

December 1999

Dear EDEExpress Users:

We are pleased to enclose EDEExpress for Windows, Version 6.0. This is the initial software version for the 2000-2001 award cycle. This letter covers general changes to EDEExpress for Windows and enhancements to all of the components of the software: Global, Application Processing, and Packaging. These enhancements make managing your student aid data easier and provide you with more options and greater flexibility.

Institutions can begin submitting 2000-2001 data to the Central Processing System (CPS) beginning January 1, 2000.

Included in this letter are the following:

- A list of product enhancements,
- The results gathered from EDEExpress benchmark testing, and
- A reminder to back up and optimize your EDEExpress database.

Beginning with this version, EDEExpress for Windows is no longer distributed via the mail. Instead, download the software and the related user documentation via the Internet at the new SFAdownload Web site, <http://www.SFAdownload.ed.gov>. Instructions for downloading EDEExpress for Windows from the Web are located on page 3 of this document, as well as in the "Downloading Software/Paper Documentation" chapter of the *2000-2001 EDEExpress for Windows Installation Guide*.

If you have SFA technical support questions and subscribe to SFATECH, you can post an email on the SFATECH listserv, <http://www.ed.gov/offices/OSFAP/SFATECH/listserv.html>. Make sure you include your telephone number in your message. Department staff or contractors for the system about which you have a question will see your posting and begin working on a response.

For questions regarding EDEExpress for Windows, such as installation issues, software problem resolution, software functionality, and technical assistance, you can call CPS Customer Service. You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947**. You may also e-mail inquiries, comments, or suggestions 24 hours a day to **CPS@NCS.COM**. A representative will respond within 24 hours.

Sincerely,

CPS Customer Service

# EDEExpress for Windows, Version 6.0

The Department is pleased to announce the release of 2000-2001 EDEExpress for Windows, Version 6.0. EDEExpress consists of four software modules: Application Processing, Packaging, Direct Loan, and Pell. Version 6.0 installs the Application Processing module, which includes all of the global setup options (for example, the security functions), and the Packaging module. The Direct Loan and Pell modules will be released in future versions of the software. Version 6.0 does not overwrite your EDEExpress for Windows, Version 5.4 database; it begins a new database.

**Beginning with this version, download the software and related user documentation via the Internet at the new SFAdownload Web site, <http://www.SFAdownload.ed.gov>.** See page 3 for instructions on how to download the software and install it on your own computers.

- If you have access to the Internet and you can't open the SFAdownload Web site, call your technical support staff to ensure you have full FTP download rights.
- If you do not have access to the Internet, or you do have FTP download rights and still can't open the SFAdownload Web site, call CPS Customer Service to request diskettes.

## TABLE OF CONTENTS

DOWNLOADING EDEXPRESS FROM THE WEB .....	3
<i>Downloading the Software to Your Hard Drive</i> .....	3
<i>Installing the Software on Your Hard Drive</i> .....	4
<i>Downloading the Paper Documentation from the Web</i> .....	4
INSTALLING EDEXPRESS FOR WINDOWS FROM DISKETTES.....	6
<i>Installing EDEExpress to a Stand-alone Computer</i> .....	6
<i>Installing EDEExpress on a local area Network</i> .....	6
PRODUCT ENHANCEMENTS.....	7
<i>General Changes</i> .....	7
<i>Global</i> .....	7
<i>Application Processing</i> .....	9
<i>Packaging</i> .....	11
<i>Packaging Technical Reference</i> .....	13
EDEXPRESS SUPPORTS THESE PRINTERS.....	14
EDEXPRESS BENCHMARKING .....	14
<i>Imports</i> .....	14
<i>Reports</i> .....	14
<i>Packaging</i> .....	15
REMINDERS.....	16
<i>Back Up Your Database Weekly</i> .....	16
<i>Optimize Your Database by Using Software Utilities</i> .....	16
<i>Run the Repair Database Utility</i> .....	16
<i>Improve Performance by Using the Compact Database Utility</i> .....	17
<i>Prevent Problems by Using the Verify Database Utility</i> .....	17

## Downloading EExpress from the Web

Beginning with EExpress for Windows, Version 6.0, the software and documentation are distributed via the Internet using the Student Financial Assistance (SFA) Download Web site, <http://www.SFAdownload.ed.gov>.

