

April 2004

RE: EDEExpress for Windows 2004-2005, Release 2.0

Dear EDEExpress Users:

We are pleased to announce the availability of EDEExpress for Windows 2004-2005, Release 2.0. This software version expands EDEExpress to include both the Direct Loan (DL) and Pell Grant modules for the 2004-2005 award cycle as well as incorporate other changes to the software.

This letter describes general changes to EDEExpress for Windows and enhancements to the Direct Loan and Pell components of the software. Included are the following items:

- A list of EDEExpress for Windows 2004-2005 general changes and product enhancements to the Direct Loan and Pell modules
- The results gathered from EDEExpress benchmark testing
- Reminders on how to back up and optimize your EDEExpress database

Common Origination and Disbursement

All schools participating in Title IV Student Financial Assistance must use the Common Origination and Disbursement (COD) System to process data for the Federal Direct Loan Program and the Federal Pell Grant Program.

If you plan to use EDEExpress for Windows 2004-2005 to batch Direct Loan and/or Pell records for transmission, you must be enrolled as a Full Participant with COD. (If you used EDEExpress for 2003-2004 to transmit data, you do not need to enroll again for 2004-2005. For more information on COD Full Participant enrollment, please visit the COD Web site, located at cod.ed.gov.

COD Full Participants for Direct Loan and Pell send and receive Origination and Disbursement data to and from COD using the Common Record Extensible Markup Language (XML) format. Your school is not required to convert to the XML data format since EDEExpress is converting your data.

How to Get the Software and Documentation

You can download Release 2.0 and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at FSAdownload.ed.gov.

Instructions for downloading EDEExpress are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the *2004-2005 Installation Guide for EDEExpress for Windows*.

If you have trouble opening the FSAdownload Web site contact CPS/WAN Technical Support at **800/330-5947; TDD/TTY 800/511-5806** or through e-mail at cpswan@ncs.com.

Note: Some organizations restrict their users from downloading from File Transfer Protocol (FTP) sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure that you have full FTP download rights.

Important Installation Alert

If you use Windows 2000 or Windows XP, you must be an Administrator on your workstation in order to install EDEExpress for Windows 2004-2005. If you are not an Administrator, you will receive a warning when you try to install EDEExpress. Once an Administrator has installed EDEExpress, you can run EDEExpress for Windows 2004-2005 as a member of the Power Users group. If your database is on a network server, you must be a Power User or higher on the network (or "domain") as well as on your workstation. There are no workarounds for these Windows rights issues. Please consult with your school's technical department if you receive a warning that an Administrator must install the EDEExpress software.

If You Have Technical Support Questions

If you have questions regarding EDEExpress, such as installation issues, software problem resolution, software functionality, and technical assistance, contact CPS/WAN Technical Support.

You can reach CPS/WAN Technical Support from Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947; TDD/TTY 800/511-5806**. You can also send e-mail inquiries, comments, or suggestions to cpswan@ncs.com. A representative will respond within 24 business hours.

You can also post questions regarding EDEExpress on FSATECH, an e-mail listserv for technical questions about the U.S. Department of Education's Federal Student Aid (FSA) systems, software, and mainframe products.

For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists: FSATECH Web site at:

ed.gov/offices/FSA/services/fsatechsubscribe.html

Note: Make sure you include your telephone number in your message. We will research your question and post our response to the listserv so that everyone can benefit from the information.

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EExpress for Windows 2004-2005, Release 2.0

EExpress for Windows 2004-2005, Release 2.0 consists of four software modules:

- Application Processing
- Packaging
- Direct Loan
- Pell

In addition, Global functionality applicable to all modules, such as Security setup, Document Tracking setup, and User Database setup and entry, is added during any Full installation of EExpress.

The EExpress for Windows 2004-2005 software and other personal computer (PC) products are now referred to as “releases” rather than “versions.” EExpress for Windows 2004-2005, Release 1.0 contains Application Processing, Packaging, and Global functionality. Release 2.0 adds Pell and Direct Loan functionality.

Release 2.0 is an upgrade to Release 1.0, and will not overwrite your EExpress for Windows, 2004-2005 database unless you choose the Network Server or Standalone Full installation options.

Product Enhancements

The following product enhancements have been incorporated into EExpress for Windows 2004-2005, Release 2.0.

