# Texas Guaranteed

*To be the premier source of information, financing, and assistance to help all families and students realize their educational and career dreams.*

# AdvanTG Web v1.0

# Customer Conversion User Guide

**AdvanTG Web v1.0 Software Support**

**Release Date: 12/17/2002**

This document represents *some* the procedures necessary convert a TG customer institution's loan/application data and user security information to AdvanTG Web II.

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# Document Identification

**AdvanTG Web v1.0 Documentation Changes**

| Revision | Date | Author | Revisions Made |
|---|---|---|---|
| 0.8 | 09/26/02 | S. Lance Smith | Initial Draft |
| .91 | 10/09/02 | Lance Smith | Add procedures from BIT, PSG, Security. Add Index |
| .92 | 10/10/02 | Lance Smith | Add Mark Data Export Status Procedure |
| .95 | 10/15/02 | Lance Smith | Add Initial Load items from Lori Perry<br>Add Split CL Response File Procedure |
| .97 | 10/16/02 | Lance Smith | Release preliminary draft |
| .98 | 10/17/02 | Lance Smith | Revise Appendix B Checklist<br>Add Internet Browser Settings |
| .99 | 10/21/02 | Lance Smith | Add LBW Quality Assurance Procedures<br>Add Browser Caching Troubleshooting |
| 1.0 | 10/22/02 | Lance Smith | Release Draft |
| 1.4 | 11/18/02 | Lance Smith | Revised Checklists |
| 1.5 | 11/21/02<br>11/24/02 | Lance Smith | • Integrate Data Conversion Utilities include setting status for school, splitting Initial Load files, and checking TopLink Sequence numbers. Remove script procedures.<br>• Add mailbox response file renaming BIT procedure |
| 1.9 | 11/26/02 | Lance Smith | • Add brief Initial Load REXX panel instructions<br>• Add more conversion validation information to sections<br>• Final spellchecker and add few index entries |
| 2.0 | 11/27/02 | Lance Smith | Release Document |
| 2.1 | 12/04/02 | Lance Smith | • Revise Initial Load REXX panel instructions<br>• Add index entries to locate key conversion steps<br>• Revised index for consistency<br>• Added new institution information<br>• Created separate checklist document |
| 2.2 | 12/17/02 | Lance Smith | Add Database administration step<br>Add AdvanTG Web Testing Team conversion steps |

## Document Identification

**Document File**  D:\AA_DOCUMENT_WORK AREA\AAAA_LBW Conversion - Modified Import CT - Initial Load\Customer Conversion User Guide.doc

**Template File**  C:\A_Texas Guaranteed\Template Repository\AdvanTG II SysDoc Template.dot

**Last Changed**  12/17/2002 1:29 PM
**Changed By**  S. Lance Smith
**Status**  Adding Revisions -
**Organization**  Texas Guaranteed
**Software Version**  AdvanTG Web v1.0
**Document Version**  v2.2

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# Preface

This section provides you with notational conventions and procedures that are common to Texas Guaranteed (TG) technical publications. The typographical notations and reader alerts permit the user to see important information needed to make significant decisions. When the AdvanTG Web II software uses a *graphical user interface* (GUI) and a *command-line interface* (CLI), this guide will state which interface is in use.

## Typographical Conventions

This guide uses typeface changes, symbols, and special icons to set apart information in a structured way that makes it easy for the user to read.

**Table 1: What Typeface Changes and Symbols Mean**

| Typeface or Symbol | Typeface or Symbol Meaning Text, GUI, or Command Line Interface | Examples |
|---|---|---|
| *italics* | Used for: <br>• Document or software titles <br>• *New terms* shown in text <br>• Words that require emphasis | *AdvanTG Web II System Maintenance Guide* <br><br>*Digital Encryption Standard* <br><br>You *must* be root user to do this. |
| **Bold** | Denotes *graphical user interface* (GUI) objects. For example, menu titles, button labels, window names, radio buttons, etc. | When the **Windows NT Security** window displays, click the **Change Password** button. |
| Menus **»** Dialog | A shorthand notation used to illustrate resource path (select menu item, cascading menu item, and click a window dialog tab) to implement a specific command or action. | Menu **»** Menu Item **»** Dialog Tab |
| [**Alt**]+[**F**] | Keyboard keys are enclosed in square brackets and bold font. If the keys must be pressed simultaneously, a plus sign is used in the text. | Press [`Ctrl`]+[`Alt`]+[`Delete`] to logon to the workstation. |
| Bold fixed-width | `User input` that must be typed exactly such as PC keyboard entries or a URL. | `C:\>add database bhub` |
| Fixed-width | Identifies the directory path names used for resources or command output messages. | `\\server\directory\file.ext` |
| *Bold italic fixed-width* | Identifies entities you type and are *variables* within commands that must be supplied. Replace the variable with a real value or name. | cat *`file_name`* |

## Reader Alerts

This document presents notes and cautions to highlight information of direct importance to you:

| Icon | Reader Alert Description |
|------|-------------------------|
|      | **Note** - Highlights special information that is pertinent to the primary discussion. This information is important enough to you, that it is set off from normal text, and called to your attention. |
|      | **Caution** - Identifies information to warn the reader about potential data loss, improper configuration, work that may need to be repeated, or cause potential future software problems. |

## AdvanTG Web v1.0 Support

For answers to AdvanTG Web v1.0 customer conversion procedures, contact:

<u>**Product Management and Business Integration Teams**</u>

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# Section 1 – Getting Started

## Document Purpose

***This document was written for multiple TG Subprocess team members to:***

- Describe the automated and manual procedures necessary to convert existing AdvanTG Web™ I users and AdvanTG desktop users, to AdvanTG Web II.

- Help TG personal understand how each Subprocess contributes to the AdvanTG Web II customer data conversion effort.

- Describe the *Customer Conversion Utilities* used to convert school, lender, and servicer information for the new AdvanTG Web II application from the existing AdvanTG Desktop, mainframe guaranteed loans, and Loans By Web applications.

## Intended Audience

***Texas Guaranteed team members responsible for:***

- Converting institution customers who are currently using TG's Solutions and Tools to AdvanTG Web II.

- Validating the converted institution data to ensure that key information is present in the AdvanTG Web II database prior to the institution's Implementation Day.

## Terminology

### ADS - Application Development & Support
A Subprocess divided into an Application Support Team and a Development Team. The Application Support team receives alerts when problems are detected and provide second-tier troubleshooting support. They also work with Customer Services to set-up and convert new institution data into the AdvanTG Web database. The Development Team will focus on performing code changes and testing for enhancements and planned software releases.

