



The Administrator

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Administrator Basics

The Administrator is a configuration tool for the OpenCCCAApply Standard, International, and BOG Fee Waiver applications. The Administrator allows you to manage:

- Terms, majors, and college- and district-level information
- Custom supplemental questions for student applications
- Details of the English proficiency section on the International application
- Automation rules for application submissions
- Student application downloads



Note:

The Administrator also allows you to manage user accounts for staff that need to access to the Standard, BOG Fee Waiver, and International application configuration. Although not directly related to managing student applications, the Administrator also allows you to manage user accounts for the separate Report Center tool. See [Users Tab](#) for details.

Logging in to the Administrator

The Administrator is available to you in both Pilot and Production environments. You will only be able to access administration tasks for your college or district colleges.

1. Navigate to the URL provided by your IT staff for either the Pilot or Production environment.
2. At the login screen, enter your college credentials for the username and password.
3. Click the Sign In button.

Navigating The Administrator Tool

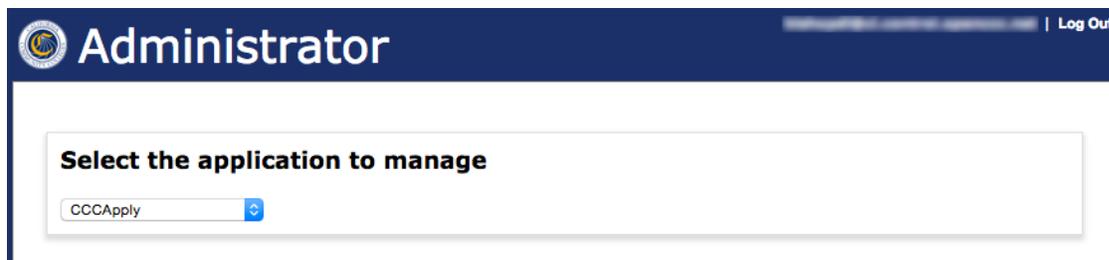
Log in to the Administrator and select an application from the drop-down menu:

- BOG Fee Waiver
- CCCApply (the standard application)
- International Application

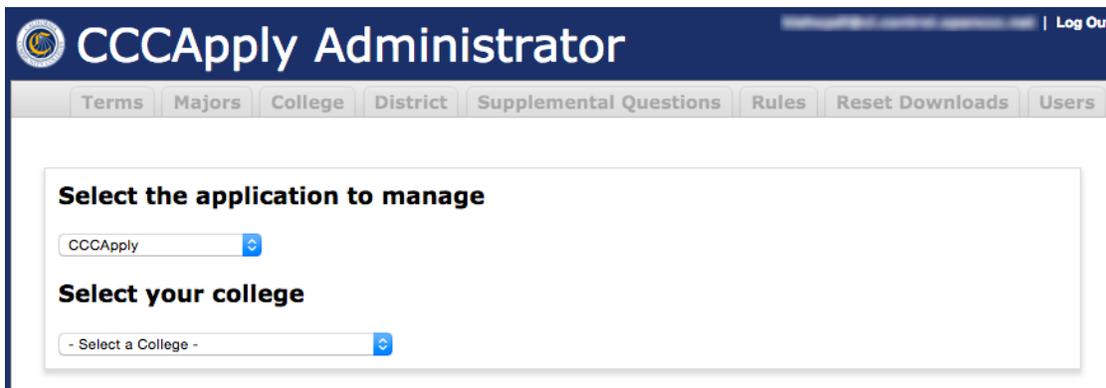


Note:

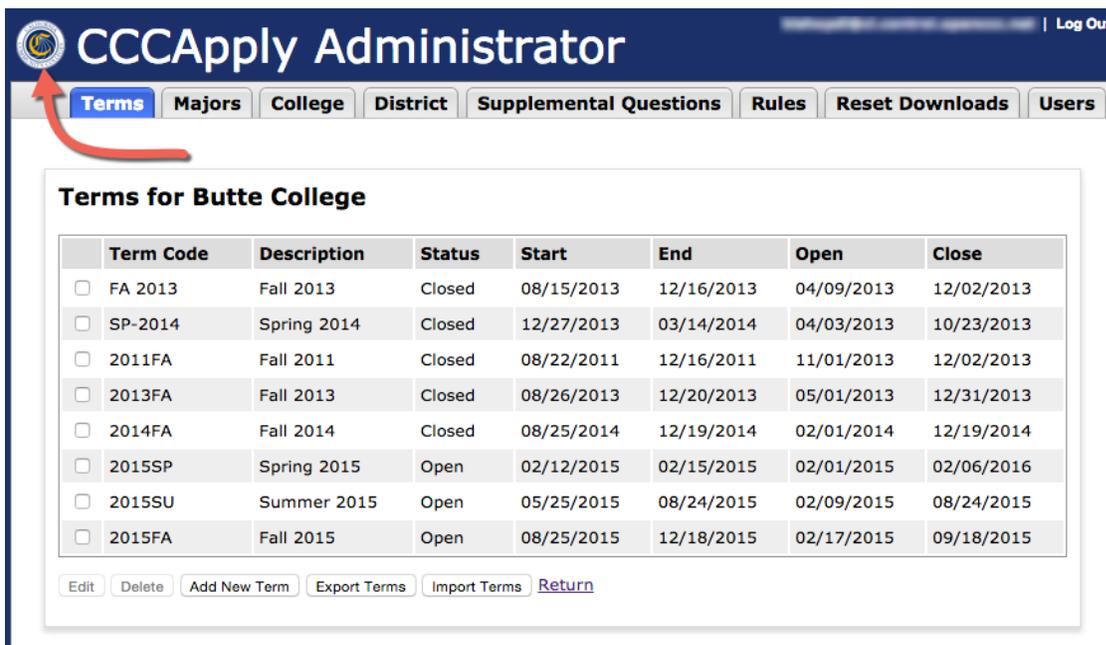
There is a fourth item in the drop-down menu labeled *Report Center*, which allows you to access the *Users* tab for only the Report Center so you can manage Report Center user access.



