



## ***Session 1***

# ***Managing your SAIG Mailbox with EDconnect & TDCM***

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# Agenda

- Overview
- EDconnect
- Managing your mailbox
- TDCM
- Managing passwords
- TDCM Hands On



# Overview

- Managing your Transmissions
  - Audit trail
  - Investigating transmission errors
  - Verifying transmissions
  - Restoring lost files

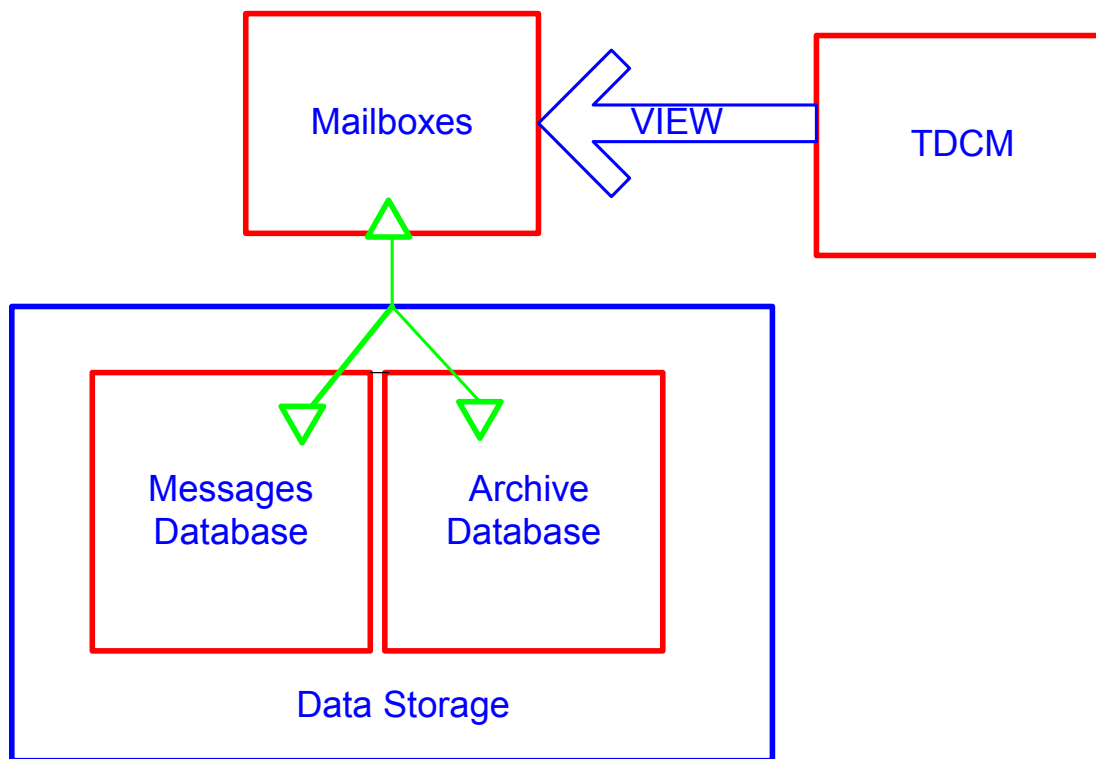


# EDconnect

- Review and Demo
  - Transmission Queue
  - Mailbox Query View
  - Activity Log View
  - Archive View

# Managing your mailbox

## SAIG Mailboxing System





# Understanding Mailbox storage

- The SAIG mailboxing system stores files in two separate databases
  - Messages Database
    - All new files
    - All files that have been received but are 10 or less days old
    - All files not received for 180 days
    - All restored files
    - Some message classes have different rules
  - Archive Database
    - All old files 180 or less days old
    - All files received and 10 or more days old
    - Some message class files have different rules



# Archive View in EDconnect vs. Archive Tab in TDCM

## EDconnect: Archive View

EDconnect - [Archive View]				
File Edit Record Transmission Tools Window Help				
Move to TQ	Message Class	Batch Number	Item Number	Description
<input type="checkbox"/>	EAPS02OP		20020312A00002356961	01-02 ISIR DATA - ELECTRONIC APPS
<input type="checkbox"/>	EAPS02OP		20020326A00002380904	01-02 ISIR DATA - ELECTRONIC APPS
<input type="checkbox"/>	SSCRXXIN		20030605A00003093347	SSCR ROSTER RETURN
<input type="checkbox"/>	SSCRXXIN		20030605A00003093349	SSCR ROSTER RETURN
<input checked="" type="checkbox"/>	MESSAGTB	07092003153611	20030627A00003165920	MESSAGE TABLE DISTRIBUTION