### BIT - Business Integration Team
Customer Services team responsible for setting-up new institution profiles and works with new customers to get agreements signed for electronic services, setting-up user security, and institution profiles within AdvanTG Web II. BIT also signs-off on the quality of the customer conversion data.

### BIT-Tech
A subgroup of BIT that is chiefly responsible for performing data validation during the customer conversion effort.

### CL - CommonLine

An industry-standard data-exchange format institutions use in the student loan approval process to communicate information. AdvanTG Web Phase II will support CommonLine version 4 (**CL4**) and CommonLine version 5 (**CL5**), since some institutions may not have upgraded their information systems to handle the newer CommonLine version format. CommonLine allows a school to exchange data with multiple guarantors, lenders, and servicers through a single point of contact; thus reducing the number of contacts and simplifying the student loan process.

### COB - Close of Business Day

### CONS – Consultants

Customer Support members responsible for working directing with institutions to convert any existing data, interview institutions to determine AdvanTG Web institution profile, and gather requirements to define user roles and responsibilities.

### CT – Change Transaction

Set of transactions exported from the AdvanTG Desktop and imported into AdvanTG Web II database using a modified ChangeSend file.

### FAMS - Financial Aid Management Systems

### FTP – File Transfer Protocol

A standard Internet protocol used to exchange files between computers on the Internet. Used in the *Section 7 – Initial Load Process* (page 61) to send the CL Response file from the mainframe to Windows 2000 servers.

### IPlanet Directory Server *(see LDAP)*

The Sun™ ONE Directory Server (formerly *iPlanet Directory Server*) is a software product that provides a central repository for storing and managing identity profiles, access privileges, user roles, and application/network resources.

### LBP - Loans by Phone

An existing TG application (only MPN loans are offered in Loans by Phone) that  helps students to complete Stafford loan applications through an Interactive Voice Response (IVR) telephone system. Once the student information is completed via telephone, the application is submitted for loan guarantee and processing.

### LBW - Loans by Web

An existing TG application that offers MPN (subsidized and unsubsidized) and PLUS loans. The student uses an Internet browser to fill in missing application information before the application is guaranteed. Students can access Loans by Web by typing this address in their browser: `https://lbw.tgslc.org`.

### LDAP – Lightweight Directory Access Protocol

The protocol used by the *iPlanet Directory Server* to store user authentication and authorization security information. A software protocol for enabling anyone to locate organizations, individuals, and other resources such as files and devices in a network, whether on the public Internet or on a corporate intranet.

### MPN – Master Promissory Note
A type of student loan application for Stafford loans. The student is directly responsible for the loan payment. This loan application replaces the older Common App type of application for Stafford loans. There is maximum number of years (10) and maximum loan amount limit on one application. Several loans can be obtained from the same lender using one MPN loan application.

### Phase 1, Phase 2, or In Transition
The status of an institution's (school, lender, or servicer) data. *Phase 1* denotes AdvanTG Desktop or LBW information still in their original databases. *In Transition* means that this institution's data is currently undergoing the customer conversion procedures described in *Appendix B – Customer Conversion Checklist* on page 87. *Phase 2* denotes a customer that can begin using the AdvanTG Web software.

### PLUS – Parent Loans for Undergraduate Students
Loans for parents with good credit histories. Permits parents to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time.

### PSG – Product Support Group
The primary Customer Services contact with external users that provides telephone support and performs problem resolution with TG customers.

### PSPS – Program Support Process System
Group responsible for "officially" changing institution information that is downloaded to AdvanTG Web II using *Section 3 - Nightly Institution Synchronization* on page 34. Core eligibility records reside on the PSPS mainframe system. Updates to these records include address changes, contact changes, Identification Number (ID) changes, or eligibility changes that result from institutional closures or terminations.

### RRD - Report Request Distribution
A windows-based software program developed by TG that allows schools and lenders to receive requested standard TG reports and customized guarantee volume reports electronically. RRD system is an existing TG application system that provides faster and more convenient way of delivering reports to schools and lenders by TG. When school/lender transmits a report request to TG over an Internet connection, the TG mainframe processes that request in a nightly batch process and the school/lender receives the report the beginning of next business day.

### POP3 - Post Office Protocol 3
A standard  client/server protocol for receiving e-mail in which e-mail is received and held by your Internet server. Periodically, you (or your client email receiver) check your mail-box on the server and download any mail.

### TG Warehouse
A process that runs on NT, which picks up files (from a mail server) sent by non-AdvanTG Institutions and transfers (using FTP) the file(s) to/from mainframe for processing.

### TS – Technology Services
The Network Support Engineers that provided specialized technical support for network operations, firewall, BIG IP controller, LDAP iPlanet Directory servers, WebLogic Servers, Parallel Crystal Servers, IIS5 (Internet Information Server 5), DB2 UDB database server, and other specialized servers.

# How this Guide is Organized

### *This technical publication is organized into sections:*

*Preface*, brief explanation of notations, reader alerts, and procedures used in TG publications.

Section 1, *Getting Started*, information to organize the work you intend to perform.

Section 2, *<Customer Conversion Overview>*, brief overview of the procedures and steps necessary for TG Subprocesses to work together in performing the data conversion.

Section 3, *<Nightly Institutions Synchronization>*, defines the nightly procedure for updating basic institution data maintained by the Program Support Process System (PSPS).

Section 4, *<Customer Conversion Utilities>*, describes the graphical user interface developed to automate many of the data conversion and utility operations conducted during the customer conversion.

Section 5, *<LBW Conversion>*, describes procedures to perform the LBW (Loans by Web) conversion of institution, application, lender, certifications, and loan information.

Section 6, *<Export/Import Desktop Change Transactions>*, provides the procedures necessary to convert current AdvanTG desktop change transactions to the AdvanTG Web II database.

Section 7, *<Initial Load Process>*, provides an overview of how current and historical loan information is prepared for automated loading into AdvanTG Web II.

Section 8, *<Mark Exported Data>*, provides a brief description of a database utility that resets the status of loans and change transactions in AdvanTG Web II.

Section 9, *<Security Setup>*, define the steps need to convert institution user IDs to the AdvanTG Web II LDAP-based security system.

Section 10, *<Rename AdvanTG Phase I Files>*, standards used to rename institution's AdvanTG Phase I files for AdvanTG Web II operation.

Appendix A, *<Customer Institution 11/21/02 Information>*, describes the conversion operations required for the initial five tiers of TG schools and lenders.

Appendix B, *<Customer Conversion 11/21/02 Checklist>*, lists the major customer conversion steps performed across different TG Subprocesses.

