

**January 2004**

**RE: NSLDS Perkins DataPrep for PC, Version 3.1**

The U.S. Department of Education is pleased to announce the availability of NSLDS Perkins DataPrep, Version 3.1 (Perkins DataPrep). This release incorporates the following updates:

- *Downloading*—Beginning with this version, Perkins DataPrep is available at [www.fsadownload.ed.gov](http://www.fsadownload.ed.gov). This method replaces the distribution of the Perkins DataPrep on CD-ROM.
- *Operating System*—This new version of Perkins DataPrep, Version 3.1, is fully compatible with Windows 2000 and Windows XP Professional operating systems.

(This new version of Perkins DataPrep is *not* compatible with Windows 95, Windows 98, or Windows NT. If you are using Windows 95, Windows 98, or Windows NT, you can only use the previous version of Perkins DataPrep and cannot take advantage of the enhancements to Perkins DataPrep as listed below.)

- *Software Enhancements*
  - Perkins DataPrep has been changed to copy the sort and selection files to the current directory when Perkins DataPrep software is loaded on the PC for the first time.
  - Perkins DataPrep has been enhanced to process and display the Conflict Value and Date of Loan Status fields in the Load Process Detail Error Report. NSLDS recently added these fields to the Load Process Error Data File to help schools resolve errors.

For complete details on how to use the Perkins DataPrep software, you can access the Perkins Data Provider Instructions at [www.ifap.ed.gov](http://www.ifap.ed.gov). If you have any questions regarding this release, please contact the NSLDS Customer Service Center at 1-800-999-8219, 8 a.m. to 8 p.m. Eastern Time or email at [nsldscoe@raytheon.com](mailto:nsldscoe@raytheon.com).

**NSLDS Perkins DATAPREP for PC, Version 3.1  
Installation and Uninstallation Instructions**

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# NSLDS Perkins DATAPREP for PC Version 3.1 Installation and Uninstallation Instructions

## Introduction

The Department of Education is pleased to announce the availability of NSLDS Perkins DataPrep for PC, Version 3.1 (Perkins DataPrep).

This document provides instructions for downloading and installing the new Perkins DataPrep software from the FSA download site at [www.fsadownload.ed.gov](http://www.fsadownload.ed.gov).

- Section 2 describes the procedures for installing the software using Microsoft Internet Explorer.
- Section 3 describes the procedures for installing the software using Netscape.
- Section 4 describes the procedures for uninstalling Perkins DataPrep.

If you have any questions regarding this release, contact the NSLDS Customer Service Center at 1-800-999-8219, 8 a.m. to 8 p.m. Eastern Time or email at [nsldscoe@raytheon.com](mailto:nsldscoe@raytheon.com).

## Important Installation Notes

- Perkins DataPrep is specifically designed to be downloaded from the FSA download site and installed on PCs running the Windows 2000 or Windows XP Pro operating systems.
- Perkins DataPrep's Windows 2000 installation requires you to have Administrator privileges on the install machine. If you are unable to install Perkins DataPrep, contact your technical support staff to set up Administrator privileges on the install machine.
- Some organizations restrict downloading from FTP sites. If you are unable to download Perkins DataPrep, contact your technical support staff to ensure that you have full FTP download privileges.
- The time it takes to download the Perkins DataPrep software depends on the file size and the speed of your Internet connection. The table below shows the minimum download time for various speeds. The actual time will vary depending on the quality of the phone line and Internet traffic.

<b>Modem Speed</b>	28.8 kbs	33.6 kbs	56 kbs	64 K ISDN	128 K ISDN	512 K ADSL
<b>Download Time</b>	49 min	42 min	26 min	22 min	11 min	3 min

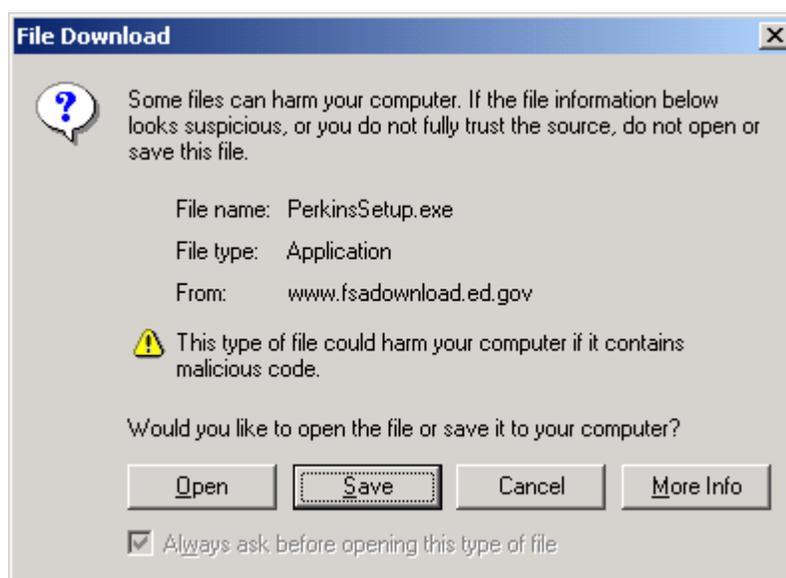
## Installation Instructions Using Microsoft Internet Explorer

1. Uninstall all previous versions of Perkins DataPrep on your machine. If you are *re-installing* Version 3.1, uninstall the previous installation before proceeding. Instructions for uninstalling Perkins DataPrep are found in Section 4.
2. Close all other Windows applications.
3. Open Microsoft Internet Explorer.
4. In the Address field, enter the following URL:

<http://www.fsadownload.ed.gov/SoftPerkins.htm>.

Then press **Return**.

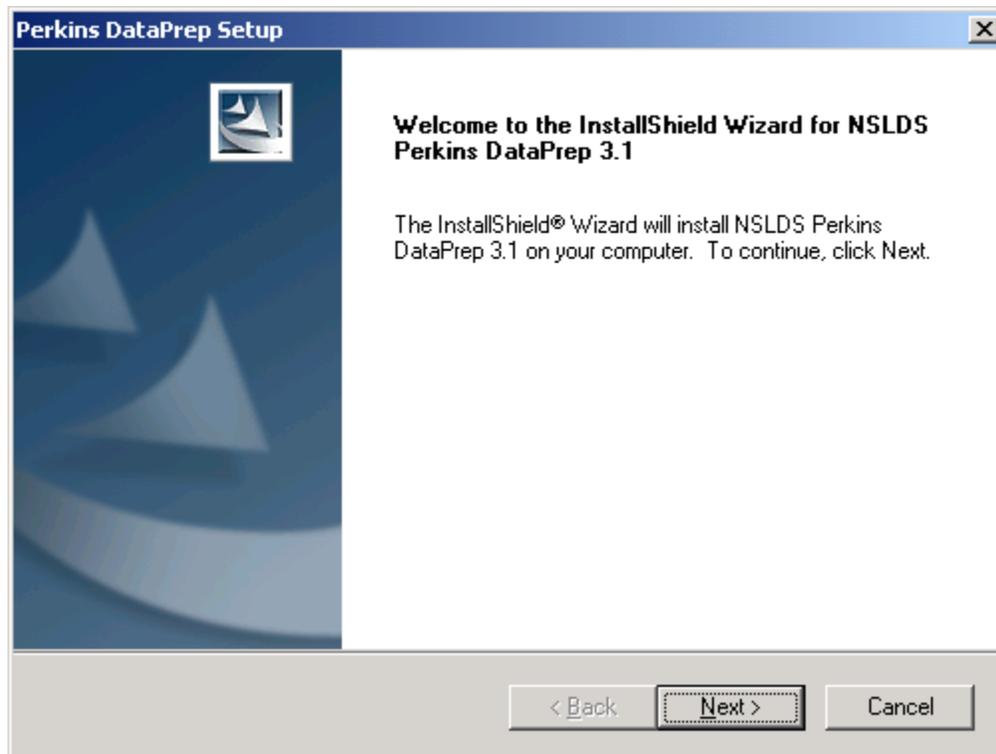
5. On the Perkins DataPrep download page, in the Software area, click **Full Download**, to start the download. The File Download box appears.



