

<b>Version</b>	<b>1.0</b>
<b>Document Generation Date</b>	<b>5/2/2008</b>
<b>Date Modified</b>	<b>5/2/2008</b>
<b>Last Changed by</b>	<b>ASDS</b>
<b>Status</b>	<b>Draft</b>

## **Mass Packaging**

### **Concept**

Mass Packaging is a multi-step process.

Step 1: Select the students to package.

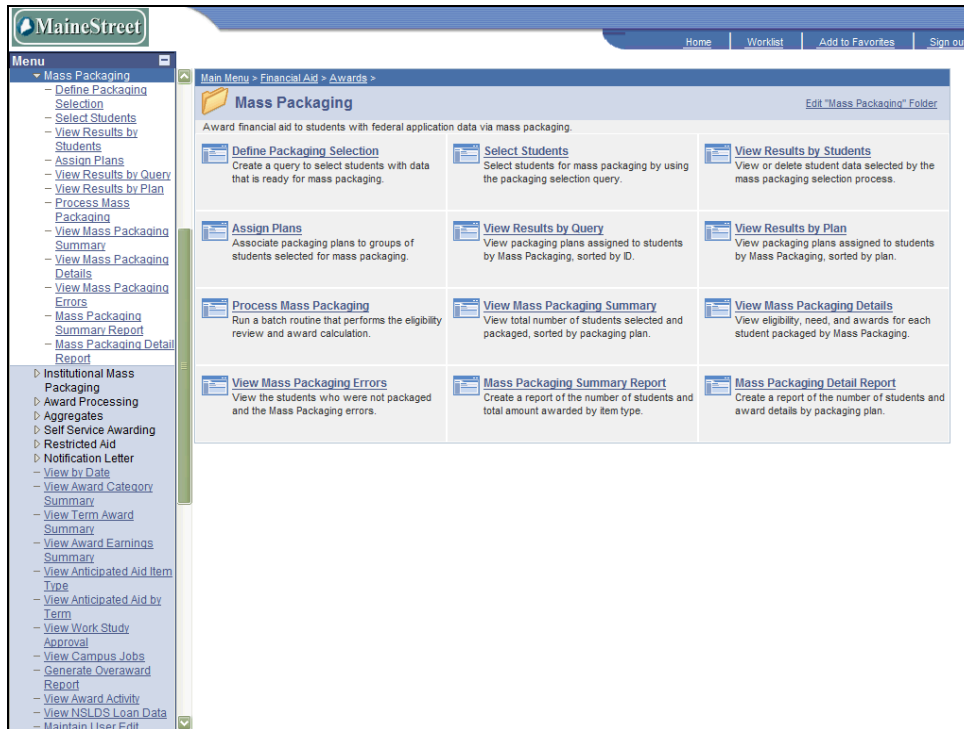
Step 2: Assign packaging plans to the selected students.

Step 3: Apply the packaging plans.

You can run step 3 in "Simulation" mode and then use the View Mass Packaging Details component to check that packaging ran correctly. Once you are sure that all is well, you rerun step 3 in "Live" mode which will package and post the awards.

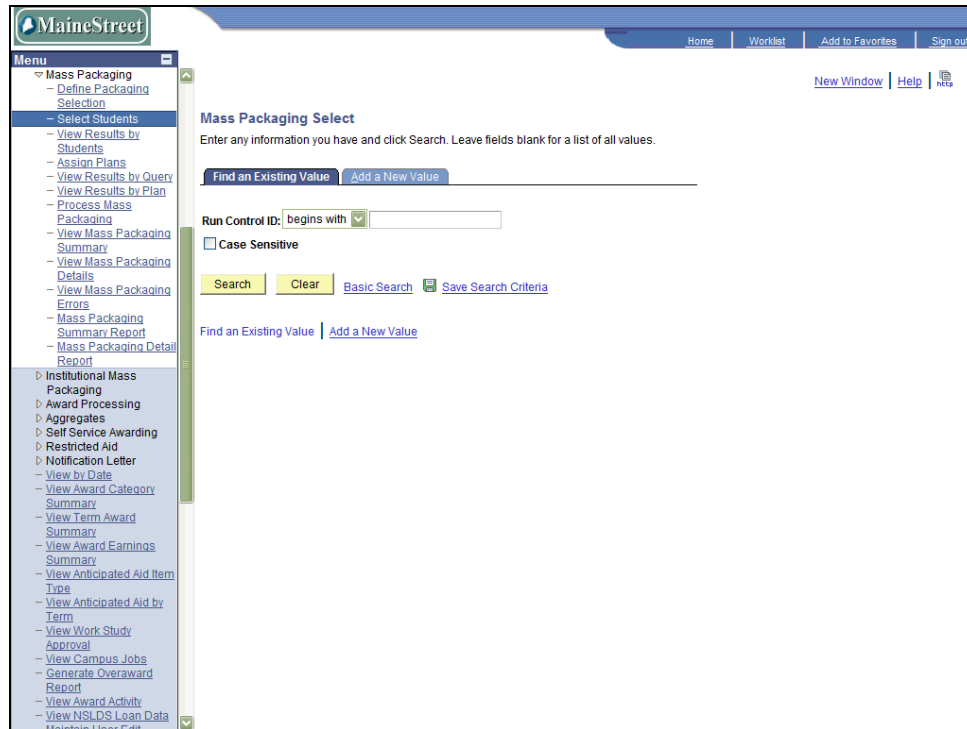
## Procedure


Step	Action
1.	Navigate: <b>Financial Aid &gt; Awards &gt; Mass Packaging</b>

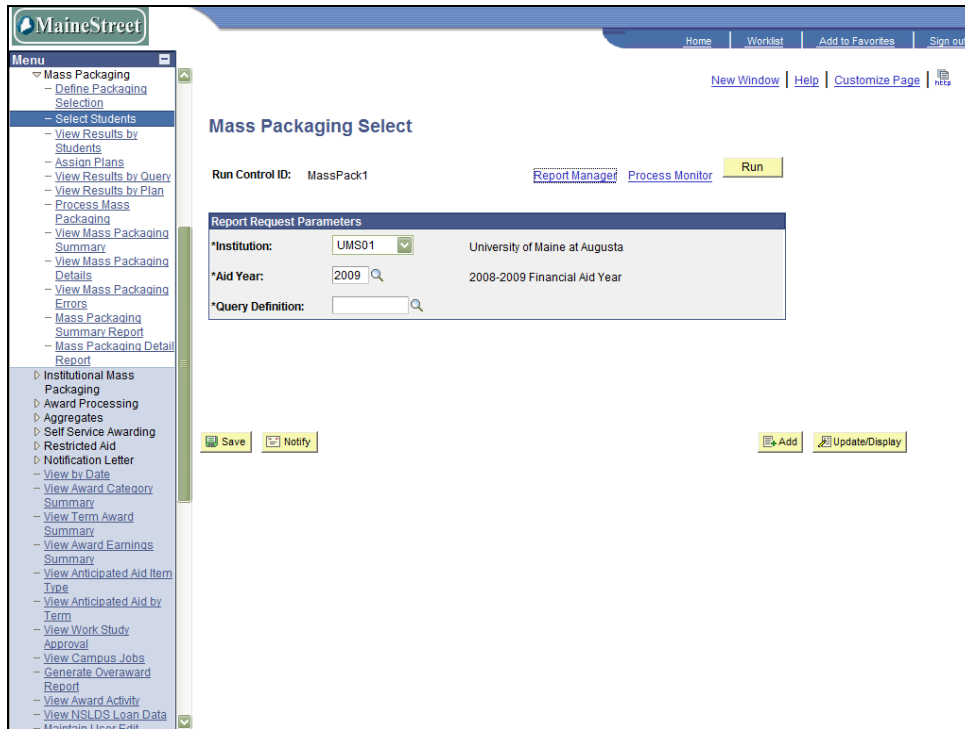



Step	Action
2.	<p>This menu contains the three steps: Select Students, Assign Plans and Process Mass Packaging.</p> <p>It also contains various "View Results" components which are used to verify that the steps are correctly performed.</p>

3.	Step 1: click the <b>Select Students</b> link.
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Step	Action
4.	You need a <b>Run Control ID</b> for this process. Either select an existing <b>Run Control ID</b> or create a new one for this process.
5.	To create a new one, click the <b>Add a New Value</b> tab. Enter a name for the new <b>Run Control ID</b> . Click <b>Add</b> . <div style="text-align: center; margin-top: 5px;">  </div>



Step	Action
6.	Make sure the correct <b>Institution</b> and <b>Aid Year</b> are entered. Click the look up button on the <b>Query Definition</b> field. 



**MaineStreet** Home Worklist Add to Favorites Sign out

**Menu**

- Mass Packaging
  - Define Packaging Selection
  - Select Students
  - View Results by Students
  - Assign Plans
  - View Results by Query
  - View Results by Plan
  - Process Mass Packaging
  - View Mass Packaging Summary
  - View Mass Packaging Details
  - View Mass Packaging Errors
  - Mass Packaging Summary Report
  - Mass Packaging Detail Report
- Institutional Mass Packaging
  - Award Processing
  - Aggregates
  - Self Service Awarding
  - Restricted Aid
  - Notification Letter
    - View by Date
    - View Award Category Summary
    - View Term Award Summary
    - View Award Earnings Summary
    - View Anticipated Aid Item Type
    - View Anticipated Aid by Term
    - View Work Study Approval
    - View Campus Jobs
    - Generate Overaward Report
    - View Award Activity
    - View NSLDS Loan Data
    - Maintain User Edit

**Look Up Query Definition**

Academic Institution: UMS01  
 Aid Year: 2009  
 Mass Packaging Query Defn: begins with  
 Description: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

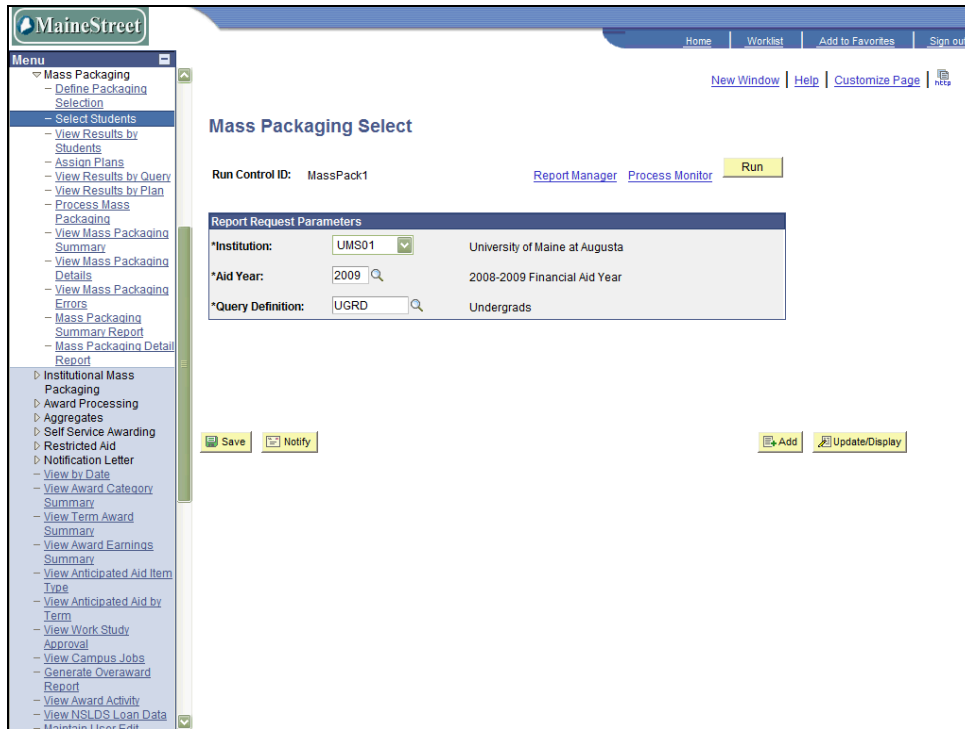
View All First 1 of 1 Last

Mass Packaging Query Defn	Description
UGRD	Undergrads

Step	Action
7.	Select the correct Query Definition from the list. The Query Definition defines the criteria for the student selection.

