

July 2001

RE: FISAP for Windows, Version 4.1

Dear FISAP Users:

This release of the 2002-2003 FISAP for Windows, Version 4.1, resolves two issues present in FISAP for Windows, 4.0 pertaining to the exporting of Current/Edit FISAP Data. These issues will not prevent you from entering data into the FISAP software.

Issues Resolved in FISAP for Windows, Version 4.1

- 1) Version 4.0 will not allow you to export a FISAP record if you enter data in Part VI, Section A, Line 18c AND this number is greater than the total in Part VI, Section A, Line 16a. The export process will fail with the error message "Part VI, Section A, Undergraduate Independent Grid - The data in lines 17 and/or 18 must not exceed the data in line 16." In actuality, this edit should only occur if 18c is greater than 16c (NOT 16a).
- 2) You may also encounter the error message mentioned above if you add multiple FISAP records in Version 4.0 using the External Add process. If you receive this error message during export, open the record to review Part VI, Section A. If line 17 and/or 18 do not exceed the data in line 16, SAVE Part VI of your FISAP record, then export the record again.

If this does not resolve these error messages, please install Version 4.1 and run the export again. If you have not downloaded or installed Version 4.0, or have installed Version 4.0 but have not entered any data, you should do a full install of Version 4.1. If you have installed Version 4.0 and have entered data, you should do a Custom Install (upgrade).

Note: These issues will not affect every school that uses Version 4.0. If you do not meet either condition listed above, you will not need to install Version 4.1.

What the Software Contains

The FISAP for Windows software includes:

- The Fiscal Operations Report for program participation during the Award Year July 1, 2000 through June 30, 2001. Federal regulations state that if you spent funds in 2000-2001 or have a Federal Perkins Loan Fund, you must submit a Fiscal Operations Report.
- The Application to Participate for the Award Year July 1, 2002 through June 30, 2003, in the following three campus-based programs:
 - Federal Perkins Loan
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Federal Work-Study (FWS)
- The Campus-Based Reallocation Form permits schools to return unused funds from the Award Year 2000-2001 and to request FWS funds for the Award Year 2001-2002.

Note: If your institution plans to release unexpended Campus-Based Program funds, or request supplemental Federal Work-Study funds, the Reallocation Form **must** be completed and transmitted to the Department of Education by **August 24, 2001**.

How to Obtain the Software and Documentation

You can download the software and the related user documentation from the SFAdownload Web site, located at **SFAdownload.ed.gov**.

The “Downloading Software/Paper Documentation” chapter of the *FISAP for Windows 2002-2003 Installation Guide* provides complete installation instructions.

If you have trouble opening the SFAdownload Web site or have difficulty in downloading FISAP for Windows, Version 4.1 software, call CPS/WAN Technical Support at **800/330-5947** to request diskettes.

Note: Some organizations restrict their users from downloading from FTP sites. You may want to contact your technical support staff to obtain full FTP download rights.

If You Have Technical Support and Policy Questions

If you have SFA technical support questions and subscribe to SFATECH, you can post e-mail on the SFATECH listserv located at:

www.ed.gov/offices/OSFAP/sfatech/listserv.html

Make sure you include the name of your organization and your telephone number in your message. Department staff or contractors for the system about which you have a question will see your posting and begin preparing a response.

If you have questions regarding FISAP 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**. You can also e-mail inquiries, comments, or suggestions 24 hours a day to **CPSWAN@NCS.COM**. A representative will respond within 24 hours.

CPS/WAN Technical Support

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FISAP Basics

How to Download Your FISAP Prior Year Data File

The Campus-Based contractor will place the Prior Year Data file (FPYD03OP) in your Title IV Wide Area Network mailbox by **August 1, 2001**. Use EDconnect to access your mailbox and download the prior year data file to your hard drive. Use FISAP for Windows to import the FISAP prior year data file.

If you need assistance with receiving the FISAP Prior Year Data file, refer to your *EDconnect Desk Reference* or call CPS/WAN Technical Support at **800/330-5947**, Monday – Friday, 7 a.m.– 7 p.m. (CT). You can also e-mail your questions to **CPSWAN@NCS.COM** or fax them to 319/339-6983. You must send the completed 2002-2003 FISAP data to the campus-based contractor via EDconnect for Windows by **October 1, 2001**.

