

August 2000

## **RE: EDEExpress for Windows, Version 6.3**

EDEExpress for Windows, Version 6.3 is now available. This release resolves issues present in the recent release of EDEExpress for Windows, Version 6.2. The details of these changes are located in the “Issues Fixed in EDEExpress, Version 6.3” section.

Included in this letter are the following:

- The configuration management issues we resolved in Version 6.3,
- The results gathered from EDEExpress benchmark testing,
- The procedures for installing this upgrade, and
- A set of important reminders.

## **What You Should Do**

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 6 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, 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/offices/OSFAP/sfatech/listserv.html>

*CPS Customer Service*

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## ***Issues Fixed in EExpress, Version 6.3***

EExpress for Windows, Version 6.3 resolves the following issues in the software modules:

### ***Application Processing***

- 2658 Two Assumption Edits were added to the ENAS calculations to ensure parents are not counted in the Parents' Number in College field for dependent students. *Note:* ISIR comment code text reflects these changes which necessitates the database update procedure included in this release.
- 2892 The software uses the most current NSLDS data when printing ISIR records, regardless of the transaction selected.
- 2900 All FAA Comments print when the "Print FAA Comments?" option is marked on the print dialog screen for single/multiple ISIR and List-Processed ISIRs reports.

### ***Direct Loan***

- 2728 The Net Adjustment amount calculates correctly when three or more Net Adjustments (Action Type "J") are added to the same disbursement record via manual entry or import of an External Change or Promissory Note Acknowledgment file.
- 2758 Loan records with no actual disbursement information saved using a file format code with all Direct Loan fields selected export properly.
- 2863 Import External Change correctly updates the Field Transmit numbers for the fields: First Name, Middle Initial, Last Name, Address, City, State, Zip, Phone Number, License State, and License Number. This procedure ensures modifications to these fields are picked up during the LOC Change Export process.
- 2905 The LOC Change Export no longer generates the "Reserve 1601" error message. Resolving this issue ensures data flags (such as Inactive Flag, Additional Unsub?, and Interview Completed) are not improperly or randomly set to incorrect values on the loan record.

## ***Pell***

- 2858 The software does not generate a Windows systems error (for example, Microsoft's Dr. Watson message) when a Pell Year-to-Date (PGYR00OP) file is received with no detail records.
- 2870 The Import Edit Report for PGYR00OP files calculates and displays the correct Total YTD Disbursement Amount. NOTE: The data is stored in the database and prints correctly on the List - Processed Disbursements Year-to-Date via File | Print | Pell.
- 2793 & 2895 Multiple Reporting Response (MRR) import files no longer perform database updates or create transfer records on Pell Origination records. The files generate an import edit report only.
- 2916 When updating Origination records via external import and selecting "Include Records in Next Batch Submission?" on the import dialog, the updated records are set to an R (Ready) status as long as all edits are met.

## ***EDEExpress 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

## ***EDEExpress Benchmarking***

Benchmarking tests on the EDEExpress for Windows, Version 6.0 software were performed to determine how it operates in certain operating environments. These results do not change for EDEExpress, Version 6.3 but are provided for the new user.

## ***Imports***

Following are the benchmarking results for EDEExpress 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 EDEExpress 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.

<b>Component</b>	<b>Operating System</b>	<b>Benchmarking Volume</b>	<b>Time Elapsed</b>	<b>PC Platform</b>	<b>Network</b>
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.

<b>Report</b>	<b>Operating System</b>	<b>Benchmarking Volume</b>	<b>Time Elapsed</b>
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.

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

## ***Upgrading EDEExpress to Version 6.3***

EDEExpress Version 6.3 is an upgrade of Version 6.2. You must have Version 6.2 installed before loading 6.3. (Version 6.2 is also available on SFADownload.)

To use EDEExpress Version 6.3, you must perform the following procedures:

1. Back up your Version 6.2 database.
2. Download the software from the SFADownload Web site.
3. Install Version 6.3.
4. Perform a database update.

**Warning:** Before installing EDEExpress Version 6.3, make sure you have a reliable backup of your current 2000-2001 EDEExpress database (Expres01.mdb). This step is extremely important.

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 EDEExpress, Version 6.3 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 EDEExpress 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***

EDEExpress for Windows, Version 6.3 is available on the SFADownload Web site in one file (EDEExpress63.exe) which you 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 **EDEExpress 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.
8. Once the software disk file is downloaded, go to that location and double-click on EDEExpress63.exe. The installation process automatically unpacks and saves the program in the directory: c:\temp or c:\windows temp; the program installs to the default location: C:\PROGRAMFILES\EDESUITE\EDEXPRESS for Windows v6\.

### ***Downloading the Paper Documentation from the Web***

You can download the paper documentation from the Internet in either 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 **EDEExpress 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 6.3***

After downloading the software from the SFAdownload Website, you must perform the following procedures:

1. Back up your EExpress Version 6.2 database.
2. Install Version 6.3.

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**, click **Browse**, locate the directory where you downloaded the install file (edexpress622.exe) and double-click on that to select it. This extracts the necessary install files to the c:\temp or c:\windows temp directory and automatically launches the install program. The install program then installs from the temp directory to the default directory of C:\program files\edesuite\EExpress for Windows v6 unless you change it. Make sure to install EExpress Version 6.3 in the same directory that Version 6.2 is installed.
4. Reboot your PC.
5. Log on to EExpress to allow the software to perform a one-time only database update. The database update loads the ISIR comment code changes included in the CM (configuration management) issue #2658. This type of change cannot be made during the normal installation process as it requires a direct update to your EExpress database.

### ***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.
3. Access the software from ONE designated workstation to allow the database update to perform successfully. The database update will load the ISIR comment code changes included in the CM (configuration management) issue #2658. This type of change cannot be made during the normal installation process as it requires a direct update to your EExpress database.

### ***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 6.3 diskette.

## **Reminders**

### ***Back Up Your Database Weekly***

Before you upgrade your EDEExpress to Version 6.3, 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.
- Repair database.
- Compact 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, even something as simple as a missing flag on a record), 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 three times 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. It can also significantly reduce the size of your database. This does not mean that records were removed, only that the database is more compact.

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