# Process Document

## Financial Aid: Mass Packaging-042408

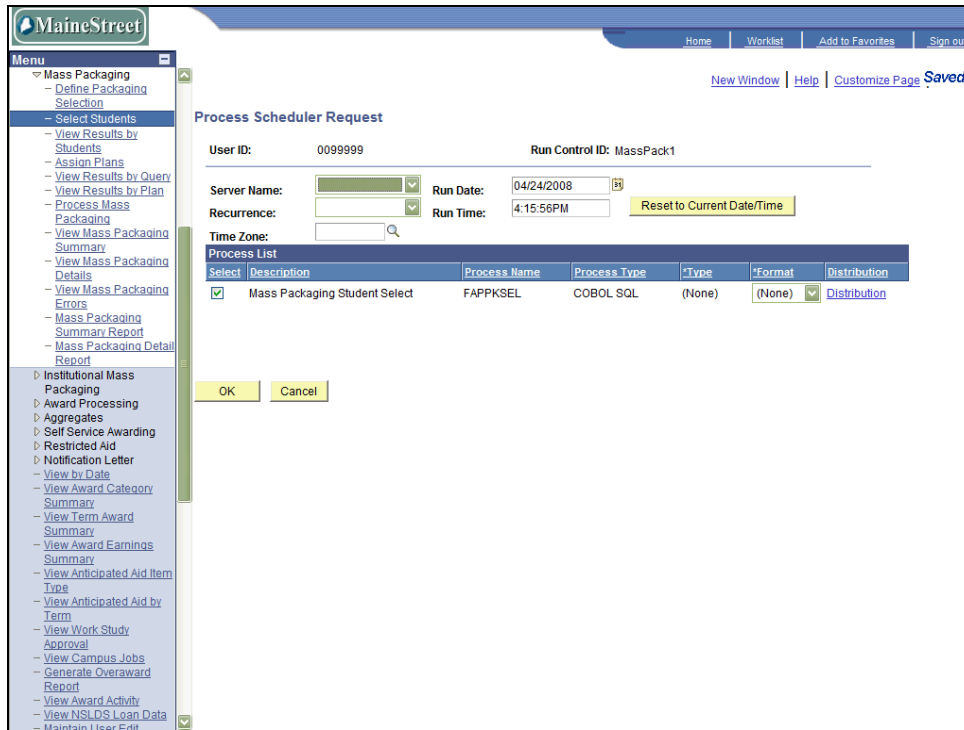


The screenshot shows the 'Mass Packaging Select' page in the MaineStreet system. On the left is a navigation menu with categories like 'Mass Packaging', 'Institutional Mass Packaging', 'Award Processing', etc. The main area displays 'Run Control ID: MassPack1' and a 'Run' button. Below this is a 'Report Request Parameters' section with the following values:

- \*Institution: UMS01 (University of Maine at Augusta)
- \*Aid Year: 2009 (2008-2009 Financial Aid Year)
- \*Query Definition: UGRD (Undergrads)

At the bottom of the main area are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Step	Action
8.	Click <b>Run</b> . <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Run</div>



**MaineStreet** Home Worklist Add to Favorites Sign out

New Window | Help | Customize Page **Saved**

### Process Scheduler Request

User ID: 0099999 Run Control ID: MassPack1

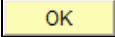
Server Name: [Dropdown] Run Date: 04/24/2008 [BT]

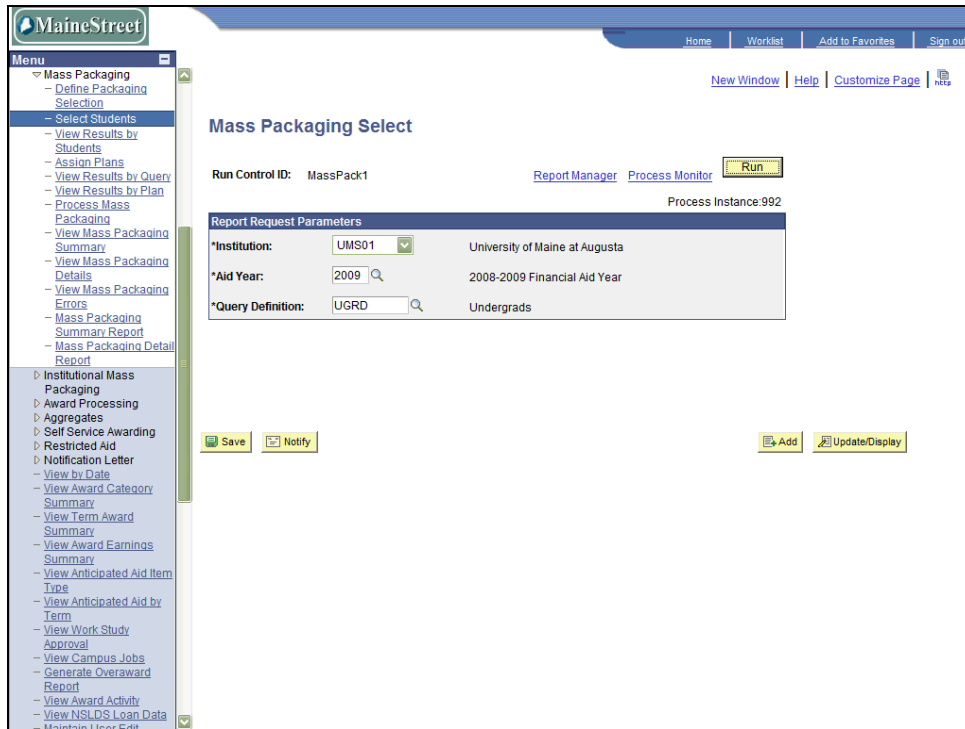
Recurrence: [Dropdown] Run Time: 4:15:56PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Mass Packaging Student Select	FAPPKSEL	COBOL SQL	(None)	(None)	<input checked="" type="checkbox"/> Distribution

OK Cancel

Step	Action
9.	Click <b>OK</b> . 

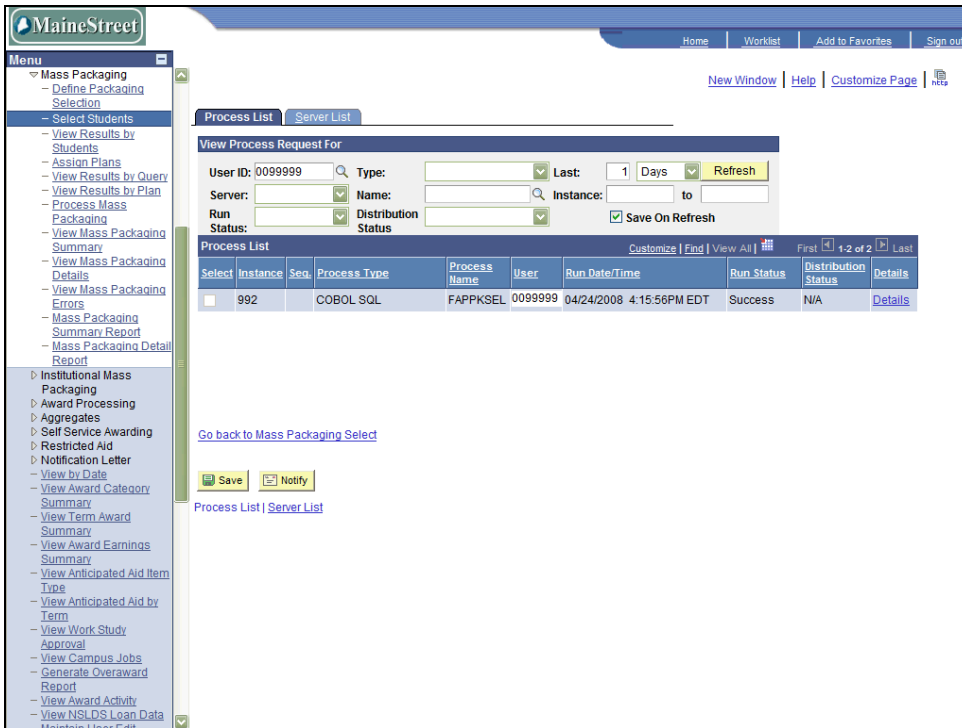


The screenshot shows the 'Mass Packaging Select' page in the MaineStreet system. On the left is a 'Menu' with various options under 'Mass Packaging' and 'Institutional Mass Packaging'. The main area displays 'Run Control ID: MassPack1' and 'Process Instance: 992'. Below this is a 'Report Request Parameters' section with the following details:

- \*Institution: UMS01 (University of Maine at Augusta)
- \*Aid Year: 2009 (2008-2009 Financial Aid Year)
- \*Query Definition: UGRD (Undergrads)

Buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are located at the bottom of the main content area.