If you do not have access to the Internet, or you have trouble opening the SFAdownload Web site to download the EExpress for Windows software, call CPS Customer Service to request diskettes.

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

### DOWNLOADING THE SOFTWARE TO YOUR HARD DRIVE

EExpress for Windows, Version 6.0, is available on the SFAdownload Web site in two formats. You can download the entire software in one file (EExpress60.exe), or in eight separate installments, which can then be copied to a network drive or diskettes.

#### *To install the software as one file*

1. Go to the URL field located at the top of your browser's screen and type SFAdownload Web site address: <http://www.SFAdownload.ed.gov>.
2. Follow the instructions provided and click the **Continue** button. You will be taken to a Privacy on Our Web Sites Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **EExpress 2000-2001** to the left of this description. You will be taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click the **Full Download** link to download the program that allows you to do the full installment. A **Save As...** dialog box will appear.
7. Choose the location on your hard disk to save the file, then press the **Save** button. The length of time it takes to download the software depends largely on the speed of your Internet connection. The installation process automatically creates the program directory: C:\PROGRAMFILES\EDESUITE\EDEXPRESS for Windows v6\.

#### *To install the software in eight separate installments*

1. Go to the URL field located at the top of your browser's screen and type the SFAdownload Web site address: <http://www.SFAdownload.ed.gov>.
2. Follow the instructions provided and click the **Continue** button. You will be taken to a Privacy on Our Web Sites Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.

4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **EDExpress 2000-2001** to the left of this description. You will be taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click **Disk 1** to download only disk 1's data. A **Save As...** dialog box will appear.
7. Choose the location on your hard drive to save the file. Click **Save**. The length of time it takes to download the software depends largely on the speed of your Internet connection. The installation process automatically creates the program directory: C:\PROGRAMFILES\EDESUITE\EDEXPRESS for Windows v6\.
8. Click **Disk 2** to download only disk 2's data. When the
9. Click **Disk 2** to download only disk 2's data. When the **Save As...** dialog box appears again, make sure you are saving Disk 2's data to the same location as you saved Disk 1's data.
10. Click on each of the succeeding disks until all of them have been saved to the same location on your hard disk.
11. Once the software disk files are downloaded to your hard disk, go to that location and double-click on **Disk 1**. Then double-click on the **Setup.exe** file to open and install the software.

\*Disk 1 and Disk 8 are self-extracting zip files. After downloading, self-extract the files from each of these Disks onto your hard drive, then copy the extracted files onto floppy disks labeled Disk 1 and 8, respectively

## **INSTALLING THE SOFTWARE ON YOUR HARD DRIVE**

Downloading the software from the SFAdownload Web site does not install it. Once you have downloaded the software to your network or hard drive, you must install it.

1. Once the software file is downloaded to your hard disk, go to the program directory.
2. Double-click on the file to open and/or install it.
3. EDExpress asks you a series of questions during the installation. These questions verify the location of the software on your hard drive and each question has a default answer.
  - If the default answer is correct, click **Next** to go to the next screen.
  - You can change the default answer, if you wish. If you do, make sure you know the directory where the software is located.
4. Continue this process until you reach the last installation screen, which prompts you to click the **Finish** button.
5. You must shut down and restart your computer for the installation process to be complete.

## **DOWNLOADING THE PAPER DOCUMENTATION FROM THE WEB**

You can download the paper documentation from the Internet in both Adobe PDF and Microsoft Word format. The following types of paper documentation are available to download:

- Installation Guides
- Cover Letters
- Technical References

Each of these documents have the date they were posted, file size, and approximate download time. However, the length of time it takes to download a paper document depends on the speed of your Internet connection.

