

## 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 extract-pass.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:

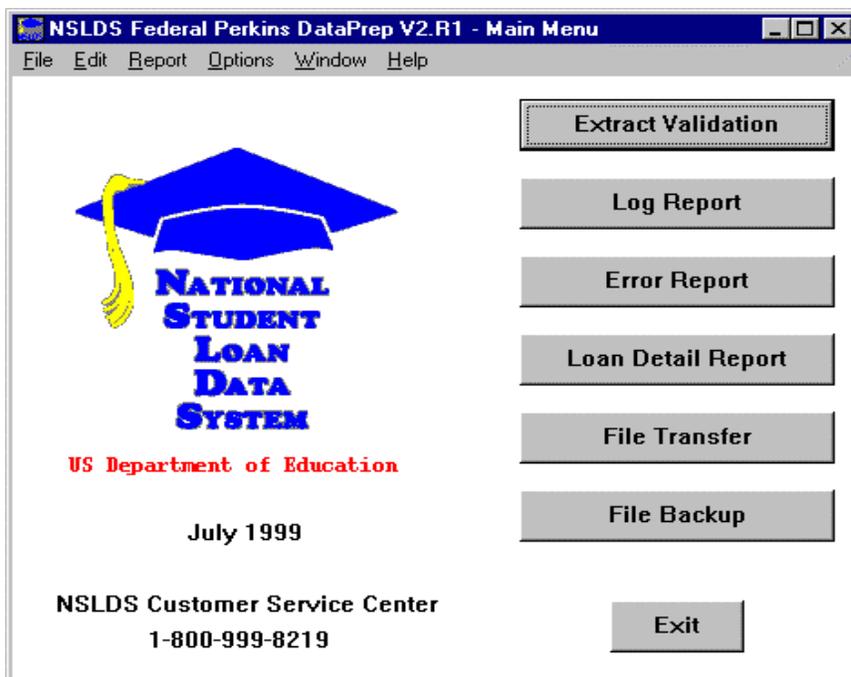


Figure 1, DataPrep Main Menu with Extract Validation Selected



### Running Samples

Before testing, you must first copy the sample Extract files (extract-pass.ff and extract-fail.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:

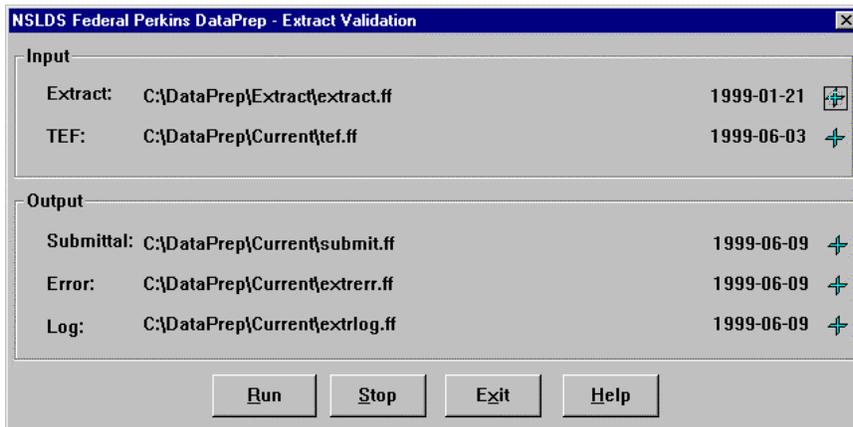


Figure 2, Validate Extract Dialog Box

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

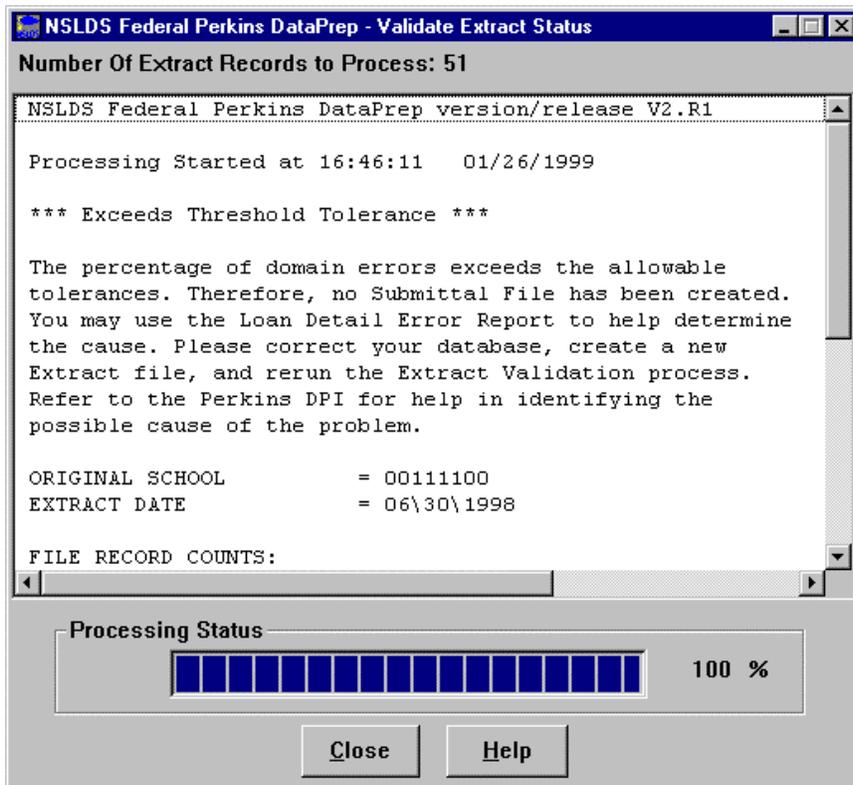


Figure 3, Extract Validation Was Successful

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:

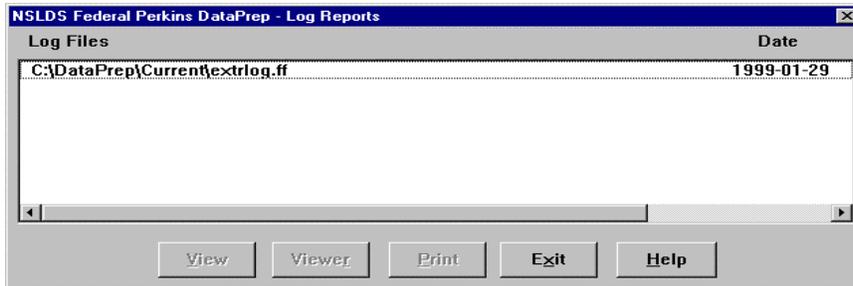


Figure 4, Log Report Dialog Box

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.)

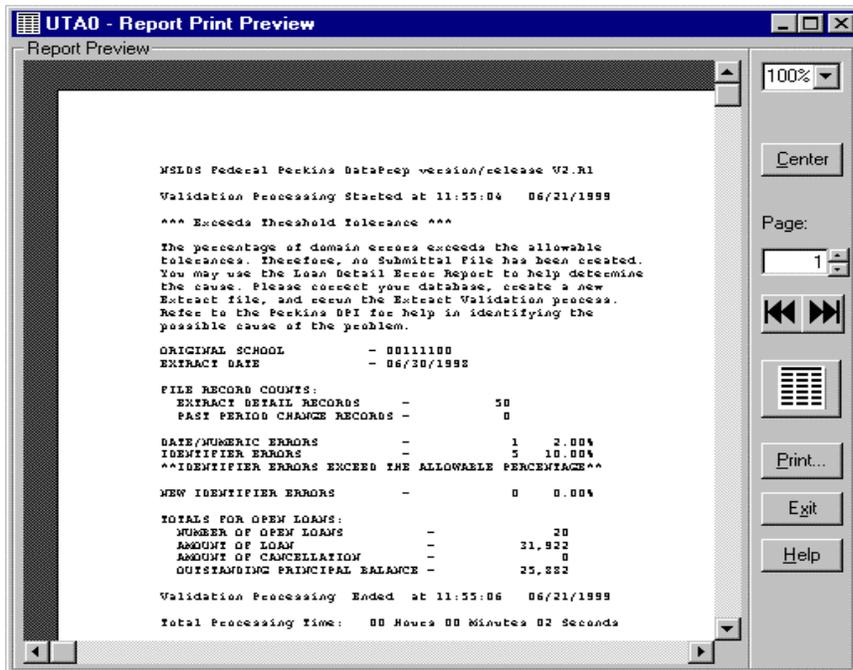


Figure 5, Sample Log Report

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:

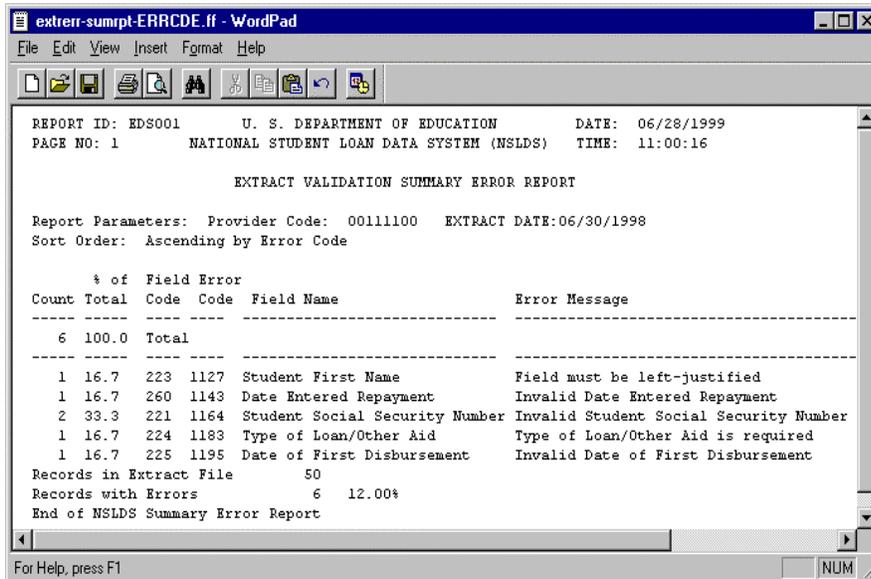


Figure 6, Test Summary Error Report

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:

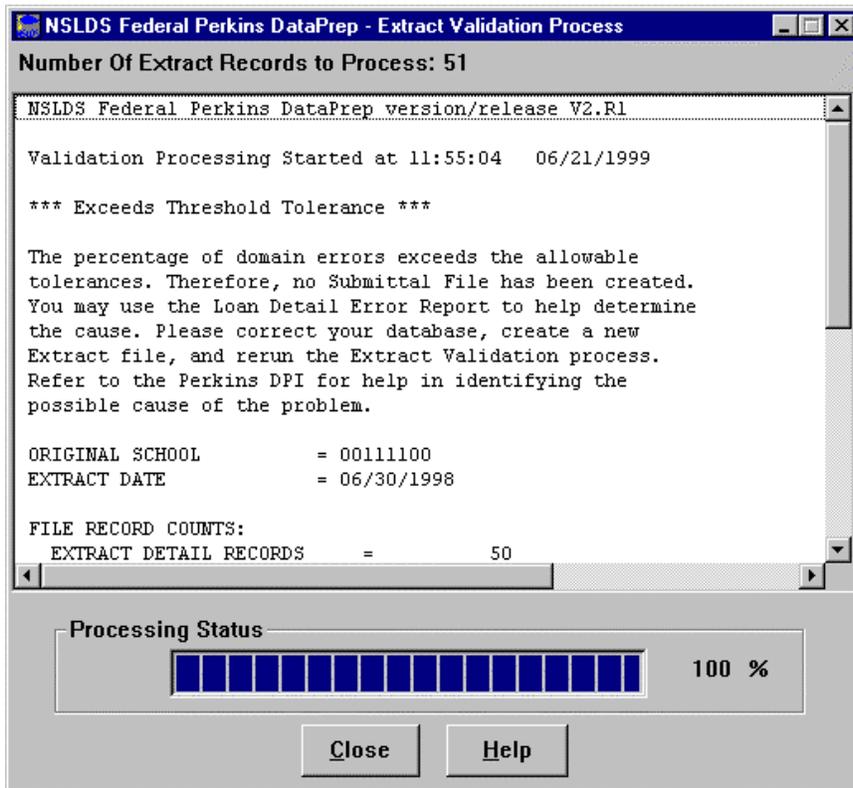


Figure 7, Extract Validation Successful

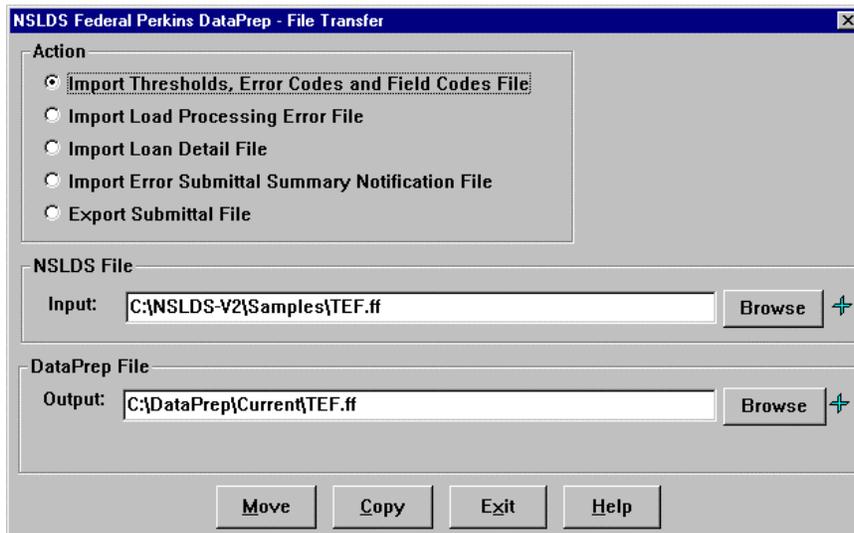
If this screen appears, you should return to the Main Menu and run a log report, summary error reports, and detail error reports using any of the sort criteria and different viewers. Then look over the reports to get a good idea of what they look like.

## Testing Load Processing Error Reports

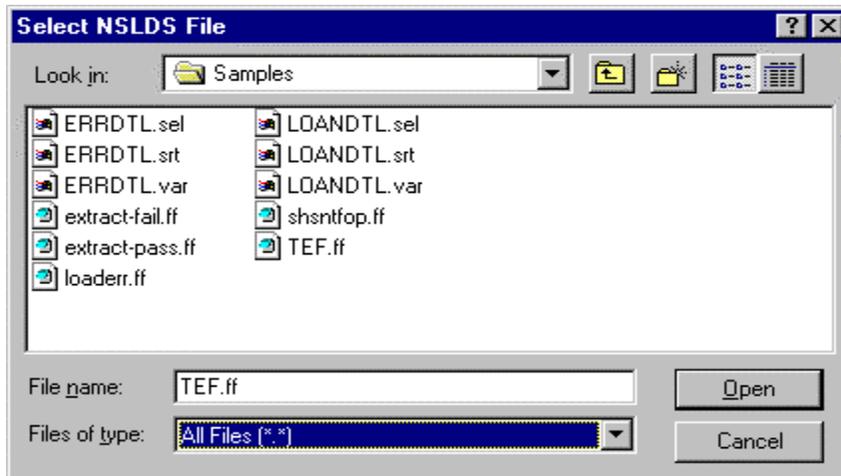
The Samples directory included in the software also contains sample Load Process Error and Threshold, Error Code, and Field Code files.

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.



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

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



### 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 sliderrop.\* file).



### Mainframe Testing

For testing the Load Error Report function for mainframes, refer to Appendix G.

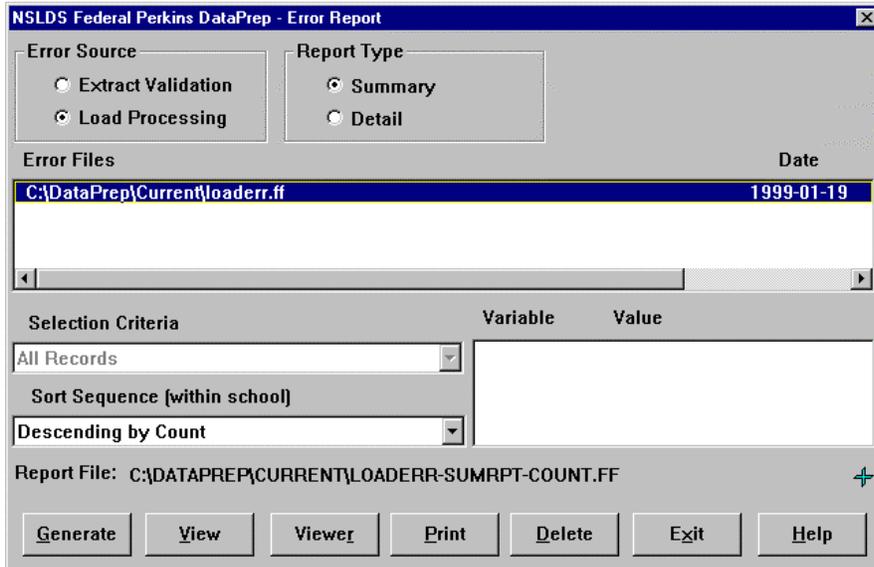


### File Types

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:

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.