General Changes

- Year indicators and date ranges have been updated for the 2004-2005 award year.
- The EExpress for Windows 2004-2005 database (expres45.mdb) has been updated from the Microsoft Access 97 database platform to Microsoft Access 2002.
- The EExpress software’s Windows icon and splash-screen have been color-coded pink to match the 2004-2005 Free Application for Federal Student Aid (FAFSA) form.

Setup

The following enhancements have been made to Direct Loan and Pell setup:

- For 2004-2005, Pell and Direct Loan setup screens are located under one COD setup tab. Where possible, we have combined Direct Loan and Pell setup fields into a single setup screen (although you will still be able to differentiate one program's setup parameters from the other). From the COD setup tab, you can access the five COD setup screens: School (Pell and DL), System (Pell and DL), Disbursement (Pell and DL), Tolerances (DL only), and Pnote Printer (DL only).
- Direct Loan School setup has been expanded to include fields from EDEExpress for Windows 2003-2004 Direct Loan System setup that were not combined into the EDEExpress for Windows 2004-2005 COD System setup. These fields include:
 - Total Prom Notes to be Printed
 - Prom Note Print Option
 - FAA Authorized Official
 - Sub/Unsub Loan Fee Percentage
 - PLUS Loan Fee Percentage
 - Sub/Unsub Interest Rebate Percentage
 - PLUS Interest Rebate Percentage
 - Print to (L)ocal or (P)ermanent Address?
 - Are You a Special School?
 - Prompt to Create an Additional Sub/Unsub Loan During Origination Process?
 - Entrance Interview Required Prior to Disbursement?
 - Disclosure Statement Print Indicator
 - Actual Disbursement Type
 - Do you use multi-year MPNs at your school?
- You can now enter multiple DL codes in School setup and indicate which code is the default, similar to Pell setup.
- The Disbursement Profile setups for Pell and Direct Loan are now combined into one setup screen. The Disbursement Profile Code replaces the DL Loan Period Code in previous EDEExpress versions. This enhancement allows you to use the same profiles for Pell and Direct Loan processing when appropriate. In the new setup table, you have the option to indicate whether a disbursement profile is for Both DL and Pell, Direct Loan-only or Pell-only. Disbursement edits are performed accordingly within EDEExpress.

- In addition, the Disbursement Profile Code is updated from two bytes to four bytes. This provides you added flexibility when setting up these codes.
- A new field in COD System setup allows you to designate a default setting for combining Pell and Direct Loan data upon export. The “Combine DL and Pell?” check box remains available on the Pell and Direct Loan Export dialog box and can be modified.
- The EDEExpress start-up warning messages triggered when Entity IDs have not been defined for Direct Loan and/or Pell can now be turned off in COD System setup. This option is especially useful to schools not using EDEExpress to process both Pell and Direct Loan.

Prior Year Import

The following enhancements have been made to Direct Loan and Pell Prior Year Import functionality:

- When performing a Prior Year Import, EDEExpress moves only the first unique Pell Disbursement Profile Code or the first unique DL Loan Period Code (if you have used the same codes for both modules in 2003-2004) into the new combined setup for both modules. Duplicate codes are printed on the import edit report. This feature allows you to review and determine if you will need to manually enter any of the duplicates in setup using new unique codes for 2004-2005 processing. Please note that an imported disbursement profile code is marked “inactive” until you update and save new dates for the code in COD Disbursement setup.
- The Source Entity ID and the Third Party Servicer Flag can be included in Prior Year Import for both Pell and Direct Loan.
- The Reporting Entity ID, Attended Entity ID, and Funding Method fields in School setup are now pulled forward by Prior Year Import, both for Pell and Direct Loan.

Direct Loan and Pell Data Processing

The following enhancements affect both Direct Loan and Pell data processing:

- Direct Loan and Pell Origination entry is now accessible through a single Origination tab, similar to the Disbursement tab for both Pell and Direct Loan modules in EDEExpress for Windows 2003-2004.