Step	Action
10.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>



The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options under 'Mass Packaging' and 'Institutional Mass Packaging'. The main content area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' section with fields for 'User ID', 'Type', 'Last' (1 Days), 'Server', 'Name', and 'Instance', along with a 'Refresh' button. Below this is a table with the following data:

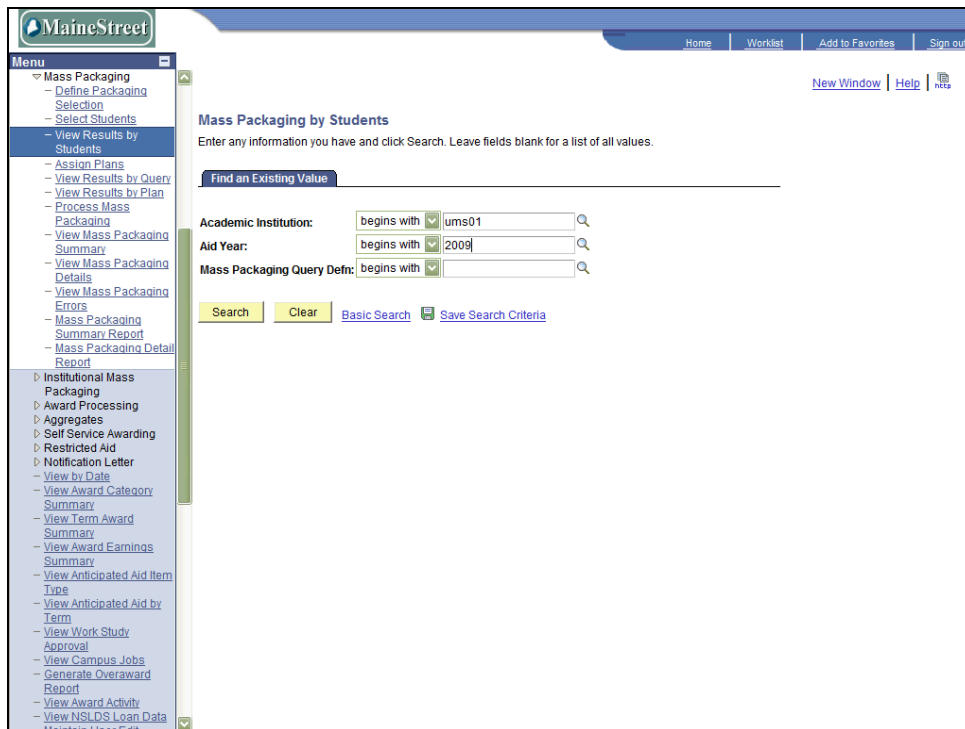
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	992		COBOL SQL	FAPPKSEL	0099999	04/24/2008 4:15:56PM EDT	Success	N/A	<a href="#">Details</a>

Below the table are 'Save' and 'Notify' buttons, and a link to 'Go back to Mass Packaging Select'. The bottom of the interface shows 'Process List | Server List'.

Step	Action
11.	Click the <b>Refresh</b> button from time to time until the <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> is <i>Posted</i> . 
12.	By clicking the <b>Details</b> link, you can view messages concerning the process.
13.	A better way to view the results of the Select Student process is to use <b>View Results by Students</b> . 


# Process Document

## Financial Aid: Mass Packaging-042408



**MaineStreet**

Home | Worklist | Add to Favorites | Sign out

New Window | Help | 

**Menu**

- Mass Packaging
  - Define Packaging Selection
  - Select Students
  - View Results by Students
  - Assign Plans
  - View Results by Query
  - View Results by Plan
  - Process Mass Packaging
  - View Mass Packaging Summary
  - View Mass Packaging Details
  - View Mass Packaging Errors
  - Mass Packaging Summary Report
  - Mass Packaging Detail Report
- Institutional Mass Packaging
  - Award Processing
  - Aggregates
  - Self Service Awarding
  - Restricted Aid
  - Notification Letter
    - View by Date
    - View Award Category Summary
    - View Term Award Summary
    - View Award Earnings Summary
    - View Anticipated Aid Item Type
    - View Anticipated Aid by Term
    - View Work Study Approval
    - View Campus Jobs
    - Generate Overaward Report
    - View Award Activity
    - View NSLDS Loan Data
    - Maintain User Edit

**Mass Packaging by Students**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

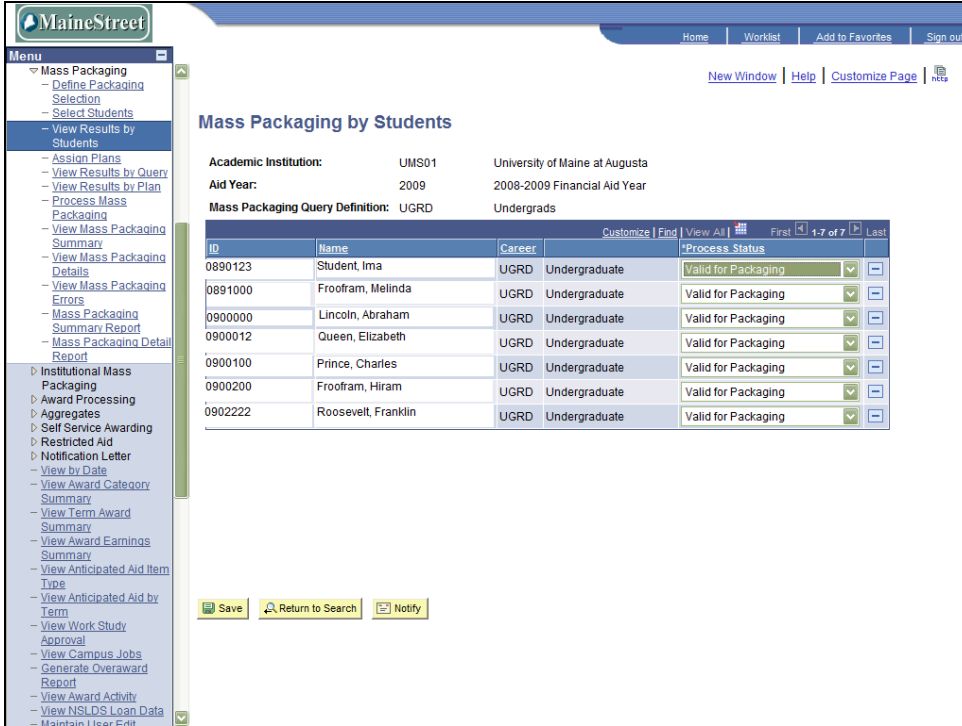
Academic Institution: begins with

Aid Year: begins with

Mass Packaging Query Defn: begins with

Search Clear Basic Search Save Search Criteria

Step	Action
14.	Make sure you have the correct <b>Institution</b> and <b>Aid Year</b> entered. Click <b>Search</b> .



**Mass Packaging by Students**

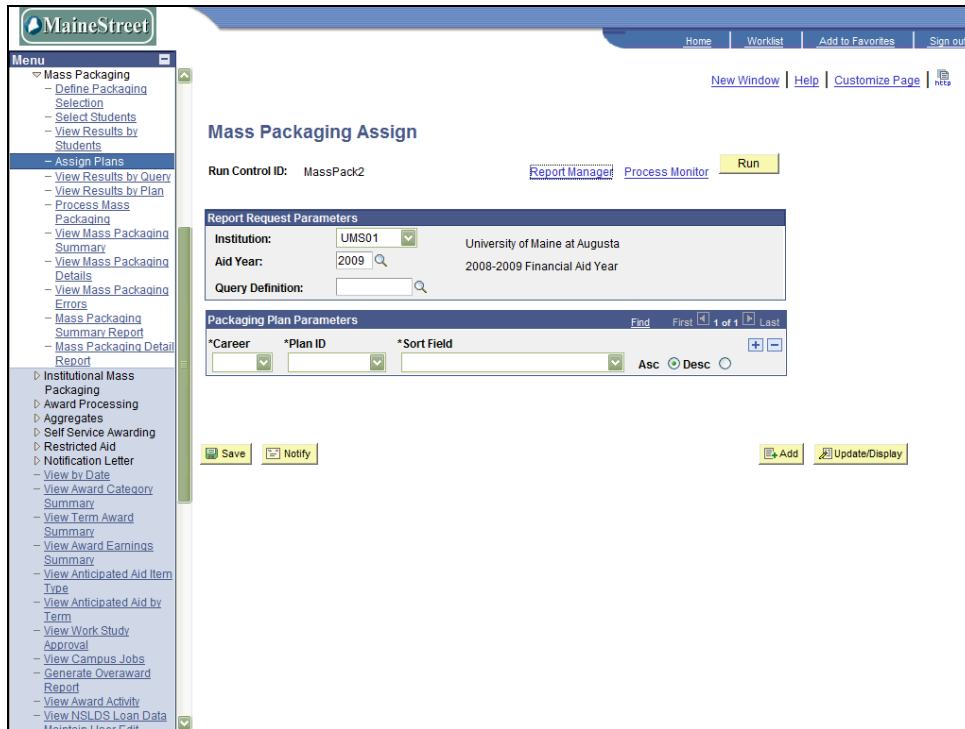
Academic Institution: UMS01 University of Maine at Augusta  
 Aid Year: 2009 2008-2009 Financial Aid Year  
 Mass Packaging Query Definition: UGRD Undergrads


ID	Name	Career	Undergraduate	Process Status
0890123	Student, Irma	UGRD	Undergraduate	Valid for Packaging
0891000	Froofram, Melinda	UGRD	Undergraduate	Valid for Packaging
0900000	Lincoln, Abraham	UGRD	Undergraduate	Valid for Packaging
0900012	Queen, Elizabeth	UGRD	Undergraduate	Valid for Packaging
0900100	Prince, Charles	UGRD	Undergraduate	Valid for Packaging
0900200	Froofram, Hiram	UGRD	Undergraduate	Valid for Packaging
0902222	Roosevelt, Franklin	UGRD	Undergraduate	Valid for Packaging