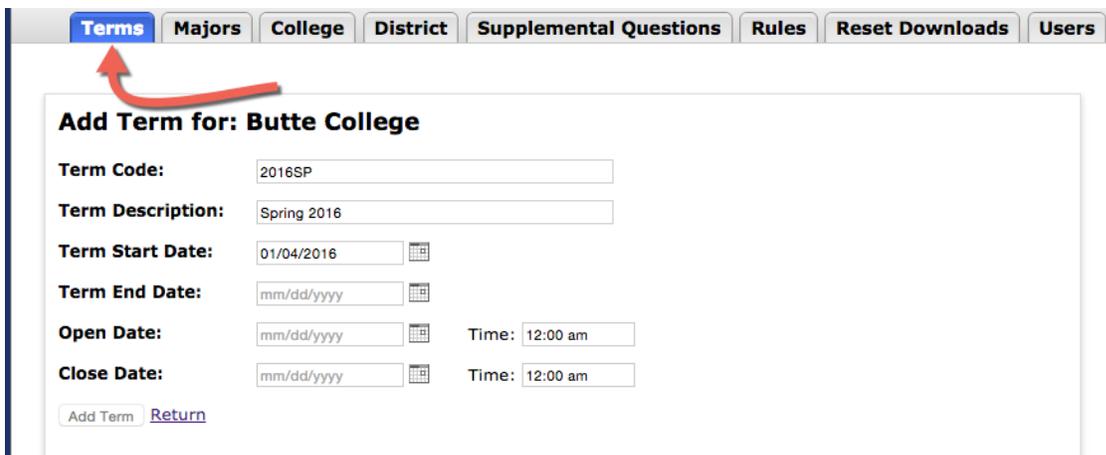
Disabled tabs display across the top of the page that correspond to your drop-down menu selection, and a new drop-down menu appears that allows you to select your college. Depending on your level of authorization (college or district), one or more colleges may be available.



After you have selected a college, the tabs become enabled. To return to the Administrator starting page from any tab, click the California Community Colleges logo.



Some tabs provide various input forms for managing your data. If you have begun filling out a form and decide that you don't want to submit the data, you can cancel the operation by clicking the tab itself.



Managing User Accounts

User accounts for both the Administrator tool (for Standard, BOG Fee Waiver, and International application configuration) and the Report Center (for running and creating reports) are accessed and managed in the *Users* tab that displays after you select your application and college to manage, if you have Add User authority.

Exporting Data from The Administrator

Several Administrator tabs include an **Export** button. The details of the export operation depend on the configuration of your browser, which might automatically download the exported data to its default downloads folder, or prompt you to supply a folder and file name for the exported data.

Sorting Table Columns

Many Administrator tabs present data in tables. You can sort these tables by clicking on the label of the column you want to sort on. The first click on a column label will sort the rows in ascending order by that column; a down-arrow will appear next to the label to indicate that another click will sort the table in descending order by that column. When the table is sorted in descending order, an up-arrow appears to indicate that a click will result in an ascending sort.

	Major Name ↓	Award Type	Program Control Number	TOP Code	Start Date	End Date
<input type="checkbox"/>	Accounting	Certificate			08/01/1970	(None)
<input type="checkbox"/>	Accounting Degree	AS degree			08/01/1970	(None)
<input type="checkbox"/>	Addiction Studies	Certificate			08/01/1988	(None)

The College Tab

On the *College* tab you can maintain various contact details for your college.

Terms	Majors	College	District	Supplemental Questions	Rules	Reset Downloads	Users
-------	--------	----------------	----------	------------------------	-------	-----------------	-------

Modify College: Butte College

Street Address Line 1:

Street Address Line 2:

College URL:

Admissions Phone:

Admissions OOS Phone:

Admissions Email:

Admissions FAX:

Admissions Contact Person:

Academic (BOG) Year:
 

[Return](#)



Note:

The *Academic (BOG) Year* drop-down list allows you to separately configure the academic year for the BOG Fee Waiver, as it may differ from the academic year for the Standard or International applications.

