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### Document Revision History

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<th>Version</th>
<th>Date of Release</th>
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<tr>
<td>Release 1.0</td>
<td>August 3, 2015</td>
<td>Release of Institutional Interface</td>
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Overview

Purpose of FICE and High School Code Translation System
The Federal Interagency Committee on Education (FICE) and High School Code Translation System is a web-based application that translates codes entered by institutions to standardized University System Office codes. Institutions enter codes in Banner for high schools on the High School Information Form (SOAHSCH) and codes for FICE on the Prior College Form (SOAPCOL) and Transfer Course Form (SHATRNS). The SIRS editor uses tables to validate institution codes with the standardized USO codes.

Policy for Use
If an institution maintains the correct codes on the Source/Background Institution Code Validation Form (STVSBGI) in Banner, then the institution does NOT need to translate codes. However, if an institution does not use USO standardized codes in Banner, then it must translate its codes with this system. Institutions have two options: use the correct code in Banner or translate the code using the FICE and High School Code Translation System application.

Target Audience
Banner institutions that do not enter USO codes in Banner use this system to translate their codes to USO standardized codes. Non-Banner institutions use the system to view codes. People who are involved in SIRS, both functional and technical, use this system.

Customer Service
Additional ITS Resources and Support: Contact the ITS HelpDesk at http://www.usg.edu/customer_services (self-service ticket submission) or e-mail HelpDesk@usg.edu. For urgent or production down situations, call the ITS HelpDesk (706-583-2001; 1-888-875-3697 toll free within Georgia).
Viewing and Translating FICE and High School Codes

Access the application

Access the G2I Home Page at http://www.usg.edu/georgia_institutional_intelligence and click FICE/High School Application.
Click FICE/High School Application.

Login with USO Active Directory account.

Using the Search Bar and Actions Menu

All of the reports in the FICE and High School Code Translation System have a search bar and Actions menu above the report. This section will explain how to use this functionality.

To do a general search of all the records in the report, type in the search bar and click Go.
FICE and High School Code
Translation System

A new filter with the search phrase will appear at the top of the report. Any records which contain the search phrase will show in the report. To remove a filter, click the green filter with a red x icon. You can include several filters on a report at the same time.

Please note: By default, the High School and FICE reports have a default filter (“Status not in D”) that excludes deleted schools.

To limit your search to a particular column, click the magnifying glass in the search bar, choose a column, enter your search phrase and click **Go**.
The **Actions** menu offers the following options: **Filter**, **Rows Per Page**, **Reset**, and **Download**.

Click **Filter** to perform a more detailed search on columns or rows using operators and expressions.
FICE and High School Code
Translation System

Click **Rows Per Page** to choose the number of rows to show in the report.

**Please note:** Clicking **All** without any filters may cause your browser to freeze due to the number of records in the report.

Click **Reset** to return the report to its default settings including the removal of all filters except “Status not in D.”
FICE and High School Code Translation System

Click **Download** to download the report in Excel or HTML format or to email a link to the report in the application. Please note that viewing the report via a link sent via email stills a require login to the application.
FICE and High School Code Translation System

Working with High School Code Translations

Click the **High School Translation Codes** tab.

Your institution will be selected by default in the **Institution** drop-down list.
FICE and High School Code Translation System

Once you have clicked the **High School Translation Codes** tab, you will see a list of your institution’s translations.

Creating a New High School Translation
Click the **Create a new Translation** button.
FICE and High School Code
Translation System

You will be directed to a list of high schools that can be translated. Click **Translate** next to the high school you would like to translate.

Type your institution’s translation and click **Save Translation**.

You will receive a **Translation saved** message. Click the **x** to remove the message.
FICE and High School Code Translation System

To return to a list of your institution's translations, click **Back to Viewing Existing Translations**.

Viewing High School Translation Codes

Use the search bar and Actions Menu to find a particular translation.

Deleting High School Translation Codes

Click the trash can next to the translation you would like to delete.
Click **OK** confirm the deletion.

You will receive a **Delete successful** message. Click the **x** to remove the message.

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**Working with FICE Translation Codes**

To view, create, or delete FICE Translation Codes, click the **FICE Translation Codes** tab and follow the same procedures described in the **Working with High School Code Translations** section.
Viewing High School and FICE Codes

Viewing High School Codes

Click the **View High School Codes** tab.

By default, the report shows 100 records at a time. To see the next 100 records click the **Next** arrow.

Clicking the paper icon of a high school record to view the record individually.
Click **Report View** to return to the original report.

To find a particular high school code use the search bar and **Actions** menu.

**Viewing FICE Codes**

To view FICE Codes, please click the **View FICE Codes** tab and follow the same procedures described in the **Viewing High School Codes** section.