Appendix C, *<LBW Conversion Quality Assurance>*, provides SQL queries used to directly examine LBW conversion data within LBW and AdvanTG Web databases.

Appendix D, *<Customer Conversion Validation Queries>*, provides SQL queries used during the institution data conversions to verify the number of applications, loans, change transactions, lenders, etc. processed.

Appendix E, *<Internet Browser Settings>*, provides Internet Browser and Proxy Server (if used) settings for the different Windows operating systems and the two most popular browsers, Internet Explorer and Netscape Navigator.

*Index*

## Related Documents

- *AdvanTG Web Customer Conversions Overview* (Lee and Tanner)
  `$/AdvWeb/Data Conversion/AdvanTG Web Customer Conversions Overview.doc`

- *AdvanTG Web II Customer Conversion BIT Implementation Checklist* (Karen Greening)
  `$/AdvWeb/Data Conversion/Consultant Checklist 103102.doc`

- Security Administration procedures are located in the folder -
  `Corpfile2\IRM-Security Administration\SA-INST\External Customers\Instructions for External Customer Requests.doc.`

- *AdvWeb Phase II Data Conversion Requirements* (Depinet)
  `$/AdvWeb/Data Conversion/Data Conversion Requirements.doc`

- *Synchronize Institution Information* (Eric Schneider)
  `$/AdvWeb/Testing/AddMaintainInstitution Management Component/Synch Institution Info with Mainframe/Test Case/TC_Synchronize Institution Information`

- *Initial Load Mainframe Procedures* (Lori Perry)

- *LBW Data Conversion Technical Notes* (Eric Schneider)
  `$/AdvWeb/Data Conversion/LBW Conversion Procedure Notes`

- *BPLM Naming Convention.xls* (Teresa Bobadilla)

- *SplitCLResponseFile Documentation* (Sam Baugher)
  `$/AdvWeb/Data Conversion/Data Conversion Requirements.doc`

- *Database Tables Data Dictionary* (Lance Smith)
  `$/AdvWeb/System Documentation/DB2 Database Documentation/Database Tables Data Dictionary.doc`

- *AdvanTG Web Database Table Layouts* (Lance Smith)
  `$/AdvWeb/System Documentation/DB2 Database Documentation/AdvanTG_Web_DB_Tables.xls`

# Section 2 – Customer Conversion Overview

## Customer Institutions

Surrounding the automated data conversion procedures (sections three through ten of this document) is a standard procedure that Texas Guaranteed team members implement for converting all existing AdvanTG Web II institutions. The details vary depending on whether the institution is a new or existing customer, plus whether the existing institution is an LBW Phase 1 user or uses AdvanTG Desktop software.

> **Note:** Because servicers have multiple schools as trading partners, each school must be converted to AdvanTG Web prior to converting the parent servicer institution. Consult Appendix A – Institution on page 83 for information about the initial institution conversions.

### *Customer data conversion includes procedures for*

- TG guaranteed loans stored on the mainframe systems
- Existing Loans By Web (LBW) Phase 1 Customers
- Existing AdvanTG Desktop customers
- Servicers (with multiple trading partners)

## TG Subprocesses

Multiple TG Subprocesses perform automated and manual steps within the AdvanTG Web customer conversion effort.

### *Key Subprocesses involved with the AdvanTG Web Customer Conversions:*

- **BIT** – Customer Services, Business Integration Team
- **BIT-Tech** – Technical Group of BIT that performs the "lion's share" of the data validation activities using LBW, AdvanTG Desktop, database utilities, and AdvanTG Web II software.
- **DEV** - AdvanTG Web Testing Team performs some of the data conversion operations using the *Customer Conversion Utilities*, SQL queries, and a few manual procedures.
- **CONS** – Customer Services, Team Consultants, who work directly with TG customers during the conversion procedures.
- **PSG** – Customer Services, Product Support Group
- **SEC** – Technical Services, Administration (Information Security Analysts)
- **TS** – Technical Services, (NSM) Network System Management
- **ADS** – Application Development and Support

> **Note:** Customer Conversion activities done by the AdvanTG Web Development team will gradually transition to the ADS group, as more and more institutions convert to AdvanTG Web II.

# Conversion Activities Notation

## Procedure Notation

Throughout *Section 2 – Customer Conversion Overview*, beginning on page 19, and in *Appendix B – Customer Conversion Checklist* (pages 87 to 94), each portion of customer conversion effort is numbered. The **79** step numbers in Section 2 and Appendix B correspond to the Customer Conversion procedures performed by the TG Subprocess teams.

Some of the **79** steps use the *Customer Conversion Utilities* (*Section 4 – Customer Conversion Utilities* on page 36) to perform data conversions. Other steps require manual operations, SQL database queries, specific software utilities, the LBW application, and the AdvanTG Web II application.

## Schedule Notation

*Implement Day* (Day 4) – The day when a customer's access to AdvanTG Phase I and LBW is removed and user IDs for AdvanTG Web II become active. CONS personnel will be onsite to provide training, customer support, and distribute customer user IDs and passwords.

The *three business days* prior to the implementation day are called *Day 1*, *Day 2*, and *Day 3*. *Day 4* refers to that day the institution begins using AdvanTG Web II.

**Examples:**  If *Implementation Day* is scheduled for a Thursday; *Day 1* is the prior Monday.
If *Implementation Day* is scheduled on for Wednesday; *Day 1* is the prior Friday.

## Customer Notation

Throughout the TG customer conversion procedures, most steps will apply to <u>all customers.</u> When the TG customer conversion step refers to only LBW phase 1 customers, AdvanTG Desktop customers, or other specific customer subgroups, the notation **[customer data]**, reads (open bracket, customer data, close bracket) displays at the start of a customer conversion step.

**Examples:**

**1. [AdvanTG Desktop]** BIT-Tech will verify for AdvanTG Desktop users…

**20. [LBW Customers]** DEV will change the LBW school status from Transition to…

## Conversion Activities Schedule

### Schedule Overview

There are six key time periods of activity during the AdvanTG Web customer conversion effort. The major activities are summarized in *Table 2: Customer Conversion Activities* Schedule. For a brief checklist of the **79** conversion steps, refer to *Appendix B – Customer Conversion Checklist* on page 87.

