

July 2004

RE: SSCR for Windows, Release 2.0

Dear SSCR Users:

We are pleased to announce the availability of SSCR (Student Status Confirmation Report) for Windows, Release 2.0. SSCR for Windows is a multi-year application designed to help you electronically certify borrowers' enrollment and update student information on the National Student Loan Database System (NSLDS).

NSLDS regularly sends you an SSCR Roster containing the students enrolled at your school for which NSLDS has loan records. SSCR for Windows can be used to import, update, and export student records in the SSCR Roster to return to NSLDS.

The SSCR Roster can be sent to you by NSLDS as often as once a week or as seldom as twice a year. Most schools choose to receive SSCR Rosters every two months. You can change your preferences on the U.S. Department of Education's NSLDS Web site, located at nslidsfap.ed.gov.

Access 2002

Past SSCR software releases used databases built on a Microsoft Access 97 framework. In SSCR for Windows, Release 2.0 and subsequent releases, we are using a Microsoft Access 2002 database framework. Note the following:

- Access 2002 software databases run on all currently supported Microsoft Windows operating systems, which include Windows NT, Windows 98, Windows Me, Windows 2000, and Windows XP.
- You do *not* need to have any version of Microsoft Access (97 or 2002) installed on your PC to run current or future releases of SSCR.
- You cannot open or view the SSCR for Windows, Release 2.0 database or other future software releases using Microsoft Access 97. Microsoft Access 2002 databases are incompatible with Microsoft Access 97.

We continue to strongly discourage users from viewing and manipulating any EDESuite software database using Microsoft Access. Making changes to the database, using any version of Microsoft Access, can potentially cause damage to the database structure and proper software functionality, and limit our ability to support problems you may encounter as a result.

If you choose to access any Department of Education software database using Microsoft Access, ensure you are viewing a copy of the database and not your live, production database file. Also, ensure you have a safe, reliable back-up of your databases before using Microsoft Access to access live or back-up copies of your software databases.

How to Get the Software and Documentation

You can download SSCR for Windows, Release 2.0 and related documentation from the FSAdownload Web site, located at fsadownload.ed.gov.

Instructions for downloading are located in the “Downloading Documentation and Software from the FSAdownload Web Site” section of the *Installation Guide for SSCR for Windows, Release 2.0*.

If you have trouble opening the FSAdownload Web site contact CPS/SAIG Technical Support at **800/330-5947, TDD/TTY 800/511-5806** or through e-mail at CPSSAIG@pearson.com.

Note: Some organizations restrict their users from downloading software from the Internet. 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 download rights.

Important Installation Alert

If you use Windows 2000 or Windows XP, you must be an Administrator on your workstation to install SSCR for Windows, Release 2.0. If you are not an Administrator, you receive a warning when you try to install SSCR. After an Administrator has installed SSCR, you can run SSCR 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. We have no workarounds for these Windows rights issues. Consult with your school’s technical department if you receive a warning that an Administrator must install the SSCR software.

If You Have Technical Support Questions

If you have questions regarding SSCR for Windows, Release 2.0, such as installation issues, software problem resolution, software functionality, and technical assistance, contact CPS/SAIG Technical Support.

You can reach CPS/SAIG 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 CPSSAIG@pearson.com. A representative will respond within 24 business hours.

You can also post questions regarding SSCR 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.

Summary of Changes

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SSCR for Windows, Release 2.0

SSCR for Windows, Release 2.0, is available for download from the FSAdownload Web site, located at fsadownload.ed.gov. You must select the **Full** installation option to install SSCR on your standalone PC or your network server and workstations.

The Release 2.0 installation will not overwrite your SSCR for Windows Version 1.2 database or software. After you have completed any pending SSCR Roster updates in Version 1.2, you can uninstall Version 1.2 from your system and begin using Release 2.0 exclusively for your SSCR processing tasks.

For more information on installing SSCR, see the *Installation Guide for SSCR for Windows, Release 2.0*, also available for download from fsadownload.ed.gov.

NSLDS Enrollment Reporting Guide

For record layouts and other additional information on the SSCR process, see the *NSLDS Enrollment Reporting Guide*, available for download from the Department's Information for Financial Aid Professionals (IFAP) Web site (ifap.ed.gov). To find this document on the IFAP Web site, click the "NSLDS Reference Materials" link on the main page under "On-Line References," then click "NSLDS User Documentation" on the following page.

Product Enhancements

We have incorporated the following product enhancements into SSCR for Windows, Release 2.0.

General Changes

The following general changes were made for Release 2.0:

- The SSCR database is now Microsoft Access 2002 format, beginning with this release.
- An ellipsis (...) button has been added next to the user ID field on the SSCR login dialog box, which enables you to view and select a user ID from a list of all established User IDs in Security Users setup. The SYSADMIN user ID is not displayed as a choice on the list.

Setup

The following enhancements were made to SSCR System Setup dialog box:

- A new field, Single/Multiple (Default Print), has been added. This option enables you to establish a default selection of Single or Multiple Print when you select a report to print. You can change this setting in the Print dialog box for a specific print job at any time, but your default setting remains the same until you change it in System Setup.
- A new field, Return to Dialog, has been added. Selecting this checkbox enables you to return to the dialog box, for the function you have just used, when you have finished printing, exporting, importing, or using Multiple Entry.
- A new field, Default Report File Destination, has been added. This option enables you to define a default response (Printer, File, or Screen) for the Report Output Destination on the Print dialog box when printing reports. You can change this setting in the Print dialog box for a specific print job at any time, but your default setting remains the same until you change it in System Setup.

