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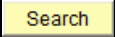
Ready to Package

Concept

This process evaluates students based on a series of user defined "tests" to see if they are ready to package. The process can be run in report only mode, or it can be run "live" to set the **Aid Processing Status** flag on the Packaging Status Summary page to "Ready to Package". Once the flag is set to Ready to Package, the students will be available for mass packaging.

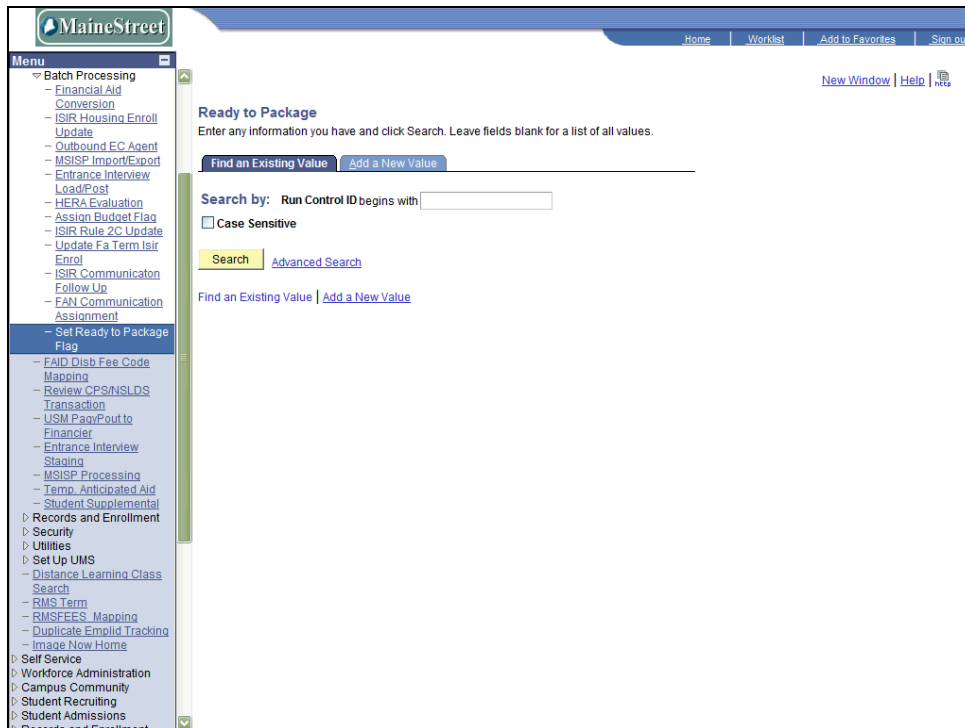
Students must pass all tests in order to qualify; failing even one test means they are not ready to package. The process will produce a report indicating which students passed as well as which students failed and why.

Procedure

Step	Action
1.	To find the Ready to Package flag for a student, navigate to: Financial Aid > View Packaging Status Summary .
2.	Enter search criteria to identify the student and Institution. Click the Search button. 

Step	Action
3.	<p>The Aid Processing Status value will be changed to Ready to Package if the student meets the criteria of this process. Once that flag is set, the student will be selected for mass packaging.</p> <p>If the Aid Application Status has been set to Canceled, the student will not be evaluated by the Ready to Package process. Manually setting the Aid Application Status to Canceled is the way to cancel a student's aid application so no further processing occurs.</p>

