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ISIR Load

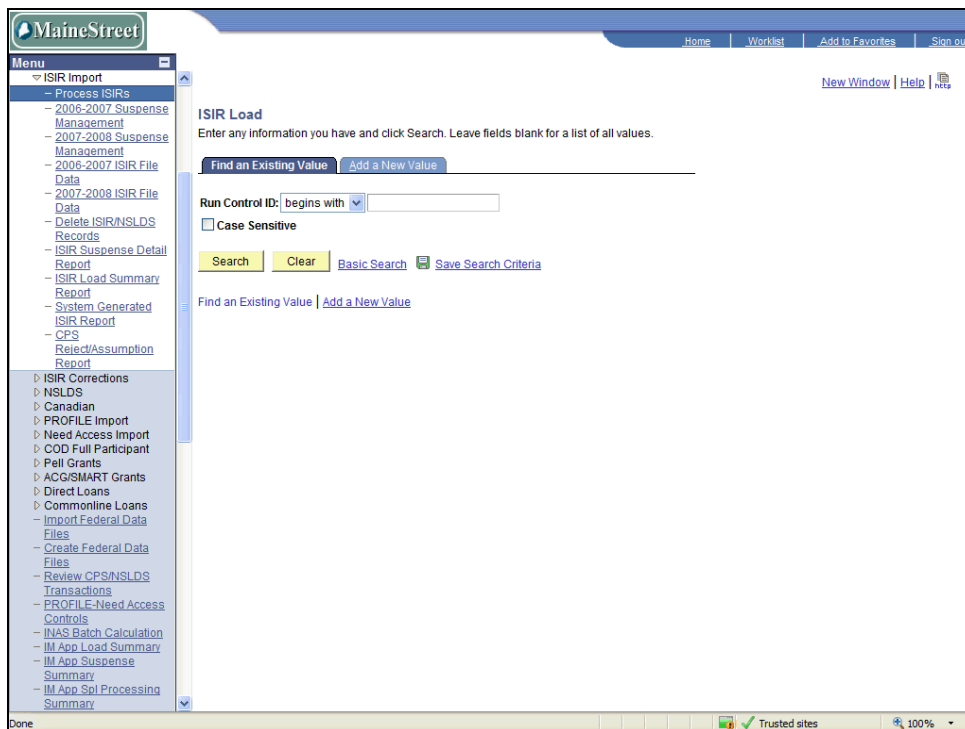
Concept

A student's application for financial aid begins with the receipt of the student's FAFSA information contained in the ISIR data record sent by the CPS. The data is first imported into staging tables as "unprocessed." The ISIRs are then loaded from the staging tables either via a batch process or manually. Once this information is loaded into the permanent tables, evaluation of a student's financial aid eligibility begins.

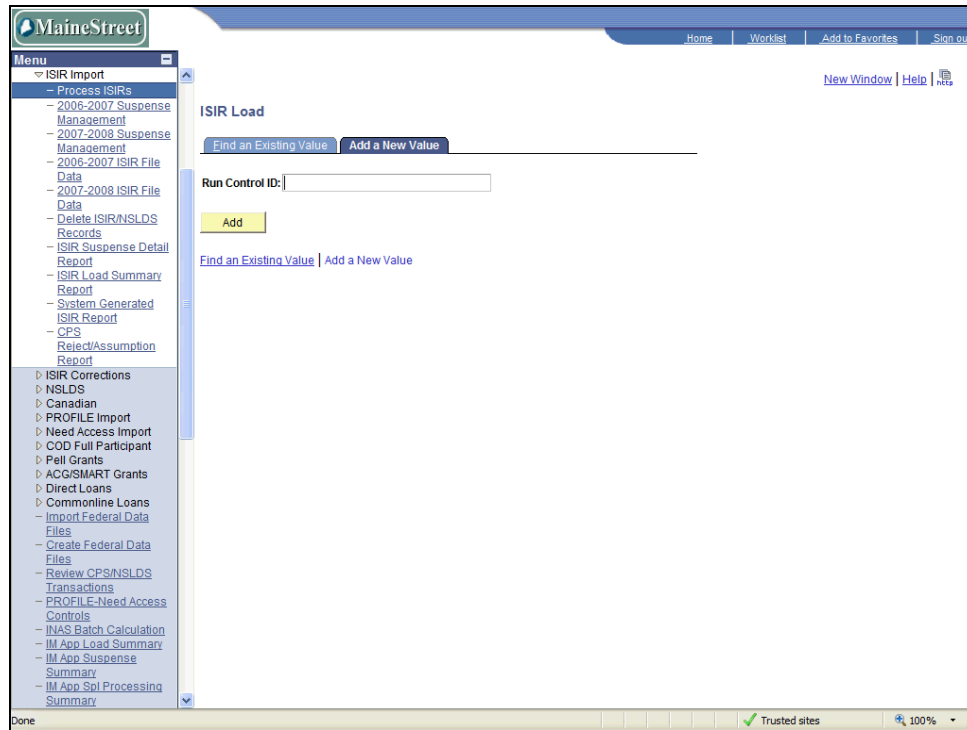
This topic covers the batch load process.


