

December 2002

RE: EDEExpress for Windows 2003-2004, Version 9.0

Dear EDEExpress Users:

We are pleased to announce the availability of EDEExpress for Windows 2003-2004, Version 9.0. This is the initial software version for the 2003-2004 award cycle. This letter describes general changes to EDEExpress for Windows, as well as enhancements to the following components in this version of the software:

- Global
- Application Processing
- Packaging

These enhancements will make managing your student aid data easier and provide you with more options and greater flexibility.

Schools can begin submitting 2003-2004 data to the Central Processing System (CPS) on **January 1, 2003**.

We are including the following information in this letter:

- A list of product enhancements
- The results gathered from EDEExpress benchmark testing
- Reminders on how to back up and optimize your EDEExpress database

Note: At this time, the Department's Fiscal Year 2003 Appropriation has not been approved. Therefore, the 2003-2004 Pell Payment Schedule included in Version 9.0 is based upon the current \$4000 maximum Pell Grant. After the Department's Fiscal Year 2003 Appropriation is finalized, we will, if necessary, update the Pell Grant Payment Schedule through a future release of EDEExpress. If you use the EDEExpress Packaging Module to award Pell Grants, you may want to wait until it is known whether the Pell Payment Schedule will change.

How to Get the Software and Documentation

We are distributing EDEExpress for Windows 2003-2004, Version 9.0 via the Internet. You can download the software and the related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at FSAdownload.ed.gov.

Instructions for downloading EDEExpress for Windows are located in the "Downloading Paper Documentation and Software from the FSAdownload Web Site" chapter of the *2003-2004 Installation Guide for EDEExpress for Windows*.

If you do not have access to the Internet, or you have trouble opening the FSAdownload Web site contact CPS/WAN Technical Support at **800/330-5947; TDD/TTY 800/511-5806** or via e-mail at cpswan@ncs.com.

Note: Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure that you have full FTP download rights.

If You Have Technical Support Questions

You can also post questions regarding EDEExpress for Windows on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists: FSATECH Web site at:

www.ed.gov/offices/FSA/services/fsatechsubscribe.html

Note: Make sure you include your telephone number in your message. We will research your question and post our response to the listserv so that everyone can benefit from the information.

If you have questions regarding EDEExpress for Windows, such as installation issues, software problem resolution, software functionality, and technical assistance, you can call CPS/WAN Technical Support. You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947; TDD/TTY 800/511-5806**. You can also e-mail inquiries, comments, or suggestions 24 hours a day to **cp Swan@ncs.com**. A representative will respond within 24 business hours.

CPS/WAN Technical Support

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EDEExpress for Windows, Version 9.0

EDEExpress consists of five software modules:

- Global
- Application Processing
- Packaging
- Direct Loan
- Pell

Version 9.0 installs the Application Processing module, which includes all of the global setup options (for example, the security functions), and the Packaging module. The Direct Loan and Pell modules will be released in future versions of the software.

Version 9.0 does not overwrite your EDEExpress for Windows, Version 8.x database; it creates a new database.

Product Enhancements

The following product enhancements have been incorporated into EDEExpress for Windows 2003-2004, Version 9.0.

General Changes

- Year indicators and date ranges have been updated for the 2003-2004 award year.
- Data fields have been modified to reflect the changes in the new 2003-2004 FAFSA.

Global

- A link to the School Portal has been added to the Help pull-down menu.
- An example of how to customize the order of the User Database field has been added.
- The maximum number of fields is now viewable in User Data (within individual records), without introducing scroll bars (based on 800 x 600 resolution).
- The student's e-mail address is now added as a display field on the ISIR Review, Loan, Awards, Pell and Verification Worksheet tabs.
- The default value for the Verification Status code on the Demo tab will be set to blank when a demo record is manually added to the software.
- A new report has been added to the software. The Student Summary Report is available from the print dialog box when a student record is open or closed. The report will include basic award/COD information.

- Print to e-mail functionality has been added to the software. This will allow users to e-mail student based letters as an html attachment.
- Users have the ability to print all Letter types to file while in a student record.
- Users have the option of floating in the Student's First or Full Name in all student based letters, after the "Dear" in the greeting if a salutation is offered.
- Users now have the option to enter either Current or Original SSN under File/Open. The Current SSN has been added as an additional field on the dialog box. If multiple students have the same Current SSN, the system will display a select record grid with the same elements as the open dialog box.
- A link to FAA Access to CPS Online has been added to the view menu while in the student record. View functionality has been added so that when the link is clicked, the FAA homepage will be launched. Both applications will work independently of each other.