- To assist you with managing your files, EExpress now uses year-specific COD Pell and Direct Loan message classes. The following message classes are used by EExpress for Windows 2004-2005, Release 2.0:

CRAA05IN	Pell and DL export files to COD
CRAA05OP	Pell and DL import Response from COD
CRRC05OP	Pell and DL Receipts
CRBN05OP	DL Booking Notification
CRCO05OP	DL Credit Decision Override
CRND05OP	Pell Negative Disbursement
CRPS05OP	DL Payment to Servicing
CRPN05OP	DL Promissory Note
CRWB05OP	Responses for COD Web activity

- Valid date ranges for Pell and Direct Loan processing are updated for the 2004-2005 processing cycle to synchronize EExpress with COD edits and federal policy. These date ranges include:

Date of Birth	01/01/1905 to 12/31/1996
Pell Enrollment Date	01/01/2004 to 06/30/2005
Pell Payment Period Start Date	01/01/2004 to 06/30/2005
Pell Disbursement Date	06/21/2004 to 09/30/2009
DL Award Begin Date	07/02/2003 to 06/30/2005
DL Award End Date	07/01/2004 to 06/29/2006
DL Academic Year Start Date	07/02/2003 to 06/30/2005
DL Academic Year End Date	07/01/2004 to 06/29/2006
DL Disbursement Date	06/22/2003 to 10/27/2006

- To align import edit reports for Pell and Direct Loan with COD processing, import edit reports for DL Origination/Anticipated and Actual (or “funded”) Disbursement Response files have been updated to display information in a format similar to the Pell Origination Response report.

- A new field labeled Country Code is now available in the Permanent Address section of the Demo tab. If you provide an “FC” (Foreign Code) value for Permanent State on the Demo tab, the Country Code field is activated and can be populated.

Note: Data entered in the Country Code field is submitted to the COD system but not to the Central Processing System (CPS). Valid values for the Country Code field can be found in the *2004-2005 COD Technical Reference, Volume VIII, Section IV*, which can be downloaded from the FSAdownload Web site, located at FSAdownload.ed.gov.

Pell Only Processing

The following enhancements affect Pell data processing only:

- When importing Institutional Student Information Records (ISIRs) into the EDEXpress Pell module and selecting the “Import Packaging Data?” option, and a Disbursement Profile Code, the software automatically sets the records to be sent to COD in the next batch. This default can be modified on the Import screen.
- To avoid receiving a reject from COD, EDEXpress no longer allows you to save a Pell Disbursement with a Disbursement Sequence Number = 01 and a Disbursement Release Indicator (DRI) = false with a Disbursement Amount of \$0 unless the disbursement has already been accepted by COD. Once the disbursement is accepted by COD, you may reduce the Disbursement Amount to \$0.
- The Pell List-Document Activity report has been updated to only display documents containing Pell data. In EDEXpress for Windows 2003-2004 this report displayed Pell-only, Direct Loan-only, and combined Pell and Direct Loan documents.
- The Disbursement Document Summary Report is no longer a report option in EDEXpress, as most schools now use the COD Web site to track COD Document statistics.
- The List – Disbursements Pending Report has been renamed to List – Disbursement Activity Summary Report.
- When you import an electronic statement of account (ESOA) report into 2004-2005 EDEXpress, the Grants and Payments System (GAPS) Award Number now displays in the following format: P063P041234.
- The Pell External Import Change process has been updated to require only the fields that are to be modified and a few key fields. You are no longer required to populate all Pell Origination data elements in your import change file. To accomplish this, the external add now allows filler in non-modified fields. There has been no change to the existing external add record layout in implementing this enhancement.

Note: The enhanced Pell External Import Change functionality does not extend to correcting fields to blank. Use manual entry or Pell multiple entry to correct fields to blank.

- EDEXpress now exclusively imports the Primary Expected Family Contribution (EFC) value for Pell Origination records when performing an ISIR import into the Pell module.
- Pell Origination record fields used to calculate credit/clock-hour program eligibility have been relocated to a topic box titled “Enrollment Information – For School Use Only.” The fields moved will not be exported to COD as part of the Origination record, as they are no longer required in the Common Record. However, the following fields can still be used by schools on the separate topic box internally to calculate student eligibility:
 - Enrollment Status
 - Academic Calendar
 - Payment Methodology
 - Weeks of Instructional Time Used to Calculate Payment
 - Weeks of Instructional Time in Program’s Academic Year
 - Credit/Clock Hours Expected to Complete This School Year
 - Credit/Clock Hours in Program’s Academic Year
- Pell Data Export functionality has been updated to include two new Pell-specific reports you can request from COD: the Pell Potential Overpayment (POP) Report (PGPR05OP) and the Pell Verification Status Report (PGVR05OP).