Procedure

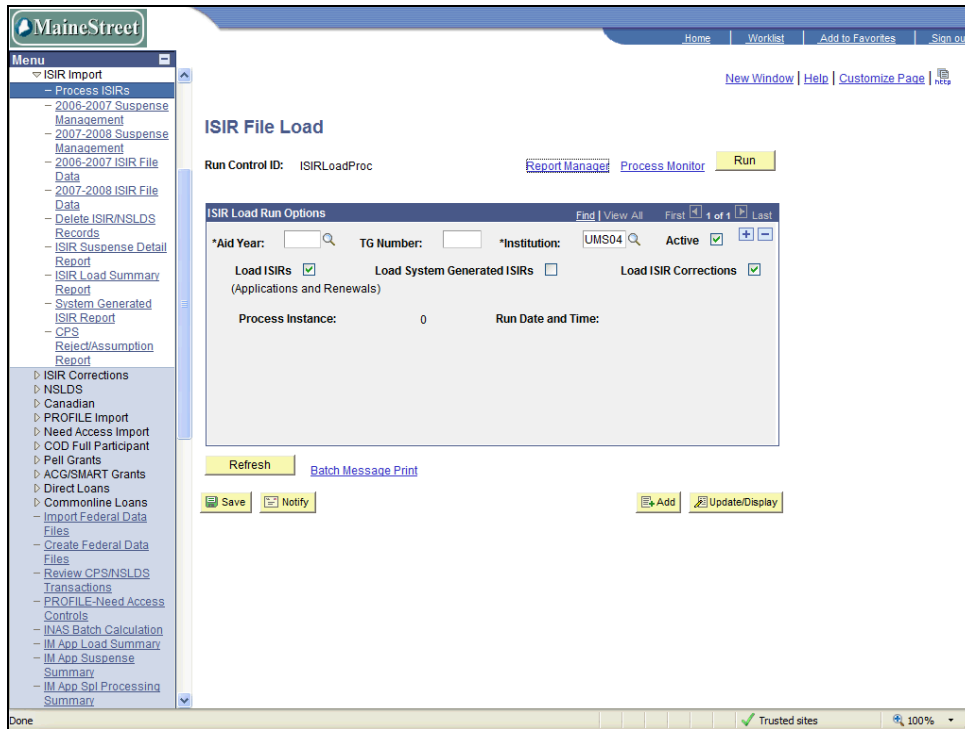
Step	Action
1.	Navigate: Financial Aid > File Management > ISIR Import > Process ISIRs.
2.	<p>You need to choose an existing Run Control ID or create a new one for this process.</p> <p>When you create a new Run Control ID, choose a name that reflects the process for which it is used. Do not use blanks in the name.</p> <p>The parameters you set will be saved so the next time you use the Run Control ID, the parameters will be filled in.</p>