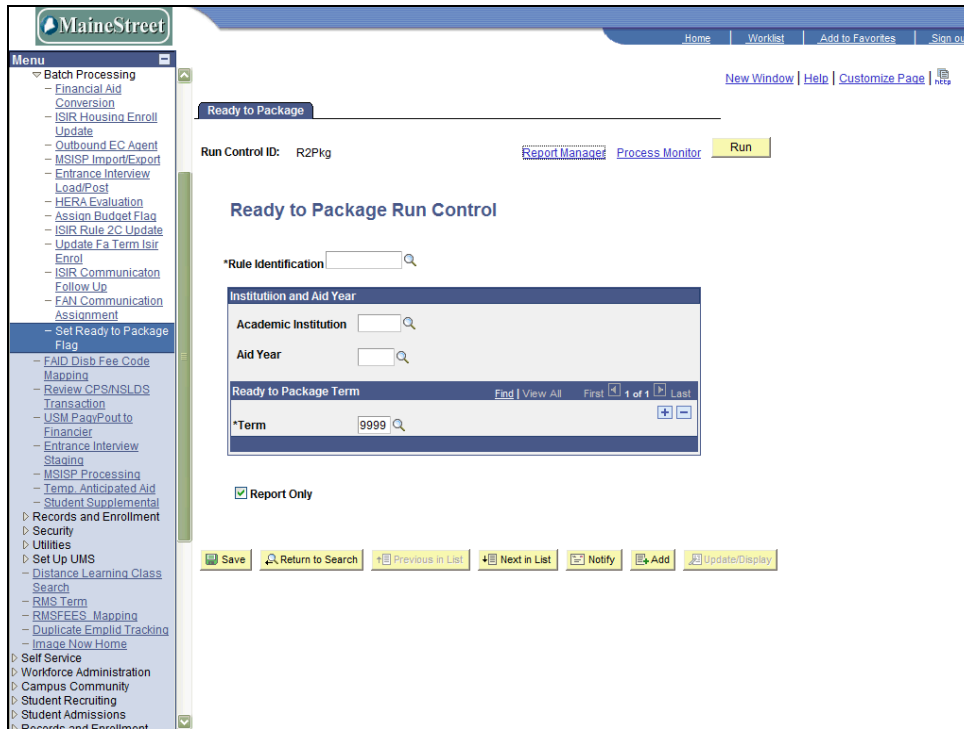
Step	Action
4.	Navigate: University of Maine Systems > Financial Aid > Batch Processing > Set Ready to Package Flag.




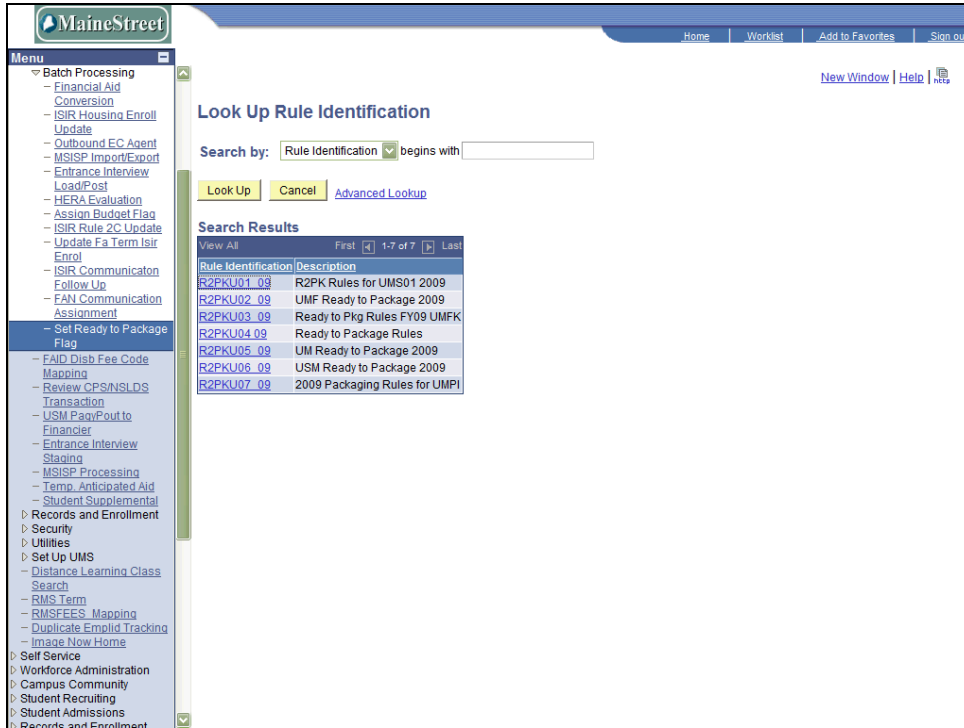
Step	Action
5.	The process requires a Run Control ID . Either select an existing Run Control ID or create a new one by clicking the Add a New Value tab, entering a name for the new Run Control ID, and clicking Add .

Process Document

Financial Aid: Ready to Package-100808



Step	Action
6.	Enter the parameters for the process. You must specify the set of criteria used to determine if students are ready for packaging. Click the Look up Rule Identification button. 