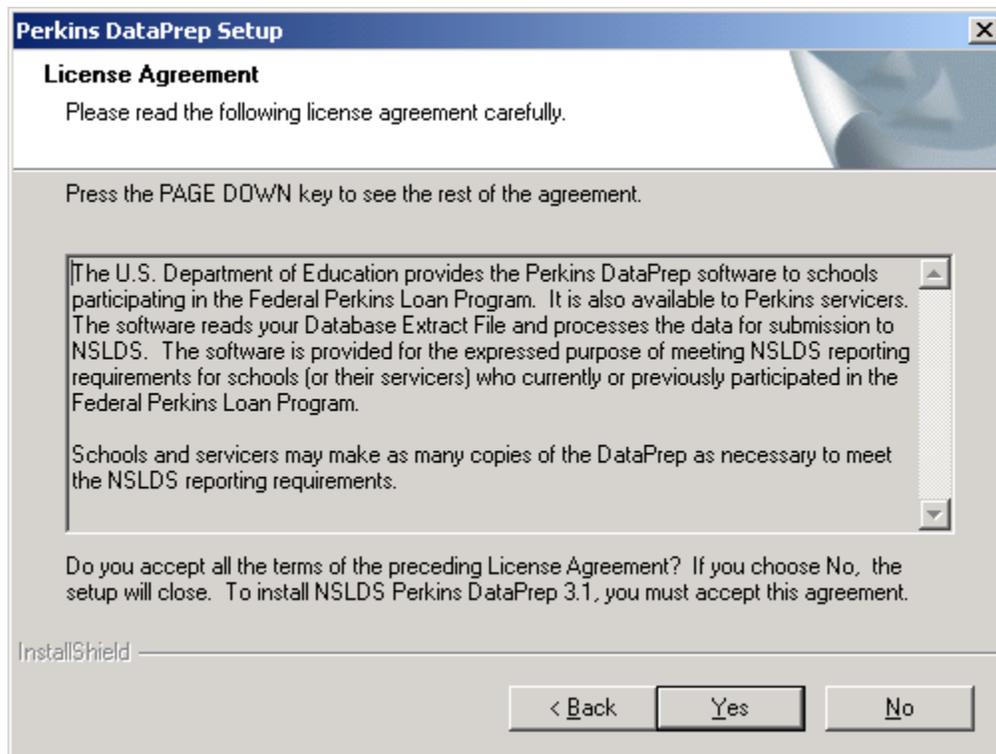
**Note:** The box that appears may vary depending on your version of Internet Explorer.

**Note:** Ignore the warning message in this box regarding this download file. The installation program displays the warning because it cannot find a digital signature with the install file. This download file and its contents have been checked for viruses.

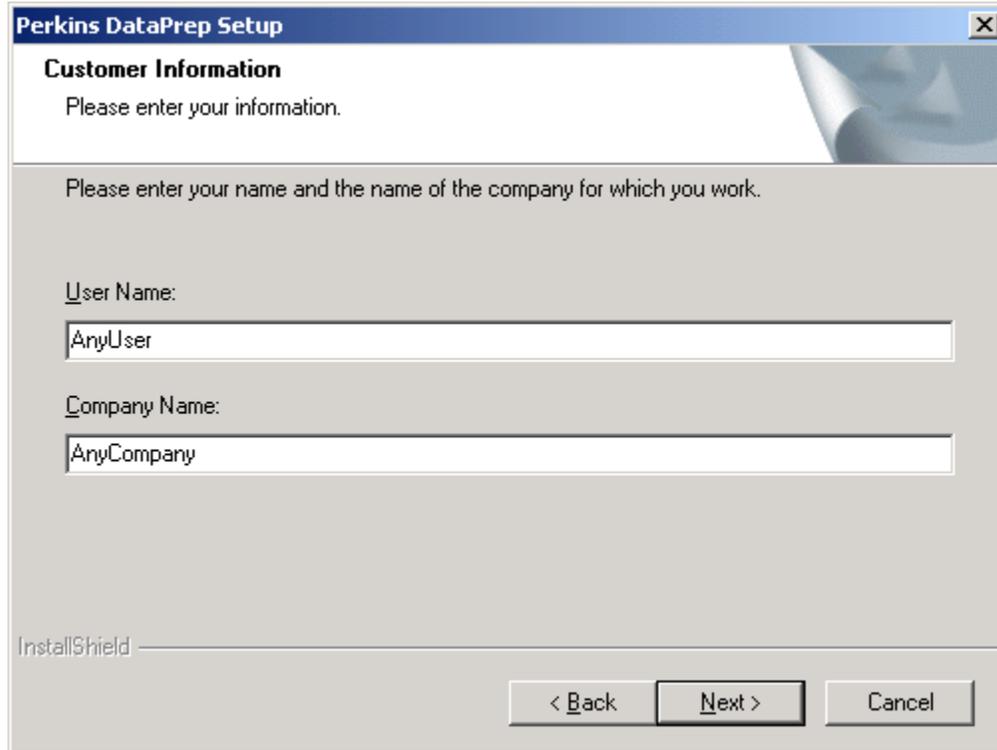
6. Click **Open**. Windows will now download the install files to a temporary folder on the workstation. When downloading is complete, the Perkins DataPrep Setup box appears.



7. Click **Next**. The License Agreement box appears.

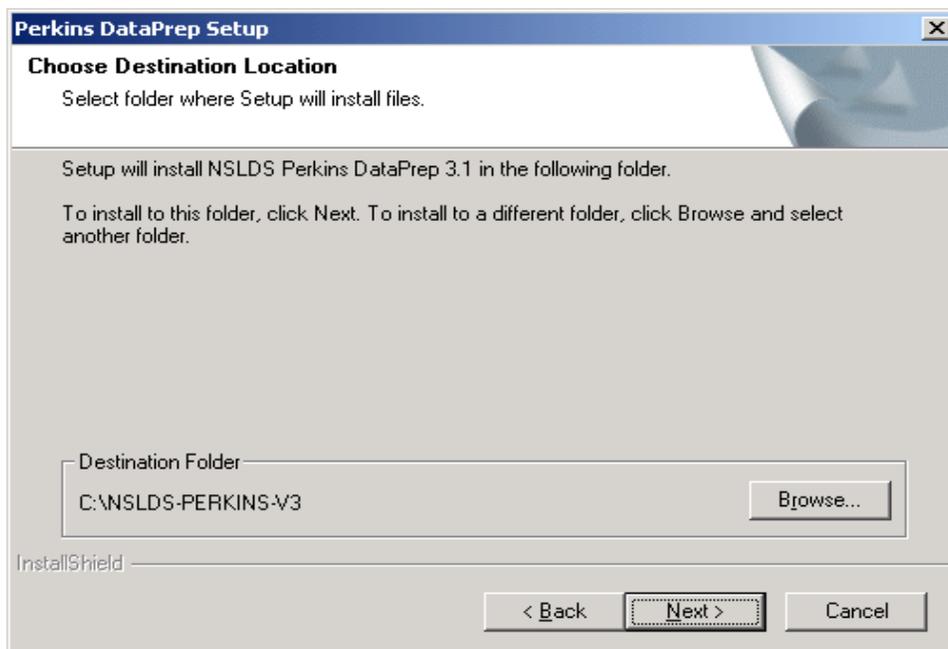


8. After reading the License Agreement, click **Yes**. The Customer Information box appears.



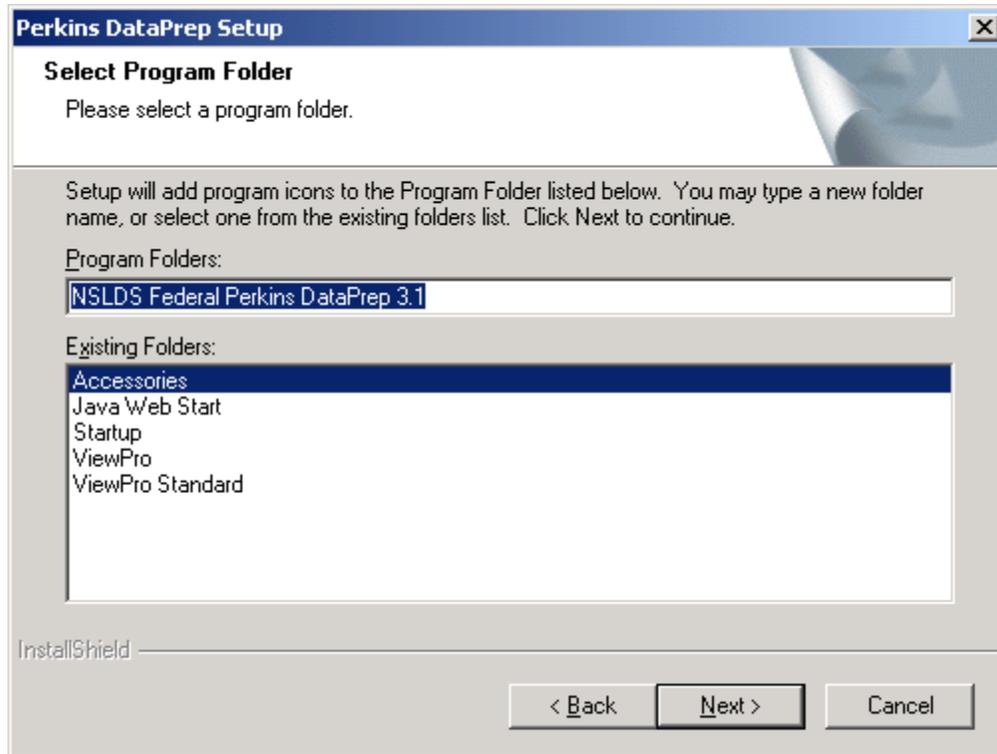
The image shows a Windows-style dialog box titled "Perkins DataPrep Setup". The main heading is "Customer Information" with a sub-instruction "Please enter your information." Below this, a larger instruction reads "Please enter your name and the name of the company for which you work." There are two text input fields: the first is labeled "User Name:" and contains the text "AnyUser"; the second is labeled "Company Name:" and contains the text "AnyCompany". At the bottom left, the text "InstallShield" is visible. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

