# **Running Test Files**

Included in both the Windows-based and mainframe installation software are test files that will help ensure you have installed the software correctly, and will better illustrate how the system works.

For the Windows-based software, the files are all located in the directory Samples, and include two different Extract files (extract-fail.ff and extractpass.ff), an Error Submittal Notification Summary file (shsntfop.ff), a TEF file (tef.ff), and a load error file (loaderr.ff). For mainframes, the running test files JCL is in Appendix G and will be unloaded when you install the software.

To test the installation of DataPrep for Windows, you must first copy the extract-pass.ff file to the correct directory path (the default directory path is C:\DataPrep\Extract\) and rename it extract.ff since DataPrep will only validate the file called extract.ff. You can copy and rename the file using Windows Explorer. You must also copy the TEF (tef.ff) and Prior Validated Extract files (priorextr.ff) to the current directory (C:\DataPrep\Current).

Then begin the Extract Validation process. From the DataPrep Main Menu, select Extract Validation:



Figure 1, DataPrep Main Menu with Extract Validation Selected



## **Running Samples**

Before testing, you must first copy the sample Extract files (extract-pass.ff and extractfail.ff), the Prior Extract (priorextr.ff), the Load Process Error file (loaderr.ff) and the TEF files (tef.ff) that were included with the software. Using Windows Explorer, copy them (rather than move them) to the appropriate directories, as specified in the installation. The two extract files must be in C:\DataPrep\Extract\ (or the directory you set up). And "priorextr.ff" and "tef.ff" must be in C:\DataPrep\Current\.

For more information about copying and/or renaming files, refer to Windows Help. To access Help, go to either My Computer or Explorer, click on Help, and scroll down to "Copying file" or "Renaming files." The Validate Extract dialog box will appear:

NSLDS Federal	Perkins DataPrep - Extract Validation		×
Input			
Extract:	C:\DataPrep\Extract\extract.ff	1999-01-21	4
TEF:	C:\DataPrep\Current\tef.ff	1999-06-03	4
L			
Output —			
Submittal:	C:\DataPrep\Current\submit.ff	1999-06-09	+
Error:	C:\DataPrep\Current\extrerr.ff	1999-06-09	4
Log:	C:\DataPrep\Current\extrlog.ff	1999-06-09	4
ļ			]
	<u>R</u> un <u>S</u> top <u>Exit</u> <u>H</u> elp		

Figure 2, Validate Extract Dialog Box

Now click Run, and if your installation was done correctly, the Validate Extract Status dialog box should appear with the following message:

🔚 NSLDS Federal Perkins DataPrep - Validate Extract Status 📃 🔲 🗙				
Number Of Extract Records to Process: 51				
NSLDS Federal Perkins DataPrep version/release V2.R1				
Processing Started at 16:46:11 01/26/1999				
*** Exceeds Threshold Tolerance ***				
The percentage of domain errors exceeds the allowable tolerances. Therefore, no Submittal File has been created. You may use the Loan Detail Error Report to help determine the cause. Please correct your database, create a new Extract file, and rerun the Extract Validation process. Refer to the Perkins DPI for help in identifying the possible cause of the problem.				
ORIGINAL SCHOOL = 00111100				
EXTRACT DATE = 06\30\1998				
FILE RECORD COUNTS:				
Processing Status				
<u>C</u> lose <u>H</u> elp				

Figure 3, Extract Validation Was Successful

If you get any other message, or if Extract Validation did not run, first check that you had renamed the file originally called extract-pass.ff and had labeled the Extract file correctly as extract.ff. Then, make sure that you specified the correct directory path for DataPrep to find the extract.ff file.

If Extract Validation ran correctly and you got the correct message, you should then go through the rest of the process.

Now go back to the Main Menu and click Log Report. The Log Report dialog box should appear:

NSLDS Federal Perkins DataPrep - Log Reports	×
Log Files	Date
C:\DataPrep\Current\extrlog.ff	1999-01-29
View Viewer Print Exit Help	

Figure 4, Log Report Dialog Box

You must first highlight the file listed before you can view the log report. Then click View, launching the default viewer. (In this example the default was set to DataPrep's viewer.)