When to Submit the Reallocation Form

You must complete and transmit the Reallocation Form to the Department of Education (ED) by **August 24, 2001** if your institution plans to release unexpended Campus-Based Program funds or request supplemental Federal Work-Study funds.

Note: You **must** set up your Funding Levels before you begin to complete your current year FISAP data. You can set up your Reallocation Form at any time prior to August 24, 2001; after August 24, this option will not be available and will be grayed out. Please refer to the FISAP for Windows help text for complete information.

How to Obtain Compliance Certifications

You must print the 2002-2003 Drug-Free Workplace, Anti-Lobbying, and Debarment Certification forms directly from the FISAP for Windows software. Refer to the *FISAP Instruction Booklet* and online help within the software for specific instructions on how to print these compliance certification forms and for mailing instructions.

New for 2002-2003! The signature page and certification forms are now combined.

How to Request Underuse of Funds Waiver

If your school is returning more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 2000-2001 award year, you will receive a reduction of that program's 2002-2003 allocation in the same amount of the 2000-2001 funds that were returned.

You may request a waiver of the “Underuse of Funds” penalty by selecting the “Yes” box in Part II, Section C, Line 6. You must also provide a written explanation of the circumstances that caused the underuse of your allocation on the FISAP for Windows Additional Information screen. If you need to send additional documentation to support your written explanation, please attach that documentation to your newly combined certification and signature pages.

A review panel will consider each waiver request and ED will send the approval or denial decision to schools by **December 31, 2001**.

What Is a Complete FISAP Submission

A complete FISAP submission to the campus-based contractor consists of the following items:

- Transmission of a completed electronic FISAP via EDconnect.
- Receipt of the newly combined certification and signature pages printed from the FISAP for Windows software with original signatures.
- Any additional documentation you are submitting with your “Underuse of Funds” waiver request (if applicable).

Refer to the *FISAP Instruction Booklet* on the IFAP Web site for complete mailing instructions. Your FISAP signature page and compliance certifications **must be postmarked** no later than **October 1, 2001**. Your electronic FISAP data must also be transmitted by **October 1, 2001**. If you have any questions concerning the preparation of your FISAP contact an SFA Campus-Based Operations staff member or e-mail your questions to them at **CBFOB@ED.GOV**. A list of the SFA Campus-Based Operations staff and their phone numbers is available online in the FISAP Help menu and is also included in the *FISAP Desk Reference*.

How to Update/View FISAP Edit/Verification Files

The campus-based contractor will place the edit report files (FIDT03OP) in your mailbox within five working days of receipt of your current FISAP data or edit data files. Using the FISAP for Windows software to update the FISAP data, you must return the edited FISAP data to the campus-based contractor via EDconnect by **December 15, 2001**. All institutions that applied for funds will receive their tentative awards from the U. S. Department of Education by **February 1, 2002** and final awards by **April 1, 2002**.

How to View Acknowledgement Files in EDconnect

The campus-based system will return an acknowledgement for every file that it receives from you. The file will be sent over Student Aid Internet Gateway (SAIG) as a text file and may be viewed from within the EDconnect software.

You may open the file within EDconnect using either the Activity Log View or the Text File View.

To open the file from the activity log, go to **File, New** and select **Activity Log View**. Next, find the entry for the received acknowledgement file (the entry will be in blue). Tab or scroll to the right until you find the File Name column. Double-click on the name of the acknowledgement file (for example, C:\IAM\Data\FEDA02OP.DAT). When you double-click on the name, the file will open within a text window. You may then print the file by selecting **File, Print**.

To open the file from EDconnect's Text File View, go to **File, New** and select **Text File**. This will open up a blank text editor. Then, go to **File, Open**, and select the file you wish to open, then click **Open**. The file will then appear in the text window. You may print the file by selecting **File, Print**.

FISAP Enhancements

The following product enhancements are included in FISAP for Windows, 2002-2003 Version 4.0 software.

Record Layouts

- We added the OPEID to the layouts for the Reallocation and Report Request files.
- We removed the DUNS number from the Prior Year file record layout.

