

January 1999

Dear QAP for Windows Users:

We are pleased to enclose the 1998-99 Quality Assurance Program (QAP) Software, version 3.0. This letter covers enhancements to the QAP software. Changes to the functions and the appearance of the software are minimal, but several enhancements have been made which make it easier to manage your student aid data as well as provide you with more options and greater flexibility.

Included in this letter are the following:

- A list of the product enhancements
- The results gathered from QAP for Windows benchmark testing.
- A reminder to back up and optimize your QAP for Windows database

CPS Customer Service can handle all of your QAP for Windows questions regarding:

- Installation issues
- Software problem resolution
- Software functionality
- Technical assistance
- Final Data Disk Process

You can reach them Monday – Friday, 7:00 a.m. – 7:00 p.m. (CT), at **1-800/330-5947**. Ask your Customer Service Representative about possible charges when you call this number. You may also e-mail inquiries, comments, or suggestions 24 hours a day to CPS@NCS.com. A representative will respond within 24 hours.

Sincerely,

CPS Customer Service

Product Enhancements

The following enhancements are included in QAP for Windows version 3.0:

General Changes

- Updated indicators and date ranges for 1998-1999 award year.
- A new section called “What’s New for 1998-1999” was added to the Help text.

Tools

- Custom Formats setup is a new option under the Tools menu that allows you to create your own format for Custom reports.
 - Select fields in any order and assign the selected fields to a format code, which can be retrieved in the Custom Report Print dialog box.

Entry

- Removed the Pell Recalculation questions from the Enrollment Data page.
- Added a new question, “Was the student disbursed Pell or SEOG funds as a graduate student, grade level 7 – 10?,” and two new entry fields for Pell and SEOG disbursed to a graduate student on the Institution Data page.
- The Most Recent EFCs used on the Award Data page are now required fields if the Most Recent awards on the Summary page are greater than zero for each program.
- Tax Return Type has been moved to the Student Data page, and Document and Report Codes have been added for it.
- References to “Financial Aid Transcript (FAT)” in the software are now called “Historical Data.”
- “Loan Proration” has been renamed to “Undergraduate Loan Proration,” and the field will not appear if the student is a graduate student.
- New icons for adding and deleting loan records were added to the tool bar. Also, a new key stroke CNTL C was added to close a record.

Readings

- Tax Return Type was added as a student marginal reading.
- SEOG and Pell were added as Summary Readings for graduate students who were disbursed SEOG and Pell.
- The calculation for loan proration for undergraduate students looks at grade level to determine if proration is necessary for loan eligibility. Loans are prorated for undergraduate students, and if the student is a graduate student, grade level 7 or higher, the proration percentage is set to 100 percent.

Record Layout

- The record layouts have been updated for the 1998-1999 ISIR.
- An Out of Tolerance field was added to the Custom Report.

Import

- New fields may be imported into the software: Assumption Override 7 and Assumption Override 8.
- When using the Import Merge QAP Data import type, the user will have the option to skip, overwrite, or discontinue importing duplicate records.

Printing/Reports

- Grade Level was added to the AM-4 report for each disbursed amount.
- New fields were added to the reports: SEOG Grad Overpay, Pell Grad Overpay; and Tax Return Type.
- Added a new section to Summary Report under Section F summarizing which students received disbursements but were never awarded funds.
- The Sample Draw Date from Population setup will print on the Summary Report.
- References to “FAT” or “Financial Aid Transcript” were renamed to “Historical Data” on all reports.
- The new format code used for custom reports was added to the Print dialog box.

QAP for Windows Benchmarking

We have completed benchmarking on the 1998-99 QAP for Windows software to document the performance of QAP for Windows in certain operating environments.

The benchmarking for importing ISIR data and external data files into QAP for Windows was conducted on three different platforms and in a combination of environments. The following table represents the total amount of time it took to import 400 to 1000 records into the QAP module. For the network tests, the executable (WINQAP9.EXE) was on the workstation and the database (WINQAP9.MDB) was on the server. The server used is a production server with approximately 200 simultaneous users. The tests were done during normal working hours. From previous benchmarking activities, we have not seen a performance difference between the Novell 3.12 environment and the NT server environment; thus, only the Novell network environment is listed below. The symbol <> indicates the times are approximate.