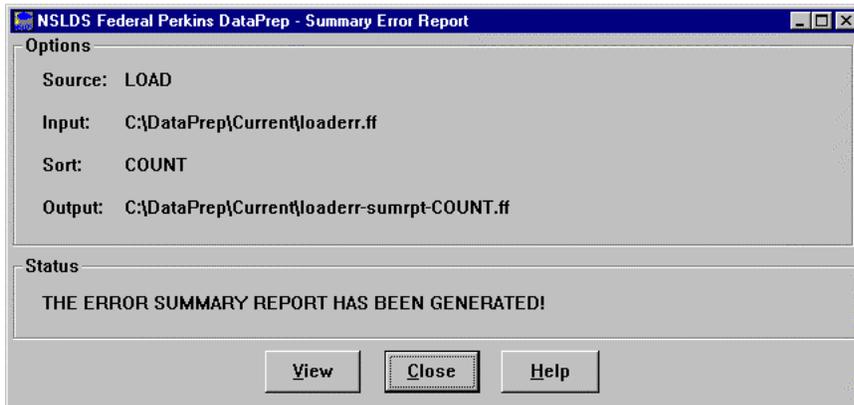


Figure 9, Summary Error Report Message Box

The report will look like this:

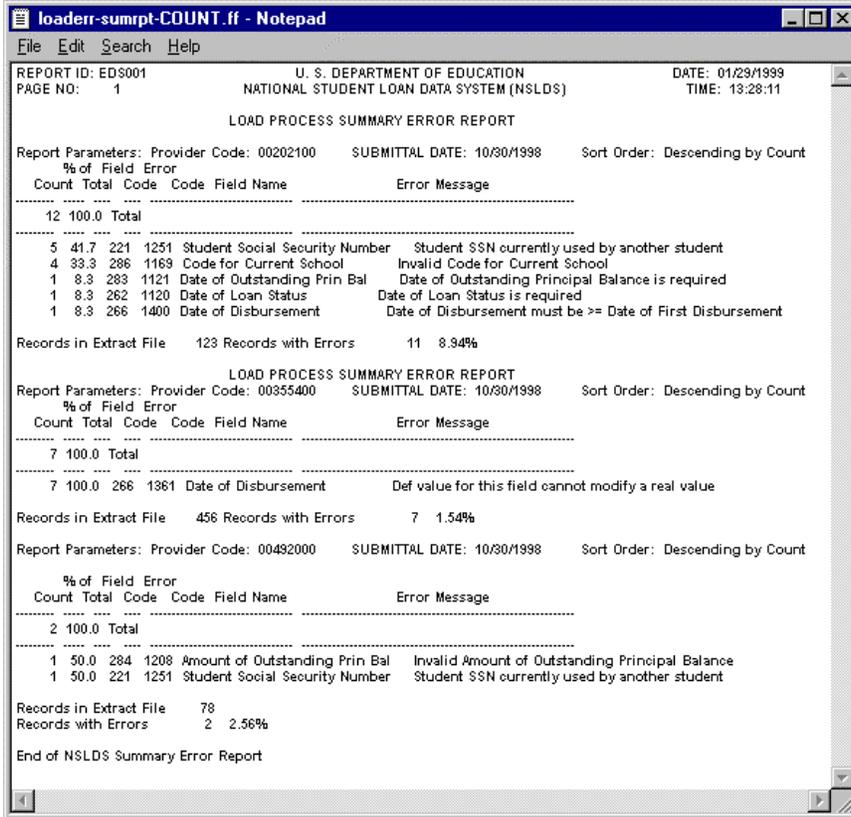


Figure 10, Sample Summary Error Report

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.