Application Processing

- The Verification Tracking Flag is displayed on the ISIR tab, and on the FAA Information section of the printed ISIR. FAAs will be able to query on the flag and print lists based on the flag.
- Student's E-Mail Address (field #98 on the SAR) is correctable to blank.
- The NSLDS dialog box and report is modified to display the Direct Loan PLUS MPN status. ISIR import will store the Direct Loan PLUS MPN status.
- The Pell Remaining Amount to be Paid field was deleted from the ISIR import, NSLDS dialog box, and NSLDS report.
- Two additional post-screening reason codes will be stored on the ISIR Import, and displayed on the NSLDS view dialog box and NSLDS Report.
- The Print FAA Comments, Print SAR Comments, and Print Loan Information checkboxes on the print ISIR selection screen will be checked as default with the ability to uncheck them as desired.
- A checkbox has been added to the print dialog (ISIR Report) to only print students with more than six loans.

- The following rejects have been enhanced/or added:
 - Reject A is now a verifiable reject for a student's date of birth equal to 1900-1928.
 - Reject C is now a verifiable reject for taxes paid unusually high as compared to AGI.
 - Reject 12 is added for taxes paid greater than or equal to the AGI.
- A new End-of-Entry Edit (5010) has been added to require dependent students to enter a parent's SSN:
 - If the father's and mother's SSN are blank, the record is rejected.
 - If parent is a non-citizen, all zeros (000-00-0000) must be filled as the parent's SSN.

Note: If parent is a U.S. citizen, parent's SSN should be in the valid SSN range (001-01-0001 to 999-99-9999). If one parent's SSN is filled in, but not valid, and the other parent's SSN is blank or also invalid, the record will be rejected by the CPS.
- A new screen edit has been added to require a parent's last name when the SSN is non-blank.
 - If parent does not have a last name, enter single/first name in the last name field.
- A Transaction Preference filter is displayed on the export dialog box for the External ISIR export. All, Highest, and Active are the options for this field.
- The Eligible to File 1040A or 1040EZ question for student and parent has been added to the verification worksheet tab.
- The Input Record Type field will be used to distinguish the types of corrections from EDEXpress. The following three values are used: H for Full SAR corrections, Q for Quick corrections, and V for Verification Worksheet corrections.

- Codes for paper data have been redefined as follows:
 - 51 = Applications
 - 52 = Renewal Apps
 - 53 = Corrections
 - 55 = Spanish Apps
 - 56 = Signature pages
- Application Source code 41 for FAFSA Express has been deleted.
- Application/Transaction Source/Site Codes fields have been renamed to: Application/Transaction Data Source (1st digit); Application/Transaction Data Type (2nd digit).
- Application Source code 55 has been added for Spanish Applications.
- When printing ISIRs, a functionality was added to allow a filter capability on both Batch ID and Selection Criteria/Query.
- Entry Source Code value of 3 is used in order to accumulate counts for Easy FAFSA records. The following source/type codes are used:
 - 31 = Full SAR corrs
 - 32 = Elect. Signatures
 - 33 = Quick corrections
 - 34 = Verification worksheet corrections
- The default value for “Update Demo Data?” in Apps system setup has been changed to checked.

Packaging

- The Pell COA field is updateable via multiple entry when the record is packaged.
- The length of the term column in academic year setup has been increased to 9 characters.

EDE and Packaging Technical References

The *EDE Technical Reference* and the *Packaging Technical Reference* contain technical details such as record layouts and valid field contents. The *Packaging Technical Reference* also contains worksheets and import and export information for interfacing EDEExpress Packaging with an external mainframe system.

Both technical references can be downloaded from the FSAdownload Web site located at FSAdownload.ed.gov.

EDEExpress Supports These Printers

We tested the following printers that are Windows NT 4.0, Windows 98, Windows Me, Windows 2000, and Windows XP compatible:

- HP8150
- HP4
- HP11Si
- HP5SiMX
- HP4000N
- HP4M
- HP4Si
- HP8000N
- HP4MPlus
- HP5Si

EExpress Benchmarking

We performed benchmarking tests on the EExpress for Windows, Version 9.0 software to determine how it operates in certain operating environments.

Imports

The benchmarking results for EExpress import files are as follows.

- These tests were all completed on a Pentium 800 with 128 MB RAM.
- Records were imported into an empty database.
- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box to begin the import process until the import statistics are displayed.