Import

- Multiple schools can now be imported during the External Data file import.
- We removed the screen review flag from the external import process.
- Upon import of the Edit Report Files, the following messages are printed on the Import Edit Report:
 1. If no edits are returned, we will print “Data Accepted. No errors found.”
 2. If edits are returned, we will print “Edits shown on this report must be resolved by December 15, 2001.”
 3. In all cases, we will print “If you are a Perkins school, you must report cash on hand as of 10/31/2001. Transmit this information by 12/15/2001 if you have not already done so.”
- If an action flag “E = Explain” is imported, the message “Explanation on File” is printed on the Import Edit Report along with the edit number that contains a problem.
- Upon completion of the FISAP Edit Comparison Report, the message “No discrepancies or errors found” is printed on the report if there are no discrepancies.

Export

- We changed the "Current FISAP Data" Export Type description (FCUR message class) to "Current/Edit FISAP Data." We combined last year's 'Current FISAP Data' and 'Edit Data' export types to 'Current/Edit FISAP Data' export type.
- The "Date signed" field from Part I, Section B, Question 8 cannot be blank during Export processes.
- Entry edits are performed on all 01 record types during the export process.

Print

- Printing of multiple schools at the same time is now available.
- We removed the footer with the message 'DO NOT SEND THESE PAGES TO THE DEPARTMENT' from the Signature Page report.
- We removed the Debarment Form and Signature Page options from global print.

Entry

- The waiver request for the underuse of funds (Entry edit for Part II, Section C, field 6) now has a deadline date of December 31, 2001.
- The "Date signed" field in Part I, Section B, Question 8 can be blank in Entry.

Process

- We deleted Process edit 9187.
- We added the following process edits: 09320, 00210, and 00220.
- We enabled Process/Validate at the tab level and allow users to view and print error messages.

Message Classes for 2002-2003

Removed	FEDA03OP – FISAP Edit File Acknowledgement
	FEDT03IN – FISAP Edit Data
	FHOL03OP – Hold Status Notification
New	FRQA03OP – Report Request Acknowledgment File

FISAP References

What's New in 2002-2003 FISAP for Windows is available in FISAP Online Help. The online help provides detailed instructions to assist you in using the new enhancements.

The *FISAP Technical Reference* also contains FISAP system information for combination schools electing to simultaneously use FISAP for Windows and their own system or vendor-provided software. The *Reference* includes record layouts, valid field content, and system edits. The 2002-2003 publication can be obtained from the SFA download Web site (located at SFAdownload.ed.gov).

FISAP Supports These Printers

We tested the following printers that are Windows NT 4.0, Windows 95, Windows 98, and Windows 2000* compatible:

- HP LaserJet 3 si
- HP LaserJet 4
- HP LaserJet 4M
- HP LaserJet 4M Plus
- HP LaserJet 4 si
- HP LaserJet 5 si
- HP LaserJet 5 si MX
- HP LaserJet 4000N
- HP LaserJet 8000N*
- HP LaserJet 8150 DN

*There is currently no functional Windows 2000 print driver for the HP LaserJet 8000N printer.

FISAP Benchmarking

We performed benchmarking tests on the FISAP for Windows, Version 4.0 software to determine how it operates in certain operating environments. The benchmarking results for importing were obtained using a Pentium 200 with 64 MB of RAM. Those for print benchmarking were obtained using a Pentium II 266 with 64 MB of RAM.

- The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.
- The Average Time Elapsed column indicates the measurement of time starting when you click OK in the FISAP Print dialog box and when the operating system (Windows NT/95/98/2000) print dialog appears.

The outcomes for an assortment of FISAP Import and Print events are listed in the tables that follow.

Note: The minimum hardware and software specifications, published in the Federal Register on September 19, 1997, still apply to this product. The minimum hardware and software specifications published in the Federal Register on December 22, 2000, will be applicable next year.

FISAP Import

The benchmarking results of FISAP Import process were as follows.

Component	Operating System	Benchmarking Volume	Average Time Elapsed
Prior Year Data File	NT 4.0	2 records	25 seconds
Prior Year Data File	Windows 95	2 records	32 seconds
Prior Year Data File	Windows 98	2 records	29 seconds
Prior Year Data File	Windows 2000	2 records	26 seconds
Replacement YTD Data File	NT 4.0	5 records	20 seconds
Replacement YTD Data File	Windows 95	5 records	25 seconds
Replacement YTD Data File	Windows 98	5 records	23 seconds
Replacement YTD Data File	Windows 2000	5 records	21 seconds

FISAP Printing

The benchmarking results of FISAP Printing were as follows.