Component	Area	Operating System	Type of Network	BM Volume	Time Elapsed	PC Platform
ISIR ASCII	Import	Win98	N/A	400	9 minutes	Pentium 200 64MB
ISIR ASCII	Import	Win NT	N/A	1000	11 minutes	Pentium 200 64MB
ISIR ASCII	Import	Win NT	Novell	1000	2 hrs. 8 min.	Pentium 200 64MB
ISIR ASCII	Import	NT 4.0	N/A	1000	12 minutes	Pentium 200 64MB
ISIR ASCII	Import	NT 4.0	Novell	1000	2 hrs. 12 min.	Pentium 200 64MB
Express MDB	Import	Win98	N/A	400	15 minutes	Pentium 200 64MB
Express MDB	Import	Win NT	Novell	400	2 hrs. 23 min.	Pentium 200 64MB
Express MDB	Import	Win NT	N/A	400	22 minutes	Pentium 200 64MB

Below are the printing benchmarking results for the reports and lists in QAP for Windows. These reports were tested on HP LaserJet IIIsi, 4si, and 5si printers. The print drivers used matched the printers; for

example, we used the 4si driver with the 4si printer. The benchmark volume represents a combination of information. In some cases it represents both the number of records and pages. The time elapsed is the time from when OK is selected on the Print dialog box until the printing begins.

Component	Operating System	Printer	BM Volume	Print Results	Time Elapsed
AM-4 Worksheet	NT 4.0	HP4	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	NT 4.0	HP4000N	use query-2 records/8 pages	OK when 4Si driver used	20 seconds
AM-4 Worksheet	NT 4.0	HP4M	use query-2 records/8 pages	OK	18 seconds
AM-4 Worksheet	NT 4.0	HP4MPlus	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	NT 4.0	HP4Si	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	NT 4.0	HP5M	use query-2 records/8 pages	OK	17 seconds
AM-4 Worksheet	NT 4.0	HP5Si	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	NT 4.0	HP5SiMX	use query-2 records/8 pages	OK	18 seconds
AM-4 Worksheet	NT 4.0	HP6MP	use query-2 records/8 pages	OK when 5 MP driver used	20 seconds
AM-4 Worksheet	NT 4.0	HPIII	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	Win95	HP4	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP4000N	use query-2 records/8 pages	OK when 4Si driver used	12 seconds
AM-4 Worksheet	Win95	HP4M	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP4MPlus	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP4Si	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP5M	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP5Si	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP5SiMX	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP6MP	use query-2 records/8 pages	OK when 5 MP driver used	12 seconds
AM-4 Worksheet	Win95	HPIII	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win98	HP4	use query-2 records/8 pages	OK	13 sec
AM-4 Worksheet	Win98	HP4000N	use query-2 records/8 pages	OK when 4Si driver used	12 sec
AM-4 Worksheet	Win98	HP4M	use query-2 records/8 pages	OK	12 sec
AM-4 Worksheet	Win98	HP4MPlus	use query-2 records/8 pages	OK	12 sec
AM-4 Worksheet	Win98	HP4Si	use query-2 records/8 pages	OK	12 sec
AM-4 Worksheet	Win98	HP5M	use query-2 records/8 pages	OK	13 sec
AM-4 Worksheet	Win98	HP5Si	use query-2 records/8 pages	OK	12 sec
AM-4 Worksheet	Win98	HP5SiMX	use query-2 records/8 pages	OK	13 sec
AM-4 Worksheet	Win98	HP6MP	use query-2 records/8 pages	OK when 5 MP driver used	12 sec
AM-4 Worksheet	Win98	HPIII	use query-2 records/8 pages	OK	12 sec
Summary	NT 4.0	HP4	8 pages	OK	44 seconds
Summary	NT 4.0	HP4000N	8 pages	OK when 4Si driver used	47 seconds
Summary	NT 4.0	HP4M	8 pages	OK	39 seconds
Summary	NT 4.0	HP4MPlus	8 pages	OK	37 seconds
Summary	NT 4.0	HP4Si	8 pages	OK	39 seconds
Summary	NT 4.0	HP5M	8 pages	OK	38 seconds
Summary	NT 4.0	HP5Si	8 pages	OK	40 seconds
Summary	NT 4.0	HP5SiMX	8 pages	OK	38 seconds
Summary	NT 4.0	HP6MP	8 pages	OK when 5 MP driver used	59 seconds
Summary	NT 4.0	HPIII	8 pages	OK	45 seconds
Summary	Win95	HP4	8 pages	OK	32 seconds
Summary	Win95	HP4000N	8 pages	OK when 4Si driver used	34 seconds