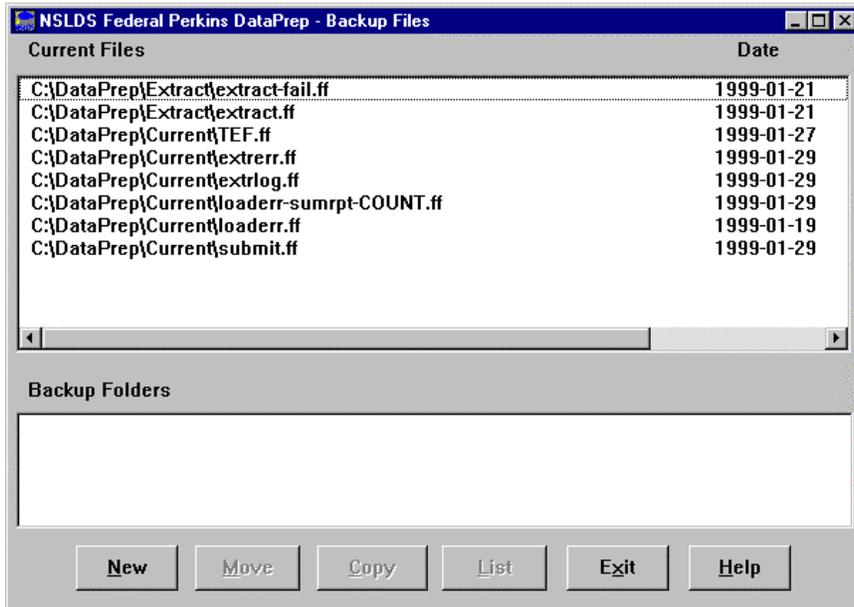


Figure 11, Backup Files Dialog Box

Click New.



Figure 12, New Backup File Folder Dialog Box

And Click OK.

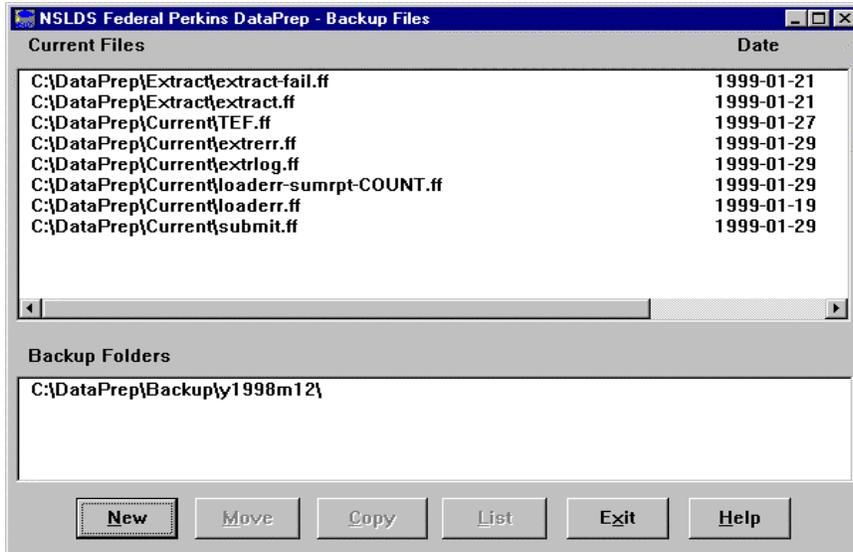


Figure 13, Backup Files Dialog Box

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.

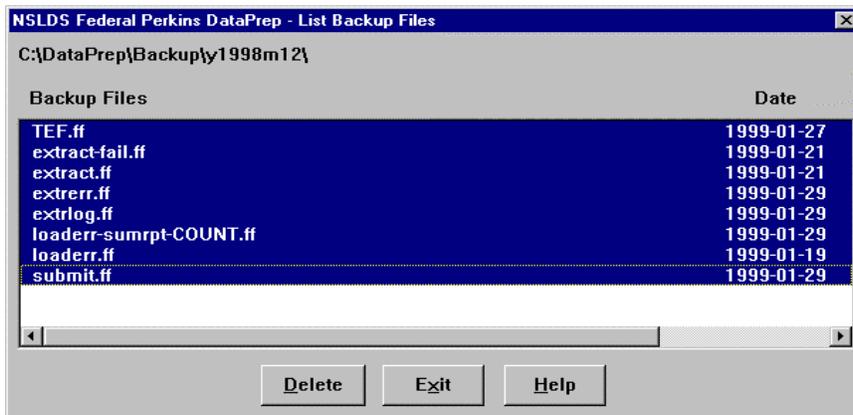


Figure 14, List Backup Files Dialog Box

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.