**Table 2: Customer Conversion Activities Schedule**

| Time Period | Key Groups | Major Conversion Activities |
|---|---|---|
| 1-2 weeks before Implementation | CONS BIT BIT-Tech | Gather all security information (user IDs, names, rights) Determine Institution's profile and optional features Contact institution's trading partners |
| Implementation Week | BIT SEC BIT-Tech | Setup Institution's profile and optional features Setup or import User IDs into AdvanTG Web security Setup User ID roles and capabilities Review institutional profile and user roles |
| Day 1 (see notation above) | Customer PSG | Submits final applications, CTs ,and EFT approvals Export final response files, print necessary reports Request Initial Load Extract jobs at COB |
| Day 2 | TS-NSM BIT-Tech | Disable institution TG mailbox Extract institution loan history from mainframe **(Section 6)** Receive AdvanTG Desktop database Request Phase 1 database from ADS Prepare current database Create CT import file **(Section 5)** |
| Day 3 | DEV BIT-Tech | Disable institution access to LBW Perform LBW conversion **(Section 5)** Validate LBW Conversion results Import CTs extracted from desktops on Day 2 **(Section 6)** Validate CT record counts Verify loan record count Post Initial Load (Day 2) file to BPLM **(Section 7)** Flag loans and CTs as "exported" and backdate receive dates **(Section 8)** Decrypt and rename institution response files **(Section 10)** Update TG WareHouse for non-TG and Alternative Loans |
| **Day 4** Implementation Day "Go-live" date | SEC DEV CONS | Disable Phase I portal Activate AdvanTG Web II User IDs Redirect LBW students to AdvanTG Web II Provide access (passwords, User IDs) to customers Check Internet Browser and proxy server settings Provide training, and support to customers |

# Preliminary TG Customer Conversion Activity

When an institution is *not* currently using TG Solutions & Tools (AdvanTG desktop or AdvanTG Web Phase I), begins using AdvanTG Web II, any loans that TG may have guaranteed for the new customer institution, are loaded into AdvanTG Web II using the procedure found in *Section 7 – Initial Load Process*.

When an institution *is* currently using TG Solutions & Tools (AdvanTG desktop or AdvanTG Web Phase I, Loans by Web), begins using AdvanTG Web Phase II, their AdvanTG database loans and change transactions need to be converted to AdvanTG Web Phase II.

## One to Two Weeks Prior to Implementation Day

Most of the TG Customer conversion effort, during the two weeks prior to implementation, involves assessing customer needs, documenting user security information (user IDs, passwords, names, AdvanTG Web II roles), and working with customer staff who will perform key *Implementation Week* actions.

### Procedure: Actions Performed During the 1-2 weeks prior to implementation

1.  Customer Service Consultants (CONS) interview staff for information about:
    — Institution infrastructure (browsers, network bandwidth, number of PCs)
    — User names, user roles, and related information for TG security forms
      (See *Table 17: User Roles for Schools and Lenders* on page 78.)
    — Conversion details (implementation date, recovery plan, contact information, etc.)
    — Training and support needed for the number of PCs and institution users
    — Institution staff that perform tasks on the day the Institution begins production work
    — LBW features/URLs this institution wants to use
      (See *Table 4: Institution LBW Features and Types of URLs* on page 22.)
    — Users who want to use the LWC (Letter Writing Component)
    — Names of institution's business partners
      (non-TG business partners involved with Alternative Loans and non-TG guarantees).

2.  CONS receives new security information such as user ID requests, names, rights. It reviews, approves, and sends the requests to Business Integration Team (BIT).

3.  CONS determines the Institution's profile, LBW features, and any optional URLs. Once finished, it faxes this information to BIT.

4.  CONS determines the `Loan Start Date` and `Loan Statuses` (see **step 26** on **page 23**) to be used for this institution when the *Initial Load-Loan Extract* process is run on Day 2. Email this information to the address `BITREQUEST@TGSLC.ORG`

5.  BIT performs several actions for user security:
    • Verifies security information for new users
    • Identifies user roles for lenders and schools per the *Consultant Checklist*
    • Determine each user's access to Applications, Loans, and Reports functionality in AdvanTG Web
    • Forwards the new user ID requests to Technical Services – Administration (Security).

6.  BIT-Tech contacts the institution's business partners and briefs them regarding the Institution's new TG Warehouse *Post Office Protocol 3* (POP3) mailbox; used for receiving and transmitting CommonLine files. BIT-Tech also requests any public security keys that

need to be added to the TG Warehouse per *Consultant Checklist*.
(This is needed only for an institution's Alternative Loan process.)

> **Caution:** Customers must understand that exchanges with non-TG business partners via POP3 (that is, non-TG guarantees or alternative loans), must be completed prior to the week of implementation, since their institution's POP3 mailbox address will be changed to the AdvanTGWeb [Tgcommonline@tgslc.org] mailbox, once Implementation (Day 4) begins.

7. **[AdvanTG Desktop]** CONS determines estimated AdvanTG Desktop database filesize and method for the institution to transfer their AdvanTG Desktop databases to TG. (Institution sends database to ADS, which sends the files to BIT-Tech.)

8. CONS will develop a plan for institution training and support (based on number of users and number of PCs).

9. CONS works with the customer to determine the Implementation Date (Day 4) for this institution. CONS otains names and telephone numbers of staff who will participate in the customer conversion actions.

10. CONS works with the customer to determine recovery procedures to use if the conversion effort *runs into any significant problems*.

11. [**Existing**] CONS submits a request to Application Production Support to request a folder for a customer pending disbursement report.

12. CONS verifies completion of the *Consultant Checklist*. For each institution that plans to send TG AdvanTG Desktop Paradox database files, CONS forwards the information to the BIT-Tech team.

13. [**New LBW Users**] BIT defined Institution's profile and optional LBW features using the AdvanTG Web Institution Administration GUI. Mark complete on *Consultant Checklist*. BIT creates the new institution in the AdvanTG Web II system using the AdvanTG Web Institution Administration GUI. This interface permits you to define this institution's characteristics and make references to parent institutions (another school, lender, or servicer). (See *Table 3: Overview of Institution Profile Areas* on page 22.)

14. [**New Users**] CONS reviews, approves, and sends all new user security requests to BIT.

15. [**New Users**] BIT provides new institution security information to Technical Services – Administration (Information Security Analysts).

> **Caution: Security must have User Requests at least one week prior to the institution's implementation day.**

16. [**New Users**] Security (SEC) establishes the user accounts, passwords, and relates them to the TG institution using TS internal procedures.

> **Note:** Security Administration instructions and procedures are located in the folder - `Corpfile2\IRM-Security Administration\SA-INST\External Customers\Instructions for External Customer Requests.doc.` For additional information about Security Administration's instructions, contact Lucille Santillo (Information Security Analyst) at (800) 252-9753, extension 4904.

17. [**Phase I users**] Security (SEC) exports a file containing an institution's Phase 1 security information to be loaded directly to the AdvanTG Web II LDAP database and sends it to the AdvanTG Web development team.

