

Table of Contents

How to keep convocation ceremony records

SHACRMY Overview 1
How to keep convocation ceremony information 2
Field descriptions for SHACRMY 5



How to keep convocation ceremony records



SHACRMY Overview

The SHACRMY form creates convocation ceremony records to track the date, time and site of McGill convocations.

In the key block, both the **Ceremony** field and the **Term** field are required. **Ceremony** always holds a 10-digit number composed of the convocation term (i.e. 200401 for May/June convocation or 200405 for October convocation) or of a report term (i.e. 200309 Fall graduation) plus a 4-digit code (i.e. 3001).

The main information block holds information on **Site**, **Date** and **Time**. **Site** is connected to a validation table containing applicable values. **Date** is connected to a Calendar window that automatically generates for you the selected date in proper format. **Time** is not connected to anything so users must know to enter the time as represented on the 24-hour clock (i.e. 1400 — no colon inserted).

How to keep convocation ceremony information



How to keep convocation ceremony information

- 1 Enter SHACRMY in the **Go** field.

Ceremony: Term:

1st Choice		2nd Choice	
Event:	<input type="text"/>	Event:	<input type="text"/>
Site:	<input type="text"/>	Site:	<input type="text"/>
Building:	<input type="text"/>	Building:	<input type="text"/>
Room:	<input type="text"/>	Room:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>
Time:	<input type="text"/>	Time:	<input type="text"/>

Max Student Tickets: Max Non-Student Tickets: Max Capacity:

Required Dress Code:

Activity Date:

- 2 Enter the 10-digit code in **Ceremony**.



If you do not know the exact code, double-click on the field to query the Established Ceremonies form [SHACRMQ]. Press <F8> to list the ceremony codes from which you can select.

- 3 <Tab> and enter the 6-digit **Term**.

How to keep convocation ceremony information



4 Click the **Next Block**  button to access the **1st Choice** values.

Ceremony: 2003013001 Management Term: 200301

1st Choice 2nd Choice

Event: [] []
Site: [] []
Building: [] []
Room: [] []
Date: 04-JUN-2004 Time: [] Date: 04-JUN-2004 Time: []

Max Student Tickets: [] Max Non-Student Tickets: [] Max Capacity: []
Required Dress Code: []
Activity Date: 04-JUN-2004

5 Enter or update the **Site**.

1st Choice 2nd Choice

Event: [] []
Site: 03E Convocation Site (Pl des Arts) [] []
Building: [] []
Room: [] []
Date: 04-JUN-2004 Time: [] Date: 04-JUN-2004 Time: []

6 Modify the **Date**, which defaults initially to the current date.

How to keep convocation ceremony information




Note

The **Date** field is connected to a Calendar window that automatically generates the proper format of the date you select. Although the field label is not coloured blue to indicate this, it is recommended you double-click in the field and select the desired date from the Calendar window.

1st Choice		2nd Choice	
Event:	<input type="text"/>	Event:	<input type="text"/>
Site:	03E Convocation Site (Pl des Arts)	Site:	<input type="text"/>
Building:	<input type="text"/>	Building:	<input type="text"/>
Room:	<input type="text"/>	Room:	<input type="text"/>
Date:	30-MAY-2005	Date:	04-JUN-2004
Time:	<input type="text"/>	Time:	<input type="text"/>

- 7 Enter or update the **Time** by using the 24-hour clock without entering a colon or any other punctuation. For instance: 1400 or 0930.

1st Choice		2nd Choice	
Event:	<input type="text"/>	Event:	<input type="text"/>
Site:	03E Convocation Site (Pl des Arts)	Site:	<input type="text"/>
Building:	<input type="text"/>	Building:	<input type="text"/>
Room:	<input type="text"/>	Room:	<input type="text"/>
Date:	30-MAY-2005	Date:	04-JUN-2004
Time:	0900	Time:	<input type="text"/>

- 8 Repeat steps 5 to 7 for your **2nd Choice** values, if desired.
- 9 Click the **Save**  button.

Field descriptions for SHACRMY



Field descriptions for SHACRMY

	Item	Description
Key block		
1	Ceremony (Required)	10-digit code indicating a convocation ceremony. Stored in the STVCERT table. The first 6 digits indicate the term. The last 4 digits are unique number sequences. For example, a ceremony code of 2004013001 : <ul style="list-style-type: none">• indicates a May/June convocation ("200401"), and• ends with a sequence of 4 digits, unique within any one term ("3001")
2	Term (Required)	6-digit code indicating the term when the convocation ceremony was held.
1st Choice and 2nd Choice values		
1	Event	not used at McGill
2	Site (Required)	Code indicating the physical location of the convocation ceremony. Composed of a unique 2-digit code following by an E or an F (for English ceremony or French ceremony. Examples include: 03E — Place des Arts 04E — Lower Campus IMPORTANT: The description for each code created and stored in STVSITE is required to be a location or venue. The value set is extracted for use on convocation literature. For instance, "Macdonald Campus" would be a description that is better than "English Mac".
3	Building	not used at McGill
4	Room	not used at McGill
5	Date (Required)	Date of the convocation ceremony. It is required that the date appear in proper format. Examples: 02-JUN-2004 31-MAY-2005

Field descriptions for SHACRMY



	Item	Description
6	Time (Required)	Time of the convocation ceremony. It is required that the time appear as it would on the 24-hour clock without any punctuation marks. Examples: 0930 1400
1	Max Student Tickets	not used at this time
2	Max Non-Student Tickets	not used at this time
3	Max Capacity	not used at this time
4	Required Dress Code	not used at this time
5	Activity Date	Date that the record was last updated. Read-only field that defaults in automatically.