The *District* Tab

The *District* tab allows you to update the details for your district.

Modify District: BUTTE

Street Address Line 1:
3536 Butte Campus Drive

Street Address Line 2:

District URL:
http://www.butte.edu

District Phone:
5308952511

District Email:
name@domain.edu

District FAX:
(xxx) xxx-xxxx

District Applications:
 Allow applications to more than one college for the same term

[Update](#) [Return](#)

District Applications

If yours is a multi-college district, you can specify whether an applicant is allowed to apply to more than one college for the same term. If your district permits this, select the "Allow applications to more than one college for the same term" check box.

The Majors Tab

On the *Majors* tab you can add, edit, delete, import, and export majors. This tab is available only for the CCCApply (Standard) and International applications.

! Important:

The majors you define for the International application are not the same as the majors for CCCApply. That is, if you choose CCCApply from the Administrator Home page and define a major, then go back out to the Administrator Home and choose *International Application*, the major you just defined will not appear in the *Majors* tab. If you want a given major to be available on both applications, you must create it in both places (or create it in once place, export the majors, and then import those majors into the other).

The screenshot shows the 'Majors for Butte College' interface. At the top, there are navigation tabs: Terms, Majors (selected), College, District, Supplemental Questions, Rules, Reset Downloads, and Users. Below the tabs is a table with the following columns: Major Name, Award Type, Program Control Number, TOP Code, Start Date, and End Date. The table contains several rows of majors, each with a checkbox in the first column. At the bottom of the table, there are buttons for Edit, Delete, Add New Major, Export Majors, Import Majors, and a Return link.

Major Name	Award Type	Program Control Number	TOP Code	Start Date	End Date
<input type="checkbox"/> Accounting Degree	AS degree			08/01/1970	(None)
<input type="checkbox"/> Accounting	Certificate			08/01/1970	(None)
<input type="checkbox"/> University Courses: Social Science Degree	A...degree			08/01/1970	(None)
<input type="checkbox"/> Visual Merchandising Degree	AS degree			08/01/1996	(None)
<input type="checkbox"/> Visual Merchandising	Certificate			08/01/1996	(None)
<input type="checkbox"/> Welding Technology Degree	AS degree			08/01/1974	(None)
<input type="checkbox"/> Welding Technology	Certificate			08/01/1974	(None)

Adding A Major

1. Click **Add New Major**; this displays the *Add Major for* form that allows you to describe the major.
2. Complete the form and click **Add Major**. The majors table will redisplay, now including your new major.

☰ Note:

The major code you enter here will not display in the majors table, although it will be saved by the system. The major code will appear in the *Edit Major* form when you edit the major.

The screenshot shows the 'Add Major for: Butte College' form. At the top, there are navigation tabs: Terms, Majors (selected), College, District, Supplemental Questions, Rules, Reset Downloads, and Users. The form contains the following fields and options:

- Major Code:** Text input field.
- Major Name:** Text input field.
- Major Start Date:** Date picker (mm/dd/yyyy) and a dropdown menu for term selection.
- Major End Date:** Date picker (mm/dd/yyyy) and a dropdown menu for term selection.
- Award Type:** Dropdown menu with '(Not specified)' selected.
- Program Control No.:** Text input field.
- TOP Code:** Text input field.
- At the bottom, there are buttons for 'Add Major' and 'Return'.

Editing A Major

1. Select the check box for the major you want to change and click **Edit**. This displays the *Edit Major for* form that allows you to change the details of the major.
2. When you are satisfied with your edits, click **Update Major**. The majors table will redisplay, now reflecting your changes.

Edit Major for: Butte College

Major Code:

Major Name:

Major Start Date:

Major has **no** end date
 Major has end date

Award Type:

Program Control No.:

TOP Code:

[Return](#)

Last updated by [redacted]@ci.control.openccc.net at 05/12/2014 7:36AM.

Deleting A Major

1. Select the check box for the major you want to delete. More than one major can be selected.
2. Click **Delete**. Your browser will prompt you for confirmation.
3. When you confirm the deletion, the majors table will redisplay, now without the major(s) you deleted.

Importing Majors

1. Click **Import Majors**. This displays the *Import File to major table* form for importing your data.
2. Click **Choose File** and select the CSV file from your local file system to import.
3. Click **Import**.
4. All rows are **replaced** in the majors table and the list is refreshed.

Warning:

Your import file must contain all of your majors, not only those you want to add. Do not import a file that contains only the majors you wish to add. This will cause all of your existing majors to be deleted. Instead, export your existing majors to a CSV file, add your new majors to that file, and then import it.