9. Change User Name and Company Name if necessary and click **Next**. The Choose Destination Location box appears.

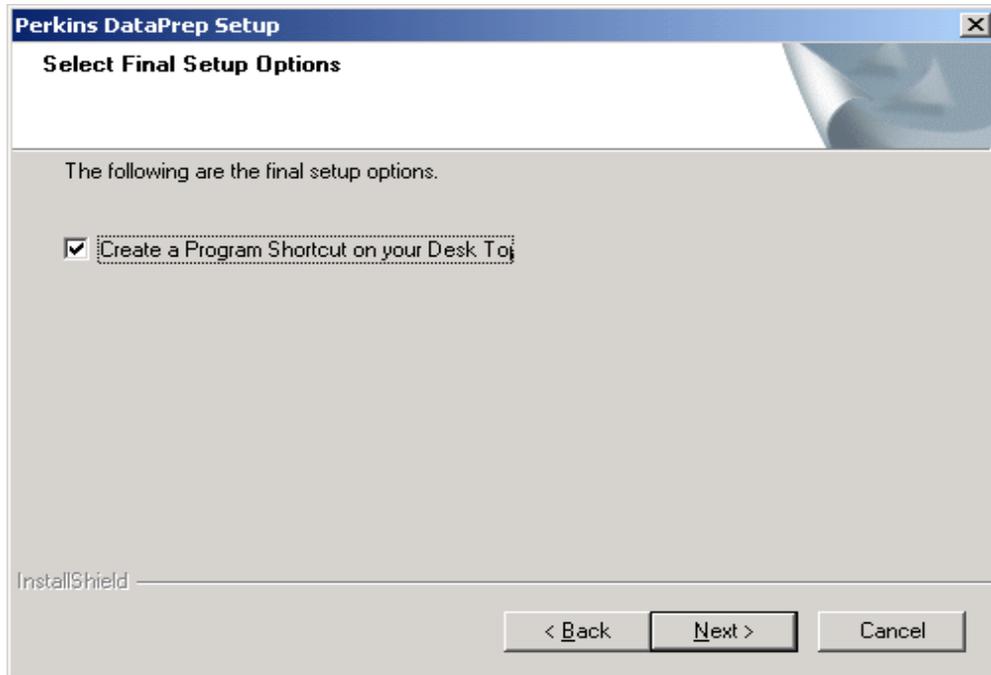


The image shows a Windows-style dialog box titled "Perkins DataPrep Setup". The main heading is "Choose Destination Location" with a sub-instruction "Select folder where Setup will install files." Below this, a larger instruction reads "Setup will install NSLDS Perkins DataPrep 3.1 in the following folder." A second instruction says "To install to this folder, click Next. To install to a different folder, click Browse and select another folder." There is a text input field labeled "Destination Folder" containing the path "C:\NSLDS-PERKINS-V3". To the right of this field is a "Browse..." button. At the bottom left, the text "InstallShield" is visible. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

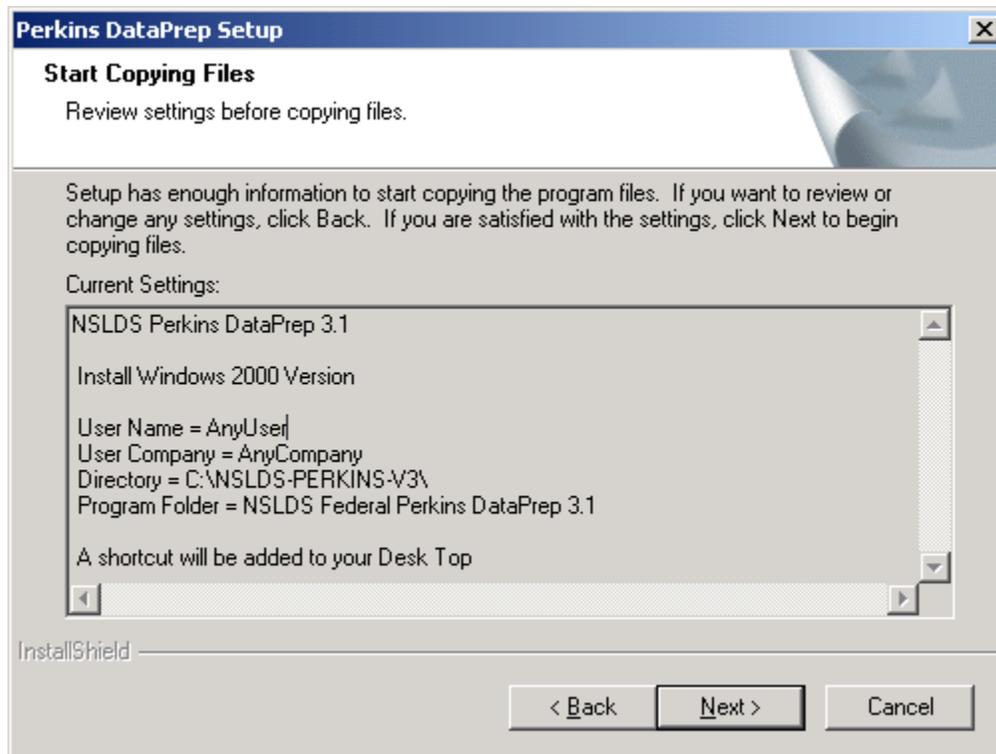
10. This box shows the default Destination Folder where the Perkins DataPrep software will be installed. To accept the default Destination Folder, click **Next**. If you wish to install the software in another folder, click **Browse** and change it. Then click **Next**. The Select Program Folder box appears.



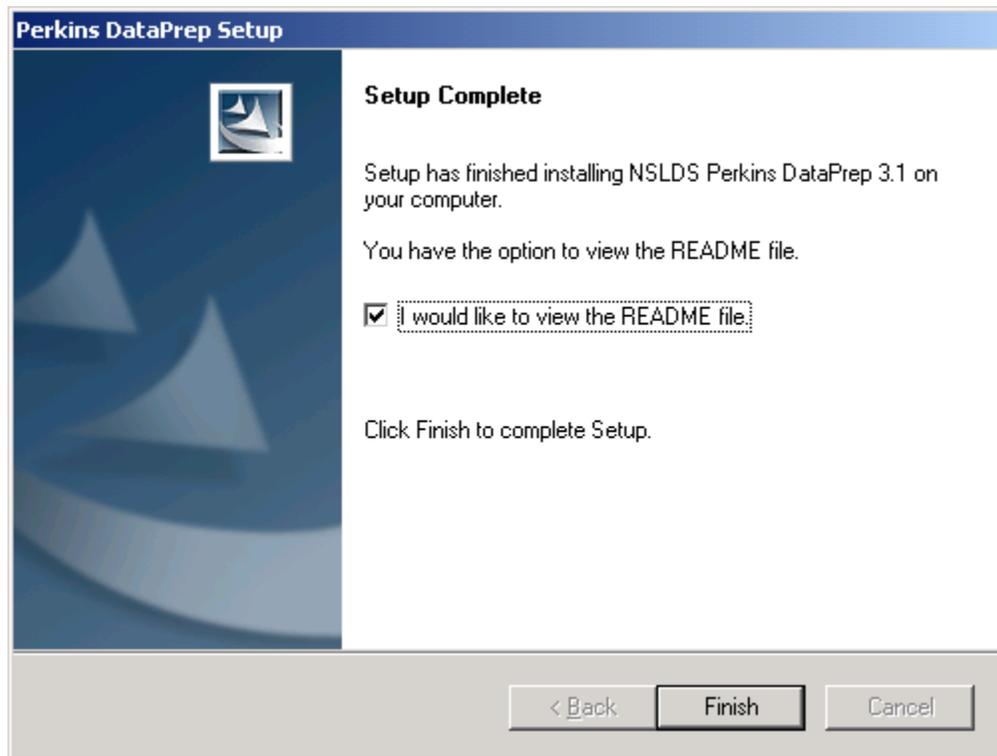
11. Click **Next**. Now the Select Final Setup Options box appears.



12. Click **Next**. The Start Copying Files box appears. Review the information in the Current Settings area. If you wish to correct any of the settings, click **Back**.



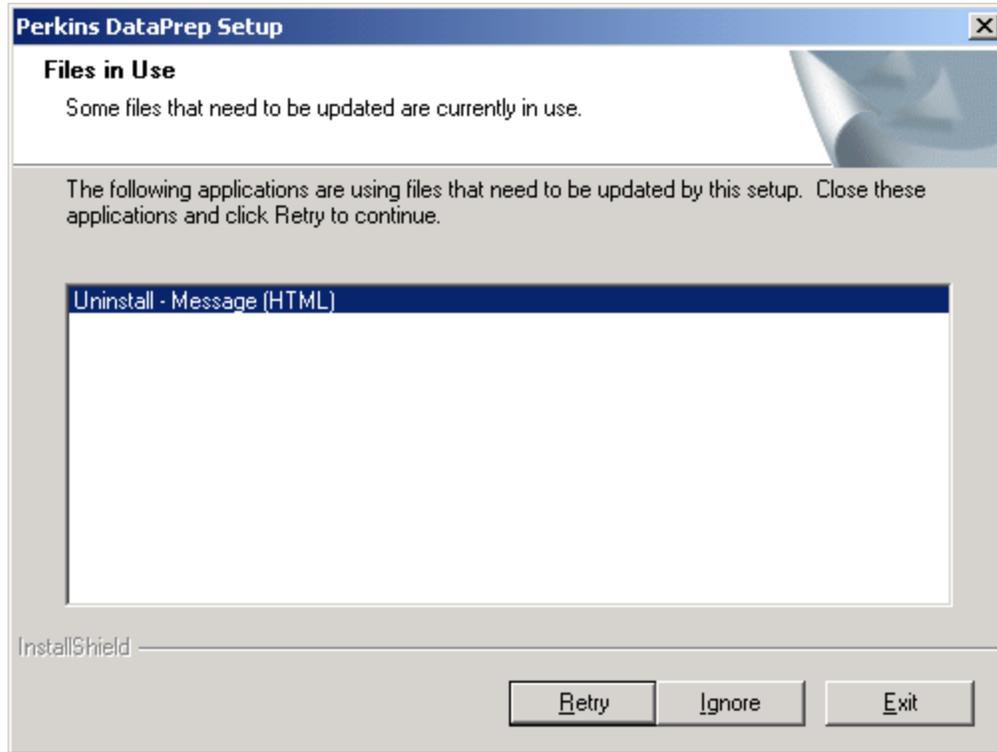
13. If all settings are correct, click **Next**. The setup program will now install the Perkins DataPrep software on your machine. Progress bars indicate the status of the installation. After the installation is complete, the Setup Complete box appears.