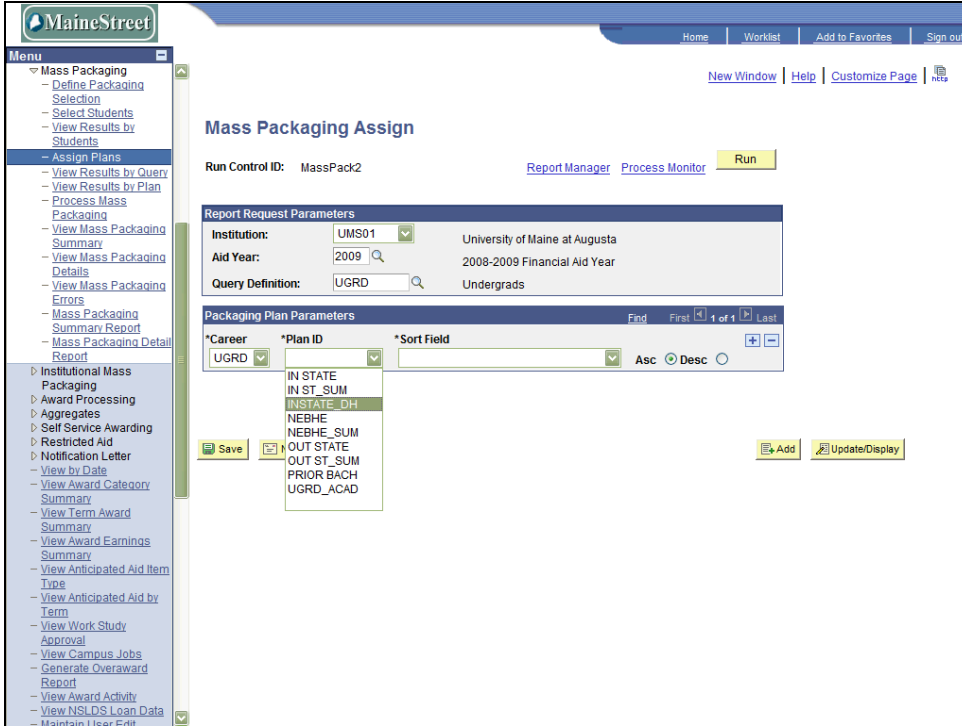
Buttons: Save, Return to Search, Notify

Step	Action
15.	<p>The <b>Mass Packaging by Students</b> page lists all the students who were selected by the <b>Select Students</b> process. You can change the <b>Process Status</b> for any of these students or completely remove a student from the list by clicking the <b>delete row</b> button (the minus button at the far right of each row). This will eliminate that student from the remainder of the packaging process.</p> <p>(Note: this does not prevent the student from being selected again in a later round of packaging should he/she still meet the query definition criteria in the future.)</p>

Step	Action
16.	Step 2: click the <b>Assign Plans</b> link. <a href="#">Assign Plans</a>
17.	Once again, you need a <b>Run Control ID</b> for this process. Either use an existing <b>Run Control ID</b> , or create a new one.



Step	Action
18.	Select the correct <b>Query Definition</b> . Click the look up button to see the list of choices. 
19.	In the <b>Packaging Plan Parameters</b> section of the page, you list all the packaging plans you want to process, one row per plan.  Add rows as needed by clicking the <b>Add a New Row</b> button.  For each row, select the appropriate <b>Career</b> .
20.	Pull down the <b>Plan ID</b> list to see all the packaging plans.



**MaineStreet** Home Worklist Add to Favorites Sign out

**Menu**

- Mass Packaging
  - Define Packaging Selection
  - Select Students
  - View Results by Students
  - Assign Plans
    - View Results by Query
    - View Results by Plan
  - Process Mass Packaging
    - View Mass Packaging Summary
    - View Mass Packaging Details
    - View Mass Packaging Errors
    - Mass Packaging Summary Report
    - Mass Packaging Detail Report
  - Institutional Mass Packaging
    - Award Processing
    - Aggregates
    - Self Service Awarding
    - Restricted Aid
      - Notification Letter
      - View by Date
      - View Award Category Summary
      - View Term Award Summary
      - View Award Earnings Summary
      - View Anticipated Aid Item Type
      - View Anticipated Aid by Term
      - View Work Study Approval
      - View Campus Jobs
      - Generate Overaward Report
      - View Award Activity
      - View NSLDS Loan Data
      - Maintain User Edit

**Mass Packaging Assign**

Run Control ID: MassPack2 [Report Manager](#) [Process Monitor](#) [Run](#)

**Report Request Parameters**

Institution: UMS01 University of Maine at Augusta  
 Aid Year: 2009 2008-2009 Financial Aid Year  
 Query Definition: UGRD Undergrads

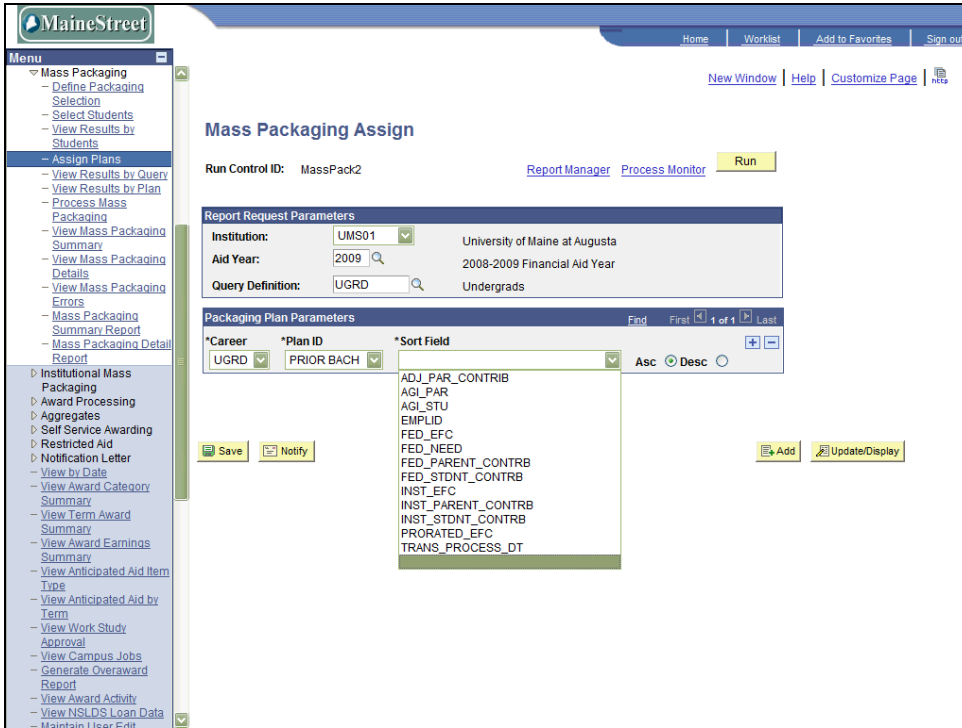
**Packaging Plan Parameters** Find First 1 of 1 Last

*Career	*Plan ID	*Sort Field
UGRD	IN STATE IN ST_SUM <b>INSTATE_DH</b> NEBHE NEBHE_SUM OUT STATE OUT ST_SUM PRIOR BACH UGRD_ACAD	Asc Desc

[Save](#) [Add](#) [Update/Display](#)

Step	Action
21.	Select a plan from the list.

Step	Action
22.	<p>The <b>Sort Field</b> and <b>Asc</b> and <b>Desc</b> buttons determine the order in which students are processed for this packaging plan. For example, if you select Fed. EFC as the sort field, and use Ascending sort order, the student with the lowest federal EFC is processed first, and so on.</p> <p>If any funds are used up before all the students are processed, those with the lowest EFC will get the money.</p> <p>On the other hand, if you use COA as the sort field, you might use Descending order, so the students with the highest COA are processed first.</p> <p>Click the <b>Sort Field</b> pull-down menu to see the field choices.</p>



**Mass Packaging Assign**

Run Control ID: MassPack2 [Report Manager](#) [Process Monitor](#) [Run](#)


**Report Request Parameters**

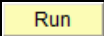
Institution: UMS01 University of Maine at Augusta  
 Aid Year: 2009 2008-2009 Financial Aid Year  
 Query Definition: UGRD Undergrads

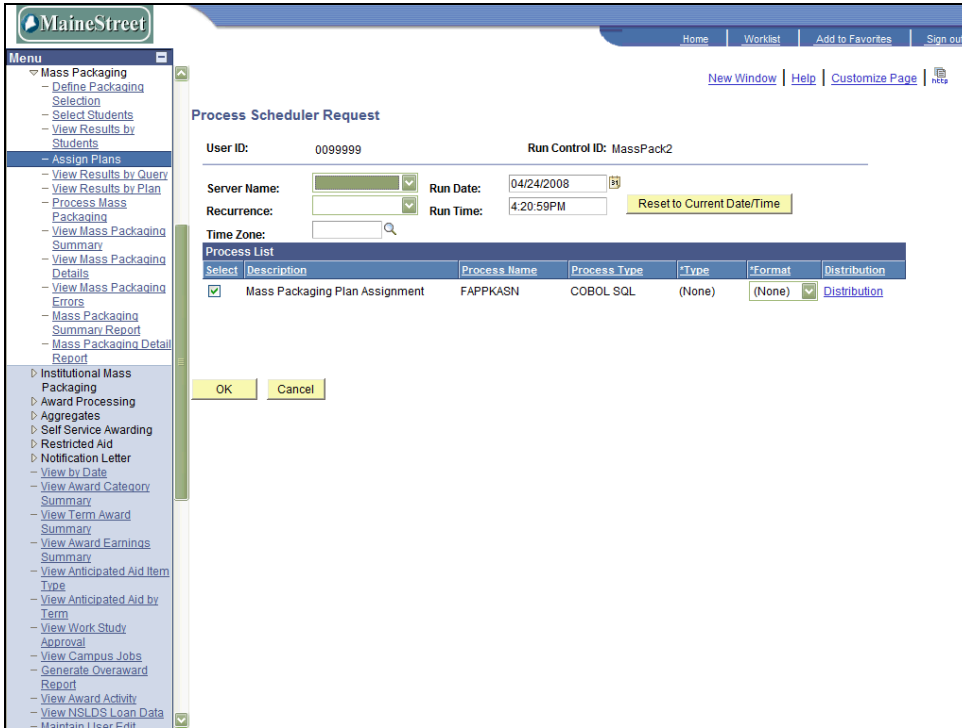
**Packaging Plan Parameters** Find First 1 of 1 Last

*Career	*Plan ID	*Sort Field	Asc	Desc
UGRD	PRIOR BACH	ADJ_PAR_CONTRIB	<input type="radio"/>	<input type="radio"/>
		AGL_PAR	<input type="radio"/>	<input type="radio"/>
		AGL_STU	<input type="radio"/>	<input type="radio"/>
		EMPLID	<input type="radio"/>	<input type="radio"/>
		FED_EFC	<input type="radio"/>	<input type="radio"/>
		FED_NEED	<input type="radio"/>	<input type="radio"/>
		FED_PARENT_CONTRB	<input type="radio"/>	<input type="radio"/>
		FED_STDNT_CONTRB	<input type="radio"/>	<input type="radio"/>
		INST_EFC	<input type="radio"/>	<input type="radio"/>
		INST_PARENT_CONTRB	<input type="radio"/>	<input type="radio"/>
		INST_STDNT_CONTRB	<input type="radio"/>	<input type="radio"/>
		PRORATED_EFC	<input type="radio"/>	<input type="radio"/>
		TRANS_PROCESS_DT	<input type="radio"/>	<input type="radio"/>

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
23.	Select a sort field from the list.
24.	To add another packaging plan to assign, click the <b>Add a New Row</b> button. 
25.	As before, select the <b>Career</b> , <b>Plan ID</b> and <b>Sort Field</b> for the new row.

Step	Action
26.	When you have added all the packaging plans you want to assign to the selected students, click <b>Run</b> . 