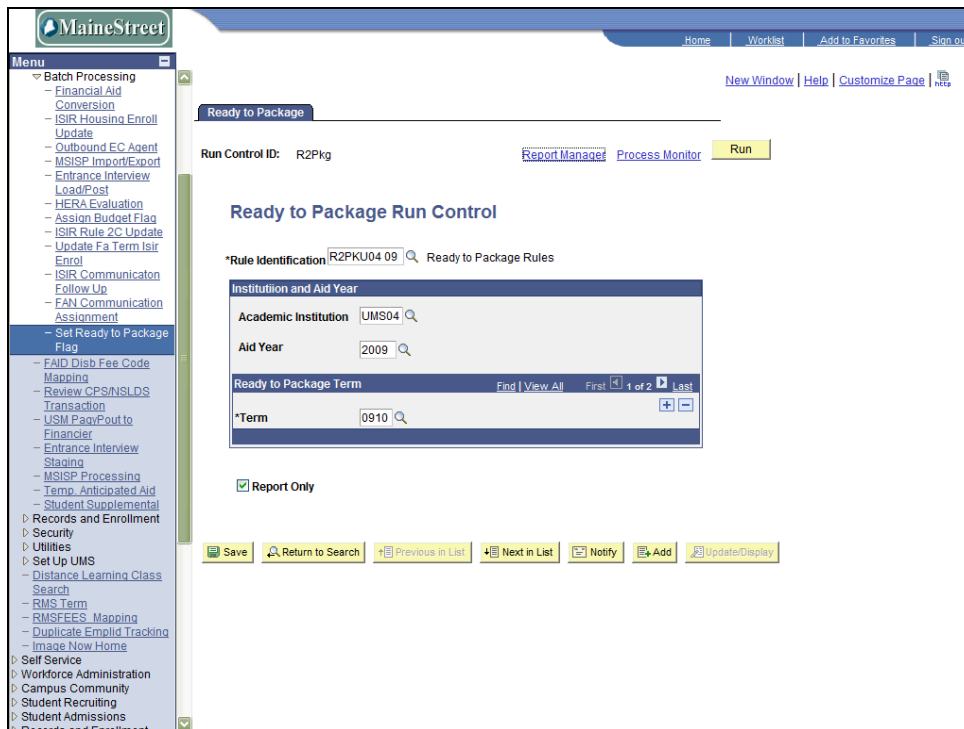
The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options. The main content area is titled 'Look Up Rule Identification'. It features a search box with the text 'Search by: Rule Identification begins with' and a dropdown menu. Below the search box are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Search Results' section displays a table with two columns: 'Rule Identification' and 'Description'. The results are as follows:

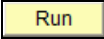
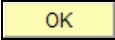
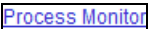
Rule Identification	Description
R2PKU01_09	R2PK Rules for UMS01 2009
R2PKU02_09	UMF Ready to Package 2009
R2PKU03_09	Ready to Pkg Rules FY09 UMFK
R2PKU04_09	Ready to Package Rules
R2PKU05_09	UM Ready to Package 2009
R2PKU06_09	USM Ready to Package 2009
R2PKU07_09	2009 Packaging Rules for UMPI

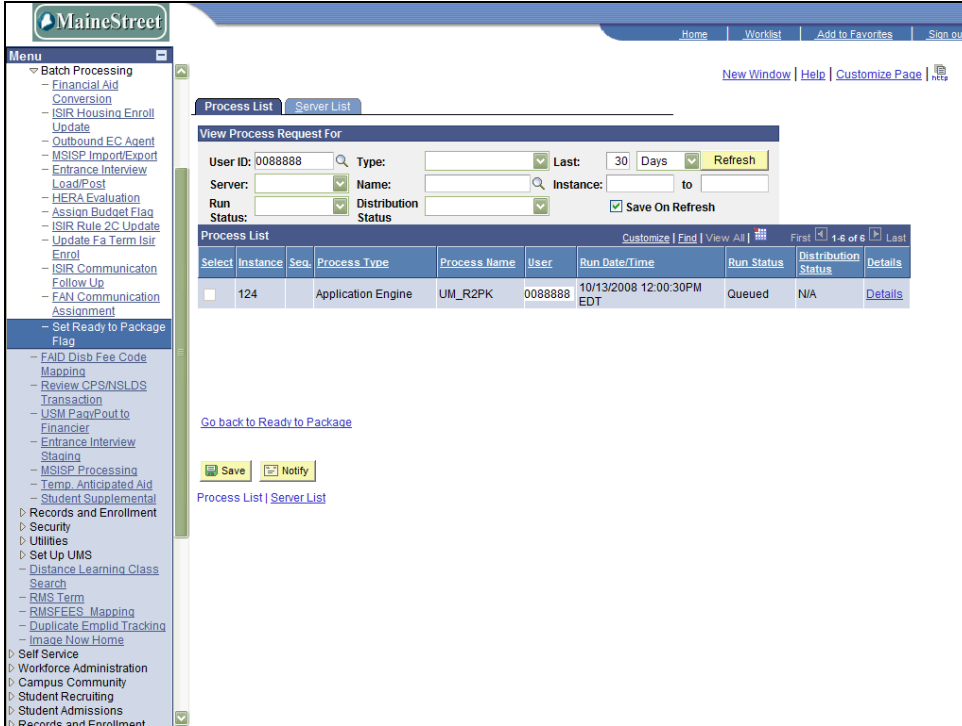
Step	Action
7.	Each Institution has one or more Rules for ready to package. Select the one you wish to use.