    The exported security file contains:
    - User Name
    - Password set to a default value "welcome"
    - Department
    - Division
    - Institution Department of Education (DOE) ID
    - Access to RTA (Real Time Access) mainframe ID and password

18. [**Phase I users**] The AdvanTG development team (DEV) uses scripts to directly load Phase I security information into the AdvanTG Phase II LDAP security servers. (See LDAP and iPlanet Directory Server in the *Terminology* section on page 11.)

19. [**New Users**] SEC returns user IDs and passwords to BIT.

20. BIT defines User ID roles using AdvanTG Web Modify AdvWeb User Profile. Based on the *Consultant Checklist* submitted by the customer and CONS, BIT defines user's authority for specific AdvanTG Web II functionality. (See *Table 17: User Roles for Schools and Lenders* on page 78.)

21. BIT notifies BIT-Tech and forwards the request forms for verification.

22. [**New Users**] BIT distributes the user IDs and passwords to the CONS to hold for the customer until Implementation Day (Day 4 – "Go-live").

23. BIT-Tech verifies the institution profile and user roles defined for this institution's users based on forms sent by BIT.

# Institution Profile and User Profile Information

## Institution Profile Maintained by BIT

Depending upon the institution, use of Loans by Web features, and optional URLs that point to specific locations on the institution's Internet site, the TG BIT (Business Integration Team) maintains and updates *Table 3: Overview of Institution Profile Areas* information in the AdvanTG Web II system using the AdvanTG Web Institution Administration GUI.

### Table 3: Overview of Institution Profile Areas

| Section | Profile Information for an INstitution |
|---|---|
| **Global Defaults** | • Loan Application Defaults<br>• Graduation Dates<br>• Loan Periods<br>• Disbursement Dates |
| **Preferred Lenders** | • Add/delete Preferred Lenders<br>• Sort and display Preferred Lenders |
| **Records Purge Criteria** | • Applications<br>• Loans<br>• Change Transactions<br>• Roster Files (School)<br>• Roster Files (Lender)<br>• Demographic Information<br>• Import and Receive Results<br>• Reports |
| **CommonLine** | • CommonLine Profile<br>• CommonLine Routing Information |
| **Loans By Web Information**<br>(See *Table 4* for details) | • School LBW Profile<br>• URL Information |
| **Security** | • User Privileges in AdvanTG Web<br>• Adding, Deleting, Changing User Rights |

## LBW Features and Optional Web Pages

### Table 4: Institution LBW Features and Types of URLs

| Types of URLs | LBW Features |
|---|---|
| • Institution Logo<br>• Home Page<br>• Entrance Counseling<br>• Fact Sheet<br>• Electronic Signature | • LBW processing for MPN Loans<br>• LBW processing for PLUS Loans<br>• TG's LBW/Batch import process<br>• Using LBW strictly for Fast Track Funding<br>• Want to use Entrance Counseling?<br>• Students can do certification requests for Stafford loans<br>• Parents can do certification requests for PLUS loans |

> **Note:** Institution LBW features/URLs are stored in the AdvanTG Web II database tables `DInstitutionFeatr` and `DinstitutionURL`.

# TG Conversion Activity – Implementation Week

## Day One (three business days before "Go-Live")

Most of the activity done today revolves around the institution's staff completing its final work in existing AdvanTG and LBW applications.

⚠️ **Caution: AT NOON ON DAY Two, ALL WORK MUST BE COMPLETED BY THE INSTITUTION'S USERS.**

### *Procedure: Day One Activities*

**24.** Customer submits final applications, CTs, and EFT approvals (lenders). Lenders send final approvals for which they want to receive responses. Institutions receive responses from previous batch jobs.

⚠️ **Caution:** Lenders **MUST NOT** send any more approvals after this transmission, because they will not receive responses for these records in AdvanTG Web II.

**25.** Customer exports response files from AdvanTG into their FAMS or LMS and prints any necessary reports (normal procedure).

⚠️ **Caution:** After the send/receive and export/printing, the institution **MUST NOT** work any records or create new records (data entry or importing) in AdvanTG Desktop.

**26.** BIT-Tech requests an Initial Load Extract mainframe job to obtain guaranteed loans for this institution and put the information in CommonLine format. (See *Section 6 – Export/Import Desktop Change Transactions* on page 52.)
Using REXX TSO panels, specify `Institutions`, `Loan Status`, and `Loan Period Begin Date` (0-24 months).
`Loan Status`, and `Loan Period Begin Date` are taken from the *Consultant Checklist.*

Specify request for *AdvanTG Web Setup and Database Load*.
On the request form, check: `Next Business Day` and `Extract`, `Update`, `Utility`, and `PAWD900R` (FTP file transfer) jobs.

ℹ️ **Note:** Submit this request to Production Control at the Close of Business on Day 1. This mainframe job must be run after all batch processes complete, about 6 a.m. on Day Two.

### Day Two (two business days before "Go-Live")

Most of the activity centers around BIT-Tech and the DEV team converting customer data into formats that AdvanTG Web II can easily process into it's database. Most of the data validation procedures are found in Steps **43, 49, 51, 52, 55, 57, 60, 62, and 64** of Section 2. The automated procedures are described in *Section 4 – Customer Conversion Utilities* on page 36.

(Activities that must Finish before 12:00 p.m. Noon – Day 2)

### *Procedure: Day Two Activities Prior to Noon*

**27.** BIT-Tech *ensures* that the Loan Extraction Job runs on mainframe and puts data into CommonLine format. The final step transfers (using FTP) the Initial Load file from the mainframe to a working production directory folder.

> **Note:** BIT-Tech saves this file in a unique dataset on the mainframe so that it is sent to AdvanTG Web II production server at the appropriate time.
>
> **Note:** These loan results have the status set to "**exported**" and the receive timestamps set-back by 24 hours. (See *Section 8 – Mark Exported Data* on page 71.)

**28.** PSG verifies that the customer receives **FINAL** batch of responses and notifies BIT-Tech.

> **Note:** EFT Approvals. This data will need to be re-entered into AdvWeb Phase II or Online Access. The institution should run a report to find unapproved transactions before data conversion starts.

**29.** PSG verifies that the customer exports **FINAL** files into their FAMS or LMS and prints necessary reports. PSG notifies BIT-Tech.

> **Caution:** AdvanTG data (disbursement rosters, non-TG guarantees, alternative loans, processed changes) will be converted and inaccessible to Phase I customers after conversion. AdvanTG Desktop customers can access their databases for *read-only* inquires.

