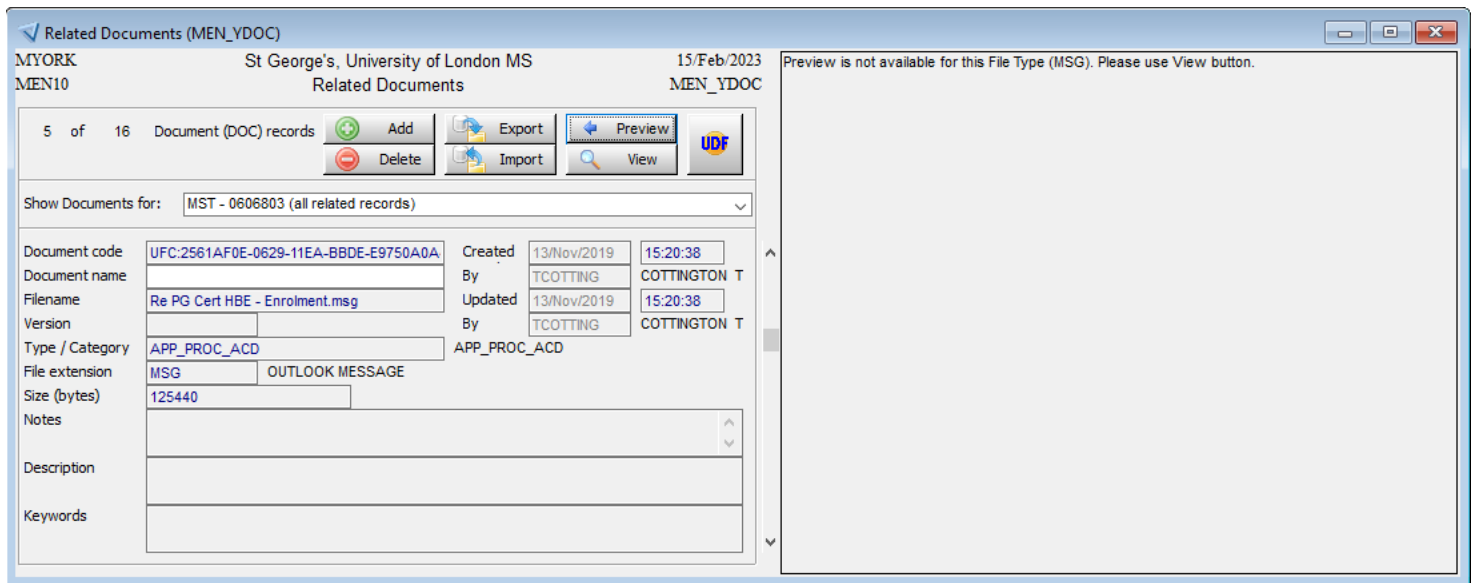
2. **DOC/DOCX** – This file extension is for Word Documents. The preview option does not work for this file type. If you click on the “Preview” button, you will see the below screen. As you can see it says “Preview is not available for this File Type (DOCX). Please use View button.”



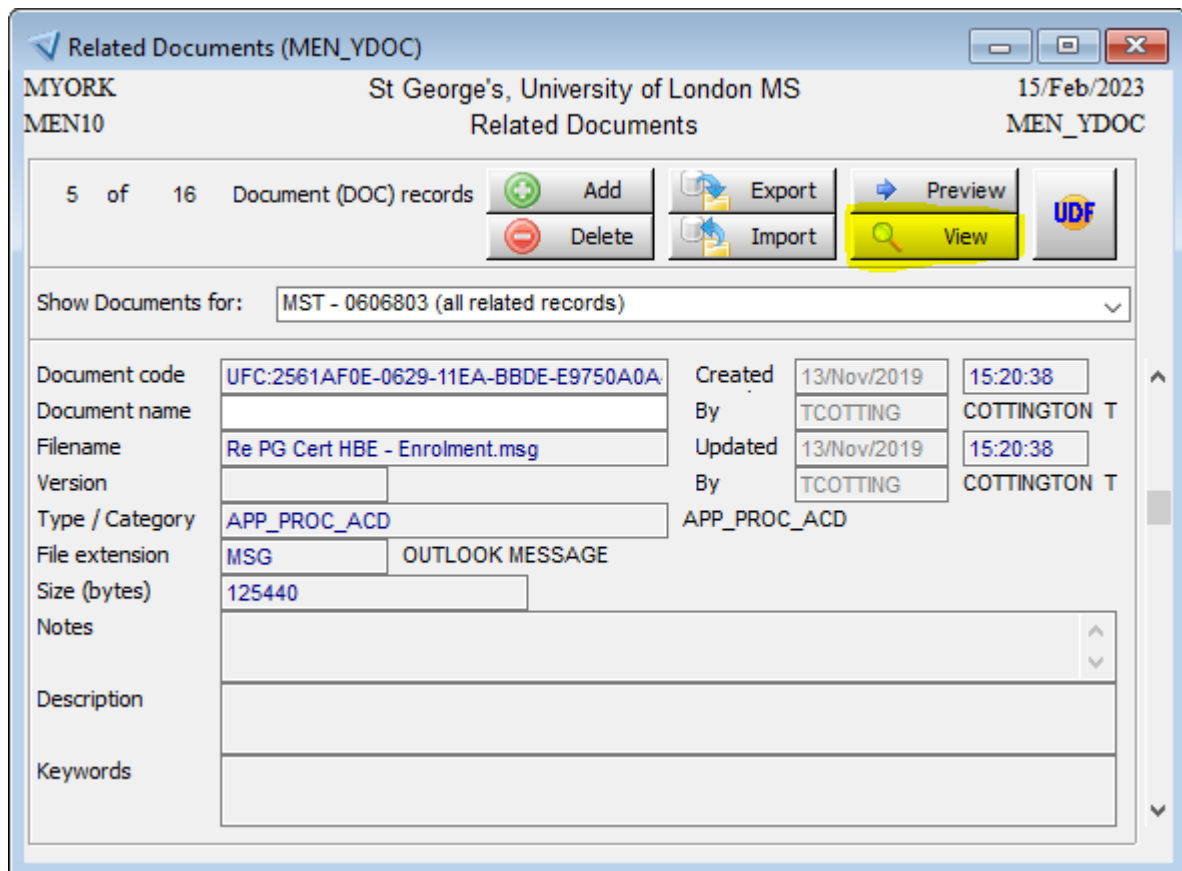
To open this file, click on the “View” button as highlighted in the below image. The file should now open in Microsoft Word, once you are done with the file just close Microsoft Word.



