

ISIR 2C Process-080808

1.	Navigate: University of Maine Systems > Financial Aid > Batch Processing > ISIR Rule 2C Update.
2.	You must use a Run Control ID for the process. Either select an existing one or create a new one. To create a new Run Control ID, click the Add a New Value tab.
3.	Enter a name for the new Run Control ID into the Run Control ID field.
4.	Click the Add button.
5.	Use this page to set parameters for the ISIR 2C process. Select the Rule to apply. Click the Look up Rule Identification button.
6.	The name of each rule used for financial aid processing begins with the campus identifier letter followed by "F" for financial aid.
7.	This process can be run in report only mode, or it can assign checklists and communications in addition to generating a report. To run in report only mode, leave the Update Student(s) Checklist option unchecked. To assign checklists and communications, the Update Student(s) Checklist option should be checked.
8.	Click the Run button.
9.	Click the OK button.
10.	Click the Process Monitor link.
11.	Click Refresh from time to time until the Run Status is <i>Success</i> and Distribution Status is <i>Posted</i> .
12.	Once the first part of the process (the student selection) is complete, a second process appears to create the report. Click Refresh until the Run Status of the report is <i>Success</i> and Distribution Status is <i>Posted</i> .
13.	To view messages from each part of the process, click the corresponding Details link. Click Details on the second row.
14.	Click the View Log/Trace link.
15.	Click "Redirected Terminal Output".
16.	The Redirected Terminal Output page opens in a new window. Review it for any errors.
17.	Click the OK button.
18.	To view the report, click the Details link on the topmost process row.
19.	Click the View Log/Trace link.
20.	The report is in the PDF file. The report contains a list of students selected for each checklist item and/or communication assigned.
21.	End of Procedure.