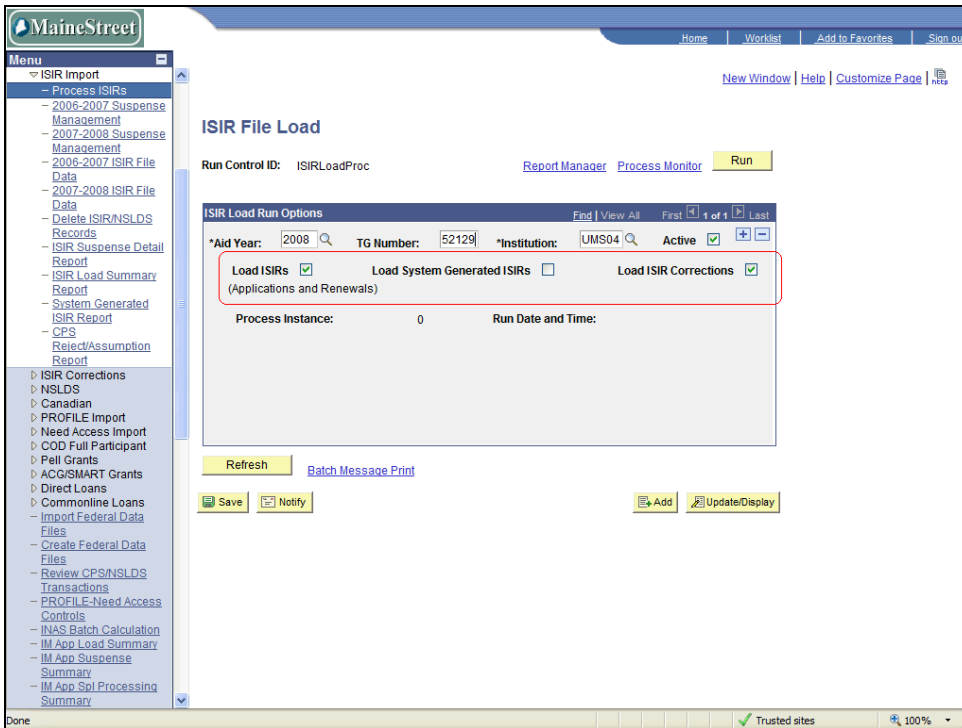
Step	Action
3.	<p>To create a new Run Control ID, click the Add a New Value tab.</p> <p>Add a New Value</p>

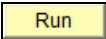


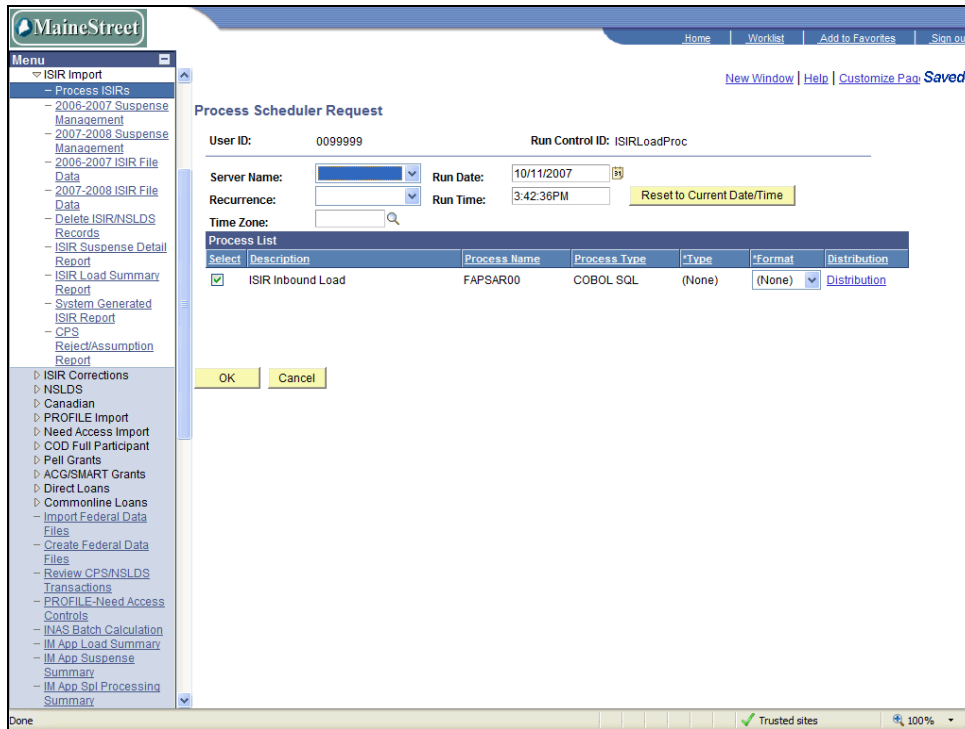
Step	Action
4.	Enter the name of the new Run Control ID into the Run Control ID field.
5.	Click the Add button. 