To download paper documentation:

1. Go to the URL field located at the top of your browser's screen and type the SFADownload Web site address: <http://www.SFADownload.ed.gov>.
2. Follow the instructions provided and click the **Continue** button. You will be taken to a Privacy on Our Web Sites Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the document(s) you want to download. A brief description of the documentation's software is provided.
5. Click **EDExpress 2000-2001** to the left of this description. You will be taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click on the type of documentation you want to download.
7. If you select an Adobe PDF formatted file, click **File, Save As** from the menu bar, select a location on your hard disk, and then click the **Save** button to save the file.
8. If you select a Microsoft Word formatted file, a dialog box will appear. Click on **Save it to disk**, choose a location to save the file and press the **Save** button.
9. For either type of file, the Web site is designed to give it a default name; however, you may choose another name for the file if you want.
10. Once the paper document has been downloaded on your hard disk, go to that location and double-click on the file to open and/or print it.

# Installing EExpress for Windows from Diskettes

The primary method for installing EExpress on your computers is by downloading the software from the SFAdownload Web site. If that method is unavailable to you, call CPS Customer Service and request diskettes.

## INSTALLING EDEXPRESS TO A STAND-ALONE COMPUTER

1. Turn on your computer and start Microsoft Windows.
2. Close all Windows applications, including screensavers, e-mail notifiers, etc.
3. Insert Diskette #1 in the A: drive.
4. Select **Start** from the Task bar.
5. Select **Run** from the Start pop-up menu.
6. Type **a:\setup** at the Open entry field and click **OK**. The software is installed to the default directory C:\PROGRAM FILES\EDESUITE\EDEXPRESS for Windows v6, unless you choose another location.
7. When prompted, insert diskettes in numerical order and click **OK**.
8. EExpress asks you a series of questions during the installation. Each question has a default answer.
9. If the default is correct, click **Next** in response to each question.
10. If the default is not correct, select the correct answer and click **Next**.
11. When the installation program is finished installing the files, it updates your Start menu.
12. You must restart your computer to complete the installation and to begin using EExpress.

## INSTALLING EDEXPRESS ON A LOCAL AREA NETWORK

When you perform a workstation installation, the program files for EExpress (EXPRES01.EXE) installs to a workstation's local hard drive; the EExpress database is stored on your network. This method improves the speed and performance of the software while allowing the database to be available to more than one PC.

1. Use the Network Server installation option, which installs the EExpress database (EXPRES01.MDB), but not the EExpress program files, on the file server.
2. Enter the Network server location where you want to install EExpress database files. Type the path or click the **Browse** button.
3. Follow the prompts provided by the Setup program.
4. Do *Full* Network Workstation installations on *all* workstations. Choose the Network Workstation installation option, then select **Full**. The Full option installs the executable file (EXPRES01.EXE) in the local hard drive directory.
5. Enter the Network Server location of the database installed during the Network Server installation (see step 2).

For further information regarding the EExpress installation process, consult the *2000-2001 EExpress Installation Guide*. If you have questions, call CPS Customer Service.

# Product Enhancements

The following product enhancements are included in EDEExpress for Windows, Version 6.0:

## GENERAL CHANGES

- Updated year indicators and date ranges for the 2000-2001 award year.
- Modified data fields to reflect the changes in the new 2000-2001 FAFSA.

## GLOBAL

### *Demo*

- When you enter Driver's License Number and Driver's License State on the Demo tab, EDEExpress automatically fills in Yes for "Do you have a driver's license?" on the FAFSA.
- You can update demo records through an External Add or Change file.

### *Export*

- Fixed length, tabs, commas, and custom delimiters can delimit external export files so the exported data is easier to use on other systems.

### *Import*

- The Import Statistics box is larger, so you can view the information without scrolling.

