

June 2000

Re: **EDEExpress for Windows, Version 6.2.1**

We are pleased to release EDEExpress for Windows, Version 6.2.1. This release resolves issues present in the recent release of EDEExpress for Windows, Version 6.2 pertaining to the Pell module. The details of this change are located in the “Issues Fixed in EDEExpress, Version 6.2.1” section.

Included in this letter are the following:

- The configuration management issues we implemented in Version 6.2.1,
- The results gathered from EDEExpress benchmark testing.
- The procedures for installing this upgrade, and
- A set of important reminders.

What You Should Do

Just as you did for Version 6.2, download the software and the related user documentation via the Internet at the Student Financial Aid (SFA) Download 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” section of the *2000-2001 EDEExpress for Windows Installation Guide*.

If you have access to the Internet and cannot 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 have FTP download rights but still cannot open the SFAdownload Web site, call Title IV WAN Customer Service at **800/615-1189** to request diskettes.

If You Need Further Information

The Central Processing System (CPS) Customer Service staff can handle your EDEExpress for Windows questions regarding:

- Installation issues,
- Software problem resolution,
- Software functionality, and
- Technical assistance.

You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947**. You can also e-mail inquiries, comments, or suggestions 24 hours a day to **CPS@NCS.COM** and a representative will respond within 24 hours.

If you have technical questions about our SFA systems and software, you may want to subscribe to our e-mail listserv, SFATECH. For more information about SFATECH, including how to subscribe, look online at <http://www.ed.gov/sfatech/listserv.html>

CPS Customer Service

Table of Contents

<i>Issues Fixed in EDEExpress, Version 6.2.1</i>	3
<i>EDEExpress Supports These Printers</i>	3
<i>EDEExpress Benchmarking</i>	3
<i>Imports</i>	3
<i>Reports</i>	4
<i>Packaging</i>	4
<i>Upgrading EDEExpress to Version 6.2.1</i>	5
<i>Downloading EDEExpress, Version 6.2.1 from the Web</i>	5
<i>Downloading the Software to Your Hard Drive</i>	5
<i>Downloading the Paper Documentation from the Web</i>	6
<i>Installing EDEExpress, Version 6.2.1</i>	7
<i>Installing to a Stand-alone Computer</i>	7
<i>Installing to a Network</i>	7
<i>Installing from Diskette</i>	7
<i>Reminders</i>	8
<i>Back Up Your Database Weekly</i>	8
<i>Optimize Your Database by Using Software Utilities</i>	8
<i>Run the Repair Database Utility</i>	8
<i>Improve Performance by Using the Compact Database Utility</i>	8
<i>Prevent Problems by Using the Verify Database Utility</i>	9

Issues Fixed in EExpress, Version 6.2.1

EExpress for Windows, Version 6.2.1 resolves the following issues:

- 2824 The software calculates the correct Total Payment Ceiling for schools whose Academic Calendar is Credit Hours Without Terms (where the Valid Value is equal to = 6) and whose Payment Methodology is Clock Hours or Credit Hours Without Terms (where the Valid Value is equal to 4).
- 2830 Via the Pell tab, the applicant's record is saved with the correct verification status whenever schools click on the ellipsis button next to the Transaction number and change to another Pell-eligible ISIR.

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, Version 6.0 software were performed to determine how it operates in certain operating environments. These results do not change for EExpress, Version 6.0.1 but are provided for the new user.

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

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

Upgrading EExpress to Version 6.2.1

EExpress, Version 6.2.1 is a service release of Version 6.2. You must continue to have Windows 95, NT, or 98 as your PC operating system to run this version. You must also be in compliance with the system requirements outlined in Action Letter #2 (October 1997).

Downloading EExpress, Version 6.2.1 from the Web

Department of Education software and documentation are distributed via the Internet using the SFAdownload 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 Title IV WAN Customer Service at **800/615-1189** 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 6.2.1 is available on the SFAdownload Web site in one file (EExpress621.exe), which you then copy to a network drive or diskettes.

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 the "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 are taken to the downloading site.
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 saves the program in directory: C:\PROGRAMFILES\EDESUITE\EDEXPRESS for Windows v6\.
8. Once the software disk file is downloaded, go to that location and double-click on **Disk 1**. This disk is a self-extracting zip file. Double-click on the Setup.exe file to open and install the software.

Downloading the Paper Documentation from the Web

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

- Installation Guides
- Cover Letters
- Technical References

Each of these documents has 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 the "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, Version 6.2.1

To upgrade from EExpress, Version 6.2 to Version 6.2.1 you must perform the following procedures:

1. Back up your EExpress, Version 6.2 database.
2. Install Version 6.2.1.

For further information regarding the EExpress installation process, consult the *2000-2001 EExpress Installation Guide*. If you have questions, call CPS Customer Service at **800/330-5947**.

Installing to a Stand-alone Computer

Downloading the software from the SFAdownload Web site does not install it on your hard drive.

1. Back up your EExpress, Version 6.2 database.
2. Close all running applications, including screensavers, e-mail notifiers, etc.
3. Go to **Start, Run** and type the program directory where you downloaded the software. Verify the program directory displayed is correct. If it is not correct, please change it to the program directory where your EExpress file is installed. This action will extract the necessary install files and automatically launch the install program.
4. Reboot your PC.

Installing to a Network

If you have multiple workstations accessing a networked EExpress database,

1. Copy the install file from PC to PC, running the install on each as you proceed. Or run the installation program from the network drive it is saved to.
2. Reboot each PC after you have finished installing the software.

Installing from Diskette

The primary method for installing EExpress on your computer is by downloading the software from the SFAdownload page. If that method is unavailable, call Title IV WAN Customer Service at **800/615-1189** or e-mail them at **T4WAN@NCS.COM** and request the EExpress for Windows, Version 6.2.1 diskette.

Reminders

Back Up Your Database Weekly

Before you upgrade your EDEExpress to Version 6.0.1, 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.

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