(Activities that must Finish by the Close of Business – Day 2)

### *Procedure: Day Two Activities After 12:00 p.m. Noon*

**30.** [**AdvanTG Desktop**] PSG checks that all activity has stopped and all users are logged out by noon. Customer sends Desktop Paradox database to ADS [`cb1`, `chng`, and `indexes`] using appropriate method (based on filesize):

- (filesize **< 2 MB**) Use WinZip compression & email to `tgtesting@tgslc.org`
- (**2 MB < filesize < 15 MB**) Save to an Internet Drive and download to TG.
- (filesize **>15 MB**) Use CD-ROM burner and send database using TG's FedEx account **Alternative:** Save to an Internet drive if no CD burner is available

> **Caution:** Once the institution's AdvanTG Desktop database is sent to TG, the institution should not import or transmit any addtional AdvanTG data.

**31.** BIT-Tech uses the `UserList INI Utility` (*developed by Mitchell Reid*) to shut-down the customer's Phase 1 mailbox access, once PSG has notified them that all customer activity is completed.

> **Note:** Customers must understand that exchanges with non-TG business partners via POP3 (that is, non-TG guarantees or alternative loans), must be completed prior to the week of implementation, since theinstitution's email address will change to the AdvanTG Web II mailbox.

> **Caution:** Once this is accomplished, the school **CAN NOT** transmit until DAY 4 - Implementation Day. Desktop AdvanTG institutions can still be able to access their AdvanTG database for *read-only* inquires.

**32.** [**Phase 1**] BIT-Tech requests institution database from Application Production Support.
  (**a**) Submit *ServiceCenter Problem Ticket* to request a copy of the institution database.
  (**b**) Assign the ServiceCenter ticket to `Appl Prod Support`.
  (**c**) In description field, type this text:
    "`AWII Conv. Pdox db – Cb1 Chg only.`"

**33.** BIT-Tech creates a folder structure on a TG Corporate Server for conversion data (see *Figure 25: Moray Server – Phase 1 Mailbox and Corporate Server* on page 81):
  (**a**) Create a folder for this institution on TG's corporate server:
    `CorpFile2\\Everyone\AdvanTG Web Conversions\`**`<Institution Name>`**
  (**b**) Create subfolder for the *Original* copy of the AdvanTG Desktop **CB1 CHNG** database:
    `...\AdvanTG Web Conversions\`**`<Institution Name>`**`\Pre-Conversion`
  (**c**) Create subfolders to hold *reports*, *logs*, and *record counts*.

**34.** [**Phase 1**] BIT-Tech receives notification that the institution's current production database is available. Unzip files first as needed. Copy and paste customer files to the `C:\advantg\data` folder on local PC.

> **Note:** Phase 1 institutions to do not require any software upgrade. These customers should already be running Build 5.1 of the Desktop AdvanTG Desktop software.

**35.** [**AdvanTG Desktop**] BIT-Tech prepares the desktop database using three procedures:
  (**a**) Run Database Repair procedure.
  (**b**) Compress the customer files with the Database Packer.
  (**c**) If necessary, upgrade the AdvanTG desktop software to Build 5.1
  (**d**) Create a `Updated DB` subfolder under the institutional folder created in **step 33**. Place results of the repaired and compressed database into the `Updated DB` folder.

**Repair DB Procedure**
Using the local PC on which the customer's AdvanTG files are temporarily stored:
(i) Select the command from the menus Start **»** Programs **»** TGWorks **»** Database Repair.
(ii) Login to database with the institution's UserId=**Admin** and Password=**Admin**.
(iii) Click **Select All**.
(iv) Click **Verify and Rebuild**.
(v) Scroll through **Table** listing and verify that all tables are listed as `OK`.
(vi) If not, repeat step iv and step v until all tables show a status of `OK`.

### Compressing DB Procedure
(i) Using Windows Explorer, access the **Database Packer** by navigating to the folder/file named — `C:\advantg\bin\packer.exe`
(ii) Double-click the file to start the **Database Packer**.
(iii) Highlight the desired database in the left-side pane.
(iv) Select the **Compact All Tables** command from the **Options** menu.
(v) **Exit** or **Close** the Database Packer once file compression is done.

### AdvanTG Desktop Upgrade Procedure
(i) Reference CONS *Consultant Checklist* to determine customer's current AdvanTG desktop version. Phase I users should be working with Build version 5.1.
(ii) Refer to *AdvanTG 3.0 Build 5.2 installation instructions.doc* for correct procedures to update the software module.
(iii) Copy the modified AdvanTG program file (`Advantg.exe`—dated **10/08/02)** to your desktop from the TG corporate server folder —
    `\\CorpFile2\Groups\Everyone\Andi\Modified Export CT`

### Save Repaired Database Procedure
(i) Create a **Updated DB** subfolder under the institutional folder created in **step 33** with the name:
    `…\AdvanTG Web Conversions\`**`<Institution Name>`**`\Updated DB`
(ii) Copy the repaired and compress Desktop database from `C:\advantg\data` to
    `…\AdvanTG Web Conversions\`**`<Institution Name>`**`\Updated DB`

> **Note:** The AdvanTG program file (`advantg.exe`) is required to create the modified ChangeSend file containing customer change transactions. The procedure to create this CT file happens in step **37** and the additional file information is described in *Table 12: Extra AdvanTG Web II Information in Change Send File* on page 54.

**36.** [**AdvanTG Desktop**] ADS archives AdvanTG Desktop databases received by BIT-Tech at the close of Day Two business.

**37.** [**AdvanTG Desktop and Phase 1**] BIT-Tech exports Change Transactions from the modified AdvanTG Desktop:
(**a**) Using desktop AdvanTG, log in as conversion institution.
(**b**) Select the **Change Transaction** command from the Export>>Change Transactions cascading menus.
(**c**) Select the "**Transmitted 8s, 9s, and 10s**" option.
(**d**) Press **OK**.
(**e**) Save the file to a standard location. Currently BIT-Tech uses the corporate folder:
    `G:\Everyone\AdvanTG Web Customer Databases\`**`<institution name>`**
(**f**) Verify the number of records to export is the same as the number of Transmitted @1-8s, @1-9s, and @1-10s records listed in the **Change Maintenance** window.
(**g**) Record the number of records for reference later in the Customer Conversion effort (see **Step 54 on page 29**).
(**h**) Notify the DEV Testing Team member who will run the Import CT process in **Step 54**.

> **Note:** If you open the exported CT file in a text editor, you will see additional information after the normal record terminator of each ChangeSend record. This file becomes a working file used by the CT Import option under the *Customer Conversion utilities*.