### *Letters*

- The predefined Award Letter is modifiable and, when modified, has the option to reset this box to the original value. Modifications to the Award Letter are tracked by EDEExpress using the last user ID and date of modifications.
- You can print user-defined letters from the Demo tab.
- You can define titles for your user-defined letters. These titles appear on the menu under Tools, Setup, Global, User-Defined Text.

### *Login*

- When you log in to EDEExpress, you can select your user ID from a list instead of typing it in.

### ***Navigation***

- EDEExpress supports vertical scrolling with the wheel on the Microsoft Intellimouse and other compatible mouse products.
- When you press the Tab key to move through an entry screen, it skips the calculator and calendar buttons.
- As you drag the scroll bar horizontally or vertically in a grid, a new feature called Scroll Tips shows you the location of the cursor.
- Column titles in grids are consistent with entry fields and Query field titles.

### ***Notes***

- The Notes printout includes the student's name, the user ID of the user who entered the most recent updates to the notes, and the date of the update.
- In Security Group setup, you can assign group access to Notes entry so group members can update notes in student records. Access to Notes entry is now determined by group to give better security.
- Only the user who entered a note or a user with specific security access can delete or edit the note.
- You can click and drag the corner of the Notes entry box to change the size of the box. The Notes box displays up to four lines of text.

### ***Print***

- The title you enter for a list always prints as the title of the report.
- Reports containing special characters now include a legend that explains the characters.
- You can choose Single or Multiple as a default print setting, depending on whether you usually print single records or multiple records.

### ***Query***

- You can modify any field in the Query dialog box.
- You can use the queries you created as templates to create new queries. When you change a saved query, EDEExpress prompts you to enter a new title for the new query.
- When you use a predefined query that contains a batch ID field, you can select the batch ID from a list instead of having to type the batch number.
- In the Query field list, "Import Batch ID" is now called "Batch ID - Import." "Export Batch ID" has been changed to "Batch ID - Export."
- You can query for a vendor code that appears anywhere on the ISIR and from any Federal School Code position.
- A list of predefined queries is available in Help.

### ***Security***

- Users with browse-only access can access only those tabs that were enabled for their security group.
- Activate Transaction (on the Process menu) is a group security option.

### ***Setup***

- EDEExpress system administrators can print EDEExpress Global setup information.
- A new option, Return to Function, lets you specify whether you want to return to the dialog box or to the EDEExpress main screen when you finish printing, exporting, importing, or using Multiple Entry.

### ***System Information***

- System Information now includes:
  - Available hard disk space and processor type (for example, Pentium or Pentium II)
  - Version and build number of the software currently running
  - 16-bit DLLs installed on your PC
- The registry stores the full version number and the latest patch applied.

### ***User Data***

- In User Data setup, field types are displayed with full names in the list on the setup grid.
- You can select one or more fields to print on the User Data report.
- User Data fields on all lists are sorted in ascending alphabetical order.

## **APPLICATION PROCESSING**

### ***Process***

- You must provide the SSN and last name for mother OR father if the student is dependent; otherwise, the SAR and ISIR will contain a comment and SAR highlight.
- On the certification/signature page, applicants are notified that ED can verify reported income with the IRS.
- A new row added to the Verification Worksheet displays the total sum of income differences so that the FAA can tell if the differences are within the tolerance level. (The number in Household/College and Exemptions claimed are not included in this total.)
- You can save a FAFSA prior to its completion. FAFSAs saved without edits are saved at an 'I' status.
- A new field, Type of Tax Form, is included on the Verification Worksheet screen.
- A zero populates an 8-digit Alien Registration Number (ARN) field (for a total of 9 digits) when you save the record. You no longer have to type a zero if you enter 8 digits.
- EDEExpress applies parental edits only to dependent students.
- An Original Batch ID column is located on the Batch Activity Database.