Direct Loan Only Processing

The following enhancements affect Direct Loan data processing only:

- For 2004-2005, COD is requiring Anticipated DL Disbursements for all schools. All terminology in EDEXpress referring to “Edit-Only” has been updated to read “Anticipated” Disbursement.
- A single entry grid is now provided to accommodate both Anticipated and Actual DL Disbursements.
- The Origination tab has been re-organized using four sub-tabs on the top right of the Origination screen to display fields related to:
 - Loan and MPN processing (Loan Info sub-tab),
 - PLUS parent information (PLUS Info sub-tab),
 - PLUS credit decision information (Credit Info sub-tab) and
 - Change history data (Change History sub-tab).

- A new field, Country Code, is available on the PLUS Info sub-tab on Direct Loan PLUS Origination records. This field is enabled only when you select “FC” (Foreign Country) as Permanent Address State on the PLUS Info sub-tab. The value you populate for Country Code is exported to COD as part of the PLUS Origination record. Note: For a list of valid Country Code field values, please download the *2004-2005 COD Technical Reference, Volume VIII, Section IV*, which can be downloaded from the FSAdownload Web site, located at FSAdownload.ed.gov.
- COD reject codes now display under the View menu on the Disbursement tab rather than on the Disbursement entry grid. These codes can be displayed by selecting View/Processed Edits. This enhancement will reduce the need to scroll within the entry grid on the Disbursement tab to locate this data.
- To be consistent with COD, the Disbursement Date field for a disbursement adjustment is defined as the same date as Disbursement Sequence Number 1 (or a “Q” transaction date), and is no longer defined as the transaction date of the adjustment. To assist you in tracking the actual date a disbursement adjustment occurs, a new field called “Action Date” is available on the Disbursement entry grid. This enhancement provides the flexibility to record not only the Disbursement Date for an adjustment, but also the date the action/adjustment was performed at your school.
- If you attempt to import an amount of “0” for the Loan Amount Approved field through the DL External Import Add file, the import edit report displays text advising, “Loan Amount must be > \$0 in order for the loan to be originated.”
- You now have the option to utilize the Master Promissory Note (MPN) Status of “T” in EDEExpress for PLUS loans. The MPN Status of “T” is used to indicate you assume an MPN is on file at COD for the borrower. When this status is recorded within EDEExpress for a borrower, EDEExpress does not require the printing of an MPN.
- The MPN Status of “T” functions identically for PLUS, Subsidized, and Unsubsidized Direct Loans. As a result, when a PLUS loan is accepted by COD and the Response file is imported into EDEExpress, the MPN Status is updated with the status on file at COD.
- A new “Do you use multi-year MPNs at your School?” field checkbox is available on the Promissory Note-Sub/Unsub and Promissory Note-Plus print dialogs. It displays the selection made in COD School setup (Direct Loan) for processing MPNs using the multi-year feature or the single-year feature. You can change this selection before printing subsidized, unsubsidized, or PLUS MPNs for your students. This feature may be useful to schools or servicers supporting multiple campuses using both Single-Year and Multi-Year functionality in EDEExpress.

- A new “Print Copy? (MPN Status will not be changed)” field checkbox is available on the Promissory Note-Sub/Unsub and Promissory Note-Plus print dialogs. Selecting this checkbox allows you to print a copy of an MPN without updating the MPN Status on the record.
- Schools can now retrieve the Deferment Request form from the Direct Loan Servicing Web site. As a result, and to avoid any potential inconsistencies, we have removed the option to print the form from EDExpress.
- We have added the ability to modify Disbursement Amount and/or Date values through Multiple Entry. A new “Disbursement Release Indicator (DRI)” field allows schools to indicate that updates to Direct Loan Disbursement records through Multiple Entry are changes to Anticipated information only (DRI is not selected), or changes that result in the creation of Actual Disbursements (DRI is selected).

COD Technical Reference

The *2004-2005 COD Technical Reference* provides technical specifications and record layouts for transmitting Pell Grant and Direct Loan data to the COD System. It can be downloaded from the FSAdownload Web site, located at FSAdownload.ed.gov.

EDExpress Supports These Printers

We tested the following printers that are Windows NT 4.0, Windows 98, Windows Me, and Windows 2000 compatible:

- HP8150
- HP4000N
- HP8000N
- HP4
- HP4M
- HP4MPlus
- HP1115i
- HP4Si
- HP5Si
- HP5SiMX

EExpress Benchmarking

We performed benchmarking tests on the EExpress for Windows, Release 2.0 software to determine how it operates in certain operating environments.