Figure 5, Sample Log Report

Then, from the DataPrep Main Menu, click Error Report, highlight the Extract file, and generate a summary error report sorted by Error Code. The following report should then appear:

🗉 extrerr-sumrpt-ERRCDE.ff - WordPad
<u>File E</u> dit <u>V</u> iew Insert F <u>o</u> rmat <u>H</u> elp
REPORT ID: EDS001       U. S. DEPARTMENT OF EDUCATION       DATE: 06/28/1999         PAGE NO: 1       NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)       TIME: 11:00:16
EXTRACT VALIDATION SUMMARY ERROR REPORT
Report Parameters: Provider Code: 00111100 EXTRACT DATE:06/30/1998 Sort Order: Ascending by Error Code
% of Field Error Count Total Code Code Field Name Error Message
6 100.0 Total
1 16.7 223 1127 Student First Name Field must be left-justified
1 16.7 260 1143 Date Entered Repayment Invalid Date Entered Repayment
2 33.3 221 1164 Student Social Security Number Invalid Student Social Security Number
1 16.7 224 1183 Type of Loan/Other Aid Type of Loan/Other Aid is required
1 15.7 225 1195 Date of First Dispursement Invalid Date of First Disbursement
Becords with Evrors 6 12 00%
End of NSLDS Summary Error Report
For Help, press F1

Figure 6, Test Summary Error Report

If this screen appears, you should return to the Main Menu and run a log report, and summary and detail error reports using any of the sort criteria and different viewers. Then look over the reports to get a good idea of what they look like. Also check steps 3 and 6 for more information about error files and reports.

Now test the second test file. But before you do, you must first rename the extract.ff file back to extract-pass.ff, and extract-fail.ff to extract.ff. You can use Windows Explorer to do so. Then run Extract Validation again.

This time you should get the following message:

🔚 NSLDS Federal Perkins DataPrep - Extract Validation Process	_ 🗆 X			
Number Of Extract Records to Process: 51	A			
NSLDS Federal Perkins DataPrep version/release V2.Rl				
Validation Processing Started at 11:55:04 06/21/1999				
*** Exceeds Threshold Tolerance ***				
The percentage of domain errors exceeds the allowable tolerances. Therefore, no Submittal File has been created. You may use the Loan Detail Error Report to help determine the cause. Please correct your database, create a new Extract file, and rerun the Extract Validation process. Refer to the Perkins DPI for help in identifying the possible cause of the problem.				
ORIGINAL SCHOOL = 00111100				
EXTRACT DATE = 06/30/1998				
FILE RECORD COUNTS:				
EXTRACT DETAIL RECORDS = 50				
Processing Status				
<u>C</u> lose <u>H</u> elp				

Figure 7, Extract Validation Successful

If this screen appears, you should return to the Main Menu and run a log report, summary error reports, and detail error reports using any of the sort criteria and different viewers. Then look over the reports to get a good idea of what they look like.

# **Testing Load Processing Error Reports**

The Samples directory included in the software also contains sample Load Process Error and Threshold, Error Code, and Field Code files.

Before you can generate a Load Process Error report, you must import these two sample files into the correct directory where DataPrep can process them. Unlike the sample Extract file, however, you do not have to use Windows Explorer to copy the files. Instead, you can use the DataPrep function, File Transfer.

From the DataPrep Main Menu, select File Transfer. Then select the Threshold, Error Code, and Field Code File Type.

NSLDS Federal Perkins DataPrep - File Transfer	×
Action	
Import Thresholds, Error Codes and Field Codes File	
O Import Load Processing Error File	
O Import Loan Detail File	
O Import Error Submittal Summary Notification File	
O Export Submittal File	
NSLDS File Input: C:\NSLDS-V2\Samples\TEF.ff	Browse 4
DataPrep File	
Output: C:\DataPrep\Current\TEF.ff	Browse
Move Copy Exit Help	

You will then have to use the Browse function to locate the sample TEF.ff file, which is located in NSLDS-V2\Samples\TEF.ff.