File Management

The following enhancement was made to the SSCR File Management functionality:

- SSCR's file management functionality has been updated to display import and export message classes with "XX" as part of the file name (instead of "99"). The updated message classes, which have already been implemented by NSLDS, are:

SSCRXXOP	SSCR Roster
SSCEXXOP	SSCR Error File
SSCRXXIN	SSCR Roster Return
SSCMXXIN	SSCR Error File Return / Ad Hoc File

Import

The following enhancements were made to SSCR import functionality:

- After importing your SSCRXXOP (SSCR Roster) or SSCEXXOP (SSCR Error File) into the SSCR software, the import file will be renamed to SSCRXXBK or SSCEXXBK, respectively. This change will make it easier to identify files that have already been imported into SSCR.
- The options listed under Import Type on the Import dialog box are re-ordered to list the SSCR Roster first, followed by SSCR Error File, SSCR External Add, and SSCR External Change.

Export

The following enhancement was made to SSCR export functionality:

- The Batch Control grid, displayed when you click the ellipsis (...) button next to the Batch ID field on the Export dialog box, has been updated to allow sorting of the data displayed in ascending or descending order.

Entry

The following enhancements were made to SSCR entry functionality:

- When saving an SSCR record with a Code for Enrollment Status of **W** (Withdrawn), an error message will display if the Date Enrollment Status Effective field is left blank.
- When updating an SSCR record with a Code for Enrollment Status of **X** (Never attended) or **Z** (Record not found), the Date Enrollment Status Effective field can now be left blank.
- Users will no longer receive a pop-up confirmation message when a record has been saved successfully. Instead, the save confirmation message will display on the status bar on the bottom of the screen.

Multiple Entry

The following enhancements were made to SSCR Multiple Entry functionality:

- The student's last name, first name, and middle initial now display on the SSCR Multiple Entry records grid.
- A sort order option has been added to the SSCR Multiple Entry dialog, allowing you to display the Multiple Entry records grid by Last Name or Social Security Number.

Print

The following enhancements were made to SSCR print functionality:

- The student's Date of Birth is added to the List—SSCR report.
- First Page and Last Page buttons are added for reports printed to the screen and allow users to more quickly navigate to the first or last page of a multi-page report.
- If the Single option is selected when printing the SSCR or List-SSCR reports, users can click the ellipsis (...) button next to the Student ID field to select a student, from a list, to display on the report.
- The Field Description for field numbers 8, 9, 10, 11, and 12 are updated to "Filler" on the RL-SSCR Roster/Submittal/Error Corr/Ad Hoc (Detail) report.

SSCR Supports These Printers

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

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

SSCR Benchmarking

We performed benchmarking tests on the SSCR for Windows, Release 2.0 software to determine how it operates in certain operating environments. These tests were all completed on a Pentium 800 MHz with 128 MB RAM.

Imports

The benchmarking results for SSCR import files are as follows:

- Records were imported into an empty database.
- The Benchmarking Volume is the type and number of records that were imported in the test.
- The Average 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.

Imports

Import	Benchmarking Volume	Operating System	Average Time Elapsed
SSCR Roster	4,158	NT 4.0	18 seconds
		Windows 98	30 seconds
		Windows Me	30 seconds
		Windows 2000	21 seconds
		Windows XP	24 seconds
SSCR Roster	20,000	NT 4.0	1 minute, 27 seconds
		Windows 98	2 minutes, 9 seconds
		Windows Me	2 minutes, 12 seconds
		Windows 2000	1 minute, 33 seconds
		Windows XP	1 minute, 42 seconds

Reports

The benchmarking results for SSCR and List-SSCR reports are as follows:

- These reports were tested in Windows NT, Windows 98, Windows Me, Windows 2000, and Windows XP on HP LaserJet 3 si, 4, 4 si, and 8150DN printers.
- The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.
- The Average Time Elapsed column indicates the length of time starting when the user clicks OK in the DL Tools Print dialog box through the time the operating system (Windows NT/98/Me/2000/XP) Print dialog box appears.

Reports

Report	Benchmarking Volume	Operating System	Average Time Elapsed
SSCR	5 records	NT 4.0	1 second
		Windows 98	1 second
		Windows Me	1 second
		Windows 2000	1 second
		Windows XP	1 second
List-SSCR	25 records	NT 4.0	1 second
		Windows 98	1 second
		Windows Me	1 second
		Windows 2000	1 second
		Windows XP	1 second

Reminders

Back Up Your Database

You should back up your SSCR database (sscr20.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, updating a large group of SSCR records) or after each SSCR Roster update. You should also back up your data before and after you run utilities as a precautionary measure.

SSCR 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.

Run the Compact and Repair Database Utility

The Compact and Repair Database utility resolves inconsistencies in record storage and improves the performance of SSCR by optimizing the database (sscr20.mdb) file and reclaiming space on your computer's hard drive. Running this utility at least once per week or after each SSCR Roster update 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 SSCR is updating student records. SSCR 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 SSCR's performance. The utility reduces the size of your database by organizing and storing records more efficiently and by removing any records that are 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.