- “Received ISIRs” and “Received Errors” flags are located on the Batch Activity Database.
- You can specify in Setup whether you want the highest transaction or the active transaction displayed. When choosing Active transaction, you can see both the active and inactive transactions from the ISIR Review tab.
- The ENAS calculation date is on the ENAS calculation report performed at the record level.
- A single Yes/No flag replaces Verification flags on the ISIR. An asterisk (\*) in this field means this transaction was not selected for verification but a subsequent transaction was selected.
- “Processed Record Type” and “Input Record Type” are on the FAA Information section of the ISIR.
- The Process, Activate transaction is grayed out if a student’s demographic record exists but no ISIR is present on the database.
- An EFC calculation button is added to the tool bar on the SAR/ISIR Tab.
- EDExpress no longer calculates and sends encryption codes with electronic correction files.
- An Automatic PIN Generation flag is on the RAD record.
- “Do not sign, date, or mail this application prior to January 1, 2000” is included on the ISIR Certification/Signature page.
- The SAR C code prints on all rejected records.
- The “Title IV file” is renamed “Federal School Code file.”
- A question about drug-related convictions is added to the FAFSA.

### ***Export***

- We added a selection criteria option for the export process.
- You can print export files by batch ID.
- You can use the Signature Export to fulfill the signature requirements for a student who files with FAFSA on the Web without waiting for the SAR/ISIR.

### ***Import***

- During ISIR import, the optional report feature, Compare Active Transaction, notifies users when a new ISIR is imported for a student who already has an active transaction.
- Year-to-Date has its own import type.

### ***Print***

- The PIN mailer flag is on the List-Renewal Application Data report. Flag values are Y (PIN mailed to student) or blank (No PIN mailed). An option on the print dialog allows you to print a list of records that contain this flag.
- You can print a list of processed ISIRs either with or without comment codes.
- You can sort records by last name, first name, and then transaction number when printing a list of ISIRs by last name.
- You can use selection criteria when printing List-Renewal Application Data.
- A new dropdown box is located in Transaction Preference so you can select to print the highest or the active transaction when printing multiple ISIRs.

### ***Changes Regarding NSLDS***

- The Postscreening Reason Code is added to the NSLDS page.
- The Award Amount field for Pell data is added to the NSLDS page printed by EDEExpress.
- The unsubsidized loan fields (Outstanding Principal Balance, Pending Disbursement, and Total Fields) are added to the NSLDS page.
- The “Delete Disb. Prior to 10/1/92” field on the Perkins section of the NSLDS page is eliminated.
- In the loan detail section of the NSLDS page (Print and View), you are alerted when the possibility of more than 12 loans for a student exists.

## **PACKAGING**

### ***Setup***

- The Packaging System Setup now includes a Default Housing Code option.
- The apostrophe character (') is no longer valid field content for the Code field on the Budgets, SAP Values, and Fund Maintenance setup screens.
- The Academic Year Profile setup displays loan percentages in two columns, Subsidized Loan % and Other Loan %. The system distributes these loans by percentage values across terms.
- The Academic Year Profile setup displays non-Pell grant percentages in two columns, FSEOG % and Grant %. The system distributes these grants by percentage across terms.
- The Award Methodology setup now displays a Remaining Need column allowing you to check the values setup for remaining need in Fund Maintenance.
- The titles for Pell Formulas 5 and 6 are modified in the Academic Year Profile setup.
- An SAP code locks in Setup once assigned to a student record and saved.

- The User-Defined Formula setup now displays the column formerly labeled Results as Description.
- Added Parent Contribution field option for User-Defined Formula setup.
- Aid type W is now for Federal Work-Study only and aid type Y is for any other Work-Study programs.

### ***Process***

- Packaging Worksheets are included in the software's online help as well as in the *Packaging Technical Reference*.
- The Pell Formula 6 considers the student's enrollment status before determining which Pell Payment Schedule to use in awarding funds.
- The Packaging system batch calculates values for User-Defined Formulas when Process, Calculate User-Defined Formulas is selected from the menu bar.
- The Packaging system batches add budgets onto Packaging records when Process, Add Budgets is selected from the menu bar.
- The Packaging system offers the option to award specific amounts of a fund based on the amount of Remaining Need at the time the fund is awarded.
- The Packaging system awards Pell from the Low Tuition Assistance Pell Schedules for programs with low tuition costs.
- The toolbar on the Awards tab displays Unpackage and Repackage icons.