**MaineStreet** Home | Worklist | Add to Favorites | Sign out

**Menu**

- Mass Packaging
  - Define Packaging Selection
  - Select Students
  - View Results by Students
  - Assign Plans
  - View Results by Query
  - View Results by Plan
  - Process Mass Packaging
  - View Mass Packaging Summary
  - View Mass Packaging Details
  - View Mass Packaging Errors
  - Mass Packaging Summary Report
  - Mass Packaging Detail Report
- Institutional Mass Packaging
- Award Processing
- Aggregates
- Self Service Awarding
- Restricted Aid
- Notification Letter
  - View by Date
  - View Award Category Summary
  - View Term Award Summary
  - View Award Earnings Summary
  - View Anticipated Aid Item Type
  - View Anticipated Aid by Term
  - View Work Study Approval
  - View Campus Jobs
  - Generate Overaward Report
  - View Award Activity
  - View NSLDS Loan Data
  - Maintain User Edit

**Process Scheduler Request**

User ID: 0099999 Run Control ID: MassPack2

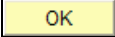
Server Name: [Dropdown] Run Date: 04/24/2008 [BT]

Recurrence: [Dropdown] Run Time: 4:20:59PM [Reset to Current Date/Time]

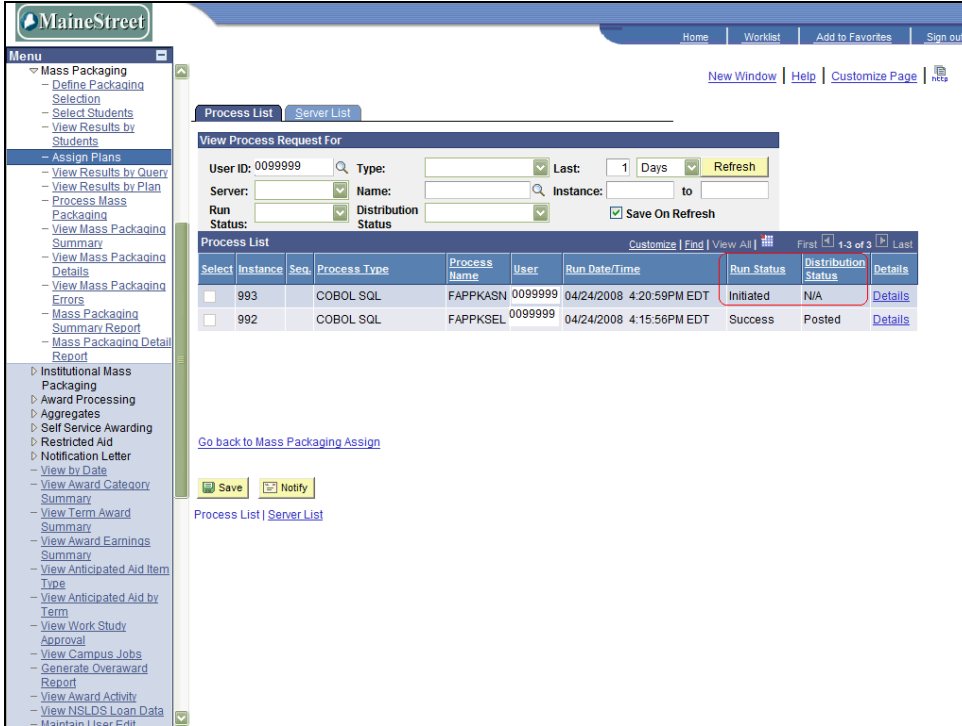
Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Mass Packaging Plan Assignment	FAPPKASN	COBOL SQL	(None)	(None)	<a href="#">Distribution</a>

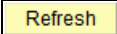
OK Cancel

Step	Action
27.	Click <b>OK</b> . 

Step	Action
28.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

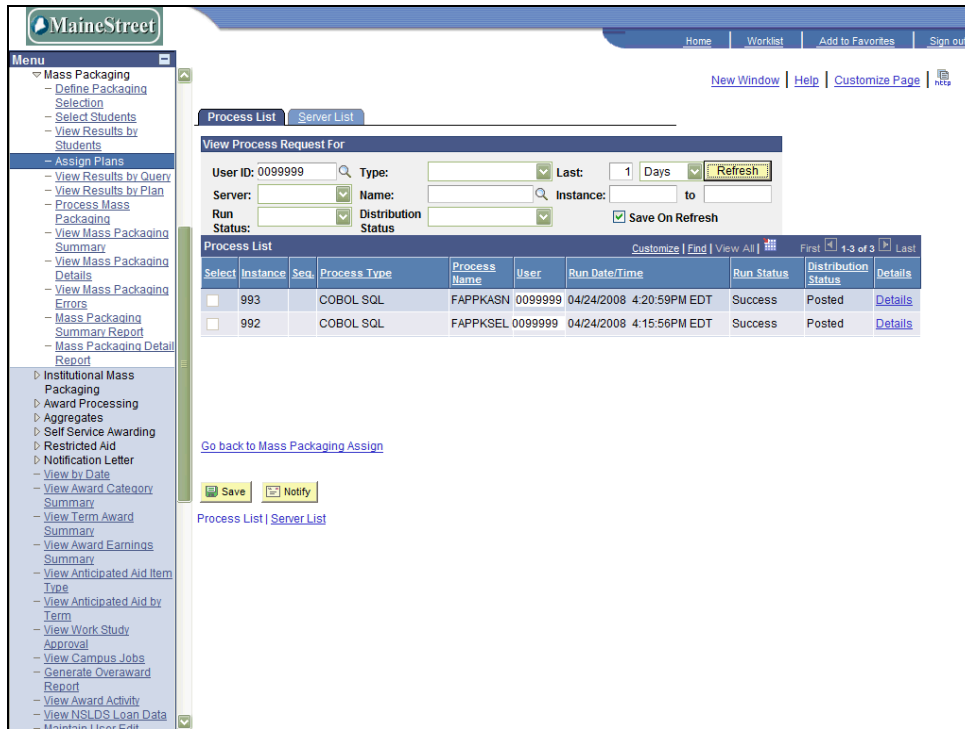


The screenshot shows the 'MaineStreet' web application. On the left is a 'Menu' with various options under 'Mass Packaging' and 'Institutional Mass Packaging'. The main area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' section with fields for 'User ID', 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. Below this is a 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. The first row has 'Instance' 993, 'Process Type' COBOL SQL, 'Process Name' FAPPKASN, 'User' 0099999, 'Run Date/Time' 04/24/2008 4:20:59PM EDT, 'Run Status' Initiated, and 'Distribution Status' N/A. The second row has 'Instance' 992, 'Process Type' COBOL SQL, 'Process Name' FAPPKSEL, 'User' 0099999, 'Run Date/Time' 04/24/2008 4:15:56PM EDT, 'Run Status' Success, and 'Distribution Status' Posted. There are 'Save' and 'Notify' buttons at the bottom of the table area.

Step	Action
29.	Click the <b>Refresh</b> button from time to time until the <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> is <i>Posted</i> . 

# Process Document

## Financial Aid: Mass Packaging-042408



The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' with various options under 'Mass Packaging'. The main area displays a 'Process List' with a table of process instances. Below the table are 'Save' and 'Notify' buttons, and a link to 'Go back to Mass Packaging Assign'.

**View Process Request For**

User ID: 0099999 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

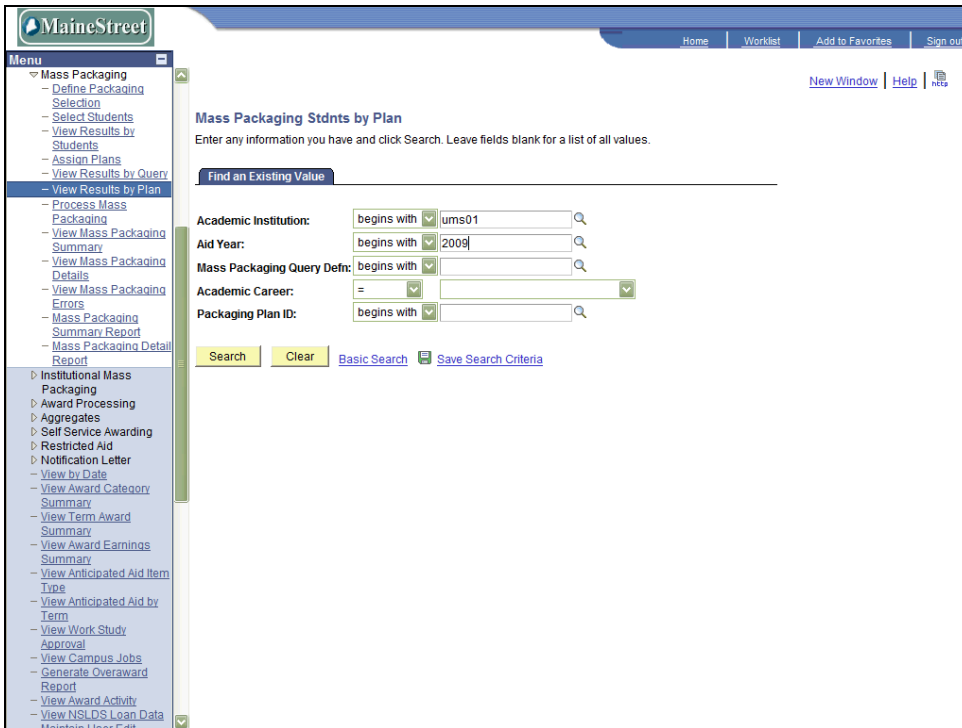
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	993		COBOL SQL	FAPPKASN	0099999	04/24/2008 4:20:59PM EDT	Success	Posted	Details
<input type="checkbox"/>	992		COBOL SQL	FAPPKSEL	0099999	04/24/2008 4:15:56PM EDT	Success	Posted	Details

Go back to Mass Packaging Assign

Save Notify

Process List | Server List

Step	Action
30.	To view the results of the <b>Assign Plans</b> process, click the <b>View Results by Plan</b> link. <a href="#">View Results by Plan</a>



The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with options like 'Mass Packaging', 'Institutional Mass Packaging', and 'Award Processing'. The main content area is titled 'Mass Packaging Stdnts by Plan' and contains a search form with the following fields:

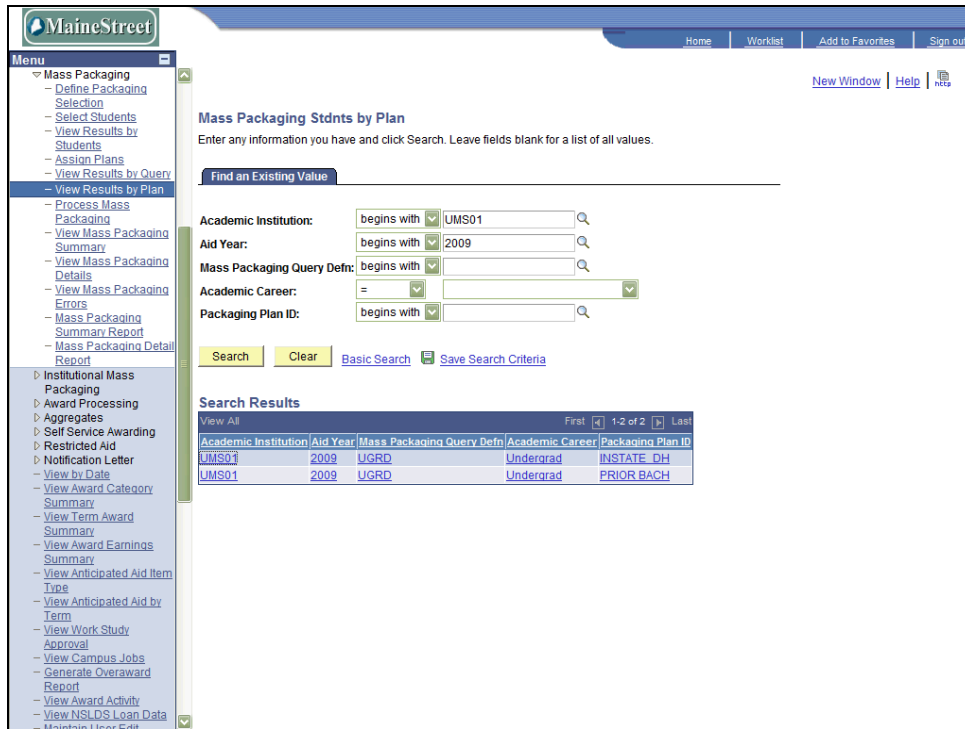
- Academic Institution:** begins with [ums01]
- Aid Year:** begins with [2009]
- Mass Packaging Query Defn:** begins with [ ]
- Academic Career:** [=]
- Packaging Plan ID:** begins with [ ]

Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are located below the form. A 'Find an Existing Value' button is also present at the top of the search area.

Step	Action
31.	Enter the <b>Institution</b> and <b>Aid Year</b> . Click <b>Search</b> . <input type="button" value="Search"/>

# Process Document

## Financial Aid: Mass Packaging-042408



**Mass Packaging Stdn's by Plan**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Academic Institution: begins with UMS01

Aid Year: begins with 2009

Mass Packaging Query Defn: begins with

Academic Career: =

Packaging Plan ID: begins with

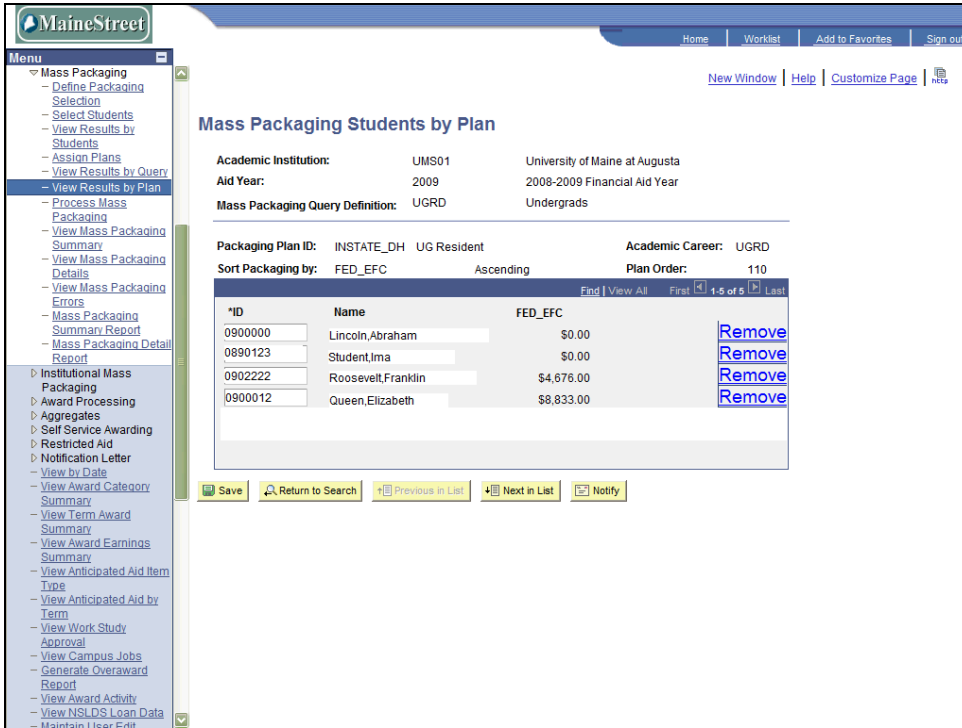
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1-2 of 2 Last

Academic Institution	Aid Year	Mass Packaging Query Defn	Academic Career	Packaging Plan ID
UMS01	2009	UGRD	Undergrad	INSTATE_DH
UMS01	2009	UGRD	Undergrad	PRIOR_BACH

Step	Action
32.	A list of the packaging plans is displayed. To view the assignment of one of the plans, select it in the list.



**Mass Packaging Students by Plan**

Academic Institution: UMS01 University of Maine at Augusta  
 Aid Year: 2009 2008-2009 Financial Aid Year  
 Mass Packaging Query Definition: UGRD Undergrads

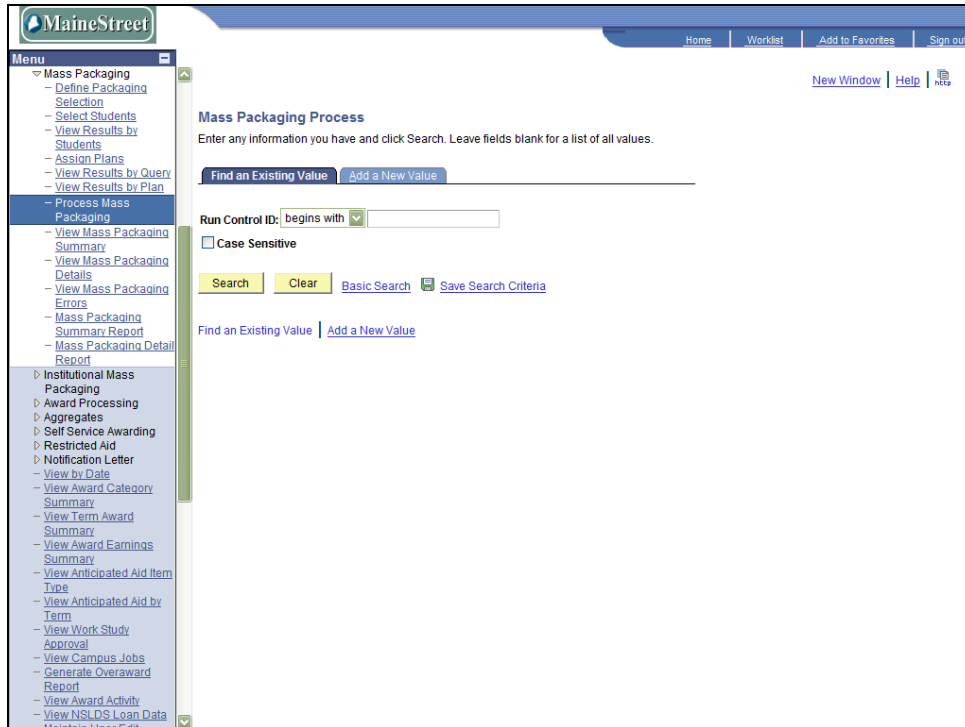
Packaging Plan ID: INSTATE\_DH UG Resident Academic Career: UGRD  
 Sort Packaging by: FED\_EFC Ascending Plan Order: 110

*ID	Name	FED_EFC	
0900000	Lincoln, Abraham	\$0.00	<a href="#">Remove</a>
0890123	Student, Ima	\$0.00	<a href="#">Remove</a>
0902222	Roosevelt, Franklin	\$4,676.00	<a href="#">Remove</a>
0900012	Queen, Elizabeth	\$8,833.00	<a href="#">Remove</a>

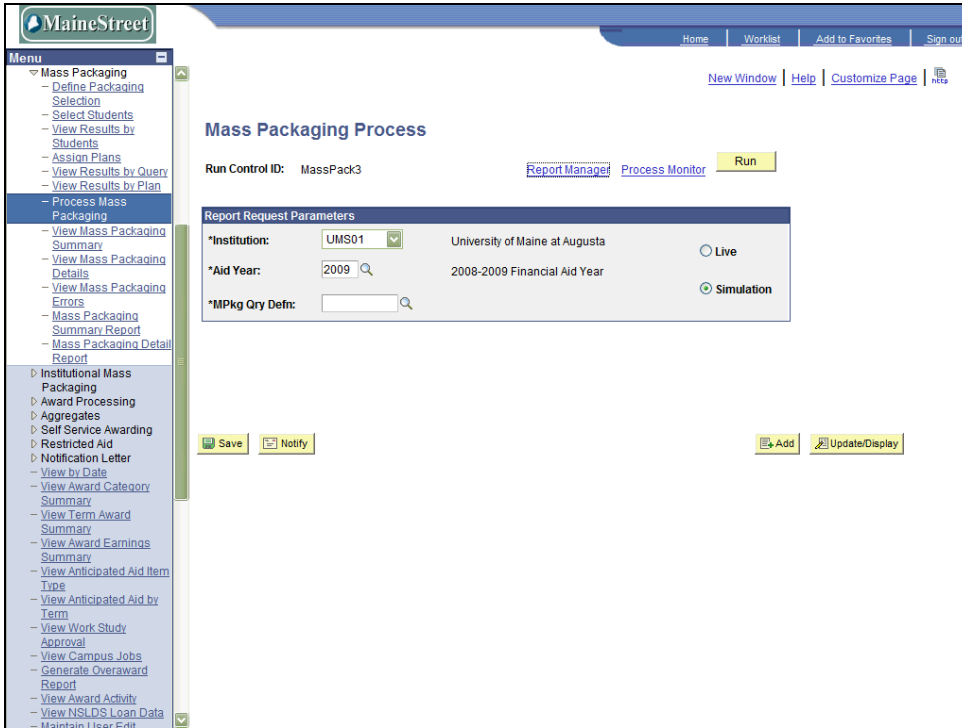
Buttons: Save, Return to Search, Previous in List, Next in List, Notify

Step	Action
33.	This page displays all the students who have been assigned the selected packaging plan. It displays emplid, name and the data for whichever field was used as the sort field. Note that you may also remove a student from the packaging process at this point by clicking the <b>Remove</b> hyperlink next to that student.

Step	Action
34.	Step 3: Package the students. Click the <b>Process Mass Packaging</b> link.