Select NSLDS File			? ×
Look in: 🛛 🔂 Sa	mples	<b>•</b>	
<ul> <li>ERRDTL.sel</li> <li>ERRDTL.srt</li> <li>ERRDTL.var</li> <li>extract-fail.ff</li> <li>extract-pass.ff</li> <li>loaderr.ff</li> </ul>	<ul> <li>■ LOANDTL.sel</li> <li>■ LOANDTL.stt</li> <li>■ LOANDTL.var</li> <li>● shsntfop.ff</li> <li>● TEF.ff</li> </ul>		
File name: TEF.ff			<u>O</u> pen
Files of type: All File	\$ [* *]	<b>_</b>	Cancel

Select "Open" and the previous screen will appear from which you can select "Copy." Then repeat the procedure for the Load Process Error file (loaderr.ff).

For more information about importing files into DataPrep, refer to Step 6 on **Error! Bookmark not defined.** 

# i

### Can't Find the File?

When browsing, if none of the sample files are listed, you may have to change the Files of Type so that all files are listed, not just specific ones. The default looks for the appropriate message class (e.g., the load error function looks for the slderrop.\* file).

# **(i)**

#### Mainframe Testing For testing the Load Error

Report function for mainframes, refer to Appendix G.

# i

## File Types

When browsing for files, you may have to change the "Files of type:" box located on the bottom of the screen to "All Files (\*.\*)" in order to find the file. After you've successfully imported the Load Process Error and TEF files, you can now proceed with running Load Process Error Reports. From the DataPrep Main Menu, click Error Report. The following screen will appear:

NSLDS Federal Perkins DataPrep	- Error Report			×
Error Source	Report Type			
C Extract Validation	Summary			
Coad Processing	O Detail			
Error Files				Date
C:\DataPrep\Current\loaderr.	ff			1999-01-19
				Þ
Selection Criteria		Variable	Value	
All Records	<b>v</b>			
Sort Sequence (within schoo	al)			
Descending by Count	•			
Report File: C:\DATAPREP\CU	IRRENT\LOADERR-SU	MRPT-COUNT	.FF	+
<u>G</u> enerate <u>V</u> iew	Viewe <u>r</u> Print	Delete	E <u>x</u> it	Help

Figure 8, Error Reports Load Processing Screen

Highlight the loaderr.ff file and generate a summary report using the Count option. You should see the Summary Error Report message box.

🔚 NSLDS Fe	deral Perkins DataPrep - Summary Error Report 📃 🛛 🗙
Options	
Source:	LOAD
Input:	C:\DataPrep\Current\loaderr.ff
Sort:	COUNT
Output:	C:\DataPrep\Current\loaderr-sumrpt-COUNT.ff
Status	
THE ERF	ROR SUMMARY REPORT HAS BEEN GENERATED!
	<u>Y</u> iew <u>Close</u> <u>H</u> elp

Figure 9, Summary Error Report Message Box

The report will look like this:

🗉 loaderr-sumrpt-COUNT.ff - Notepad	_ 🗆 ×
<u>File Edit Search H</u> elp	
REPORT ID: EDS001         U. S. DEPARTMENT OF EDUCATION         DATE: 01/29/1983           PAGE NO:         1         NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)         TIME: 13:28:11	9
LOAD PROCESS SUMMARY ERROR REPORT	
Report Parameters: Provider Code: 00202100 SUBMITTAL DATE: 10/30/1998 Sort Order: Descending by Co % of Field Error Count Total Code Code Field Name Error Message	vunt
12 100.0 Total	
5     41.7     221     1251     Student Social Security Number     Student SSN currently used by another student       4     33.3     286     1169     Code for Current School     Invalid Code for Current School       1     8.3     283     1121     Date of Outstanding Prin Bal     Date of Outstanding Principal Balance is required       1     8.3     262     1120     Date of Disbursement     Date of Disbursement must be >= Date of First Disbursement	t
Records in Extract File 123 Records with Errors 11 8.94%	
LOAD PROCESS SUMMARY ERROR REPORT Report Parameters: Provider Code: 00355400 SUBMITTAL DATE: 10/30/1998 Sort Order: Descending by Co % of Field Error Count Total Code Code Field Name Error Message	ount
7 100.0 Total	
7 100.0 266 1361 Date of Disbursement Def value for this field cannot modify a real value	
Records in Extract File 456 Records with Errors 7 1.54%	
Report Parameters: Provider Code: 00492000 SUBMITTAL DATE: 10/30/1998 Sort Order: Descending by Co	ount
% of Field Error Count Total Code Code Field Name Error Message	
2 100.0 Total	
1 50.0 284 1208 Amount of Outstanding Prin Bal Invalid Amount of Outstanding Principal Balance 1 50.0 221 1251 Student Social Security Number Student SSN currently used by another student	
Records in Extract File 78 Records with Errors 2 2.56%	
End of NSLDS Summary Error Report	_
	▼ ▶ //

Figure 10, Sample Summary Error Report

If the report you generated looks the same, you should generate other reports; including Detail Error Reports with different sort options. Refer to step 6 on **Error! Bookmark not defined.** for more information about Load Error Reports.