### ***Entry***

- When the fund amount is set to zero, it remains on the Awarded Funds dialog so you can see its history.
- The Dependency Status field is display-only on the Awards Tab.
- Added Print in Next Batch option to the Award Letter dialog box accessed from the Awards tab. This option allows the printing of an Award Letter in the next batch print job regardless of the number of letters printed.
- The Packaging record displays the Parent Contribution (PC).

### ***Import***

- New Add Budgets option allows you to add budgets to a student record after the ISIR data import is complete.
- New Print Successfully Imported Funds option prints the Funds Imported Report upon completion of the import process.
- Parent Contribution field is added to the packaging record when importing ISIR Data.

### ***Export***

- The export process allows the user to select records to export based on the Export Status.

### ***Print***

- The enrollment status prints on the Award Letter for each term enrolled.
- The predefined Award Letter text is modifiable and, once modified, has an option to reset this text to the original value. Modifications to the Award Letter text are tracked by EDEExpress using the last User ID and date of modifications.
- The Award Letter does not display a value lower than zero in the Remaining Need field.
- The School Address is optional as a print field on the Award Letter.
- The List-Packaging Setup report prints the user-defined name for the User Defined Budget Amounts in the Budget Section. This is also true when printing the Packaging Record.
- The Packaging system has an option to print a list of packaged records immediately after running a batch Package or Repackage process.
- The Award Letter does not print funds with a zero value.
- The Packaging system has an option to print a list of all funds successfully imported.

## **PACKAGING TECHNICAL REFERENCE**

For 2000-2001, EDEExpress users may request to receive the *Packaging Technical Reference*. The *Packaging Technical Reference* contains worksheets, record layouts, valid field content, and import and export information for interfacing EDEExpress Packaging with an external mainframe system.

The *Packaging Technical Reference* will not be included in a mass distribution as not all EDEExpress users make use of the Packaging module of the software. If you wish to receive the *Packaging Technical Reference*, contact Title IV WAN Customer Service at 800/615-1189.

## EExpress Supports These Printers

We tested the following printers that are Windows NT 4.0, Windows 95, and Windows 98 compatible:

- HP LaserJet 4
- HP LaserJet 4000N
- HP LaserJet 4M
- HP LaserJet 4M Plus
- HP LaserJet 4 si
- HP LaserJet 5M
- HP LaserJet 5 si
- HP LaserJet 5 si MX
- HP LaserJet 6 MP
- HP LaserJet 8000N

## EExpress Benchmarking

Benchmarking tests on the EExpress for Windows 6.0.0 software have been performed to determine how it operates in certain operating environments.

### IMPORTS

Following are the benchmarking results for EExpress import files. The Import process was tested during normal working hours using different operating systems, PC platforms, and import files (all files had approximately 400 records). For the network tests, the EExpress software was on the workstation and the database was on the server. The server used is a production server with approximately 200 simultaneous users. From previous benchmarking activities, we have not seen a performance difference between the NetWare 3.12 environment and the NT server environment. Thus, only the NetWare network environment is listed below. 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.

Component	Operating System	Benchmarking Volume	Time Elapsed	PC Platform	Network
ISIR Import	NT 4.0	1000	4 min 36 sec	Pentium 200 128MB	No
ISIR Import	Windows 95	1000	4 min 49 sec	Pentium 200 64MB	No
ISIR Import	Windows 98	1000	4 min 59 sec	Pentium 200 64MB	No

### REPORTS

Following are the benchmarking results for EExpress reports and lists. These reports were tested in Windows NT, Windows 95, and Windows 98 on HP LaserJet 4, 4000N, 4M, 4M Plus, 4 si, 5M, 5 si, 5 si MX, 6 MP, and 8000N printers. These tests were all completed on a Pentium 200 with 64 MB RAM. The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EExpress Print dialog box and when the operating system (Windows NT/95/98) print dialog appears. The BM Volume is the number of records and approximate number of pages that were printed in the test.