Import File to major table

1. Browse to locate the file you want to import.
2. Click the Import button to import.

Find file to import:

No file chosen

[Return](#)

Exporting Majors

To export your majors to a CSV file, click **Export Majors**. See [Exporting Data from The Administrator](#) for details on exporting.

Editing The CSV File

The export function produces a CSV file describing the majors, and the import function requires a CSV file in the same format. Unless you have experience with text editors and CSV files, the best way to edit your CSV file is with a spreadsheet application such as Microsoft Excel or OpenOffice Calc. Remember to save the file in CSV format when you are finished editing it.

The Terms Tab

On the *Terms* tab you can add, edit, delete, import, and export terms. This tab is available only for the CCCApply and International applications. The following is an example of the *Terms* tab display.

Term Code	Description	Status	Start	End	Open	Close
<input type="checkbox"/> FA 2013	Fall 2013	Closed	08/15/2013	12/16/2013	04/09/2013	12/02/2013
<input type="checkbox"/> SP-2014	Spring 2014	Closed	12/27/2013	03/14/2014	04/03/2013	10/23/2013
<input type="checkbox"/> 2011FA	Fall 2011	Closed	08/22/2011	12/16/2011	11/01/2013	12/02/2013
<input type="checkbox"/> 2013FA	Fall 2013	Closed	08/26/2013	12/20/2013	05/01/2013	12/31/2013
<input type="checkbox"/> 2014FA	Fall 2014	Closed	08/25/2014	12/19/2014	02/01/2014	12/19/2014
<input type="checkbox"/> 2015SP	Spring 2015	Open	02/12/2015	02/15/2015	02/01/2015	02/06/2016
<input type="checkbox"/> 2015SU	Summer 2015	Open	05/25/2015	08/24/2015	02/09/2015	08/24/2015
<input type="checkbox"/> 2015FA	Fall 2015	Open	08/25/2015	12/18/2015	02/17/2015	09/18/2015

[Edit](#)
[Delete](#)
[Add New Term](#)
[Export Terms](#)
[Import Terms](#)
[Return](#)



Important:

The terms you define for the International application are not the same as the terms for CCCApply. That is, if you choose CCCApply from the Administrator Home page and define a term, then go back out to the Administrator Home and choose *International Application*, the term you just defined will not appear in the *Terms* tab. If you want a given term to be available on both applications, you must create it in both places (or export it from one and import it into the other).

Adding A Term

1. Click **Add New Term** to display the *Add Term* form that allows you to describe the term.
2. Complete the form and click **Add Term**. The terms table will redisplay now including your new term.



Note:

While the length of the term description is effectively unlimited, the term code may not be longer than 15 characters.

Term Code:	2016SP	
Term Description:	Spring 2016	
Term Start Date:	01/18/2016	
Term End Date:	05/29/2016	
Open Date:	12/01/2015	Time: 12:00 am
Close Date:	02/13/2016	Time: 12:00 am

[Add Term](#)
[Return](#)

Editing A Term

Warning:

When creating a new term, you may be tempted to edit an existing term and simply change some of the fields. Never do this, as it will affect submitted student applications. Always use **Add New Term** or **Import Terms** to create a new term.

1. Select the check box for the term you want to change and click **Edit**; this will display the form that allows you to change the details of the term.
2. When you are satisfied with your edits, click **Update Term**. The terms table will redisplay, now reflecting your changes.

The screenshot shows a web interface with a navigation bar containing tabs: Terms, Majors, College, District, Supplemental Questions, Rules, Reset Downloads, and Users. The 'Terms' tab is active. Below the navigation bar is a form titled 'Edit Term for: Butte College'. The form contains the following fields:

- Term Code: 2015FA
- Term Description: Fall 2015
- Term Start Date: 08/25/2015
- Term End Date: 12/18/2015
- Open Date: 02/17/2015, Time: 12:00 am
- Close Date: 09/18/2015, Time: 12:00 am

At the bottom of the form, there are two buttons: 'Update Term' and 'Return'. Below the form, a status message reads: 'Last updated by [redacted]@butte.edu at 02/19/2015 3:51PM.'

Deleting a Term

Warning:

Never delete a term on the production server.

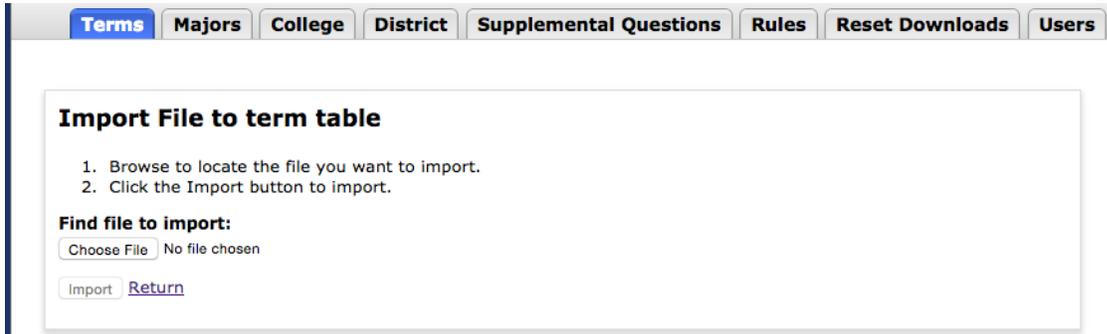
1. Select the check box for the term you want to delete. More than one term can be selected.
2. Click **Delete**. Your browser will prompt you for confirmation.
3. When you confirm the deletion, the terms table will be redisplayed, now without the term(s) you deleted.