14. Click **Finish**. The README document appears if the box for the README file is checked.

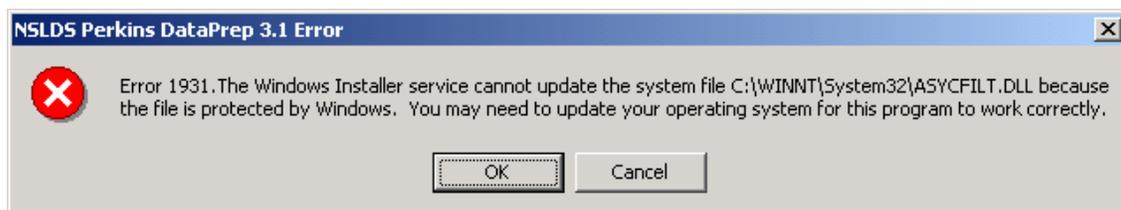
## Troubleshooting

While installing the Perkins DataPrep software on your machine, the Files in Use box may appear.



This box indicates that another Windows program is using one or more files needed by the Perkins DataPrep installation process. Make sure that ALL other Windows programs are closed, then click **Retry**.

In addition, while installing the Perkins DataPrep software on your machine, the following error message may appear:



In this case, the installation program cannot check if the above file needs to be updated. Click **OK** to continue installation.

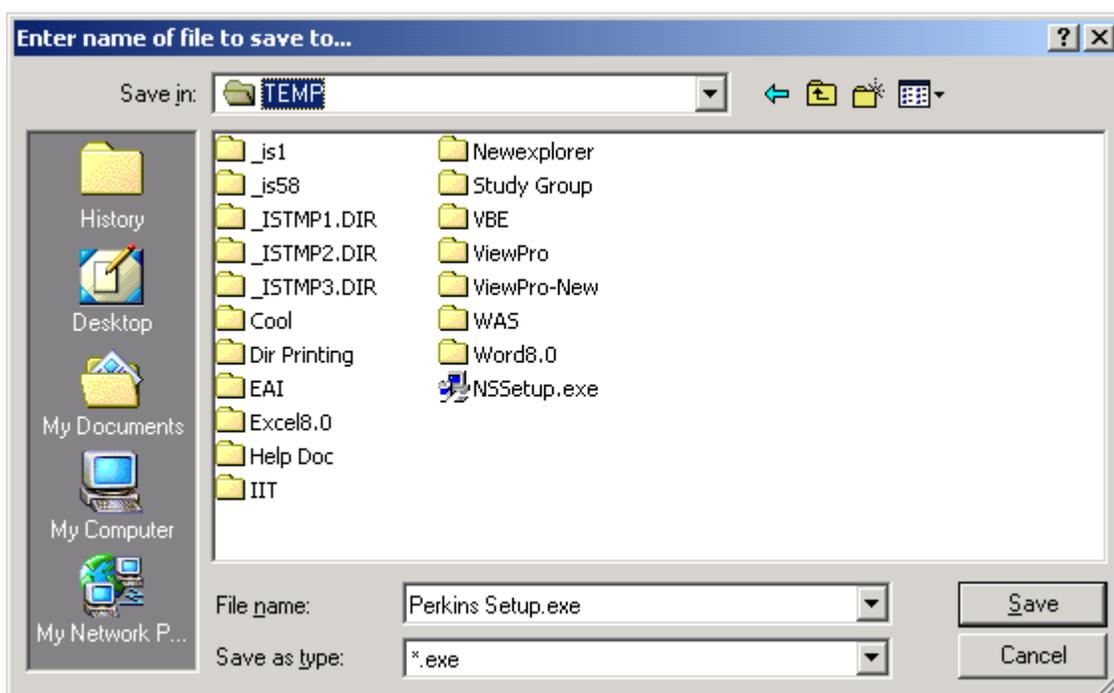
## Installation Instructions Using Netscape

1. Uninstall all previous versions of Perkins DataPrep on your machine. If you are *re-installing* Version 3.1, uninstall the previous installation before proceeding. Instructions for uninstalling Perkins DataPrep are found in Section 4.
2. Close all other Windows applications.
3. Open Netscape.
4. In the Address field, enter the following URL:

<http://www.fsadownload.ed.gov/SoftPerkins.htm>.

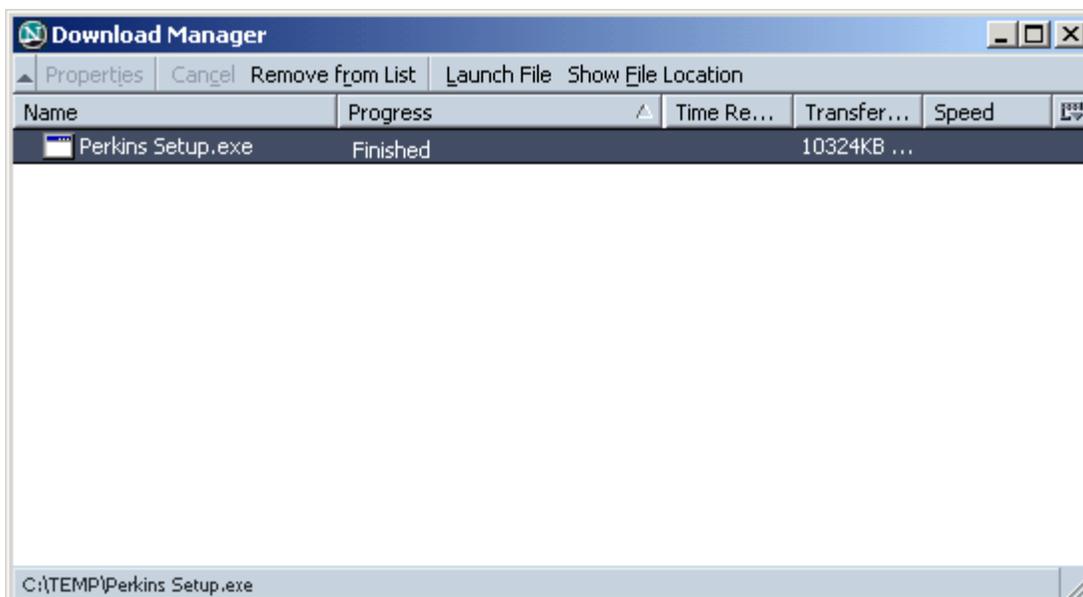
Then press **Return**.

5. On the Perkins DataPrep download page, in the Software area, click **Full Download**, to start the download. The Enter name of file to save to... box appears.

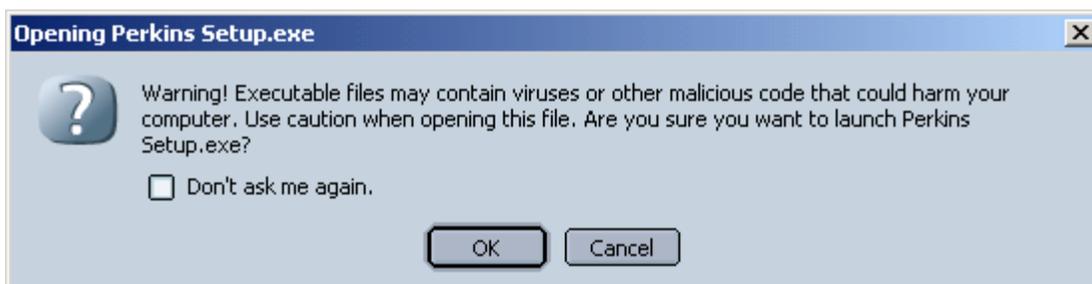


**Note:** The box that appears may vary depending on your version of Netscape.

6. Click **Save** to save the “Perkins Setup.exe” file in the folder displayed at the top of the box, or highlight a different folder and click **Save**. (Please remember which folder you save the “Perkins Setup.exe” file, if you decide to continue the install later.)
7. Next, the Download Manager box appears with the “Perkins Setup.exe” file highlighted.