## TDCM: Archive Tab View

Record 1 of 37						
Restore	Sender Mailbox	Receiver Mailbox	Date/Time Received	Status	Batch Number	Msg Class
<input type="checkbox"/>	r TG77777	TG77777	2003-06-13 10:12:13 AM	DELETED	06132003091014	CONNECT32
<input type="checkbox"/>	r TG77777	TG77777	2003-06-06 12:37:13 PM	REJECTED		SSCRXXIN
<input type="checkbox"/>	r TG77777	TG77777	2003-06-05 06:40:20 PM	RECEIVED		SSCRXXIN
<input type="checkbox"/>	r TG77777	TG77777	2003-06-05 06:33:38 PM	RECEIVED		SSCRXXIN
<input type="checkbox"/>	r TG77777	TG77777	2003-06-05 05:41:01 PM	RECEIVED		SSCRXXIN
<input type="checkbox"/>	r TG77777	TG77777	2003-06-05 05:24:49 PM	RECEIVED		SSCRXXIN
<input type="checkbox"/>	r TG77777	TG77777	2003-06-05 02:50:16 PM	RECEIVED		SSCRXXIN
pend	r TG77777	TG77777	2003-06-05 02:49:47 PM	RECEIVED		SSCRXXIN
<input type="checkbox"/>	r TG77777	TG77777	2003-06-05 02:49:38 PM	RECEIVED		SSCRXXIN



# Verifying that a File Sent Made it to the Mailboxing System

EDconnect  
Transmission  
Queue

EDconnect - [Transmission Queue]

	Transmit	Activity	Project	Cycle	Description	Message Class	File Name	File Size
	<input checked="" type="checkbox"/>	Send	CPS	03-04 Da	03-04 INITIAL APPLICATION	EAPS04IN	c:\iam\data\eps04in.dat	3,234
*	<input type="checkbox"/>	Type of transmission activity						

TDCM Sent  
Files View

TDCCommunityManager - Microsoft Internet Explorer provided by NCS Pearson

Address: http://4.20.17.223:8100/saigportal/message.jsp?viewmode=expand&query=valid&modeChange=yes

U.S. DEPARTMENT OF EDUCATION  
**FSA SAIG MAILBOX**  
Click on logo to return to Schools Portal home page

Welcome TG77777 It is Sep 30, 2003 09:35AM EDT

Participants Messages Archive Help

**SEARCH**

Mailbox: TG77777 GO Advanced Search

Show Sent

**Main View**

Record 1 of 128

Sender Mailbox	Receiver Mailbox	Date/Time Received	Status	Batch Number	Msg
s TG77777	TG73082	2003-09-30 09:39:18 AM	AVAILABLE	09302003083915	PCINT1IN
s TG77777	TG50002	2003-09-30 09:39:12 AM	AVAILABLE	09302003083910	EAPS04IN
s TG77777	TG73082	2003-08-20 10:26:31 AM	AVAILABLE	08202003092628	PCINT1IN
s TG77777	TG50002	2003-08-20 10:26:26 AM	RECEIVED	08202003092623	CORR03IN
s TG77777	TG73082	2003-07-01 10:43:37 AM	AVAILABLE	07012003094333	PCINT1IN
s TG77777	TG50002	2003-07-01 10:43:32 AM	RECEIVED	07012003094328	CORR04IN







# TDCM

- Demo
  - Basics
  - Message Tab
  - Archive Tab

# Managing Passwords

EDconnect

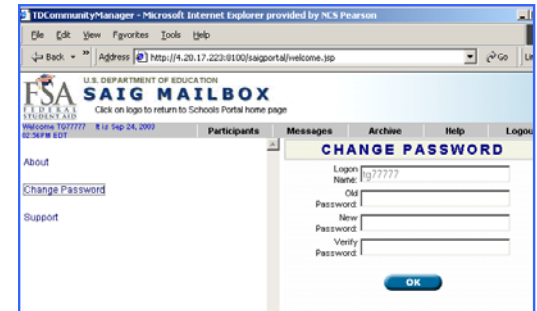
TDCM

User  
Password



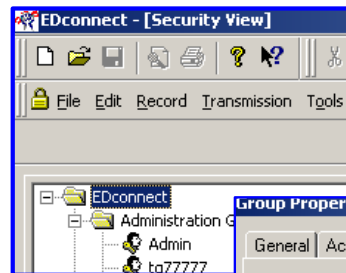
EDconnect Login dialog box. Fields: User ID (tg77777), Password (masked), Group ID (Administration Group). Buttons: OK, Cancel, Help.