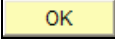


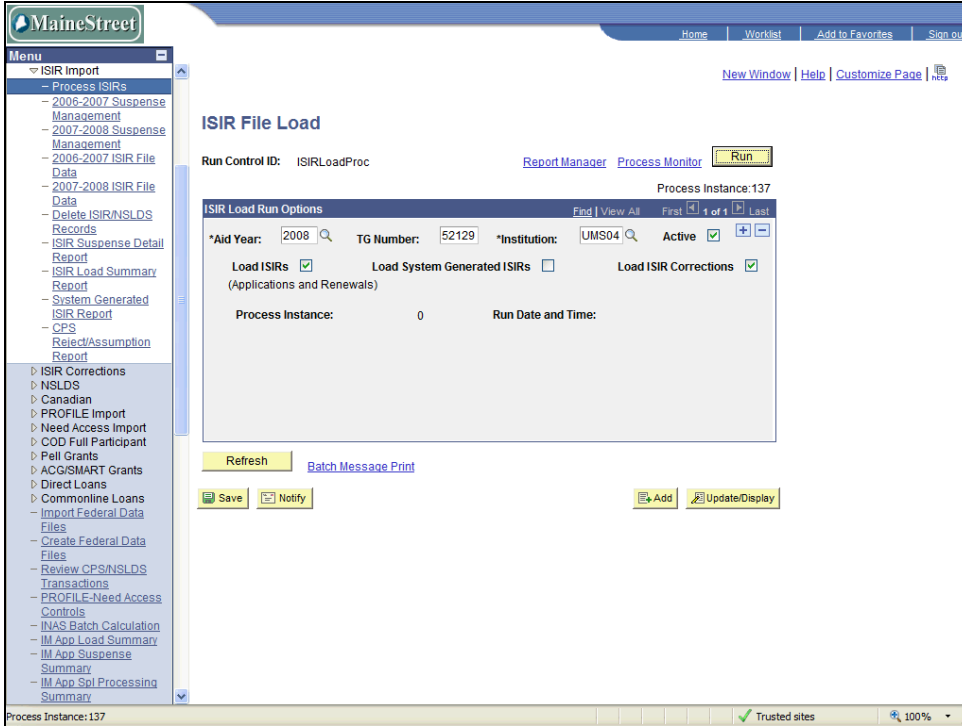
Step	Action
6.	Fill in the parameters for the process on this page. Enter the desired information into the Aid Year field.
7.	Enter the TG Number for your Institution (omit the letters "TG"). Make sure that the Institution field is correct.



Step	Action
8.	<p>The Active checkbox should be checked.</p> <p>Select the type of ISIRs you want to load using the checkboxes.</p> <p>Note that you can add rows and so can process different sets of ISIRs in the same run (for example, different aid years).</p>
9.	<p>Click the Run button.</p> <p></p>



Step	Action
10.	Click the OK button. 



The screenshot shows the 'ISIR File Load' configuration page in the MaineStreet system. The left-hand menu is expanded to show the 'ISIR Import' section, with 'Process ISIRs' selected. The main content area displays the following configuration options:

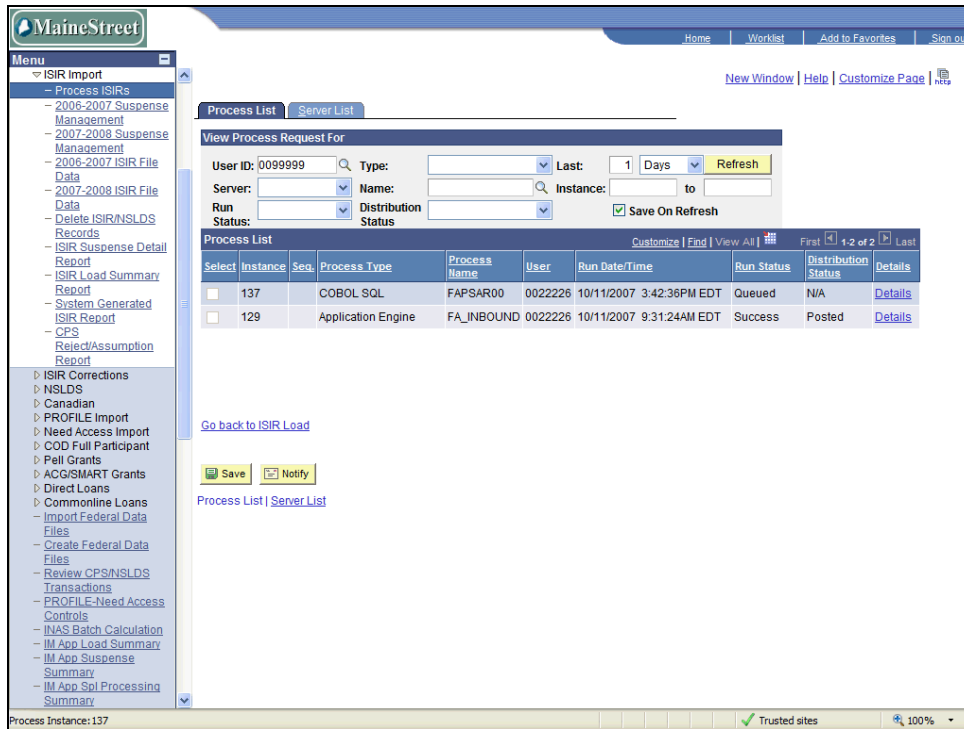
- Run Control ID:** ISIRLoadProc
- Process Instance:** 137
- ISIR Load Run Options:**
 - *Aid Year: 2008
 - TG Number: 52129
 - *Institution: UMS04
 - Active:
 - Load ISIRs: (Applications and Renewals)
 - Load System Generated ISIRs:
 - Load ISIR Corrections:
 - Process Instance: 0
 - Run Date and Time:

Buttons at the bottom include 'Refresh', 'Batch Message Print', 'Save', 'Notify', 'Add', and 'Update/Display'. The status bar at the bottom indicates 'Process Instance: 137' and 'Trusted sites'.

Step	Action
11.	Click the Process Monitor link. Process Monitor

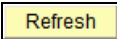

Process Document

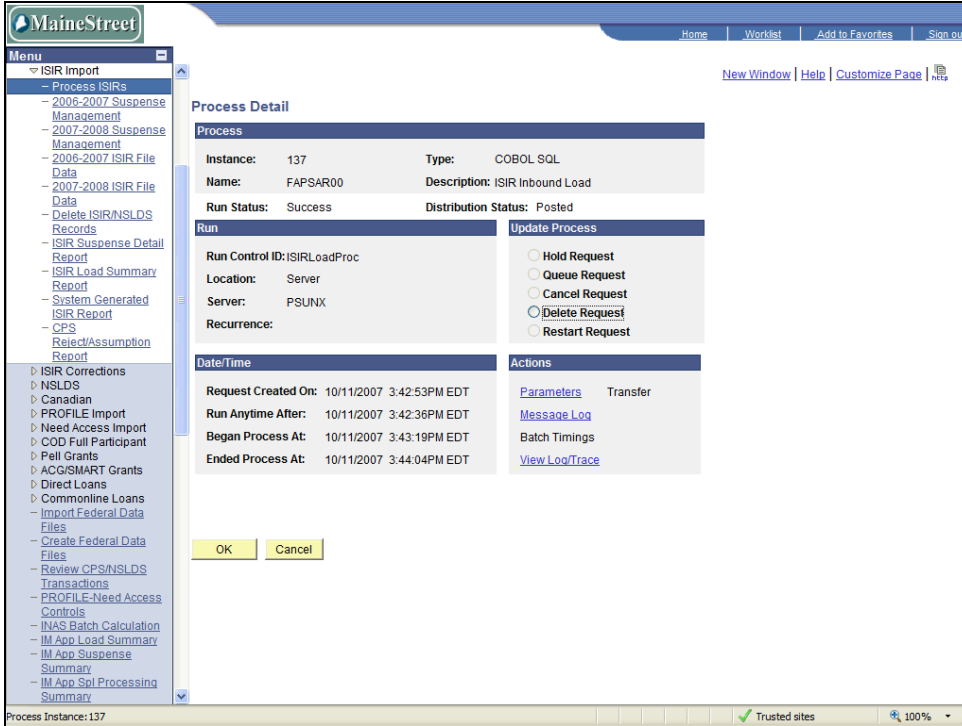
Financial Aid: ISIR Load-101107



The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' with various options under 'ISIR Import'. The main area is titled 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search fields for User ID, Server, Name, and Instance, along with a 'Refresh' button. Below the search area is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains two rows of data.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	137		COBOL SQL	FAPSAR00	0022226	10/11/2007 3:42:36PM EDT	Queued	N/A	Details
<input type="checkbox"/>	129		Application Engine	FA_INBOUND	0022226	10/11/2007 9:31:24AM EDT	Success	Posted	Details

Step	Action
12.	Click Refresh from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> . 
13.	To view a report of the results, click Details . 

