



U.S. Department of Education  
1998 Electronic Access Conferences



## ***Session 10***

# ***Managing Your Data Production System***



## *Getting Started*

System management is one of the most important functions of the Financial Aid Office. Good system management will provide the infrastructure to run your office more efficiently and provide better service to your students.



# *Getting Started*

- Evaluate Current Processes
- Determine Platform and Software
- Develop Implementation Plan



# *Evaluate Current Processes*

- How do you do business now?
- Who performs the different functions?
- What do you currently do best?
- What areas do you need to improve?



# ***Determine Platform and Software***

- Obtain support from your administration
- What kind of hardware will you purchase?
- What kind of software will you use?
- Develop an implementation plan



# *Develop an Implementation Plan*

- Prioritize functions to be implemented
- How will the function be performed after implementation?
- Who will perform the function?
- What is the priority deadline to implement?



# ***Data Management***

- System Design
- Procedures Documentation
- Production Schedule





# *System Design*

- Where is the data being stored?
  - C:\iam\data
  - C:\ede\9798
  - C:\ede\9899
- Where is the data being moved to and from?
  - C:\datatemp



## ***System Design (Con't)***

- How will the different systems interface with each other?
- Importing and Exporting of Data
- Report Features



# *Procedures Documentation*

- Begin by taking notes on how a process works.
- Compile notes and create a Processing Manual for the Office.
- Use basic notes to create a Training Guide for new employees.



# ***Production Schedule***

- What jobs will be run and when?
- Who will be responsible to run jobs?
- Who will act as backup?

# Weekly Production Schedule

MON	TUES	WED	THUR	FRI
EDE DOWNLOAD BANNER CORRECT LOAN APPS	PACKAGING AWARD LTR's MIL's EFT LOANS DISBURSE	EDE DOWNLOAD BANNER CORRECT LOAN APPS	PACKAGING AWARD LTR's MIL's	EDE CORRECT/APP LOAN APPS

## MONTHLY

MONTHLY
PELL GRANT HOPE GRANT SSCR EXIT COUNSELING



# ***Data Management Software Tools***

- EDExpress Batch Activity Log
- EDConnect Activity Log
- EDConnect Mailbox Query
- Title IV WAN On-Line Query
- Third Party Data Management Tools



# ***Database Management Processes***

- Database Maintenance
- Virus Checks
- Data Backups
- Data Archival



# ***Eight Simple Steps to be Successful with EDE***

- Step 1: Enter Data and Mark “Ready to Transmit”
- Step 2: Export (Batch) the data
- Step 3: Place “Send” Data in TQ
- Step 4: Transmit (Now or Later)

**Wait 36 to 72 Hours**





# ***Eight Simple Steps to be Successful with EDE (Con't)***

- Step 5: Place a “Receive Request” in TQ
- Step 6: Transmit (Now or Later)
- Step 7: Import Data
- Step 8: Print or View ISIRs, Lists, Comments etc.



# ***Trouble Shooting***

- Check entered data
- Check export activity log
- Check EDConnect activity log for transmission of batch
- Use Online Query to check TIVWAN Network Traffic for receipt of batch



## ***Trouble Shooting (Con't)***

- Use Online Query to check CPS Process Control for receipt of batch
- Use Online Query to check TIVWAN Network Traffic for receipt of batch
- Use Mailbox Query to see if file is available for download



### Browse Batch Activity Database



Batch	Batch Date	Time - Create	User ID - Update	Da
#C900154619981026095913	10/28/1998	09:59:13	BTB	10/28/
#D900154619980430142944	04/30/1998	14:29:44	BTB	05/06/
#E900154619980112163147	02/12/1998	09:07:03	BTB	02/12/
#E900154619980113122751	02/11/1998	08:23:43	BTB	02/11/
#E900154619980114104043	02/12/1998	09:26:12	BTB	02/12/
#E900154619980115104050	02/12/1998	09:07:41	BTB	02/12/
#E900154619980116141438	02/12/1998	09:25:51	BTB	02/12/
#E900154619980121185424	02/12/1998	09:27:55	BTB	02/12/
#E900154619980122173929	02/12/1998	09:28:40	BTB	02/12/
#E900154619980122235434	02/12/1998	09:30:00	BTB	02/12/
#E900154619980123163213	02/12/1998	09:26:59	BTB	02/12/
#E900154619980126051819	02/12/1998	09:27:25	BTB	02/12/
#E900154619980127014901	02/12/1998	09:28:54	BTB	02/12/
#E900154619980128022617	02/12/1998	09:30:21	BTB	02/12/

Record 1

Close

Help

The screenshot shows the 'EDconnect for Windows - [Activity Log]' application window. The window has a menu bar with 'File', 'Edit', 'View', 'Transmit', 'Options', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons for file operations and navigation. The main area contains a table with three columns: 'Add Date', 'Message Class', and 'File Name'. The table lists several log entries, with the last entry highlighted in yellow. At the bottom of the window, there is a status bar showing 'Record 8' and a prompt 'For Help, press F1'.