||

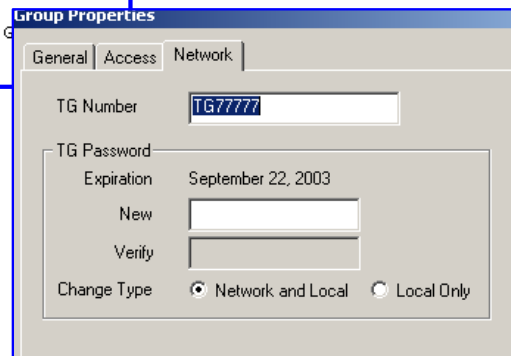


TDCM Change Password web page. Fields: Login Name (tg77777), Old Password, New Password, Verify Password. Button: OK.

Network  
Password



EDconnect - [Security View] window. Shows a tree view with folders: EDconnect, Administration Group, Admin, tg77777.

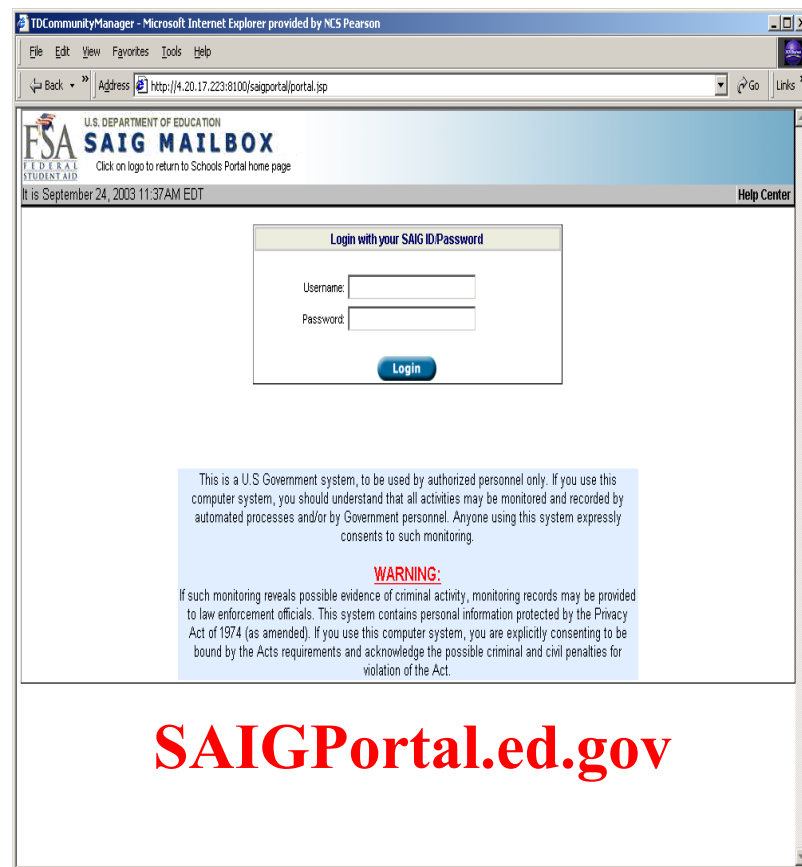


Group Properties dialog box. Network tab. Fields: TG Number (TG77777), TG Password, Expiration (September 22, 2003), New, Verify. Change Type: ☒ Network and Local, ☐ Local Only.

# TDCM – Hands on

## A Powerful audit tool

- Quickly find files
- Determine file transmission errors
- Restore files for download
- More



The screenshot shows a web browser window titled "TDCCommunityManager - Microsoft Internet Explorer provided by NCS Pearson". The address bar shows the URL "http://4.20.17.223:8100/saigportal/portal.jsp". The page content includes the "FSA" logo, "U.S. DEPARTMENT OF EDUCATION", and "SAIG MAILBOX". Below the header, there is a login form with fields for "Username:" and "Password:", and a "Login" button. A "Help Center" link is visible in the top right. A warning message is displayed in a light blue box, stating that the system is for authorized personnel only and that activities may be monitored. The date and time "It is September 24, 2003 11:37AM EDT" are shown in the top left of the main content area.

**SAIGPortal.ed.gov**



# Technical Assistance

We appreciate your feedback and comments

Email: [SaigComments@ed.gov](mailto:SaigComments@ed.gov)

For Help call:

**CPS/WAN Technical Support**

Phone: 800-330-5947

Fax: 319-665-7662

Email: [cpswan@ncs.com](mailto:cpswan@ncs.com)