Component	Operating System	Benchmarking Volume	Average Time Elapsed
Batch Activity List	NT 4.0	14 records/2 pages	1 second
Batch Activity List	Windows 95	14 records/2 pages	1 second
Batch Activity List	Windows 98	14 records/2 pages	1 second
Batch Activity List	Windows 2000	14 records/2 pages	1 second
FISAP Form (all parts)	NT 4.0	15 pages	7 seconds
FISAP Form (all parts)	Windows 95	15 pages	7 seconds
FISAP Form (all parts)	Windows 98	15 pages	7 seconds
FISAP Form (all parts)	Windows 2000	15 pages	7 seconds

Electronic FISAP Process

The following is a simplified overview of the steps required to complete the electronic FISAP using EDconnect for transmission over the Title IV WAN. Detailed information about the data that is to go into each field can be found in the *FISAP Instruction Booklet* and by accessing the software's online help.

Note: New schools will not have prior year data.

Step One: Installation and Setup

Install FISAP for Windows following the directions from the Installation Guide. FISAP for Windows is installed to the EDESuite program group. Next, add security group and user information for those who will access FISAP for Windows.

To install and add a security group(s):

1. Install the software (see Installation Guide for more instructions).
2. Select **Tools, Setup, Security Groups** from the menu bar.
3. Click **Add**.
4. Type the name or the group you are defining.
5. Click the **Browse Only (Tabs?)** checkbox if you want the group's access to this tab to be read-only.
6. Click the checkboxes in the **Access** column to enable or disable the functions to which the group will have access. If a checkmark appears in the function's checkbox, the function is enabled.
7. Click **Save** to add the group to the database, then click **OK** to continue.
8. (optional) Repeat steps 3 through 7 to add more groups.
9. Click **OK** to return to the FISAP main screen.

Note: If you mark the checkbox for Browse Only (Tabs?), the user will not be able to view or perform any functions other than Process, Validate. In order for the user to be able to view the tabs, they must be given entry access.

To add a security user(s):

1. Select **Tools, Setup, Security Users**.
2. Click **Add**.
3. Enter **User ID, Password, and Group Name**.
4. Click **Save** to add the user to the database then click **OK** to continue.
5. (optional) Repeat steps 2 through 4 to add more users.
6. Click **OK**.
7. Click **OK** to return to the FISAP main screen.

After you have added users, you can then modify the information by selecting **Tools, Setup, Security Users**.

Step Two: Transmission Setup

You may choose to have FISAP for Windows automatically prepare your export files for transmission.

To set for automatic creation of export files:

1. Select **Tools, Setup, Security Users**.
2. Click the **Export to EDconn32** checkbox.
1. Click **OK**.

Note: Edconn32 must be installed on the same PC as the FISAP for Windows software for this process to work.

Step Three: Importing

New Schools

New schools will not have prior year data to import and will need to select **File, New** from the main menu and enter their data in Parts I & II.

Continuing Schools

Continuing schools initiate school files by importing the **Prior Year Data (FPYD03OP)**.

To import data:

1. Select **File, Import** (or click the Import button).
2. Select **Prior Year Data** from the Import type list.
3. Click the **File** button under **Import From** and select the appropriate file (FPYD03OP.*).
4. Click **Open**.
5. Click **OK**.

Step Four: Funding Level Setup

Continuing schools must check their prior year funding levels after they import their Prior Year data file (see Step Three: Importing).

To set up your funding levels:

1. Select **Tools, Setup** from the menu bar.
2. Click **Funding Levels**.
3. Click your **School's ID** if more than one school is defined on your database.
4. Click **OK**.
5. View funding levels and, if incorrect, use the **revised** column to change the information.
6. Click **Update**.
7. Click **OK**.
8. If more than one school is defined, click on **Schools** and repeat steps 3 through 7 until complete.
9. Click **Close**.

Step Five: Reallocation Form Setup

Continuing schools will need to complete section A of the Reallocation Form if they have unexpended 2000-2001 FSEOG, FWS, and/or Perkins Loan funds. If a continuing school wants to request supplemental FWS funds for Community Service Jobs for the 2001-2002 award year, they must complete section B.

To set up your reallocation form:

1. Select **Tools, Setup** from the menu bar.
2. Click **Reallocation Form**.
3. If more than one school exists in your database, click your **School's ID** and click **OK**. Otherwise, your school opens automatically.
4. Enter the **unexpended fund amounts** in Section A or the amount of **supplemental FWS funds requested** in Section B.