Step	Action
35.	Use an existing <b>Run Control ID</b> or create one for this process.

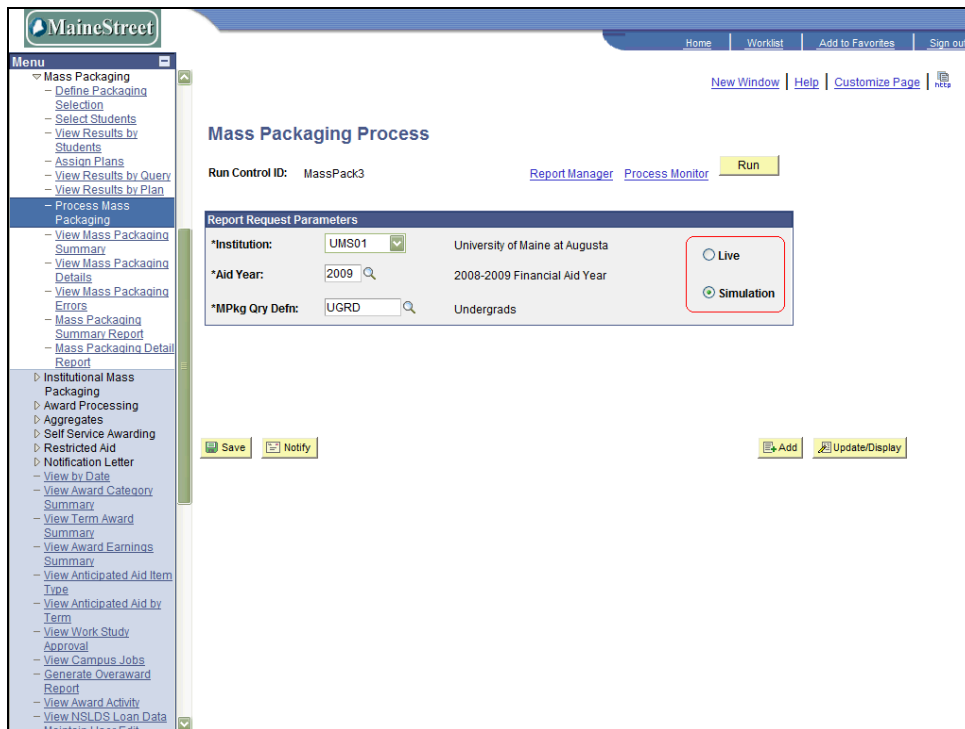


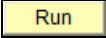
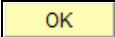

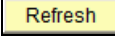
The screenshot shows the 'Mass Packaging Process' configuration page in the MaineStreet system. The left-hand menu is expanded to show the 'Process Mass Packaging' section. The main content area displays the following configuration options:


- Run Control ID:** MassPack3
- Report Request Parameters:**
  - \*Institution:** UMS01 (University of Maine at Augusta) with radio buttons for  Live and  Simulation.
  - \*Aid Year:** 2009 (2008-2009 Financial Aid Year)
  - \*MPkg Qry Defn:** (Empty search field)

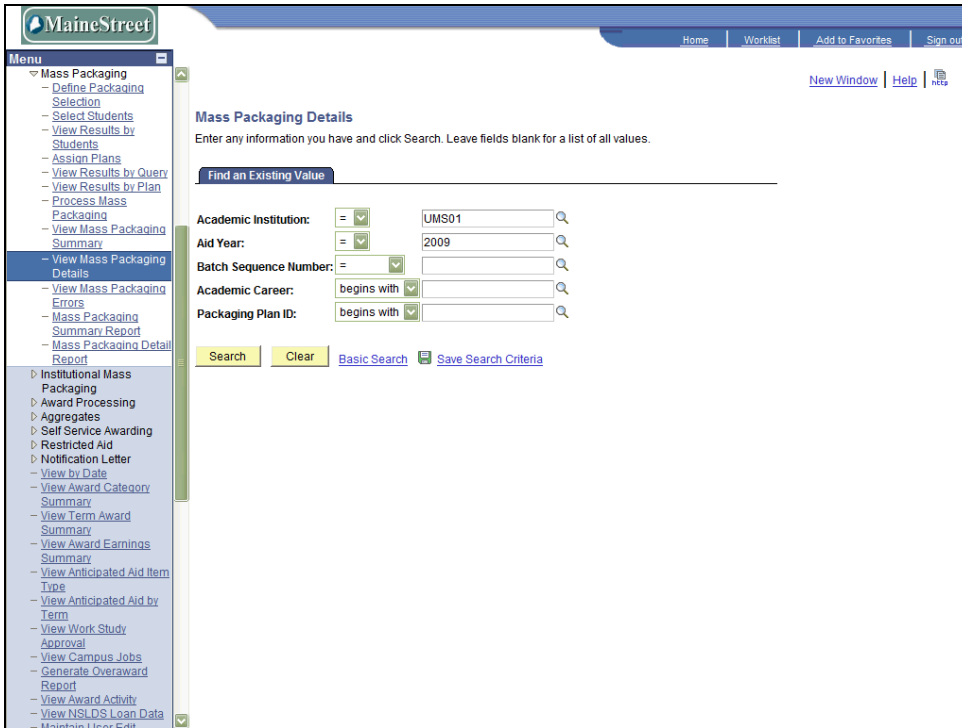
Buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are located at the bottom of the configuration area.

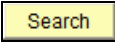
Step	Action
36.	As you did for the other steps, select the <b>Query Definition</b> .



Step	Action
37.	<p>The <b>Simulation</b> radio button lets you apply the assigned packaging plans to the selected students without actually posting the awards. In other words, it packages and validates, but does not post.</p> <p>Using <b>Simulation</b> means you can package and then check the correctness of your packaging process without posting. You can adjust the packaging plans and run again in Simulation until you are satisfied that everything is working correctly.</p> <p>Once you are ready to post, rerun the <b>Mass Packaging</b> process with the <b>Live</b> button selected.</p>
38.	<p>Click <b>Run</b>.</p> 
39.	<p>Click <b>OK</b>.</p> 
40.	<p>Click the <b>Process Monitor</b> link.</p> 
41.	<p>Click <b>Refresh</b> until the process is successful and posted.</p> 

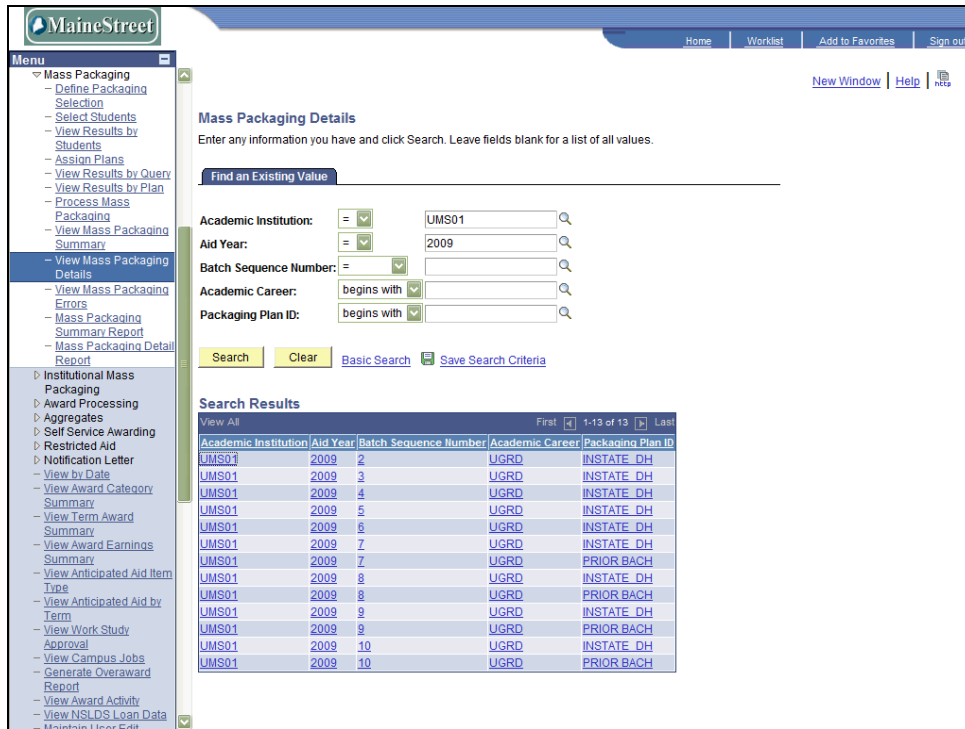
Step	Action
42.	To see the results of the Mass Packaging process, click the <b>View Mass Packaging Details</b> link. 



Step	Action
43.	Enter search criteria and click <b>Search</b> . 

# Process Document

## Financial Aid: Mass Packaging-042408



**Mass Packaging Details**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

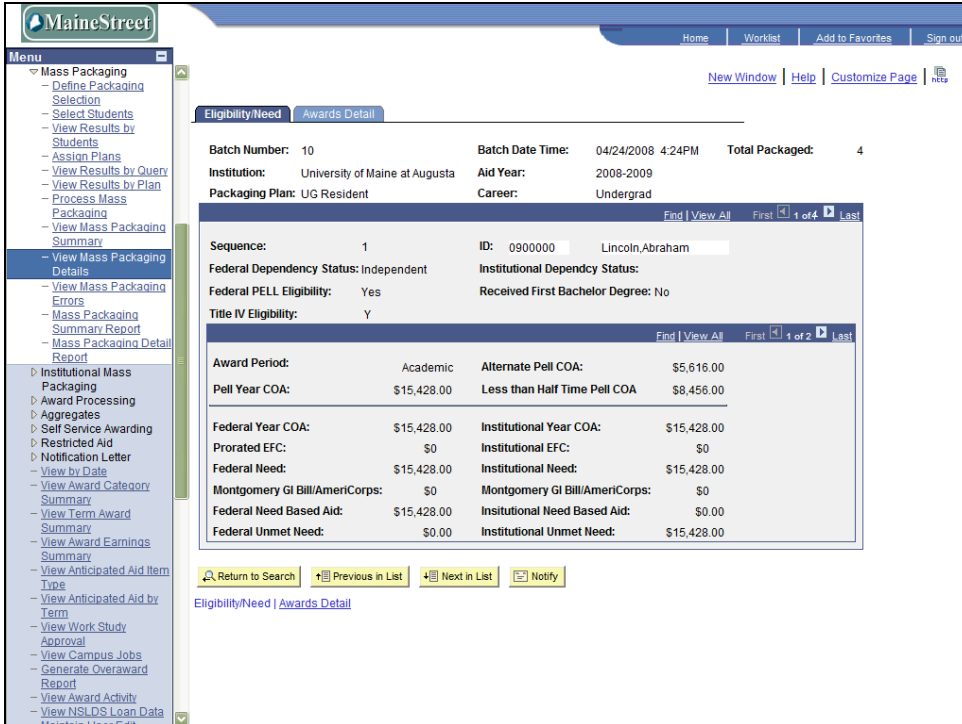
Academic Institution: UMS01  
 Aid Year: 2009  
 Batch Sequence Number:   
 Academic Career: begins with   
 Packaging Plan ID: begins with

**Search Results**

Academic Institution	Aid Year	Batch Sequence Number	Academic Career	Packaging Plan ID
UMS01	2009	2	UGRD	INSTATE_DH
UMS01	2009	3	UGRD	INSTATE_DH
UMS01	2009	4	UGRD	INSTATE_DH
UMS01	2009	5	UGRD	INSTATE_DH
UMS01	2009	6	UGRD	INSTATE_DH
UMS01	2009	7	UGRD	INSTATE_DH
UMS01	2009	7	UGRD	PRIOR BACH
UMS01	2009	8	UGRD	INSTATE_DH
UMS01	2009	8	UGRD	PRIOR BACH
UMS01	2009	9	UGRD	INSTATE_DH
UMS01	2009	9	UGRD	PRIOR BACH
UMS01	2009	10	UGRD	INSTATE_DH
UMS01	2009	10	UGRD	PRIOR BACH

Step	Action
44.	Each Mass Packaging run is assigned a Batch Sequence Number. The batches are listed by packaging plan. Select one of the packaging plans in the latest batch.