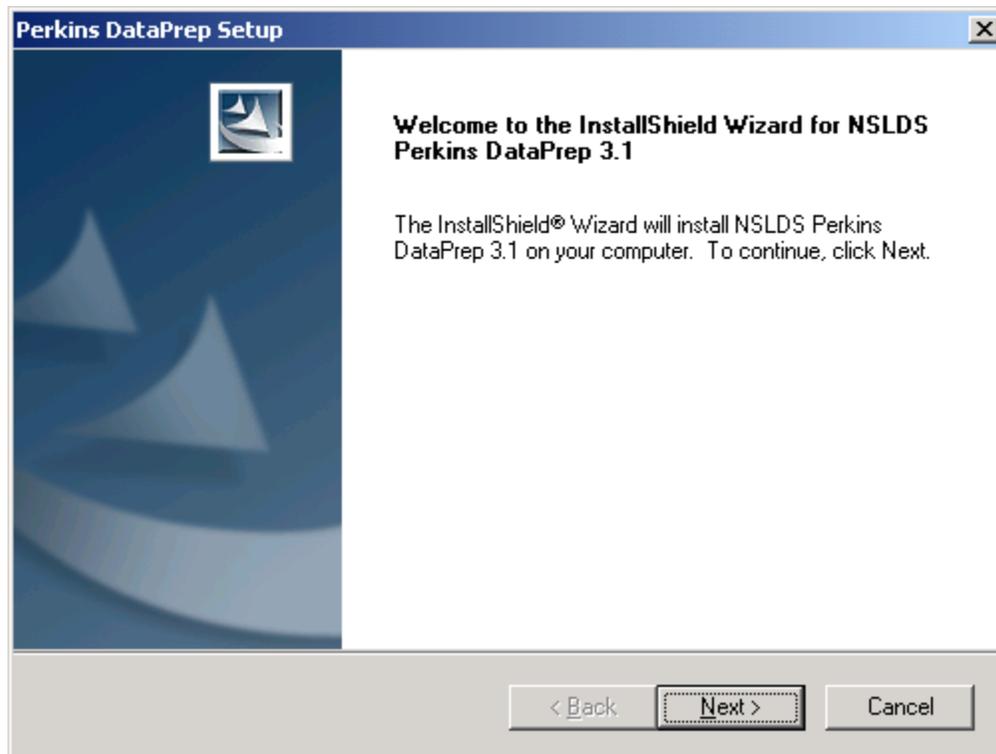


8. Click **Launch File** in the menu at the top of the window to run the “Perkins Setup.exe” file. The “Opening Perkins Setup.exe” box appears.

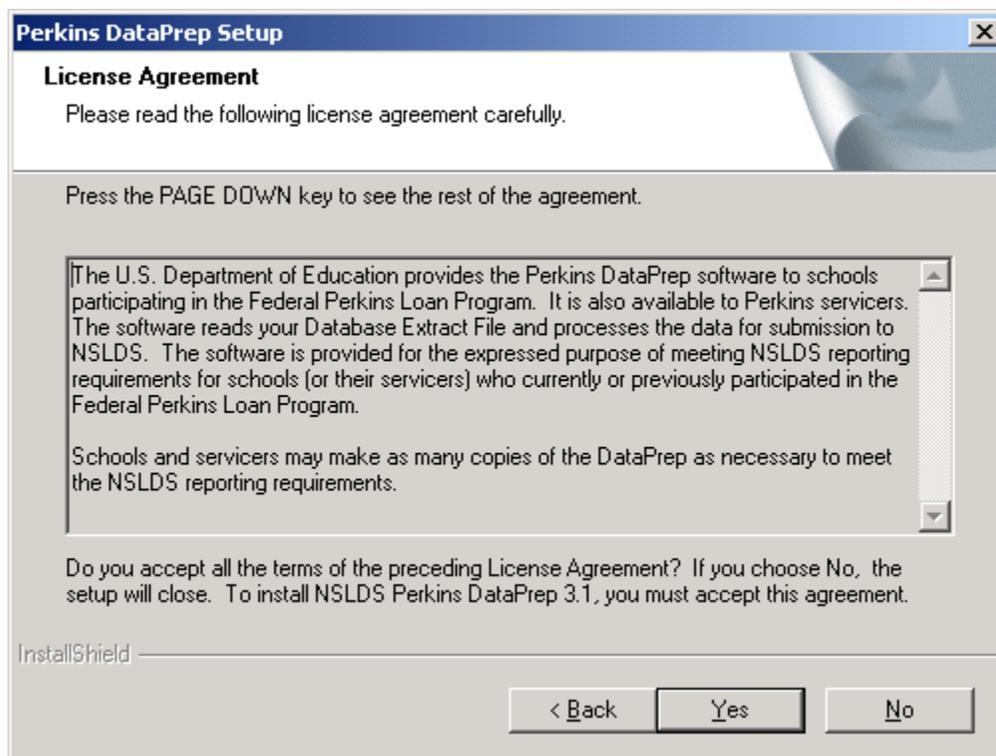


**Note:** Ignore the warning message in this box regarding this download file. The installation program displays the warning because it cannot find a digital signature with the install file. This download file and its contents have been checked for viruses.

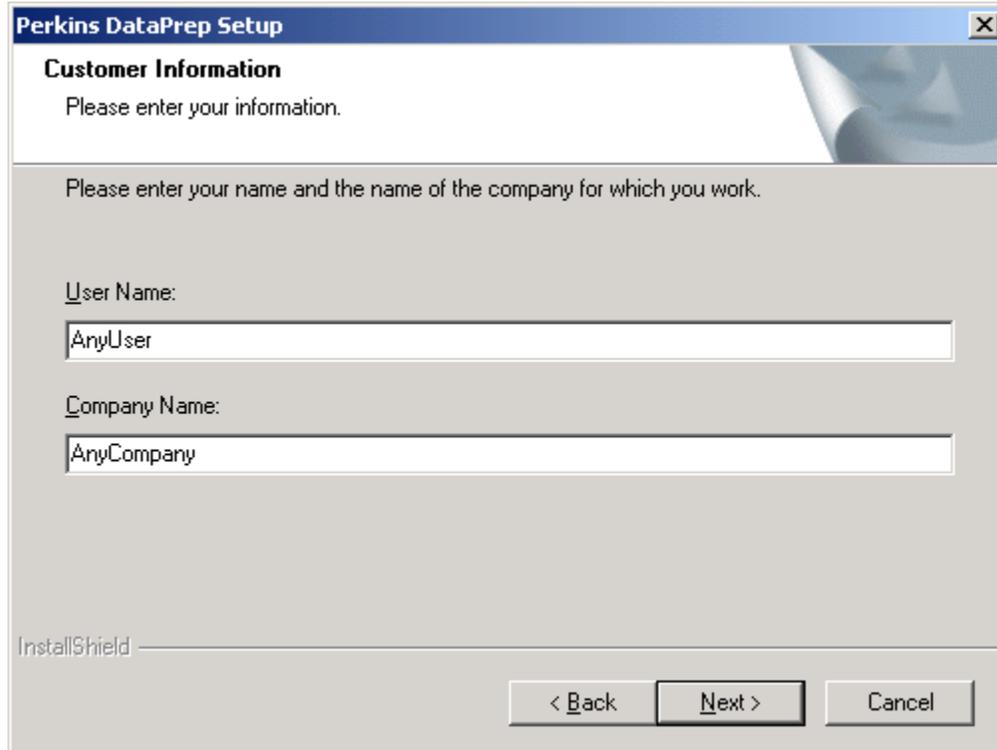
9. Click **OK**. Windows will now download the install files to a temporary folder on the workstation. When downloading is complete, the Perkins DataPrep Setup box appears.