Import	Operating System	Benchmarking Volume	Time Elapsed
ISIR Data	NT 4.0	1000	35 seconds
ISIR Data	Windows 98	1000	42 seconds
ISIR Data	Windows Me	1000	42 seconds
ISIR Data	Windows 2000	1000	34 seconds
ISIR Data	Windows XP	1000	36 seconds

Reports

The benchmarking results for EDEExpress reports and lists are as follows:

- These reports were tested in Windows NT, Windows 98, Windows Me, Windows 2000, and Windows XP on HP LaserJet 3 si, 4, 4 si, and 8150DN printers.
- These tests were all completed on a Pentium 800 with 128 MB RAM.
- The Average Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EDEExpress Print dialog box and when the operating system (Windows NT/98/Me/2000/XP) print dialog appears.
- The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.

Report	Operating System	Benchmarking Volume	Average Time Elapsed
Document Tracking Letter	NT 4.0	5 records	1 second
Document Tracking Letter	Windows 98	5 records	1 second
Document Tracking Letter	Windows Me	5 records	1 second
Document Tracking Letter	Windows 2000	5 records	1 second
Document Tracking Letter	Windows XP	5 records	1 second
Mailing Labels	NT 4.0	25 records	1 second
Mailing Labels	Windows 98	25 records	1 second
Mailing Labels	Windows Me	25 records	1 second
Mailing Labels	Windows 2000	25 records	1 second
Mailing Labels	Windows XP	25 records	1 second
ISIR	NT 4.0	2 records	1 second
ISIR	Windows 98	2 records	1 second
ISIR	Windows Me	2 records	1 second
ISIR	Windows 2000	2 records	1 second
ISIR	Windows XP	2 records	1 second
Processed ISIRs	NT 4.0	25 records	1 second
Processed ISIRs	Windows 98	25 records	1 second
Processed ISIRs	Windows Me	25 records	1 second
Processed ISIRs	Windows 2000	25 records	1 second
Processed ISIRs	Windows XP	25 records	1 second
Award Letters	NT 4.0	2 records	1 second
Award Letters	Windows 98	2 records	1 second
Award Letters	Windows Me	2 records	1 second
Award Letters	Windows 2000	2 records	1 second
Award Letters	Windows XP	2 records	1 second
Packaging Setup	NT 4.0	26 pages	1 second
Packaging Setup	Windows 98	26 pages	1 second
Packaging Setup	Windows Me	26 pages	1 second
Packaging Setup	Windows 2000	26 pages	1 second
Packaging Setup	Windows XP	26 pages	1 second

Reminders

New Hardware Requirements

The Department of Education produced a document titled “Analyzing your FSA Computing Needs to be more Productive and Save Money” which is available on IFAP at the following URL:

<http://198.77.163.160/eannouncements/attachments/1129MinPCneeds.pdf>

We suggest you read through this document to get a better idea of your school's computing needs and what your processing requirements may be.

Back Up Your Database Weekly

You should back up your EDEExpress for Windows database file (EXPRES34.MDB) regularly so you do not lose your data. We recommend that you back up your files at least once a week. You should also back up your data before and after you run utilities as a precautionary measure.

EDEExpress for Windows does not include a backup utility. You must use your own backup software. Be sure to test your backup software to verify that it can reliably restore your backups.

Optimize Your Database with Software Utilities

EDEExpress for Windows contains utilities that allow you to optimize your database to prevent problems. We recommend that you repair, compact, and verify your database once a week. Once all three are successful, back up the database (see section above).

Run the database utilities in the following order:

- Repair Database
- Compact Database
- Verify Database
- Repair Database
- Compact Database

For specific information regarding repairing, compacting, and verifying, see section “Run the Repair Database Utility.”

Run the Repair Database Utility

The Repair Database utility resolves inconsistencies in record storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while EDEExpress for Windows updates your records.

EDEExpress for Windows may not detect database corruption, so if your system functions unpredictably (for example, you start getting database error messages, even something as simple as a missing flag on a record), use the Repair Database utility. Running this utility once a week helps to prevent database problems.

Warning: Before using this utility, be sure you have space on your hard drive that is at least equal to three times the current size of the database.

Improve Performance with the Compact Database Utility

The Compact Database utility improves the performance of EDEExpress for Windows by optimizing the database (EXPRES34.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in EDEExpress for Windows, the database file can become fragmented.

Running this utility weekly makes the database files smaller and improves system performance. It can also significantly reduce the size of your database. This does not mean that records are removed, only that they are organized and stored more efficiently.

Warning: Before using this utility, be sure you have hard drive space available at least equal to three times the current size of the database.

Prevent Problems with the Verify Database Utility

The Verify Database function checks for data relationship integrity in your database. If EDEExpress for Windows crashes or abnormally halts processing, a record may be missing one of its associated records. Verify Database recreates the missing record.

Running this function weekly helps to prevent problems.

Warning: Before using this utility, be sure you have hard drive space available that is at least equal to three times the current size of the database.