Importing Terms

1. Click **Import Terms** to display the *Import File to term table* form for importing your data.
2. Click **Choose File** and select the file from your local file system to import.
3. Click **Import**.
4. All rows are **replaced** in the terms table and the list is refreshed.

Warning:

Your import file must contain all of your terms, not only those you want to add. Do not import a file that contains only the terms you want to add. This will cause all of your existing terms to be deleted. Instead, export your existing terms to a file, add your new terms to that file, and then re-import it.



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Terms', 'Majors', 'College', 'District', 'Supplemental Questions', 'Rules', 'Reset Downloads', and 'Users'. The 'Terms' tab is selected. Below the navigation bar is a white box with a grey border titled 'Import File to term table'. Inside this box, there are two numbered instructions: '1. Browse to locate the file you want to import.' and '2. Click the Import button to import.' Below the instructions is the section 'Find file to import:', which contains a 'Choose File' button and the text 'No file chosen'. At the bottom of this section are two buttons: 'Import' and 'Return'.

Exporting Terms

To export your terms to a CSV file, click **Export Terms**. See [Exporting Data from The Administrator](#) for details on exporting.

Editing The CSV File

The export function produces a CSV file describing the terms, and the import function requires a CSV file in the same format. Unless you have experience with text editors and CSV files, the best way to edit your CSV file is with a spreadsheet application such as Microsoft Excel or OpenOffice Calc. Remember to save the file in CSV format when you are finished editing it.

The Reset Downloads Tab

By default, the Download tool downloads only those student applications that have not already been downloaded. When you run the tool, it only delivers new applications that have been submitted since the last time it was run. If for some reason the need arises to re-download applications, the *Reset Downloads* tab allows you to reset previously downloaded applications to enable the Download tool to deliver them.

You can identify which student applications you want to reset by entering the confirmation number for each one. Follow these steps if you need to reset many applications at once.

1. Go to the Report Center and run the *New Applicant* report.

Name	Description	Type	Cr
Foster Youth by Term Report	Foster Youth Counts by Term	Report	11
Foster Youth Detail Report	Grouped by FY Status, Filtered by Term, FY Stat...	Report	11
Foster Youth Residency Priorit...	Changed the term operator	Report	11
Foster Youth Residency Priorit...	All data fields to calculate Foster Youth residenc...	Report	11
Full Application Report by Con...	Full report using confirmation number as a filter	Report	11
Military Discharged in CA Report	Filtered by Discharge Date and Stationed in CA ...	Report	11
New Applicant		Report	11
New Applicant Detail Report	Short version of New Applicant Report	Report	11
New Applicant Download Stat...		Report	11

2. Export the report to a CSV file.

Birth Date	SSN	Term Description	Enroll Status	Residency Status	Major Code	Major Description
3/17/72		Spring 2012 - College of the Canyons	2	1	66101	MS Applied Chemistry
		Winter 2014 - Victor				AA Liberal Arts - Arts &

3. Open the CSV file with a spreadsheet application.

	A	B	C	D	
1	College ID	CCC ID	Confirmation Number	Term	Last N
2		111 AAA1588	12220	2014FA	Studer
3		111 AAA1619	12246	2014FA	Doll
4		111 AAA1629	12258	2014FA	Chape
5		111 AAA1749	12421	2014FA	Potter
6		111 AAA3876	14598	2015FA	Angelc
7		111 AAA1750	12421	2014FA	Mill

- Copy confirmation numbers from the spreadsheet and paste them into the *Reset Downloads* tab input field. You can do this one confirmation number at a time, or you can modify the spreadsheet to bring them all together so you can copy/paste all of them at once. You will not need this file after you have copied the confirmation numbers you want, so there is no need to be particularly careful with it.
- Click **Find Applications** to display a list of the student applications associated with the app_ids.
- Click **Select All**, or manually select the check box(es) for the applications you want to reset, and click **Reset Applications for Download**. When you next run the Download tool, these applications will be included in the download file.