Add Date	Message Class	File Name
10/27/1998		c:\t4wan\uftuwin\summary.log
10/28/1998		c:\t4wan\uftuwin\summary.log
10/28/1998	PCON98OP	c:\iam\data\pcon98op.dat
10/28/1998	PCON98OP	w:\tede\9798\pcon98op.dat
10/28/1998	ESOA99OP	c:\iam\data\esoa99op.dat
10/28/1998	ESOA99OP	w:\tede\9899\esoa99op.dat
10/28/1998		c:\t4wan\uftuwin\summary.log
10/28/1998	CORR99IN	w:\tede\in\corr99in.008

Record 8  
For Help, press F1



PACKET/PC for Windows - [WM3270.ACD]

File Edit Keyboard Macro Options Softkeys Transfer Window Help

W010 TITLE IV AREA WIDE NETWORK CURRENT DATE: 10/28/1998  
NETWORK TRAFFIC QUERY PAGE: 1 OF 11

DEST ID: TG50017 ARMSTRONG ATLANTIC STATE UNIV  
APPL. SYSTEM: MESSAGE CLASS: ITEM NO:  
FROM: 09 28 98 THRU: 10 28 98 BATCH ID:

ENTER (S) VIEW DETAIL (R) REQUEST RESTORE (C) CANCEL RESTORE

SEL	MESSAGE CLASS	--SENT TO NETWORK-- DATE	TIME	--RECEIVED BY USER-- DATE	TIME	CHARACTERS	RESTORE STATUS
-	CORR99IN	1998-10-28	08.32.23			478	
-	EAPS99IN	1998-10-28	08.32.20			461	
-	SARR99OP	1998-10-28	07.25.10			5,600	
-	SARA99OP	1998-10-28	07.25.06			41,760	
-	CORR99IN	1998-10-28	10.04.03			355	
-	CORR99IN	1998-10-27	15.53.15			764	
-	SARA99OP	1998-10-26	21.34.45	1998-10-28	08.40.34	13,120	
-	SARA99OP	1998-10-23	17.56.03	1998-10-26	08.34.42	14,240	
-	PMESSAGE	1998-10-23	02.31.35	1998-10-26	08.28.32	1,920	

PF3-MENU PF15-DESTINATION PF7-PREV PAGE PF8-NEXT PAGE

04/18

Connected PU POOLED LU 2 APIA



PACKET/PC for Windows - [WM3270.ACD]

File Edit Keyboard Macro Options Softkeys Transfer Window Help

P903 CPS 1998 - 1999 BATCHES BY MDE / EDE DESTINATION CODE PAGE 1 OF 4

MDE/DEST CODE TG50017 INSTITUTION \_\_\_\_\_ BATCH TYPE 6  
MDE/DEST NAME ARMSTRONG ATLANTIC STATE UNIV

MDE CODES: ROW=21 FE/FOW=41 ACT=51-56 ADE=71 NCS=72 PIC=81  
BATCH TYPES: 1=APPS 2=CORRECTIONS 5=ISIR 6=ELEC CORRECTIONS 7=SYSTEM GENERATED  
8=ELEC APPS 9=RENEWAL APPS  
PLACE AN X BY THOSE BATCHES YOU WISH TO BROWSE

- |                             |                             |
|-----------------------------|-----------------------------|
| - 6 #C900154619981022165822 | - 6 #C900154619981016131147 |
| - 6 #C900154619981016102023 | - 6 #C900154619981016094442 |
| - 6 #C900154619981012155242 | - 6 #C900154619981007162539 |
| - 6 #C900154619981007151154 | - 6 #C900154619981006144516 |
| - 6 #C900154619981002092231 | - 6 #C900154619980929145042 |
| - 6 #C900154619980925082121 | - 6 #C900154619980923094943 |
| - 6 #C900154619980922163155 | - 6 #C900154619980918164746 |
| - 6 #C900154619980918163016 | - 6 #C900154619980916163811 |
| - 6 #C900154619980916142858 | - 6 #C900154619980915153859 |
| - 6 #C900154619980911162457 | - 6 #C900154619980902164547 |
| - 6 #C900154619980904132433 | - 6 #C900154619980902112003 |
| - 6 #C900154619980831161028 | - 6 #C900154619980828084528 |

ENTER=SEND DATA PF3=MENU PF7=BACK PF8=UP PA OR CLEAR=REFRESH 11/04

Connected PU POOLED LU2 APIA



PACKET/PC for Windows - [WM3270.ACD]

File Edit Keyboard Macro Options Softkeys Transfer Window Help

P902 1998-99 CPS BATCH BROWSE BY BATCH NUMBER TERMINAL 0365

DESTINATION/MDE CODE: IG50017 BATCH: #C900154619981022 165822

COMPUTE NUMBER: 201 BATCH TYPE: Electronic Corrections  
MDE TRANSMISSION NUMBER: 2617 STATUS: T

	NCNT	DATE	TIME	CNT
TOTAL	18	RECEIPT	10-23-1998	10.10.23
GOOD	18			
NODB	0	TRANSMISSION	10-27-1998	04.51.52
ERROR	0			
APPLICATIONS	0			
HISTORY CORRECTIONS	18			
DUPLICATES	0			

	NCNT	DATE SENT	STATUS
SELECTIVE SERVICE	1	10-26-1998	M
SOCIAL SECURITY	8	10-26-1998	M
NSLDS	18	10-26-1998	M
INS			

REJECT REASON: DISPLAYED BATCH RECEIVED AT THE CPS

PF3=EXIT PF7=PREV BATCH PF8=NEXT BATCH PA OR CLEAR=REFRESH

03/27

Connected PUPOLED LU2 APIA





# Questions?