10. Click **Next**. The License Agreement box appears.

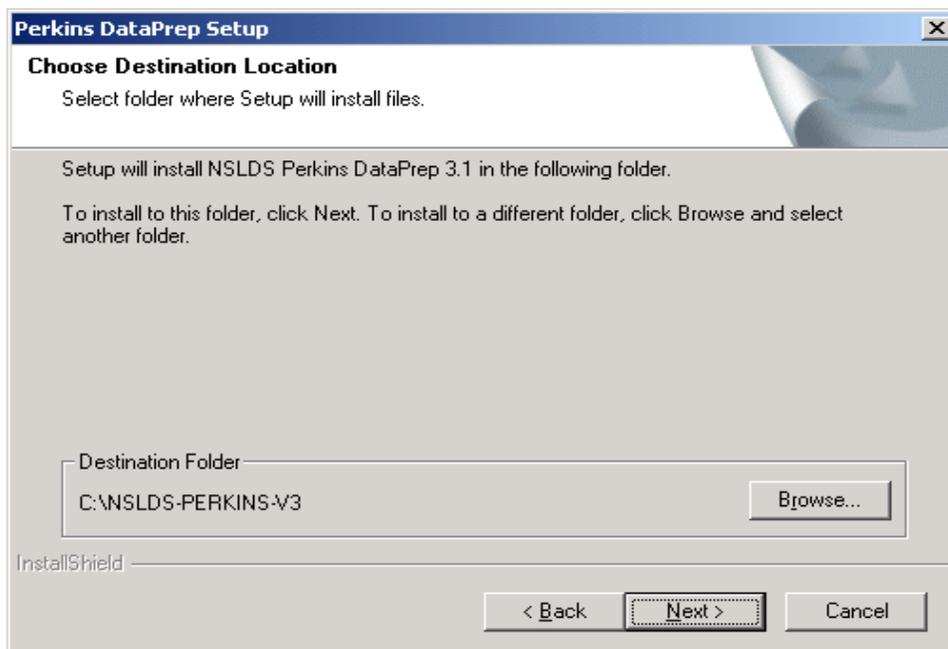


11. After reading the License Agreement, click **Yes**. The Customer Information box appears.



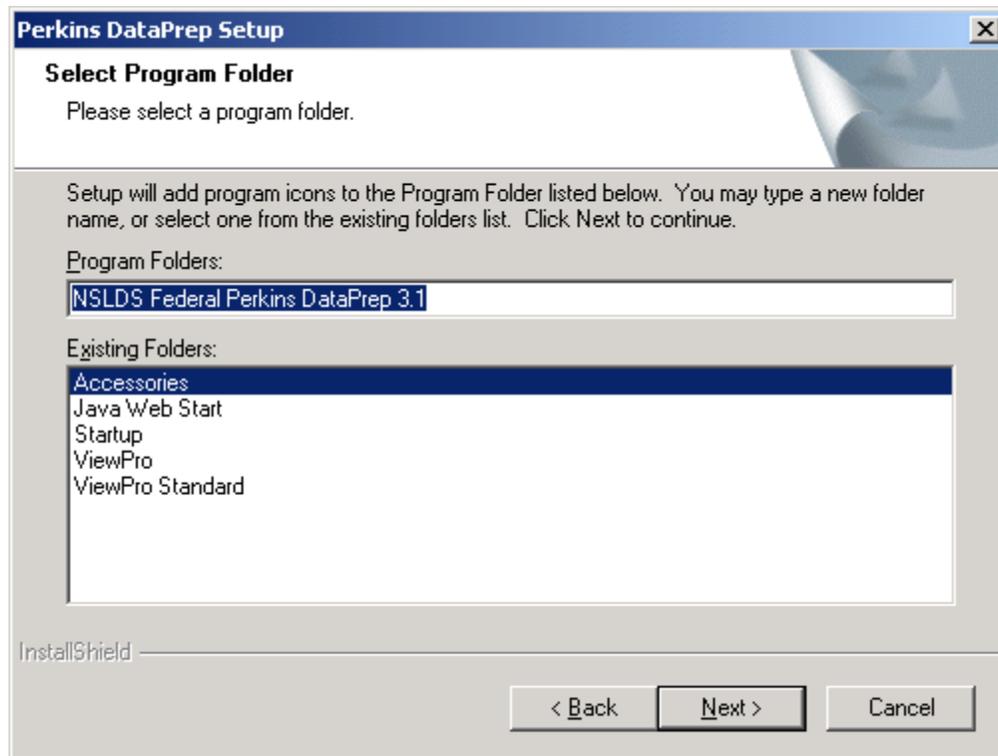
The image shows a Windows-style dialog box titled "Perkins DataPrep Setup". The main heading is "Customer Information" with the instruction "Please enter your information." Below this, a sub-instruction says "Please enter your name and the name of the company for which you work." There are two text input fields: "User Name:" containing "AnyUser" and "Company Name:" containing "AnyCompany". At the bottom left, it says "InstallShield". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

12. Change User Name and Company Name if necessary and click **Next**. The Choose Destination Location box appears.

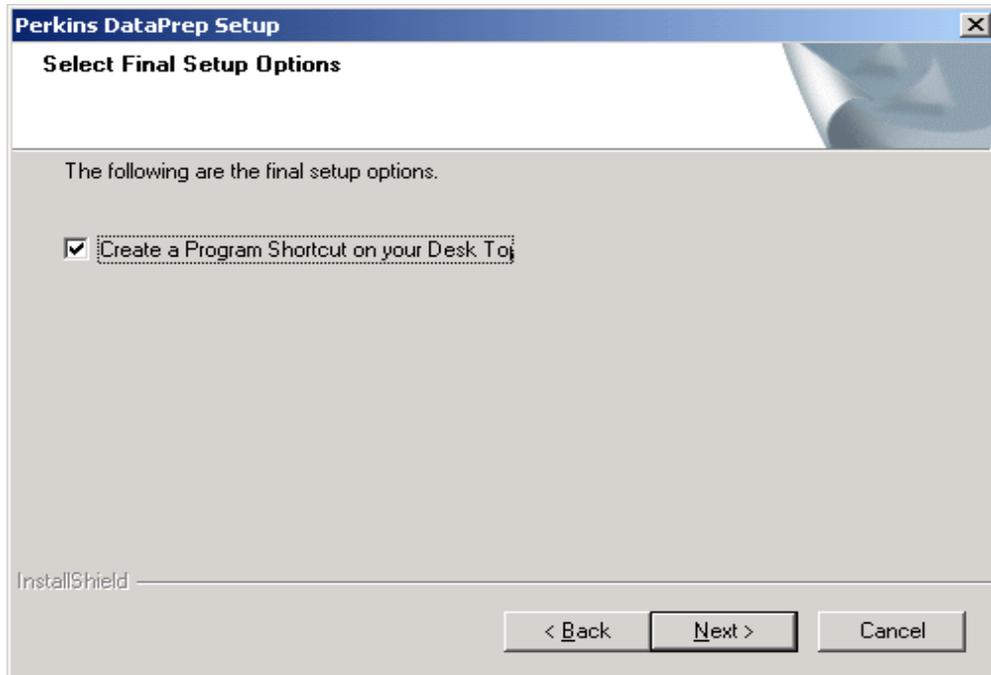


The image shows a Windows-style dialog box titled "Perkins DataPrep Setup". The main heading is "Choose Destination Location" with the instruction "Select folder where Setup will install files." Below this, it says "Setup will install NSLDS Perkins DataPrep 3.1 in the following folder." and "To install to this folder, click Next. To install to a different folder, click Browse and select another folder." There is a text input field for "Destination Folder" containing "C:\NSLDS-PERKINS-V3" and a "Browse..." button to its right. At the bottom left, it says "InstallShield". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

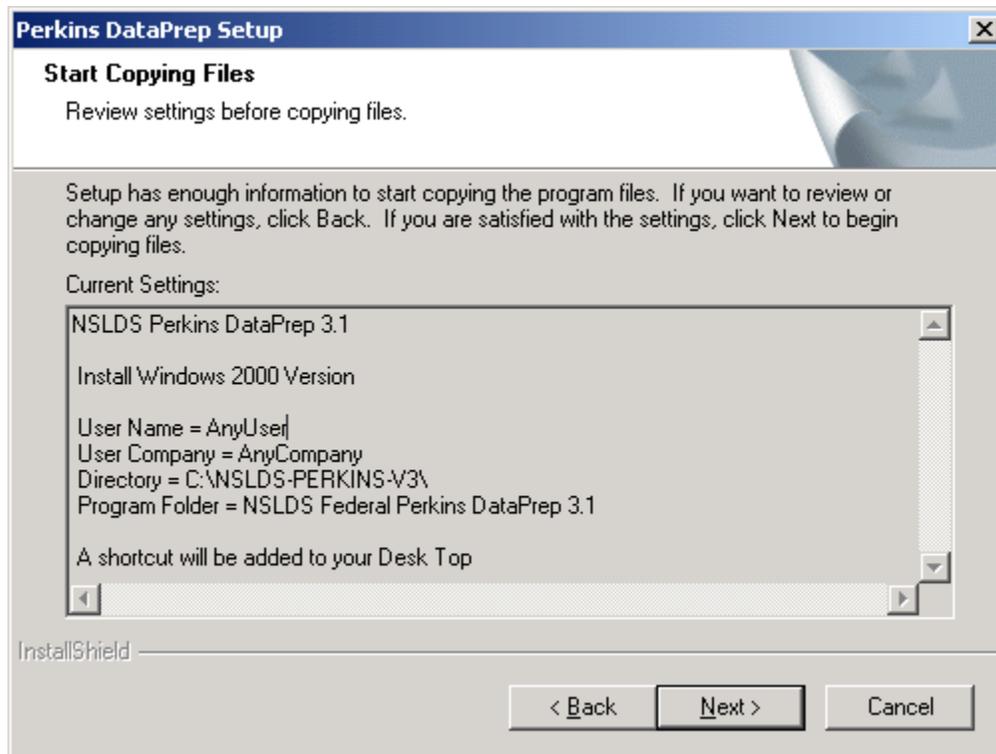
13. This box shows the default Destination Folder where the Perkins DataPrep software will be installed. To accept the default Destination Folder, click **Next**. If you wish to install the software in another folder, click **Browse** and change it. Then click **Next**. The Select Program Folder box appears.