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Financial Aid: Ready to Package-100808





Step	Action
8.	<p>Enter your Institution and the Aid Year. Enter a Term. If you want to process more than one term, use the Add a New Row button to add rows for more terms.</p> <p>If you want to run in report only mode (to see which students fail and which pass, but without changing the flag on any student), leave the Report Only option checked. To set the Ready to Package flag for those students who pass the criteria, uncheck the Report Only checkbox.</p> <p>Click the Run button.</p> 
9.	<p>Click the OK button.</p> 
10.	<p>Click the Process Monitor link.</p> 



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'Batch Processing', 'Records and Enrollment', 'Security', 'Utilities', 'Set Up UMS', 'Workforce Administration', 'Campus Community', 'Student Recruiting', and 'Student Admissions'. The main content area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' form with fields for 'User ID: 0088888', 'Type', 'Last: 30 Days', 'Refresh', 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. Below the form is a table with the following data:

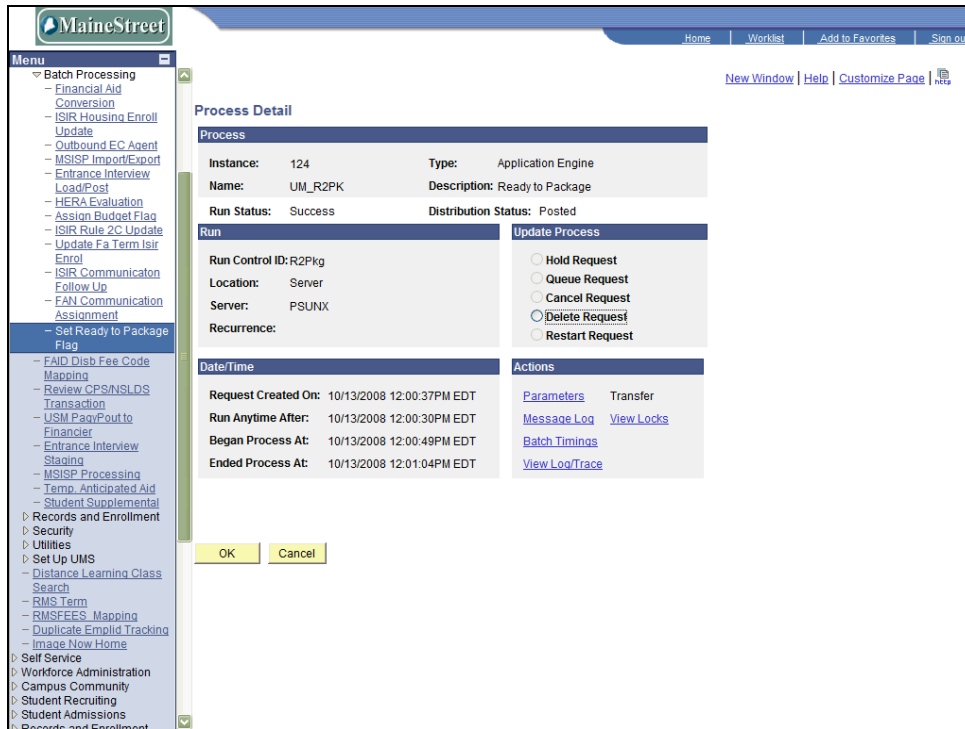
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	124		Application Engine	UM_R2PK	0088888	10/13/2008 12:00:30PM EDT	Queued	N/A	Details

Below the table are buttons for 'Save' and 'Notify', and a link 'Go back to Ready to Package'. The interface also includes a 'Process List | Server List' breadcrumb and a 'Process List | Server List' link at the bottom.

