Last Updated: April 2007

III.2 Database Job Types Descriptions

Banner Coding Project

This job type includes all banner coding projects. An example would be the grad information script for pulling grad information from banner in an easy to import fashion for RE

Batch Committal

Non foundation batches submitted for committal. It was decided to move this from accounting since they don't have any involvement with non-foundation monies.

Coding Projects

This is a general coding job. An example would be the VSE script for RE, or a program to match records between an import file and RE.

Crystal Report

This is a request for additional, additions, and changes to crystal reports. An example would be the addition of a breakdown of foundations and grants on all giving reports.

Data Administration

This job has requests for changes to how data is stored, or changes to the data that is stored. An example would be adding a code table entry, or making a global change to information

Data Research/Entry

This job set holds research and entry projects to be completed, such as entering scholarships, merging duplicate address/degrees, researching organizations, etc.

Database Administration

This is a catchall of jobs that don't fit into other categories, but are done by the administrator.

Import

Has all of the import job types, such as the grad imports and employee imports. Also holds all query imports.

Letters or Mailings

All requests for mailings, or adding of letters to RE.

Policy/Procedure

Requests for policies and procedures.

Report

Requests for reports, such as the monthly giving reports, or a list of people for a specific purpose.

User/Group

User additions, deletions, and security changes.