45.	<p>There is one row for each student packaged using this packaging plan.</p> <p>The <b>Eligibility/Need</b> page displays information on the student's eligibility and need.</p>
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The screenshot shows the 'MaineStreet' interface. The left sidebar contains a 'Menu' with various options under 'Mass Packaging' and 'Institutional Mass Packaging'. The main content area is titled 'Eligibility/Need Awards Detail'. It displays the following information:

- Batch Number:** 10
- Batch Date Time:** 04/24/2008 4:24PM
- Total Packaged:** 4
- Institution:** University of Maine at Augusta
- Aid Year:** 2008-2009
- Packaging Plan:** UG Resident
- Career:** Undergrad

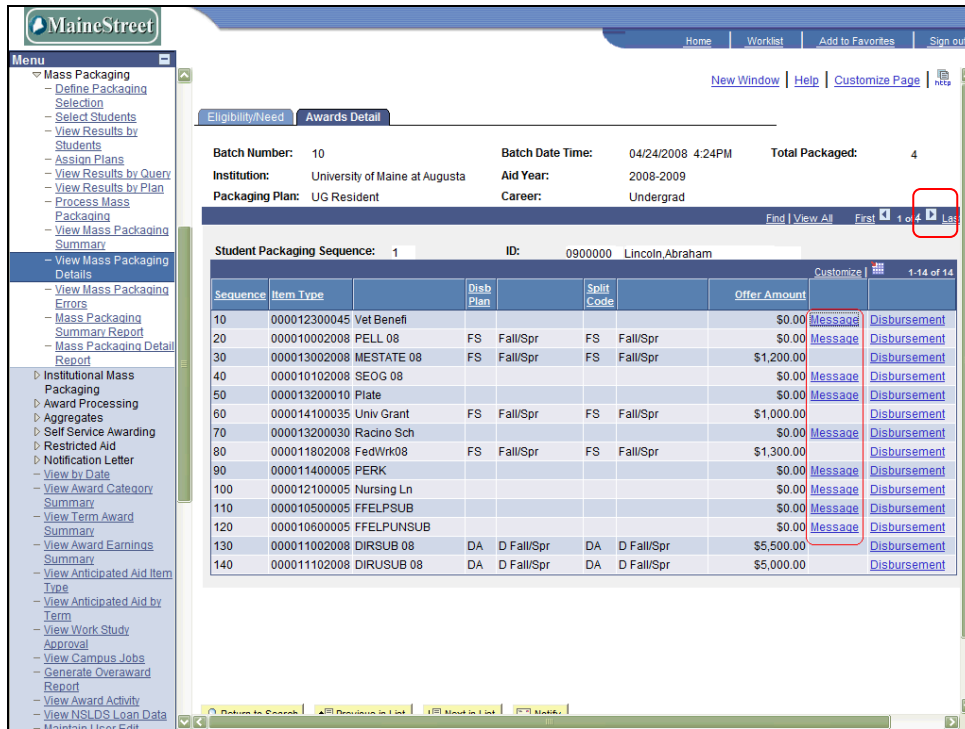
Below this is a table of award details:

Award Period: Academic			
Pell Year COA:	\$15,428.00	Alternate Pell COA:	\$5,616.00
		Less than Half Time Pell COA:	\$8,456.00
Federal Year COA:	\$15,428.00	Institutional Year COA:	\$15,428.00
Prorated EFC:	\$0	Institutional EFC:	\$0
Federal Need:	\$15,428.00	Institutional Need:	\$15,428.00
Montgomery GI Bill/AmeriCorps:	\$0	Montgomery GI Bill/AmeriCorps:	\$0
Federal Need Based Aid:	\$15,428.00	Institutional Need Based Aid:	\$0.00
Federal Unmet Need:	\$0.00	Institutional Unmet Need:	\$15,428.00

Step	Action
46.	<p>To see the awards for this student, click the <b>Awards Detail</b> tab.</p> <p><a href="#">Awards Detail</a></p>

# Process Document

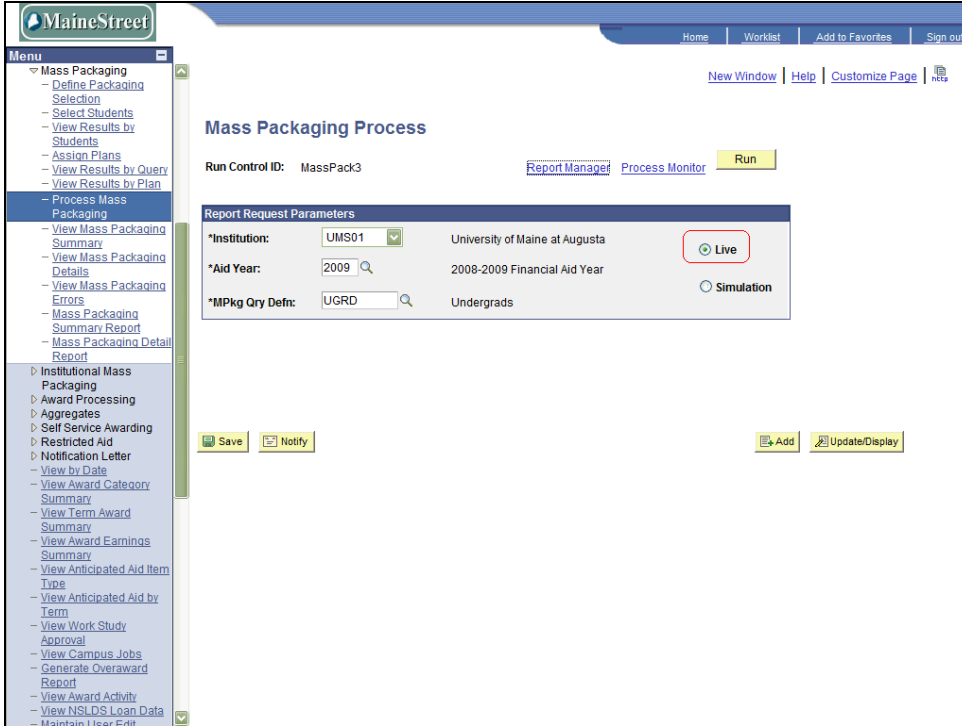
## Financial Aid: Mass Packaging-042408



The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' with various options under 'Mass Packaging'. The main area displays 'Eligibility/Need' and 'Awards Detail' for a specific student. A table titled 'Student Packaging Sequence' lists 14 items with columns for Sequence, Item Type, Disb Plan, Split Code, and Offer Amount. Each row has a 'Message' link highlighted in red. At the bottom right of the table, there are navigation buttons: 'First', '1 of 4', and 'Last', with the 'Last' button highlighted in red.

Sequence	Item Type	Disb Plan	Split Code	Offer Amount	Message	Disbursement
10	000012300045 Vet Benefi			\$0.00	Message	Disbursement
20	000010002008 PELL 08	FS	Fall/Spr	\$0.00	Message	Disbursement
30	000013002008 MESTATE 08	FS	Fall/Spr	\$1,200.00	Message	Disbursement
40	000010102008 SEOG 08			\$0.00	Message	Disbursement
50	000013200010 Plate			\$0.00	Message	Disbursement
60	000014100035 Univ Grant	FS	Fall/Spr	\$1,000.00	Message	Disbursement
70	000013200030 Racino Sch			\$0.00	Message	Disbursement
80	000011802008 FedWrk08	FS	Fall/Spr	\$1,300.00	Message	Disbursement
90	000011400005 PERK			\$0.00	Message	Disbursement
100	000012100005 Nursing Ln			\$0.00	Message	Disbursement
110	000010500005 FFELPSUB			\$0.00	Message	Disbursement
120	000010600005 FFELPUNSUB			\$0.00	Message	Disbursement
130	000011002008 DIRSUB 08	DA	D Fall/Spr	\$5,500.00	Message	Disbursement
140	000011102008 DIRUSUB 08	DA	D Fall/Spr	\$5,000.00	Message	Disbursement

Step	Action
47.	Click the <b>Message</b> links to see why the student was not assigned certain awards.
48.	To see another student, click the <b>Show next Row</b> button.



The screenshot shows the 'Mass Packaging Process' web application. The interface includes a 'MaineStreet' logo, a navigation menu on the left, and a main content area. The main content area displays the 'Mass Packaging Process' title, a 'Run Control ID: MassPack3', and a 'Report Request Parameters' form. The form has three rows of input fields: '\*Institution:' with a dropdown set to 'UMS01' and text 'University of Maine at Augusta'; '\*Aid Year:' with a dropdown set to '2009' and text '2008-2009 Financial Aid Year'; and '\*MPkg Qry Defn:' with a dropdown set to 'UGRD' and text 'Undergrads'. There are radio buttons for 'Live' (selected) and 'Simulation'. A 'Run' button is visible. Below the form are 'Save', 'Notify', 'Add', and 'Update/Display' buttons. The navigation menu on the left lists various options under 'Mass Packaging' and 'Institutional Mass Packaging'.

Step	Action
49.	<p>When you are satisfied that the packaging worked correctly, rerun the <b>Mass Packaging</b> process using the <b>Live</b> option. This will ensure that the students' awards will be posted.</p> <p>Awards that were discarded (those that display a zero dollar amount and a <b>Message</b> hyperlink) will not be posted.</p>
50.	<b>End of Procedure.</b>