Before you begin to use DataPrep to process your live data, you should delete the sample Submittal file and all the report files you generated. You can do so either by using Windows Explorer, or by using DataPrep's File Backup function (see File Backup in step 6 on page **Error! Bookmark not defined.**). From the DataPrep Main Menu, click File Backup.

🔚 NSLDS Federal Perkins DataPrep - Backup Files	_ <b>_ _</b> ×
Current Files	Date
C:\DataPrep\Extract\extract-fail.ff C:\DataPrep\Extract\extract.ff C:\DataPrep\Current\TEF.ff C:\DataPrep\Current\extrerr.ff C:\DataPrep\Current\extrlog.ff C:\DataPrep\Current\loaderr-sumrpt-COUNT.ff C:\DataPrep\Current\loaderr.ff C:\DataPrep\Current\submit.ff	1999-01-21 1999-01-21 1999-01-27 1999-01-29 1999-01-29 1999-01-29 1999-01-29 1999-01-19 1999-01-29
	<u> </u>
Backup Folders	
New Move Copy List Exit	Help

Figure 11, Backup Files Dialog Box

Click New.

NSLDS Federa	Perkins DataPrep - New Backup File Folder	×
Directory:	C:\DataPrep\Backup\	1
New Folder:	y1998m12	and and a second se
	<u>O</u> K <u>C</u> ancel <u>H</u> elp	

Figure 12, New Backup File Folder Dialog Box

And Click OK.

🔚 NSLDS Federal Perkins DataPrep - Backup Files	
Current Files	Date
C:\DataPrep\Extract\extract-fail.ff C:\DataPrep\Extract\extract.ff C:\DataPrep\Current\TEF.ff C:\DataPrep\Current\extrer.ff C:\DataPrep\Current\extrog.ff C:\DataPrep\Current\loaderr-sumrpt-COUNT.ff C:\DataPrep\Current\loaderr.ff C:\DataPrep\Current\submit.ff	1999-01-21 1999-01-21 1999-01-27 1999-01-29 1999-01-29 1999-01-29 1999-01-19 1999-01-29
Backup Folders	<u> </u>
C:\DataPrep\Backup\y1998m12\	
New Move Copy List Exit	Help

Figure 13, Backup Files Dialog Box

A new Backup folder will appear.

Highlight *all* of the files listed AND the Backup Folder. Then click Move, and all of the files will move to the new backup folder you created. Click List, and a list of all the files in the highlighted folder will appear.

NSLDS Federal Perkins DataPrep - List Backup Files	×
C:\DataPrep\Backup\y1998m12\	
Backup Files	Date
TEF.ff	1999-01-27
extract-fail.ff	1999-01-21
extract.ff	1999-01-21
extrerr.ff	1999-01-29
extrlog.ff	1999-01-29
loaderr-sumrpt-COUNT.ff	1999-01-29
loaderr.ff	1999-01-19
submit.ff	1999-01-29
	Þ
<u>D</u> elete E <u>x</u> it <u>H</u> elp	

Figure 14, List Backup Files Dialog Box

From this screen you can delete all of the files by highlighting them and clicking Delete. Once the folder is empty, you can delete the backup folder by clicking Delete again.

You're now ready to begin using DataPrep to process your real data. Remember, if you have any problems, be sure to call the CSC at (800) 999-8219.



# **Delete All Sample Files**

You should delete *all* of the sample files and reports you created during the testing phase. That way you won't confuse them with the real data once you begin processing your institutional Database Extract File.

### And Don't Forget

After you've completed the testing phase, you have to rename the test Extract file you used to "extract-pass.ff" so you don't accidentally use it with your real data.



### Problems?

If you have any problems with installation or testing, be sure to call the CSC at (800) 999-8219 between the hours of 8 am and 8 pm Eastern Time, weekdays.