

# IBIS AIS Decision Aid Report Generator (AIDA)

**IBIS Administrative Information Decision Aid (IBIS AIDA)** is an on-line report generator system available to administrative users.

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## **About IBIS Administrative Information Decision Aid (AIDA):**

### **Introduction to the IBIS AIDA System**

Through the IBIS AIDA system, users can select personnel information to produce reports and labels. The downloading feature in IBIS AIDA allows employee data to be selected and then downloaded to a

PC or a MAC. The downloading feature is explained in a later section of this document.

# Capabilities

IBIS AIDA allows you to do the following:

- Multiple profile selections.

Users can retrieve data elements from more than one profile selection in a single session (providing they have the necessary security authorization for those profiles).

- Expanded data element choices.

The data element choices have been expanded, providing the user with additional data for more detailed and informative reports.

- Expanded Sort/Break criteria.

Additional elements have been added to the Sort/Break option.

- Download capability from AIDA.

Users have the capability to select data and download that data for further manipulation on a PC or a MAC.

- Multiple types of output are available.

<b>Download</b>	<b>Entire Connection is required.</b>
<b>Report Hard Copy</b>	<b>AIS Printer Remote Printer RMDS (listed as a #GUuserID job such as #GUabc3)</b>
<b>Labels — Avery</b>	<b>AIS Printer only</b>
<b>Labels — Cheshire</b>	<b>AIS Printer only</b>
<b>Summary Counts Only</b>	<b>AIS Printer Remote Printer RMDS (listed as a #GUuserID job such as #GUabc3)</b>

**> Note:**

Please see the [RMDS: A Quick Start Reference](#) document for information on using this on-line application.

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## **IBIS AIDA to Download Data Files**

### **IBIS AIDA as a Report Generator and Downloading Data Files**

IBIS AIDA also provides users with the capability to download data files to their own PC using Entire Connection software.

### **About Entire Connection Software**

Entire Connection software is a product developed and produced by Software AG and is distributed and supported by the Administrative Information Services (AIS). It is available for administrative users who desire to download data files from the IBIS AIDA system.

Once Entire Connection has been purchased and loaded on to a microcomputer (PC or Macintosh), downloading can begin. Downloaded files can then be imported into other software packages for data manipulation. The file formats supported by Entire Connection include:

- Excel
- Lotus
- dBaseIII
- Symphony

### **How to Order Entire Connection Software**

To purchase a copy of Entire Connection software, an electronic IDCC form can be sent to the Administrative Information Services, 3 Shields Building, attn: Molly Kline ([mzk2@psu.edu](mailto:mzk2@psu.edu)). The cost of *each* package is currently \$247.00 (*subject to change*). Entire Connection is available in Windows or Macintosh versions. Be sure to indicate the requested version on the IDCC.

### **Yearly Software Maintenance Support Charge for Entire Connection**

In order to receive upgrades to Entire Connection software, a yearly service fee will be billed to your department by the Administrative Information Services. This fee will be billed at the beginning of March

of each year.

## **Information and Support for Entire Connection Software**

Purchasing concerns about Entire Connection software can be directed to Linda McCamley, (814) 863-1172. Support is provided by the AIS Support Center, (814) 863-2276.

## **Security Authorization for Entire Connection Downloading**

Downloading data files through the IBIS AIDA system can only be accomplished if the user has requested and been granted proper security access. To request Entire Connection downloading, users should contact their Access Security Representative (ASR). Final approval for access is granted by the AIS Security Office.

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