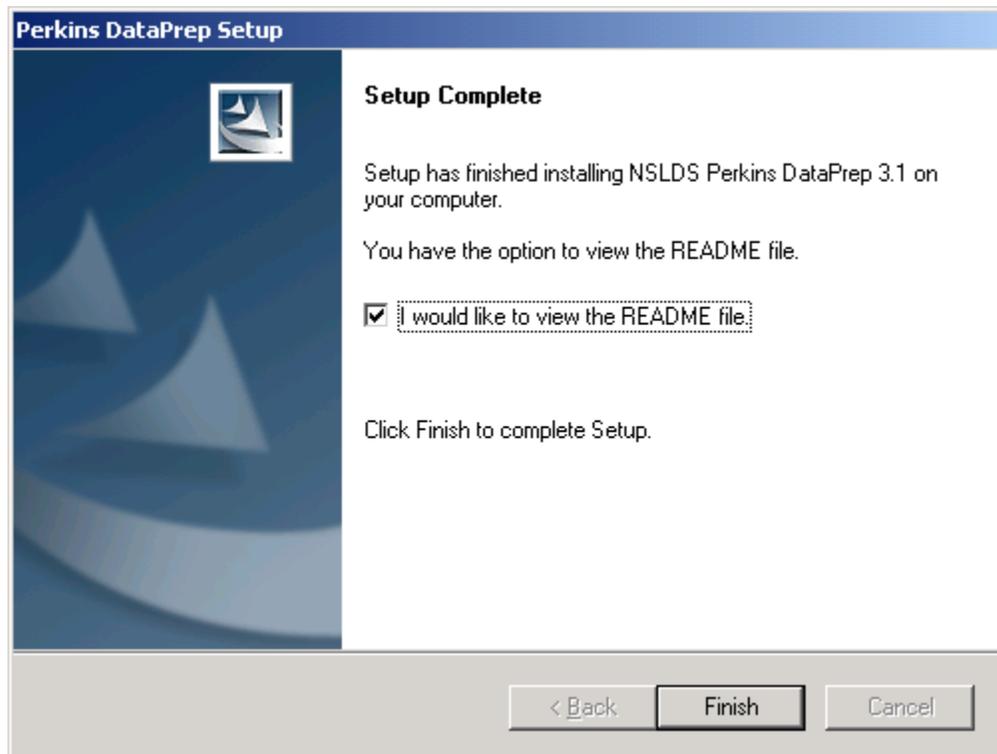
14. Click **Next**. Now the Select Final Setup Options box appears.



15. Click **Next**. The Start Copying Files box appears. Review the information in the Current Settings area. If you wish to correct any of the settings, click **Back**.



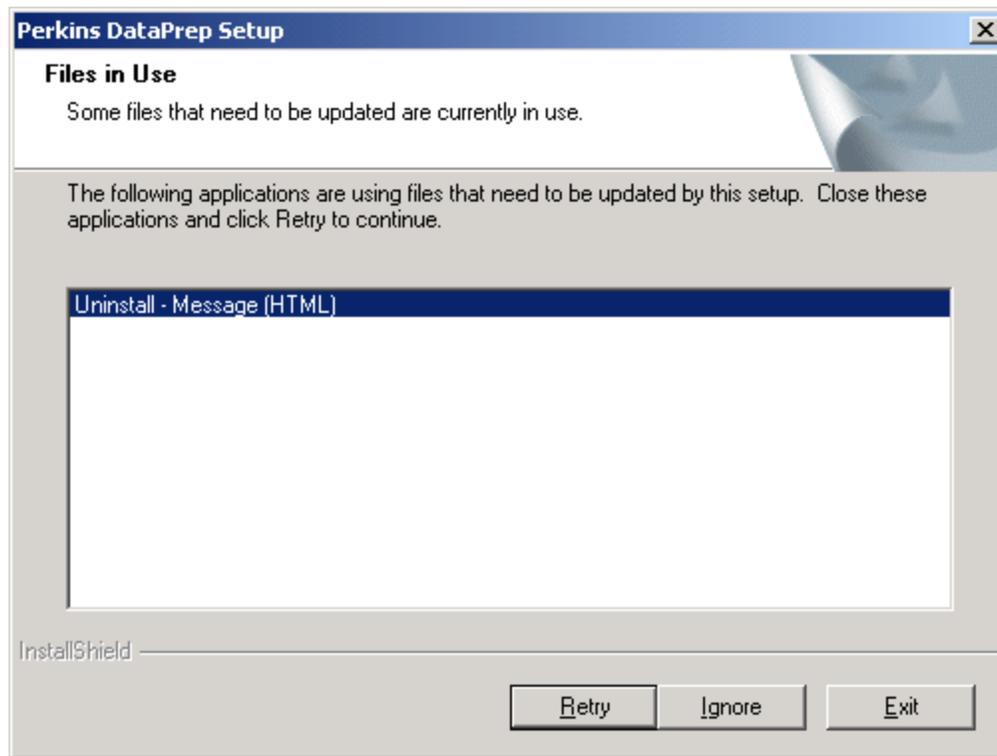
16. If all settings are correct, click **Next**. The setup program will now install the Perkins DataPrep software on your machine. Progress bars indicate the status of the installation. After the installation is complete, the Setup Complete box appears.



17. Click **Finish**. The README document appears if the box for the README file is checked.

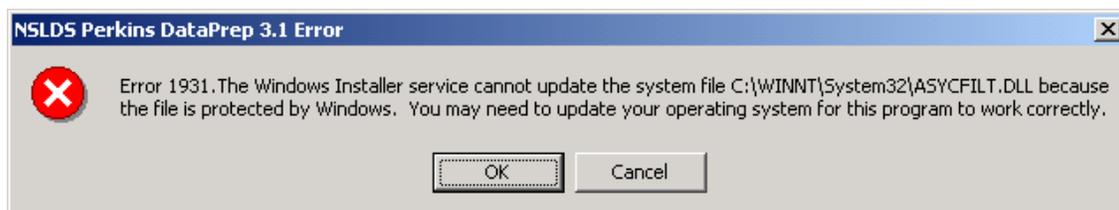
## Troubleshooting

While installing the Perkins DataPrep software on your machine, the Files in Use box may appear.



This box indicates that another Windows program is using one or more files needed by the Perkins DataPrep installation process. Make sure that ALL other Windows programs are closed, then click **Retry**.

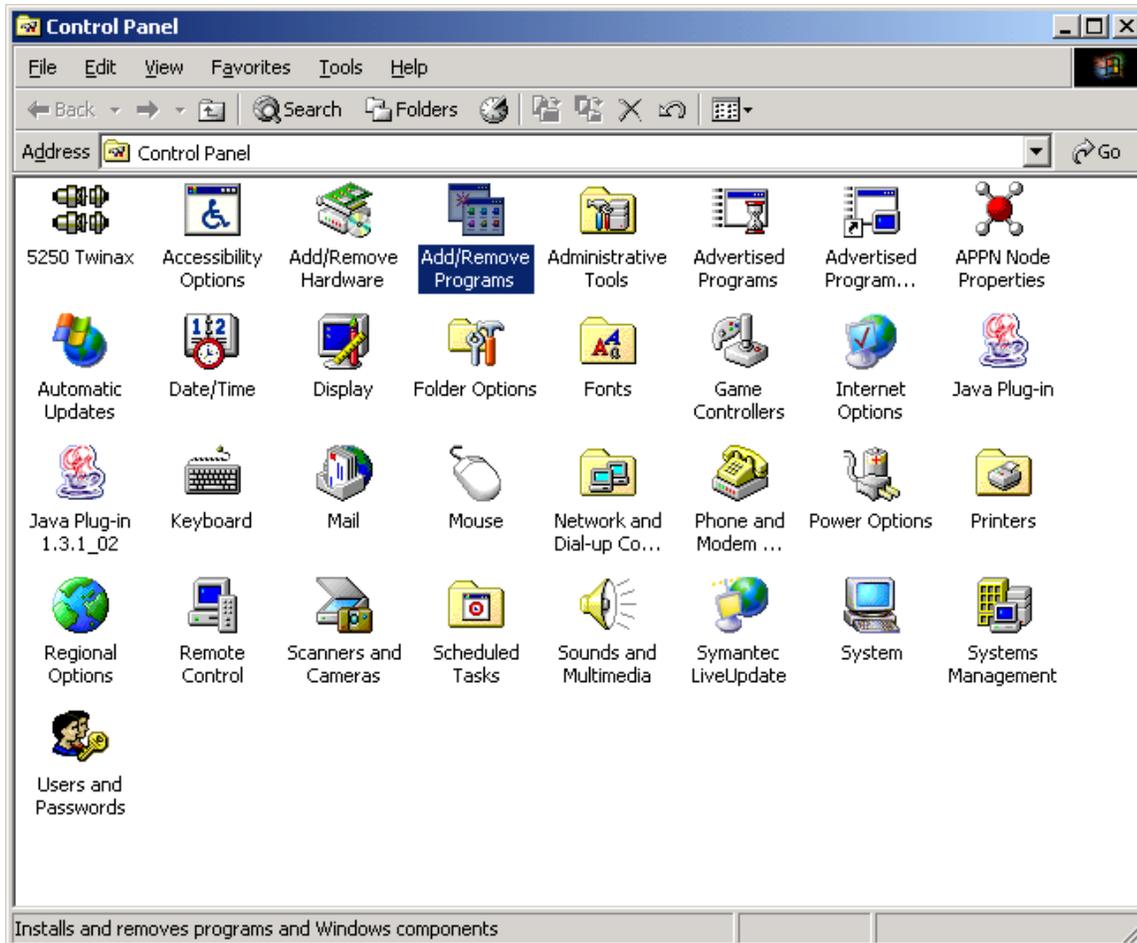
In addition, while installing the Perkins DataPrep software on your machine, the following error message may appear:



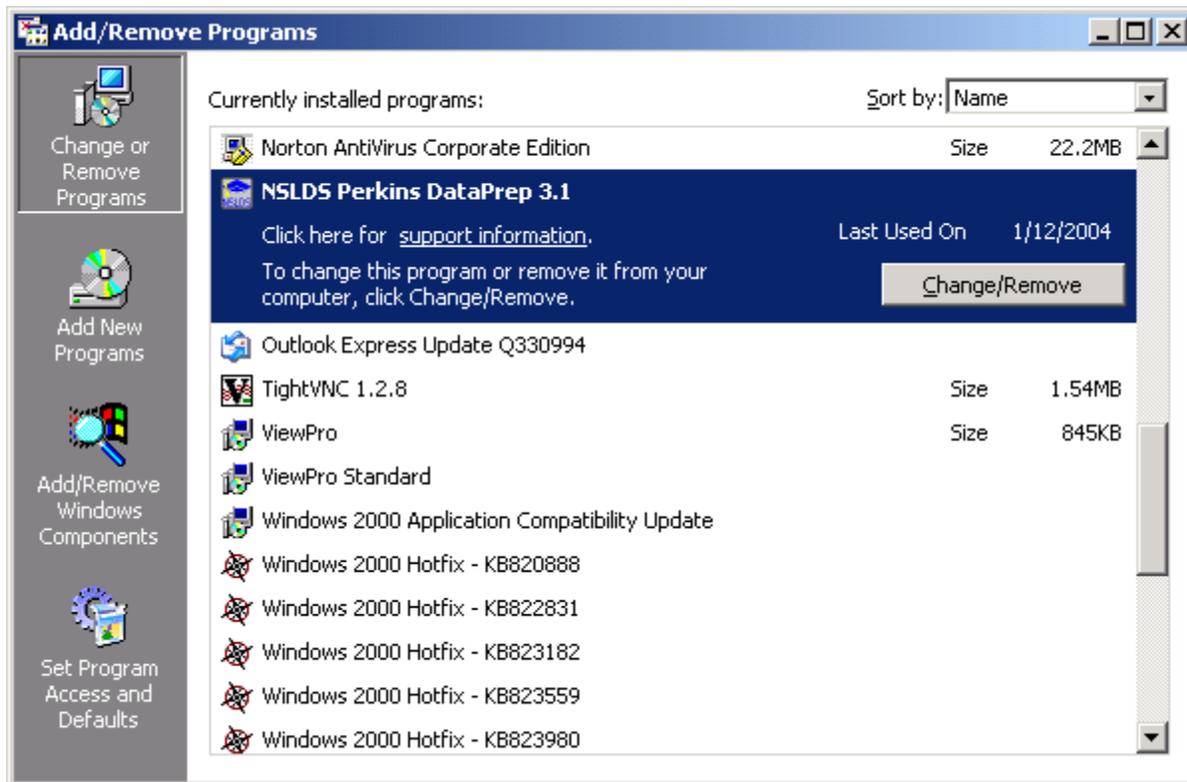
In this case, the installation program cannot check if the above file needs to be updated. Click **OK** to continue installation.

## Uninstallation Instructions

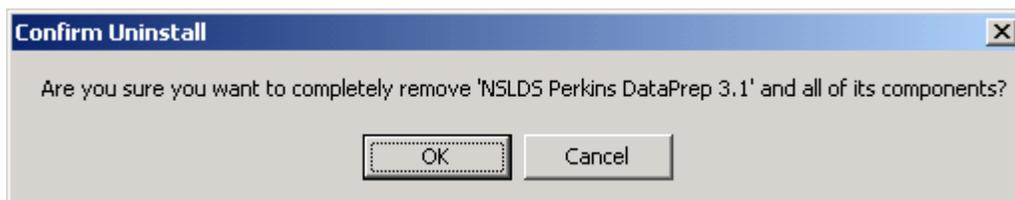
1. On your Windows taskbar, click **Start, Settings, Control Panel**. The Windows Control Panel appears.



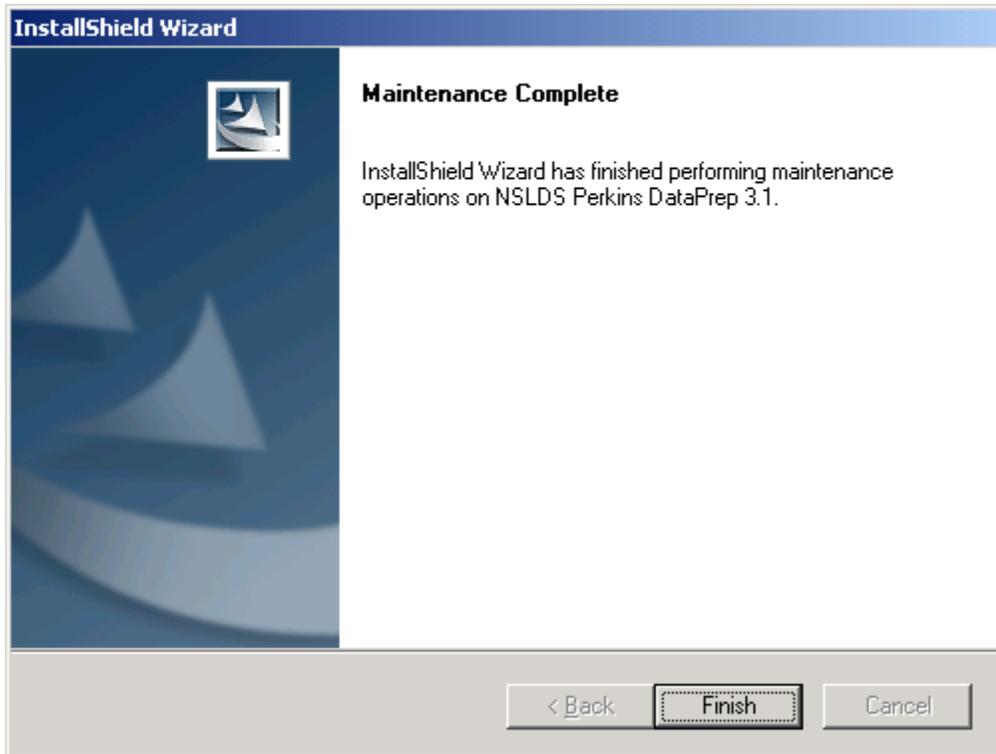
2. Click **Add/Remove Programs**. The Add/Remove Programs box appears.



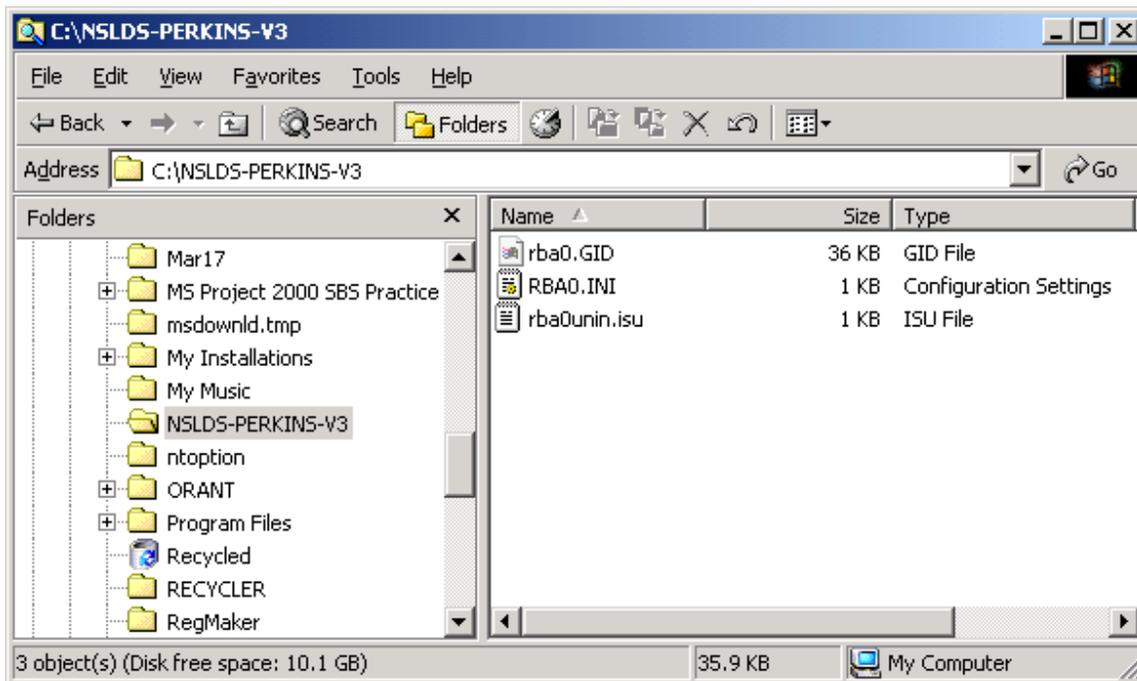
3. Scroll down the list and click **NSLDS Perkins DataPrep 3.1**. Click **Change/Remove**. The Confirm Uninstall box appears.



4. Click **OK**. The InstallShield Wizard box appears.



5. Click **Finish**. The InstallShield Wizard box will close.
6. Open Windows Explorer and RIGHT click the **NSLDS-PERKINS-V3** folder (or the folder in which you installed Perkins DataPrep).



7. Click **SHIFT Delete** to remove the Perkins DataPrep folder and its contents.