Report	Operating System	Benchmarking Volume	Time Elapsed
Document Tracking Letter	NT 4.0	5 records	5.5 seconds
Document Tracking Letter	Windows 95	5 records	5 seconds
Document Tracking Letter	Windows 98	5 records	5 seconds

<b>Report</b>	<b>Operating System</b>	<b>Benchmarking Volume</b>	<b>Time Elapsed</b>
Mailing Labels	NT 4.0	65 records	2 seconds
Mailing Labels	Windows 95	65 records	2 seconds
Mailing Labels	Windows 98	65 records	3 seconds
ISIR	NT 4.0	2 records	3 seconds
ISIR	Windows 95	2 records	3.5 seconds
ISIR	Windows 98	2 records	3 seconds
Processed ISIRs	NT 4.0	27 records	1 second
Processed ISIRs	Windows 95	27 records	1 second
Processed ISIRs	Windows 98	27 records	1 second
Award Letters	NT 4.0	3 records	4 seconds
Award Letters	Windows 95	3 records	3.5 seconds
Award Letters	Windows 98	3 records	3.3 seconds
Packaging Setup	NT 4.0	22 pages	5 seconds
Packaging Setup	Windows 95	22 pages	4.5 seconds
Packaging Setup	Windows 98	22 pages	5 seconds

## **PACKAGING**

Following is the benchmarking result of the EDExpress Packaging process. Packaging was benchmarked on a stand-alone Pentium 200 with 64 MB of RAM.

<b>Component</b>	<b>Operating System</b>	<b>Benchmarking Volume</b>	<b>Time Elapsed</b>
Packaging	Windows 95	1000 records	31min
Packaging	Windows 98	1000 records	32 min

# Reminders

## BACK UP YOUR DATABASE WEEKLY

Before you upgrade your EDEExpress for Windows to Version 6.0, you must back up your database so that you don't lose your data.

You should back up your EDEExpress database file, EXPRES01.MDB, regularly. We recommend that you back up your files at least weekly.

EDEExpress for Windows does not include a backup utility. You must use your own backup software. You should test your backup software to verify its reliability to successfully restore your backups.

## OPTIMIZE YOUR DATABASE BY USING SOFTWARE UTILITIES

The EDEExpress for Windows software contains utilities that allow you to optimize your database if you encounter problems. We recommend that you repair, compact, and verify your database once a week. Once all three are successful, back up the database (see section above).

Run the database utilities in the following order:

- Repair database.
- Compact database.
- Verify database.

For specific information regarding repair, compact, and verify, see the appropriate section below.

## RUN THE REPAIR DATABASE UTILITY

The repair database utility resolves inconsistencies (also called database corruption) in records storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while EDEExpress for Windows updates your records.

EDEExpress may not detect database corruption, so if your system behaves unpredictably (for example, you start getting database error messages), use the Repair Database Utility.

Running this utility weekly helps to prevent database problems.

**Warning:** Before using this utility, be sure you have space on your hard drive that is at least equal to the current size of the database.

## **IMPROVE PERFORMANCE BY USING THE COMPACT DATABASE UTILITY**

The compact database utility improves the performance of EDEExpress for Windows by optimizing the database (EXPRES01.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in EDEExpress for Windows, the database file can become fragmented.

Running this utility weekly makes the database files smaller and improves system performance.

**Warning:** Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.

## **PREVENT PROBLEMS BY USING THE VERIFY DATABASE UTILITY**

The verify database function checks for data relationship integrity in your database. If EDEExpress for Windows crashes or abnormally halts processing, a record may be missing one of its associated records. Verify Database recreates the missing record.

Running this function weekly helps to prevent problems. Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.