Step	Action
11.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> . 
12.	Click the Details link. 

Process Document

Financial Aid: Ready to Package-100808



The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options under 'Batch Processing' and 'Financial Aid'. The main area displays 'Process Detail' for 'UM_R2PK'. The process is an 'Application Engine' with 'Run Status: Success' and 'Distribution Status: Posted'. It includes a 'Run' section with control ID 'R2Pkg', location 'Server', and server 'PSUNX'. A 'Date/Time' section shows the process was created on 10/13/2008 at 12:00:37PM EDT, began at 12:00:49PM EDT, and ended at 12:01:04PM EDT. An 'Update Process' section has radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. An 'Actions' section contains links for 'Parameters', 'Transfer', 'Message Log', 'View Locks', 'Batch Timings', and 'View Log/Trace'. At the bottom of the process detail are 'OK' and 'Cancel' buttons.

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



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'Batch Processing', 'Records and Enrollment', 'Security', 'Utilities', 'Set Up UMS', 'Workforce Administration', 'Campus Community', 'Student Recruiting', 'Student Admissions', and 'Records and Enrollment'. The main content area displays a 'View Log/Trace' report for a 'Ready to Package' process. The report includes the following information:

- Report ID:** 121, **Process Instance:** 124, [Message Log](#)
- Name:** UM_R2PK, **Process Type:** Application Engine
- Run Status:** Success
- Ready to Package**
- Distribution Details:**
 - Distribution Node:** DEV, **Expiration Date:** 10/23/2008
- File List:**

Name	File Size (bytes)	Datetime Created
Redirected Terminal Output	2,274	10/13/2008 12:01:04.000000PM EDT
UM_R2PK_20081013120049.txt	1,880	10/13/2008 12:01:04.000000PM EDT
- Distribute To:**

Distribution ID Type	Distribution ID
User	0088888

A 'Return' button is visible at the bottom of the report area.

Step	Action
14.	Click the report. This is a txt file labeled with "UM R2PK" followed by a date/time string. UM_R2PK_20081013120049.txt

Process Document

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```

*****
Starting Application Eng. UM_R2PK at 10/13/2008 12:00:49
Database: CSAID
*****

*** Report Only ***
Number of conditions: 7
Total student: 2
OPRID: 0022226
Run Control ID: R2PKg
-----

Rule ID = R2PKU04 09 Institution = UMS04 Aid Year = 2009
Conditions:
SQLID : R2PK ADMIT_STATS_EQUAL_AC_AD (Amit Status Equal AC or AD)
SQLID : R2PK ELIG_STDN_T_AID_ATRBT (Check Proc Stat, SAP, & Verif)
SQLID : R2PK ISIR_STUDENT (Chk if in FS ISIR_STUDENT)
SQLID : R2PK COMPLETE_CHECKLISTS (Complete Checklists)
SQLID : R2PK OFFICIAL_EFC (Official EFC)
SQLID : R2PK PRIOR_DEGREE_NOT_BLANK (Prior Degr Not Blank on ISIR)
SQLID : R2PK BUDGET_AT_LEAST_HALF_TIME (Stdnt budget at least 1/2 time)
-----

Financial Aid Student EMPLID = 0900000
R2PK ADMIT_STATS_EQUAL_AC_AD (Amit Status Equal AC or AD) NOT PASSED!
R2PK OFFICIAL_EFC (Official EFC) NOT PASSED!
R2PK BUDGET_AT_LEAST_HALF_TIME (Stdnt budget at least 1/2 time) NOT PASSED!
***The student 0598533 does NOT PASS at least one of conditions! NOT Ready to Package at the moment!
-----

Financial Aid Student EMPLID = 0899990
R2PK ADMIT_STATS_EQUAL_AC_AD (Amit Status Equal AC or AD) NOT PASSED!
R2PK OFFICIAL_EFC (Official EFC) NOT PASSED!
R2PK BUDGET_AT_LEAST_HALF_TIME (Stdnt budget at least 1/2 time) NOT PASSED!
***The student 0633014 does NOT PASS at least one of conditions! NOT Ready to Package at the moment!

```

Step	Action
15.	<p>The report opens in a new window. It gives a list of the SQL formulas (tests) that make up the ready to package rule used. For each student it lists whether he/she passed or failed and if failed, why.</p> <p>If you turned off the Report Only checkbox, then any student who passed all the criteria would have his/her Aid Status set to Ready to Package.</p>
16.	End of Procedure.