### Day Three (one business day before "Go-Live")

> **Note:** DEV Testing Team converts pending certifications and pending change transactions from the Desktop AdvanTG database and TG loans via Initial Load from TG's mainframe during Day Three.

**38.** [**LBW Customers**] DEV modifies the LBW Internet page URL to redirect students to an "Outage" Internet page, while the customer conversion is in progress. (On Implementation Day, they will be redirected to AdvanTG Web II site URL).

**39.** DEV Testing Team verfies using the `https://lbw.tgslc.org` URL that LBW Phase 1 users are routed to to the outage page.

> **Note:** Neither the Institution or students will have LBW access during Day Three.

**40.** DEV Testing Team verifies the *institution to be converted* is marked `Complete`. Team member examines the `Completion Flag=1` field in the AdvanTG `EInstitution` table for this institution's DOE ID.

> **Note:** DEV Testing Team ensures that the nightly Institution Synchronization job ran on the mainframe and the updates were performed on the AdvanTG Web database. See *Section 3 - Nightly Institution Synchronization* for additional details about AdvanTG Web tables and fields that are updated.

**41.** DEV Testing Team checks for the Initial Load (from Loan Extraction Step **27**) and the Import CT (exported from the AdvanTG Desktop in Step **37**) files are available to begin the conversion process.

**42.** DEV Testing Team determines the production server running the *Customer Conversion Utilities* is functioning properly by using the URL address.
**Example: `http://ads-vnrxg:7001/importdata`**

**43.** [**LBW Customers**] DEV Testing Team uses the SQL queries in *Appendix D – Customer Conversion Validation Queries* on page 102 to determine the record counts (Table 21) for the institution to be converted.
Current LBW production database information:
- LBW School URLs and LBW Preferred Lenders
- MPN Applications and MPN Certifications
- PLUS Applications and PLUS Certifications

**44.** DEV Testing Team announces to TG they are ready to begin data conversions. DEV next sends an email to BIT Team Members and other conversion team members that the institution's data conversion is beginning.

**45.** DEV Testing Team starts the production server (Step **42**) used to perform the institution data conversion. For example: type the Internet Explorer address:
**`https://ads-vnrxg:7001/importdata`**

**46.** [**LBW Customers**] DEV Testing Team uses the *Customer Conversion Utilities* to change the institution from a status of **Phase 1** to **Transition**. This change is reflected in the

`TLBWINST` AdvanTG Web database table. Group uses the SQL query in Table 22 to validate the status change.

47. [**LBW Customers**] DEV Testing Team verifies (with the address **https://lbw.tgslc.org** ) that this LBW institution's users are routed to an outage page.

48. [**LBW Customers**] DEV Testing Team converts LBW information to AdvanTG Web II. Runs the *Customer Conversion Utilities* to convert loans, certifications, basic institution information, URLs, preferred lenders, pending award certifications, and master demographics to AdvanTG Web data.

49. [**LBW Customers**] DEV Testing Team records the LBW conversion record counts displayed by the *Customer Conversion Utilities* and uses the query in Table 22to determine the total number of MPN/PLUS loans and certifications. See *Section 5 – LBW Conversion Procedures* for details about performing the conversion and obtaining record counts.

50. [**LBW Customers**] DEV Testing Team notifies Conversion Team members and provides record counts from the LBW conversion step.

51. [**LBW Customers**] BIT-Tech validates the conversion of loans and certifications from AdvanTG Phase 1 to Phase 2 database.

    (**a**) **Validate the converted record counts** match the institution's data in LBW.
    Check for number of certification records. (`https:\\adv-prod.tgslc.org`)
    (i) Login to AdvanTG Web Phase 1.
    (ii) Click **Web or Phone Certification - TG Admin**.
    (iii) Click the **Certification Information** link
    (iv) Type the nine-digit School DOE ID (for example, **003545000**).
    (v) Click **Submit Query**.

    (**b**) **Randomly select 10 certification listings** using the Phase I LBW production data base, that fall within the **Loan Period Begin Date** and **Certification Date** specifications described in the next note.
    [**Ensure these certifications cover most common MPN and PLUS certification types!**]

    (**c**) **Verify in the AdvanTG Web II database** the LBW records were loaded
    URL is (`https:\\advprod.tgslc.org`)
    (i) Select **Application Status Report** from the **Reporting** Page that displays after AdvanTG Web displays the home page (after you login).
    (ii) Scroll to bottom and deselect **all** Application Status options except for **LBW Certification** (**L** - status).
    (iii) Compare record counts from AdvanTG Web II *Application Status Report* and utility count provided by DEV using the *Data Conversion Utilities*.

> **Note:** The date criteria for selecting LBW loan certitfcations for verification:
> **Loan Period Begin Date** is not later than one year and a day AND
> **Certification Date** is less than 2 years old.

> **Note:** The AdvanTG Web production URL will ultimately be changed to
> `https:\\advweb.tgslc.org`

52. [**LBW Customers**] BIT-Tech reviews the institution's converted data for the previously-selected 10 (random) certifications.
    (a) Navigate to the **List Applications** page in AdvanTG Web II.
    (b) List all applications with an **L (LBW Conversion)** Loan Status Code.
    (c) Check that mandatory data fields for the MPN or PLUS certifications exist (see *Table 10: Mandatory Fields for LBW Certification* on page 48.)

> **Caution:** If your selected SSN certification is not listed, it was because a second certification has been created and guaranteed in Phase I during the *same* date range. This can be verified by logging into the Phase I LBW System and referencing the **History** for the specific Social Security Number.

53. [**LBW Customers**] BIT-Tech sends email notification to *Robert Blackard* that the LBW data conversion is complete. They provide the institution's name, Department of Education ID (DOE ID), and state name.

54. [**AdvanTG Desktop**] DEV Testing Team imports into AdvanTG Web, the Change Transactions (CTs) extracted from the modified AdvanTG Desktop software on Day 2. (See **Step 37** on **page 26**.) See *Section 6 – Export/Import Desktop Change Transactions* for additional details.

55. [**AdvanTG Desktop**] DEV Testing Team records the number of CTs imported by the Customer Conversion utilities and uses the two queries in Table 22 to determine:
    (a) Total number of @1-02 Change Transactions
    (b) Number of @1-08, @1-09, and @1-10 detail records

56. [**AdvanTG Desktop**] DEV Testing Team sends an email to the Conversion team members with the Import CT record count.