3. **MSG** – This file extension is for saved Outlook email messages. The preview option does not work for this file type. If you click on the “Preview” button, you will see the below screen. As you can see it says “Preview is not available for this File Type (MSG). Please use View button.”



To open this file, click on the “View” button as highlighted in the below image. The file should now open in Microsoft Outlook, once you are done with the file just close the email message.



4. **PDF** - This file extension is for PDF files. To open this file, click on the “Preview” button as highlighted in the below image.

Related Documents (MEN_YDOC)

MYORK St George's, University of London MS 15/Feb/2023
MEN10 Related Documents MEN_YDOC

6 of 16 Document (DOC) records

Buttons: Add, Delete, Export, Import, **Preview**, View, UDF

Show Documents for: MST - 0606803 (all related records)

Document code	UFC:2C067604-2F40-11E7-B029-85B809D38	Created	02/May/2017	15:03:52
Document name		By	SITS	SITS S
Filename	SITS trailblazer Flyer.pdf	Updated	02/May/2017	15:03:52
Version		By	SITS	SITS S
Type / Category	APP_PROC_ACD	APP_PROC_ACD		
File extension	PDF	ADOBE ACROBAT		
Size (bytes)	313330			
Notes				
Description				
Keywords				

The PDF file should open like the below, please resize the window if you can't see all of the file.

Related Documents (MEN_YDOC)

MYORK St George's, University of London MS 15/Feb/2023
MEN10 Related Documents MEN_YDOC

6 of 16 Document (DOC) records

Buttons: Add, Delete, Export, Import, Preview, View, UDF

Show Documents for: MST - 0606803 (all related records)

Document code	UFC:2C067604-2F40-11E7-B029-85B809D38	Created	02/May/2017	15:03:52
Document name		By	SITS	SITS S
Filename	SITS trailblazer Flyer.pdf	Updated	02/May/2017	15:03:52
Version		By	SITS	SITS S
Type / Category	APP_PROC_ACD	APP_PROC_ACD		
File extension	PDF	ADOBE ACROBAT		
Size (bytes)	313330			
Notes				
Description				
Keywords				

Preview window content:

CCB Business training solutions

SITS SOFTWARE DEVELOPER NEW STANDARD APPRENTICESHIP LEVEL 4

Developed by employers for employers

EMPLOYER GUIDE • NEW FOR 2017

If Preview/View does not show the file you are trying to view you can click on the “Export” button highlighted below.

The screenshot shows a software window titled "Related Documents (MEN_YDOC)". At the top, it displays "MYORK", "St George's, University of London MS", and the date "15/Feb/2023". Below this, it says "MEN10", "Related Documents", and "MEN_YDOC".

A toolbar contains several buttons: "Add" (green plus), "Delete" (red minus), "Export" (yellow highlight with a green arrow), "Import" (blue arrow), "Preview" (blue right arrow), and "View" (magnifying glass). There is also a "UDF" button with a blue logo.

Below the toolbar, a dropdown menu shows "Show Documents for: MST - 0606803 (all related records)".

The main area displays document details in a form-like layout:

Document code	JFC:ED242FA8-EF54-11E9-BC2D-E0254995B		
Document name	0606803_Identification		
Filename	0606803_Identification		
Version			
Type / Category	ADM_ID		
File extension	JPG	JPEG/JIFF IMAGE	
Size (bytes)	110691		
Notes			
Description			
Keywords			

On the right side, there are fields for "Created" (15/Oct/2019, 15:06:04) and "Updated" (15/Oct/2019, 15:06:08), both by "0606803" (STUDENT TJE).

Please make sure that you choose a location on your hard drive where it is safe to store the document. Once you have viewed the document you must delete it immediately.