Note: If you did not spend at least 5% of your 2000-2001 FWS federal funds for community service jobs, then you cannot request supplemental funds for 2001-2002.

5. Click **Update**.
6. Click **OK**.
7. If more than one school is defined, click on **Schools** and repeat steps 3 through 6 until complete.
8. Click **Close**.

Step Six: Updating

Once the first file has been imported, you can enter FISAP data. The steps for updating data in the FISAP file are the same each time an edit file is imported. The software allows the submission of the electronic FISAP as many times as needed.

FISAP allows you to prepare multiple FISAPs (for multiple campuses). If multiple school files are set up, the software prompts for the file it needs when functions such as **Open, Print, Export**, etc., are selected.

To update your FISAP data:

1. Select **File, Open** (or click the Open File button).
2. Choose the desired school (only if multiple school files are set up).
3. Select the section of the FISAP to be completed by clicking on the appropriate tab at the bottom of the screen, such as **Application**.
4. Enter data or data changes on each page. To switch between pages click the large, boldface number buttons at the top of the screen below the menu bar.
5. Upon completion of each section, select **File, Save** or click the **Save** button and then click **OK** and respond to edits by changing data or providing answers.
6. Click **OK**.

Step Seven: Validation Process

Before exporting the file, run the validation process with the record closed.

To run the validation process:

1. Select **Process** from the menu bar.
2. Click on **Validate**.

The Validate process allows you to run the edits against your current FISAP data. This process can be run at any time, with the record closed, by selecting **Validate** from the Process menu.

If you have more than one school in your database, select the school you want to validate and then click **OK**.

This process also runs automatically before an export file is created.

Step Eight: Exporting

Export and transmit your FISAP data, Edits, and Reallocation data via EDconn32.

To export FISAP data:

1. Select **File, Export** (or click the Export button).
2. Select the **Export Type**.
3. Verify that the correct file name appears in the **Export To:** field.
4. Select **OK**.
5. Click the checkbox to certify compliance with ED programs indicated in the agreement dialog box.
6. If more than one school exists in your database, click your **School's ID** and click **OK**. Otherwise, your school opens automatically.
7. If export edits appear that require correcting before the export process can continue, open the FISAP record and make the corrections. Then perform steps 1 through 7 again.
8. Open **EDconn32** and transmit the data.

Step Nine: Newly Combined Certification and Signature Pages

New for 2002-2003! The signature page and certification forms are now combined.
You **must** print this form from your FISAP data.

To print the newly combined certification and signature pages from an open FISAP form:

1. Select the **Identification** tab from the open FISAP form.
2. Select **File, Print** (or click the Printer button).
3. **FISAP Form** is displayed in the **Report** field for you.
4. Select **Printer** as the output destination.
5. Click **OK**.

To print FISAP materials from a closed FISAP form:

1. Select **File, Print** (or click the Printer button).
2. Select **FISAP Form** from the **Report** field.
3. Click on the items you want to print.

For example, Identification (this option gives you the newly combined certification and signature pages), Application, Perkins, FSEOG, FWS, Program Summary, and Additional Information.

4. Select **Printer** as the output destination.
5. Click **OK**.

To print the Lobbying Form:

1. Select **File, Print** (or click the Printer button).
2. Select **Lobbying Form** from the **Report** field.
3. Select **Printer** as the output destination.
4. Click **OK**.

Step Ten: Mail

Mail completed **certification** and **signature pages** with required original signature to:

Electronic FISAP Administrator
8300 Colesville Road
Suite 600
Silver Spring, MD 20910 - 3289

Step Eleven: Corrections

Edits returned **must** be resolved and retransmitted.

To make corrections:

1. Import the FISAP **Edit Report** file (FIDT03OP.*).
2. Make necessary corrections on each tab.
3. Save the file.
4. Run **Process, Validate** to make sure all edits are resolved.
5. Export the Current/Edit FISAP Data file (FCUR03IN.*).
6. Transmit.

Electronic FISAP Checklist

Continuing Schools

Setup

- **Security Groups:** Define specific security groups and task levels under **Tools, Setup, Security Groups**.
- **Security Users:** Add user IDs within the Security Groups for those who will need access to the FISAP data under **Tools, Setup, Security Users**. Click the **Export to EDconn32** checkbox to have files automatically sent to EDconn32 for transmission.