Terms
Majors
College
District
Supplemental Questions
Rules
Reset Downloads
Users

Reset Downloads for Butte College

Enter a list of confirmation numbers (app_ids):

12220
12246
12258
12421
14598

	AppID	Last Name	First Name	DOB	Submit Date	CCCID
<input type="checkbox"/>	12220	Student	Bobby	01/01/1980	03/04/2014 8:22AM	AAA1588
<input type="checkbox"/>	12246	Doll	Barbie	01/01/1960	03/05/2014 9:47AM	AAA1619
<input type="checkbox"/>	12258	Chapeau	Belle	01/01/1990	03/06/2014 7:55AM	AAA1629
<input type="checkbox"/>	12421	Potter	Beatrice	01/01/1996	03/26/2014 11:51AM	AAA1749
<input type="checkbox"/>	14598	Angelou	Maya	01/01/1998	03/10/2015 1:20PM	AAA3876

The Rules Tab

On the *Rules* tab you can create and configure automatic actions that run when a student submits an application.

When you have an active rule in place for the CCCApply application, any built-in application field calculations occur prior to the rule running, so that the rule can validate correctly against accurate data.

Two types of rule actions are available:

- A customizable email can be sent to the student and/or to a college staff member.
- The application can be pre-checked for errors, and a message can be displayed immediately to the student to indicate that the application cannot be submitted until the errors are corrected.



Note:

Creating and maintaining rules and their associated messages can be rather complex; a basic proficiency in writing computer software will be very helpful, especially in a programming language similar to C or JavaScript.

Message Manager for Email Messages

Before you create a rule for sending an e-mail, we recommend that you first write the text for the body of the e-mail using the message manager. Click *Manage Messages* to display the *Add Message* form that allows you to add, edit, and delete the messages to be used by the rules you create.



Note:

This step is not necessary for creating rules that report an error to the user. Messages for error rules are entered directly in the rule definition itself.

Message ID	Message	Last Updated
<input type="checkbox"/> FCR Email	Welcome to Butte College. This is the email for new International students.	02/27/2014
<input type="checkbox"/> K-12 email	Welcome to Butte College. This is the e-mail for new K-12 students.	02/27/2014
<input type="checkbox"/> New App	Dear \${firstname} \${lastname}, Congratulations! You have successfully applied to Butte College. Y...	02/27/2014
<input type="checkbox"/> New App v2	Thanks you for applying to Butte College. This is the message for new students.	02/27/2014
<input type="checkbox"/> Title IX	This is a title IX notice	05/12/2014

[Return](#)

Adding A Message

1. Click **Add New Message** to display the *Add Message* form that allows you to add and configure new messages.

With this message in place, consider an example student named Diana who has applied to Butte College for the Fall 2015 term. A rule that uses this message will e-mail Diana with this body text: "Congratulations, Diana! You are now enrolled at Butte College for the Fall 2015 Term."

4. When you are satisfied with the contents of your e-mail, click **Add Message**. The messages table redisplay, now including your new message.

Editing A Message

1. Select the check box for the message you want to change and click **Edit**. This displays the same form you used for creating the message.



Note:

You can change the message ID on this form, but remember that you must also update your rules to use the new ID.

2. Make your changes and click **Update Message**. The messages table redisplay, now reflecting your changes.

[Terms](#)
[Majors](#)
[College](#)
[District](#)
[Supplemental Questions](#)
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[Reset Downloads](#)
[Users](#)

Edit Major for: Butte College

Major Code:

Major Name:

Major Start Date:

Major has **no** end date
 Major has end date

Award Type:

Program Control No.:

TOP Code:

[Return](#)

Last updated by @ci.control.openccc.net at 05/12/2014 7:36AM.

Deleting A Message

1. Select the check box for the message you want to delete. More than one message can be selected.
2. Click **Delete**. Your browser will prompt you for confirmation.
3. When you confirm the deletion, the messages table redisplay, now without the message(s) you deleted.



Note:

Remember to update your rules such that they won't attempt to use any messages you have deleted.

Managing Rules



Note:

If you have been managing messages, the messages table may be in focus. If this is the case, click the *Rules* tab to display the rules table and begin managing rules.

[Terms](#)
[Majors](#)
[College](#)
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Rules for Butte College

Note: The first step when creating **email** rules is to create the message (the body of the email). You can then reference the message ID when creating the rule. Click the Manage Messages link to create a new message.

	Order	Rule Name	Status	Last Updated
<input type="checkbox"/>	1	New K-12 Student E-mail	Active	02/27/2014
<input type="checkbox"/>	2	International E-mail	Active	02/27/2014
<input type="checkbox"/>	3	New Student E-mail	Active	03/13/2014

[Manage Messages](#) | [Return](#)

Adding A Rule

1. Click **Add New Rule**. This displays the form that allows you to create and configure the new rule.

2. Enter a name for your rule in the *Rule Name* field. The name must be unique among the other rules you have created.
3. Set the status of your rule. *Active* means that it should run every time a student submits an application. *Inactive* means that the rule should not run.
4. Use the *Executes Before* drop-down menu to set the execution order for your rule relative to your other rules. If your new rule should execute after all other rules, select *(Executes last)*.
5. Define your rule in the *Rule Definition* box. It is at this point that a proficiency in writing computer software will be most helpful, as rules are written in a computer programming language similar to C or JavaScript.