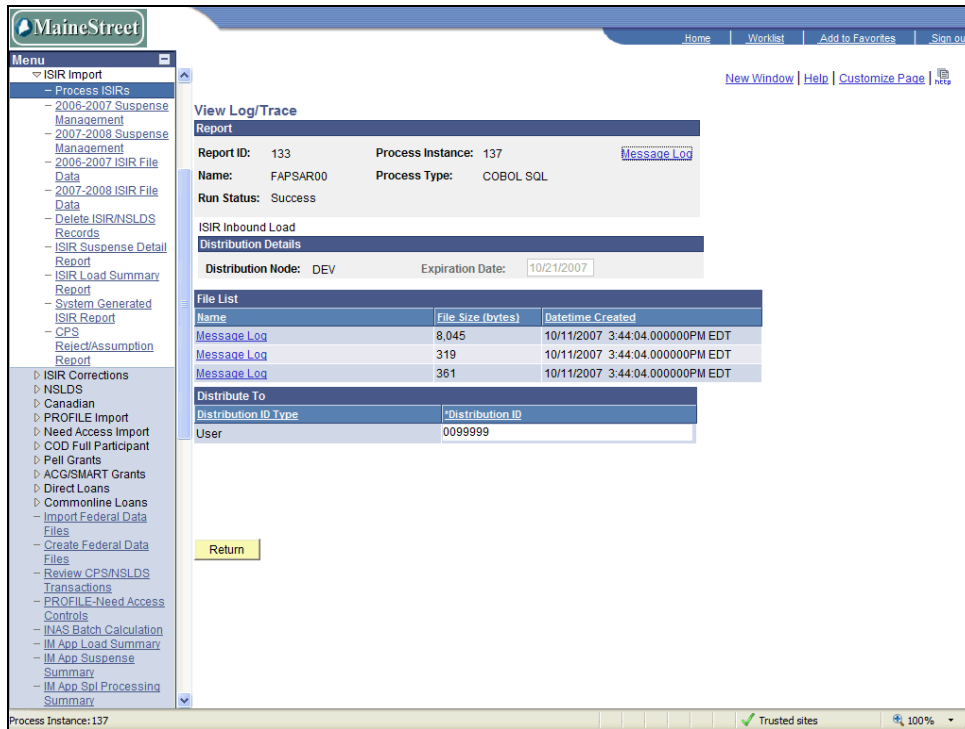


The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options under 'ISIR Import'. The main content area is titled 'Process Detail' and shows information for process instance 137. The 'Process' section lists Instance: 137, Type: COBOL SQL, Name: FAPSAR00, and Description: ISIR Inbound Load. The 'Run' section shows Run Status: Success and Distribution Status: Posted. The 'Date/Time' section shows Request Created On: 10/11/2007 3:42:53PM EDT, Run Anytime After: 10/11/2007 3:42:36PM EDT, Began Process At: 10/11/2007 3:43:19PM EDT, and Ended Process At: 10/11/2007 3:44:04PM EDT. The 'Update Process' section contains radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request. At the bottom of the process detail area are 'OK' and 'Cancel' buttons. The status bar at the very bottom indicates 'Process Instance: 137' and 'Trusted sites'.

Step	Action
14.	Click the View Log/Trace link. View Log/Trace

Process Document

Financial Aid: ISIR Load-101107



View Log/Trace

Report

Report ID: 133 Process Instance: 137 [Message Log](#)

Name: FAPSAR00 Process Type: COBOL SQL

Run Status: Success

ISIR Inbound Load

Distribution Details

Distribution Node: DEV Expiration Date: 10/21/2007

File List

Name	File Size (bytes)	Datetime Created
Message Log	8,045	10/11/2007 3:44:04.000000PM EDT
Message Log	319	10/11/2007 3:44:04.000000PM EDT
Message Log	361	10/11/2007 3:44:04.000000PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	0099999

[Return](#)

Step	Action
15.	Select the Message Log. Message Log
16.	A new window opens with the report.
17.	End of Procedure.