Import Prior Year Data File (FPYD03OP.*)

- Import your Prior Year Data File (FPYD03OP).
- You must review your funding levels under **Tools, Setup, Funding Levels** and adjust if necessary.
- Reallocation Form: Complete sections A and B as appropriate for your school under **Tools, Setup, Reallocation Form**.
- You may want to print the FISAP form to review and distribute (if more than one office is working on the FISAP).

Update

- Choose **File, Open** and select your school.
- Enter the required information on each tab applicable to your school.
- Correct or explain any edits met in the provided dialog box.
- Click **File, Save** (or click the Save button).
- Print the form for your records.

Export the Reallocation Form (FREL03IN.*)

- Complete section A if you had unexpended 2000-2001 FSEOG, FWS, or Federal Perkins Loan funds.
- Complete section B if you want to request supplemental FWS funds for the 2001-2002 award year.
- Select **File, Export** from the main menu.
- Select **Reallocation data** as the export type.
- Transmit your Reallocation form data via **EDconn32** by August 24, 2001.

Note: If you return funds, you need to adjust your funding levels.

Export the FISAP Data File (FCUR03IN.*)

- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Select **Current/Edit FISAP Data** as the export type.
- Transmit your FISAP data via **EDconn32** by October 1, 2001.

Print

- Print, sign, and mail your newly combined certification and signature pages to the correct address by October 1, 2001.

Import FISAP EDIT File (FIDT03OP.*)

- Select **File, Import** from the main menu.
- Select **Edit Report Files** as the import type.
- Resolve all edits returned to you and retransmit. Follow this procedure for each stage of edits.

Export the Current/Edit FISAP Data file (FCUR03IN.*)

- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Select **Edit data** as the export type.
- Transmit your FISAP data via **EDconn32** by December 15, 2001.
- You are not required to resubmit the signature pages with the edit file.

New Schools

Setup

- **Security Groups:** Define specific security groups and task levels under **Tools, Setup, Security Groups**.
- **Security Users:** Add user IDs within the Security Groups for those who will need access to the FISAP data under **Tools, Setup, Security Users**. Click the **Export to EDconn32** checkbox to have files automatically sent to EDconn32 for transmission when exporting.

Update

- Choose **File, New** and enter your school's name and address.
- Click **File, Save** (or click the Save button).
- Complete Parts I and II, and any additional information that may be necessary on the Additional Information tab.
- Print the form for your records.

Export the Current/Edit FISAP Data File (FCUR03IN.*)

- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu. Choose the **Current/Edit FISAP Data File**.
- Transmit your FISAP data via **EDconn32**.

Print

- Print, sign, and mail your newly combined certification and signature pages to the correct address.

Import FISAP EDIT File (FIDT03OP.*)

- Select **File, Import** from the main menu.
- Select **Edit Report Files** as the import type.
- Resolve all edits returned to you and retransmit. Follow this procedure for each stage of edits.

Export the Edit File (FCUR03IN.*)

- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Select **Edit data** as the export type.
- Transmit your FISAP data via **EDconn32**.
- You are not required to resubmit the signature pages with the edit file.

Reminders

Back Up Your Database Weekly

You should back up your FISAP for Windows database file, FISAP2.mdb, regularly so you do not lose your data. We recommend that you back up your files at least weekly. You should also back up your data before and after you run utilities as a precautionary measure.

FISAP for Windows does not include a backup utility. You must use your own backup software. You should test your backup software to verify its reliability to successfully restore your backups.

Optimize Your Database by Using Software Utilities

The FISAP for Windows software contains utilities that allow you to optimize your database if you encounter 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

For specific information regarding repair, compact, and verify, see the appropriate section below.

Run the Repair Database Utility

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

FISAP may not detect database corruption. If your system behaves unpredictably (for example, you start getting database error messages, even for something as simple as a missing flag on a record), use the repair database utility. Running this utility weekly 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 by Using the Compact Database Utility

The Compact Database utility improves the performance of FISAP for Windows by optimizing the database (FISAP2.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in FISAP 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 were removed, only that the database is more compact.

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 by Using the Verify Database Utility

The Verify Database function checks for data relationship integrity in your database. If FISAP 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.