A rule can be used for sending an e-mail to the applying student and/or college staff, depending on how the student filled out the application. Another use for rules is to validate the student's application before it is actually submitted to the college, to prevent the submission and immediately report the error to the student, to allow for correction and re-submission.

Creating a rule involves:

- specifying the conditions that should cause the rule to perform an action
- specifying the action to be performed

For example, you might wish to send an e-mail to applicants who are currently active in the military. In the OpenCCCApply Standard application, the field for military status is called "military_status". The value that indicates active status in the military is "2". So you would write your rule to check the "military_status" field, and send the e-mail when the field contains the value "2". Say, for example, that the message ID for your e-mail is "Act Mil" (remember, message IDs are limited to 10 characters). Your rule would look something like this:

```
if(military_status == "2")
{
  mail("Act Mil", "admissions@butte.edu", "Welcome to Butte College!")
}
```

For a student who indicates active military status, this rule will send him/her an e-mail with the subject line of "Welcome to Butte College!" and a "from" address of "admissions@butte.edu". The body of the e-mail will be the content of the "Act Mil" message.



Note:

The *Application Data* field is a scrollable list of field names from the student application. When you click on one of these fields, it appears in the Rule Definition box at the cursor. You can also simply type the name of the field you wish to check. The field names are only used in the "if" part of your rule.

Similarly, the *Messages* field is a scrollable list of the available message IDs that you have defined in the Messages Manager. Message IDs are used only in the "mail" or "staffMail" part of your rule, as it indicates the name of the message that should be sent.

Detailed descriptions and examples of the rule syntax can be found on the *Rules* tab below the *Rule Definition* box.

When you enter a rule in the *Rule Definition* box, it is automatically checked for syntax errors. If there are errors, they will be reported just below the *Rule Definition* box in red-colored text as in the example below.

Rule Definition:

```
1 if(military_status == "2") {
2   mail("Act Mil" "admissions@butte.edu", "Welcome to Butte College!")
3 }
4
```

Error at line 2, character 18 of the rule text: Unexpected character "". Expected ",".

If there are no syntax errors, the a Rule Preview displays the results of your rule. For each field your rule checks, the preview will allow you to enter test values. For each test value you enter, the preview will show the result of the rule. In the example below, the rule would do nothing if "military_status" contained a value other than "2".

Rule Preview

Your rule depends on the values of the following fields. As you try different sample values, the results below will update instantly.

Note: This is only a preview, and it does not actually send any emails.

military_status: Null

What would happen:

(Nothing)

Changing the "military_status" field to a value of "2" causes the preview to change, presenting the details of the action that will be taken. (Note that the e-mail message has not been created yet in this example, and is stated as such in the Rule Preview.)

Rule Preview

Your rule depends on the values of the following fields. As you try different sample values, the results below will update instantly.

Note: This is only a preview, and it does not actually send any emails.

military_status: Null

What would happen:

✉ **Welcome to Butte College!**

From: admissions@butte.edu

To: (Student's email address)

(The email body will contain the message with ID "Act Mil". This message hasn't been created yet.)

The Supplemental Questions Tab

On the *Supplemental Questions* tab you can add supplemental questions to the OpenCCCAApply Standard and International applications. See *Working with Supplemental Questions* for details on the contents of the questions file and how they relate to your student application.

	Page ID	Status	Effective Date
<input type="checkbox"/>	177	Not Active	03/07/2014
<input type="checkbox"/>	180	Active	03/01/2014
<input type="checkbox"/>	86	Not Active	10/01/2013

[Edit](#)
[Export XML](#)
[Import XML](#)
[Return](#)

Importing Supplemental Questions

1. Click **Import XML** to display the *XML Import* form for importing your data.
2. In the *XML Import* form, click **Choose File** and select the XML file from your local file system to import.
3. Change the *Effective Date* value if necessary.
4. Click **Import**. The supplemental questions table will redisplayed, now including an entry for your newly-imported questions. A page ID will be assigned to your uploaded file. If you later export this set of questions, this page ID will be part of the output file name.



Warning:

Your import file must contain all of your supplemental questions, not only those you want to add. Do not import a file that contains only the questions you wish to add. This will cause all of your existing supplemental questions to be deleted. Instead, export your existing supplemental questions to a file, add your new questions to that file, and then import it.

XML Import

1. Browse to locate the file you want to import.
2. Enter an effective date. The default is today's date.
3. Click the Import button to import the XML file.

Find file to import:

[Choose File](#) No file chosen

Effective Date:

03/03/2015

Note: The new page will default to Active.

[Import](#) [Return](#)

Updating Status And Effective Date

1. Select an existing page from the list and click **Edit**.
2. Edit the status and/or effective date and click **Update**.

Terms Majors College District **Supplemental Questions** Rules Reset Downloads Users

Modify Status and Effective Date

File ID:

Page Status:

Effective Date: 

[Return](#)

Last updated by  @butte.edu at 03/18/2014 8:46AM.