Imports

The benchmarking results for EExpress import files are as follows:

- These tests were all completed on a Pentium 800 with 128 MB RAM.
- Records were imported into an empty database.
- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box and the import process begins through the time the import statistics are displayed.

Application Processing

Import	Operating System	Benchmarking Volume	Average Time Elapsed
ISIR Data	NT 4.0	1000 records	33 seconds
ISIR Data	Windows 98	1000 records	42 seconds
ISIR Data	Windows Me	1000 records	42 seconds
ISIR Data	Windows 2000	1000 records	33 seconds
ISIR Data	Windows XP	1000 records	36 seconds

Direct Loan

Import	Operating System	Benchmarking Volume	Average Time Elapsed
External Add	NT 4.0	1000 records	1 min, 42 seconds
External Add	Windows 98	1000 records	1 min, 35 seconds
External Add	Windows Me	1000 records	1 min, 28 seconds
External Add	Windows 2000	1000 records	1 min, 24 seconds
External Add	Windows XP	1000 records	1 min, 23 seconds
ISIR Import	NT 4.0	1000 records	1 min, 36 seconds
ISIR Import	Windows 98	1000 records	1 min, 33 seconds
ISIR Import	Windows Me	1000 records	1 min, 28 seconds
ISIR Import	Windows 2000	1000 records	1 min, 20 seconds
ISIR Import	Windows XP	1000 records	1 min, 15 seconds

Pell

Import	Operating System	Benchmarking Volume	Average Time Elapsed
Pell YTD Data	NT 4.0	2032 records	8 seconds
Pell YTD Data	Windows 98	2032 records	8 seconds
Pell YTD Data	Windows Me	2032 records	6 seconds
Pell YTD Data	Windows 2000	2032 records	6 seconds
Pell YTD Data	Windows XP	2032 records	5 seconds

Pell (Continued)

Import	Operating System	Benchmarking Volume	Average Time Elapsed
Origination Data - ISIRs	NT 4.0	1000 records	9 seconds
Origination Data - ISIRs	Windows 98	1000 records	9 seconds
Origination Data – ISIRs	Windows Me	1000 records	9 seconds
Origination Data – ISIRs	Windows 2000	1000 records	8 seconds
Origination Data – ISIRs	Windows XP	1000 records	7 seconds

Reports

The benchmarking results for EDExpress reports and lists are as follows:

- These reports were tested in Windows NT, Windows 98, Windows Me, Windows 2000, and Windows XP on HP LaserJet IIISi, 4, 4000N, 4M, 4MPlus, 4Si, 5M, 5Si, 5SiMX, and 8000N printers.
- These tests were all completed on a Pentium 800 with 128 MB RAM.
- The Average Time Elapsed column indicates the length of time starting when the user clicks OK in the EDExpress Print dialog box until the operating system (Windows NT/98/Me/2000/XP) print dialog box appears.
- The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.

Global, Application Processing, and Packaging

Report	Operating System	Benchmarking Volume	Average Time Elapsed
Document Tracking Letter	NT 4.0	5 records	1 second
Document Tracking Letter	Windows 98	5 records	1 second
Document Tracking Letter	Windows Me	5 records	1 second
Document Tracking Letter	Windows 2000	5 records	1 second
Document Tracking Letter	Windows XP	5 records	1 second
Mailing Labels	NT 4.0	25 records	1 second
Mailing Labels	Windows 98	25 records	1 second
Mailing Labels	Windows Me	25 records	1 second
Mailing Labels	Windows 2000	25 records	1 second
Mailing Labels	Windows XP	25 records	1 second
Processed ISIRs	NT 4.0	25 records	1 second
Processed ISIRs	Windows 98	25 records	1 second
Processed ISIRs	Windows Me	25 records	1 second
Processed ISIRs	Windows 2000	25 records	1 second
Processed ISIRs	Windows XP	25 records	1 second

Global, Application Processing, and Packaging (Continued)

Report	Operating System	Benchmarking Volume	Average Time Elapsed
Award Letters	NT 4.0	2 records	1 second
Award Letters	Windows 98	2 records	1 second
Award Letters	Windows Me	2 records	1 second
Award Letters	Windows 2000	2 records	1 second
Award Letters	Windows XP	2 records	1 second
Packaging Setup	NT 4.0	15 pages	1 second
Packaging Setup	Windows 98	15 pages	1 second
Packaging Setup	Windows Me	15 pages	1 second
Packaging Setup	Windows 2000	15 pages	1 second
Packaging Setup	Windows XP	15 pages	1 second