Component	Operating System	Printer	BM Volume	Print Results	Time Elapsed
Summary	Win95	HP4M	8 pages	OK	32 seconds
Summary	Win95	HP4MPlus	8 pages	OK	33 seconds
Summary	Win95	HP4Si	8 pages	OK	33 seconds
Summary	Win95	HP5M	8 pages	OK	32 seconds
Summary	Win95	HP5Si	8 pages	OK	32 seconds
Summary	Win95	HP5SiMX	8 pages	OK	32 seconds
Summary	Win95	HP6MP	8 pages	OK when 5 MP driver used	33 seconds
Summary	Win95	HP111	8 pages	OK	34 seconds
Summary	Win98	HP4	8 pages	OK	32 sec
Summary	Win98	HP4000N	8 pages	OK when 4Si driver used	32 sec
Summary	Win98	HP4M	8 pages	OK	32 sec
Summary	Win98	HP4MPlus	8 pages	OK	34 sec
Summary	Win98	HP4Si	8 pages	OK	31 sec
Summary	Win98	HP5M	8 pages	OK	32 sec
Summary	Win98	HP5Si	8 pages	OK	32 sec
Summary	Win98	HP5SiMX	8 pages	OK	34 sec
Summary	Win98	HP6MP	8 pages	OK when 5 MP driver used	33 sec
Summary	Win98	HP111	8 pages	OK	32 sec

Final Data Disk Process

Due to the size of the QAFINAL9.MDB file, the system first exports your information to the location where your WINQAP9.MDB file is installed. Go to the "File" menu and select export. Then select "Final Data Disk." Again, the system will export your information to the location where your WINQAP9.MDB file is installed, most likely the c: drive.

Compress or "ZIP" the file onto one data diskette and send it to Pelavin Research Center for analysis. Name the compressed file FINALQA9.ZIP. To compress the QAFINAL9.MDB file created by the "Final Data Disk" process, PKZIP, WinZip, or other shareware utilities can be downloaded via the Internet at www.winzip.com or asizip.com. Instructions for using WinZip are below.

After you've performed your final export, use the following method to ZIP and copy your file.

USING WINZIP WITH WINDOWS 95/NT

1. DOUBLE CLICK ON MY-COMPUTER.
2. OPEN THE C:\WINQAP9 FOLDER
3. RIGHT CLICK ON QAFINAL9.MDB

4. SELECT ADD TO QAFINAL9.MDB
5. RIGHT CLICK ON THE NEWLY CREATED QAFINAL9.ZIP
6. SELECT SEND TO: 3 1/2 FLOPPY (A:) OR REMOVABLE DRIVE (A:)

WINDOWS 3.1X

1. START WINZIP FROM THE WINZIP FOLDER
2. CLICK NEW OR SELECT FILE, NEW FROM THE MENU BAR
3. TYPE QAFINAL.ZIP IN THE ARCHIVE NAME TEXT BOX.
4. SELECT C:\ AS THE DIRECTORY
5. TYPE C:\WINQAP9\QAFINAL9.MDB IN THE ADD FILES BOX
6. CLICK OK
7. EXIT WINZIP.
8. USING THE WINDOWS FILE MANAGER OR THE DOS PROMPT TO COPY THE QAFINAL.ZIP FILE TO A DISKETTE.

SEND A COPY OF THE DISKETTE, YOUR SUMMARY REPORT, AND YOUR WORKSHEET AM 2-2A TO PELAVIN RESEARCH CENTER: ATTENTION GEORGE KHALAF AT

1000 THOMAS JEFFERSON STREET, N.W. 4TH FLOOR
WASHINGTON, DC. 20007



REMINDER!!!

Backup

Backing up your WINQAP9.MDB on a regular basis is advisable. Although no backup utility is included with the QAP for Windows software, we highly recommend you perform this process at least weekly using your own backup utility. The backup utility you choose to use should be tested to verify its reliability in successfully restoring your backups.

Software Utilities

The QAP for Windows database utilities allow you to optimize your database should you encounter problems. We recommend you repair and compact your database at least once a week. If both are successful, back up the database (see section above). You should always run Database Repair first followed by Compact Database. For more information regarding the Database Repair and Compact Database utilities, see below.

Repair Database

The Repair Database utility resolves inconsistencies in records storage otherwise known as database corruption. Your database may become corrupted if QAP for Windows is interrupted unexpectedly by a power outage, a LAN failure, or other problems while it is updating records. QAP for Windows may not detect database corruption, so if your system behaves unpredictably (for example, you start getting database error messages, etc.), use Repair Database to fix the database. Running this utility weekly helps prevent problems. Before using this utility, please be sure you have hard disk space available that is equal to the size of the database.

Compact Database

The Compact Database function improves the performance of QAP for Windows by optimizing the database (WINQAP9.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in QAP for Windows, the database file may become fragmented. Compacting the database defragments the database, which makes it smaller and improves system performance. Running this process weekly helps prevent these problems.