Exporting XML

To export supplemental questions to an XML file:

1. Select the desired page (only one page can be exported at a time).
2. Click **Export XML**. The default name of the downloaded file will indicate supp-111-439-20150317.xml.

The Users Tab

 **Note:**

If you are not authorized to maintain user accounts, this tab will be unavailable.

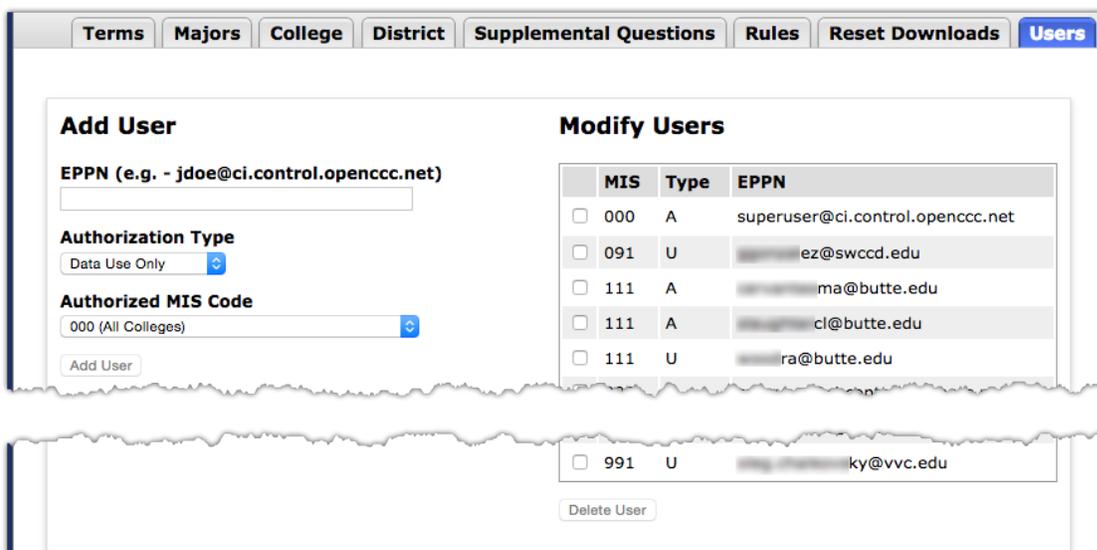
On the *Users* tab you can add, edit, and delete user accounts for the Administrator and the Report Center.

 **Note:**

A CCCApply user can have district-level permissions and access to multiple colleges in the district. A Report Center user can access only one college, even in a multi-college district.

 **Note:**

Your authorization level will determine which user accounts you will see in the list. If you are authorized for your district, the list will show all users in your district. If you are authorized only for a single college, you will see only the users for that college.



The screenshot shows the 'Users' tab interface with several navigation buttons at the top: Terms, Majors, College, District, Supplemental Questions, Rules, Reset Downloads, and Users. The main content area is divided into two sections: 'Add User' and 'Modify Users'.

Add User Section:

- EPPN (e.g. - jdoe@ci.control.openccc.net):** A text input field.
- Authorization Type:** A dropdown menu with 'Data Use Only' selected.
- Authorized MIS Code:** A dropdown menu with '000 (All Colleges)' selected.
- Add User:** A button to submit the form.

Modify Users Section:

	MIS	Type	EPPN
<input type="checkbox"/>	000	A	superuser@ci.control.openccc.net
<input type="checkbox"/>	091	U	ez@swccd.edu
<input type="checkbox"/>	111	A	ma@butte.edu
<input type="checkbox"/>	111	A	cl@butte.edu
<input type="checkbox"/>	111	U	ra@butte.edu
<input type="checkbox"/>	991	U	ky@vvc.edu

Delete User: A button located below the user list.

Adding A User

1. Enter the user's *eduPersonPrincipleName* (EPPN) from Shibboleth.
2. Select the authorization type from the drop-down menu. *Data Use Only* allows the new user full read and write access to all the Administrator tabs except the *Users* tab. *Add User Authority* allows the user full access to all Administrator tabs, including the *Users* tab.
3. From the *Authorized MIS Code* drop-down menu, select the MIS code that corresponds to the college or district that the new user should be authorized to manage.

 **Note:**

If your user permissions allow you access to only a college, you will not see district-level MIS codes in the *Authorized MIS Code* list.

4. Click **Add User** to display the new user in the users list on the right.

Editing A User

1. Select the check box for the user account you want to modify. The details for that account will appear in the *EPPN* input field and the *Authorization Type* and *Authorized MIS Code* drop-down menus.
2. Make your changes and click **Update User**. The users list will redisplay, now reflecting your changes.

Deleting A User

1. Select the check box(es) for the user(s) you want to delete.
2. Click **Delete User**. The users list will redisplay, now without the user(s) you deleted.