Direct Loan

Report	Operating System	Benchmarking Volume	Average Time Elapsed
List – Anticipated Disbursements	NT 4.0	5 records, 7 pages	1 second
List – Anticipated Disbursements	Windows 98	5 records, 7 pages	1 second
List – Anticipated Disbursements	Windows Me	5 records, 7 pages	1 second
List – Anticipated Disbursements	Windows 2000	5 records, 7 pages	1 second
List – Anticipated Disbursements	Windows XP	5 records, 7 pages	1 second

Direct Loan (Continued)

Report	Operating System	Benchmarking Volume	Average Time Elapsed
Sub/Unsub/PLUS MPNs	NT 4.0	2 notes, 4 pages	1 second
Sub/Unsub/PLUS MPNs	Windows 98	2 notes, 4 pages	1 second
Sub/Unsub/PLUS MPNs	Windows Me	2 notes, 4 pages	1 second
Sub/Unsub/PLUS MPNs	Windows 2000	2 notes, 4 pages	1 second
Sub/Unsub/PLUS MPNs	Windows XP	2 notes, 4 pages	1 second

Pell

Report	Operating System	Benchmarking Volume	Average Time Elapsed
Pell Origination Record	NT 4.0	3 records, 6 pages	1 second
Pell Origination Record	Windows 98	3 records, 6 pages	1 second
Pell Origination Record	Windows Me	3 records, 6 pages	1 second
Pell Origination Record	Windows 2000	3 records, 6 pages	1 second
Pell Origination Record	Windows XP	3 records, 6 pages	1 second
Pell Disbursement List	NT 4.0	38 records, 6 pages	1 second
Pell Disbursement List	Windows 98	38 records, 6 pages	1 second
Pell Disbursement List	Windows Me	38 records, 6 pages	1 second
Pell Disbursement List	Windows 2000	38 records, 6 pages	1 second
Pell Disbursement List	Windows XP	38 records, 6 pages	1 second

Reminders

Back Up Your Database Weekly

You should back up your EDEExpress database (expres45.mdb) regularly so you do not lose your data. We recommend that you back up your files after each major update to your database (for example, packaging a large group of student records), or at least once a week. You should also back up your data before and after you run utilities as a precautionary measure.

EDEExpress does not include a backup utility. You must use your own backup software. Be sure to test your backup software regularly to verify that it can reliably restore your backups.

Optimize Your Database with Software Utilities

EDEExpress contains utilities that allow you to optimize your database to prevent problems. We recommend that you run the Compact and Repair Database and Verify Database utilities at least once a week. Be sure to create a back up of your database before and after running these utilities.

Run the database utilities in the following order:

- Compact and Repair Database
- Verify Database
- Compact and Repair Database

Run the Compact and Repair Database Utility

The Compact and Repair Database utility resolves inconsistencies in record storage and improves the performance of EDEExpress by optimizing the database (expres45.mdb) file and reclaiming space on your computer's hard drive. Running this utility at least once per week helps to prevent database problems.

Events such as a power outage or a Local Area Network (LAN) failure can corrupt your database if it occurs while EDEExpress is updating student records. EDEExpress may not detect database corruption, so if your system functions unpredictably (for example, you start getting database error messages, even for something as simple as a missing flag on a record), run the Compact and Repair Database utility.

Running the Compact and Repair Database function on a regular basis can make your database significantly smaller and improve EDEExpress' performance. The utility reduces the size of your database by organizing and storing records more efficiently and by removing any records that have been flagged for deletion.

Warning: Before using the Compact and Repair Database utility, be sure you have space on your hard drive that is at least equal to three times the current size of the database.

Prevent Problems with the Verify Database Utility

Each student record in EDEExpress has multiple parts that are stored in different database tables. The Verify Database utility checks the integrity of relationships between these tables. If EDEExpress shuts down due to a program error or halts abnormally while you are processing data, links between various parts of a record may become damaged. Verify Database repairs these damaged links within the database.

You should always run the Repair and Compact Database utility before and after running the Verify Database utility. Running this utility at least once per week is recommended as part of your preventative maintenance routine.

Warning: Before using the Verify Database utility, be sure you have hard drive space available that is at least equal to three times the current size of the database.