

Ready to Package-100808

1.	Navigate: University of Maine Systems > Financial Aid > Batch Processing > Set Ready to Package Flag.
2.	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 .
3.	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.
4.	Each Institution has one or more Rules for ready to package. Select the one you wish to use.
5.	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. 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. Click the Run button.
6.	Click the OK button.
7.	Click the Process Monitor link.
8.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
9.	Click the Details link.
10.	Click the View Log/Trace link.
11.	Click the report. This is a txt file labeled with "UM R2PK" followed by a date/time string.
12.	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. 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.
13.	End of Procedure.