57. [**AdvanTG Desktop**] BIT-Tech validates that the number of CTs imported into AdvanTG Web II matches the record counts.
    (**a**) Verify the Import CT data record count with the AdvanTG Web II *Change Transaction Transmission Log*.
    (**b**) Note any discrepancies and send an email notification to the BIT team lead (*Chuck Ramos*) and Development Team/Application Support lead (*Bill Roush*).
    (**c**) Review institution's imported change transactions for matches by randomly selecting @1-8, @1-9, and @1-10 records in AdvanTG Web II and comparing with desktop data.

**Verify the Import CT Data**
(i) Using Phase II, run the *Change Transaction Transmission Log*.
(ii) Verify that the number of records matches the number of records exported in **step 37** on **page 26**.
(iii) Note any record count discrepancies in the second step.

**Notify Team Leads:**
Send an email notification to BIT team lead (*Chuck Ramos*) and Development Team/Application Support lead (*Bill Roush*).

**Review institution's imported change transactions for exact matches:**
(i) Display the **List CT** window in Desktop AdvanTG.
(ii) Note any discrepancy between the *Change Transaction Transmission* Log, exported record counts, and the **List CT** window.
(iii) Randomly select an @1-8, a @1-9 and a @1-10 record (if available) and compare the data in AdvanTG Web Phase II with the data in the AdvanTG desktop from which the import was derived.

> **Note:** Verify that each change transaction type (that is, @1-09 Pre-Disb Date Change) is the same in both AdvanTG systems.

58. [**Large Loan Guarantee Institution**] DEV Testing Team runs the Split CL Response File utility to break-up the institution's single file into small segments that the AdvanTG Web II B2B Server can efficiently process.

59. DEV Testing Team examines the CL Response (plus any sub-files) and send results to the BIT lead.
    (**a**) Examine the CL Response File and sub-files for their record counts.
    (**b**) Place the file(s) in the AdvanTG Web II \\moray\be_bplm folder.

60. DEV Testing Team ensures number of loans inserted into AdvanTG Web tables equals the CL Response file record counts reported by the *Customer Conversion Utitlities*. Run the two SQL queries in Table 22 to determine the number of loans and to detect any file parsing errors.

61. DEV Testing Team sends number of loans/record counts in email to Conversion Team members.

62. BIT-Tech reviews institution's initial load (guaranteed loans)in AdvanTG Web II. by verifying the record count on the *Receive Results Report*.
    (i) Navigate to the *Receive Results Report* page using the Internet pages
        Menu **»** Reporting **»** Transmission Reports **»** Receive Results Report.
    (ii) Keep the date range the same as the current date.
    (iii) Click **OK**.
    (iv) Examine to the **Total** number of records listed at the bottom of the report.

> **Note:** The number of loan records in AdvanTG Web II is nearly the same as the number of records extracted. There may exist a few discrepancies due to improper information on the TG mainframe.

63. DEV Testing Team uses the *Customer Conversion Utilities* to mark all LBW loans and CTs as "`Exported`" and revises the receive dates in the affected AdvanTG Web II database tables by 24 hours.

64. BIT-Tech reviews the marked change transactions and loans. To verify the record count:
    (i) Go to **Export Responses** page
    (ii) Verify the number of CL4 records available for export is *zero*.
    (iii) Attempt to do an Export using the date range (use today's date in the **To** and **From** fields). The result should be *No records exported*.

(iv) Go to the *Loan Response* report. Run the report with the **Refresh** option selected and the current date as the **To** and **From** dates. No records should be displayed.

> **Note:** If any significant problems are encountered, the *Customer Conversion Utilities* can also *unmark* (undo) the marking of exported data. (See *Section 8 – Mark Exported Data, Troubleshooting* on page  73.)

65. [**LBW Customers**] DEV Testing Team uses the *Customer Conversion Utilities* to change the institution from a status of `Transition` to `Phase 2`. This change is reflected in the `TLBWINST` AdvanTG Web database table. Verify the results using the SQL query in Table 22.

66. [**LBW Customers**] DEV Testing Team verifies (useing the `https://lbw.tgslc.org` address) that LBW users are routed to the Adv Web Phase II system.

67. DEV Testing Team sends an email to the AdvanTG Web database administrator, requesting that they can run the "Statistics Update" command.

68. [**Existing, as needed for AdvanTG Desktop and Phase 1**]
    BIT-Tech posts most recent response files and renames to AdvanTG Web standards:
    (**a**) Access customer's production mailbox (Moray server) using the <`MailBox ID`> found in *Appendix A – Institution Information.*
    (**b**) Copy response files to corporate server folder:
    `... \AdvanTG Web Conversions\`**<Institution Name>**`\`<**MailBox ID**>
    (**c**) Use the **Decrypt Utility** to convert data to plain text and save the decoded response files in `Conversion-II` folder.
    (**d**) Rename files to conform to AdvanTG Web II file naming standards (as needed)
    (**e**) Drop file copies in the same BPLM so the CMLN files can be moved to the proper server. \\Moray\BE_BPLM

> **Note:** The <`MailBox ID`> for this institution, used to locate the Phase I response files and as a label for the storage folder, can be found in *Appendix A – Institution Information* on page 83. The <`MailBox ID`> is the hexidecimal equivalent of the institution's 6-digit DOE ID.

> **Caution:** Follow the AdvanTG Web Renaming procedures described in *Section 10 – Renaming AdvanTG Phase I Files* on page 79), to ensure proper processing of the CommonLine Response Files.

69. [**Existing**]BIT modifies the production TG Warehouse Tables (CommonLine and ConnecTG) to send all responses for this institution's associated trading partners to the new AdvanTG Web II email address:
    (**a**) Update line 5 of the `CommonLine` table to include `ADWB` in place of `ADTG`.
    (**b**) Update line 4 (RRD line) of the `ConnecTG` table to be `ADVWEB` rather than the ConnecTG mailbox identifier.

> **Note:** The ConnecTG table will automatically synchronizes with the Electonic School Report (ESR) profile page.

70. DEV Testing Team archives all intermediate customer conversion files used during Initial Load and CT Import. See *Section 6 – Export/Import Desktop Change Transactions* on page 53 and *Section 7 – Initial Load Process* on page 69.

71. **BIT-TECH SIGNS-OFF ON IT'S REVIEW OF ALL CONVERTED CUSTOMER DATA.**

72. The BIT lead/backup (*Chuck Ramos*) sends an email to the *Customer Conversion email group*, that a review of this institution's converted data is complete.

73. Technical Services AdvanTG Web Database Administrator (DBA) runs statistics command (*Run Status*) after each institution conversion to optimize future production queries.

> **Note:** Running these statistics is essential to ensuring that AdvanTG Web creates optimal queries during production hours.

74. BIT-Tech creates a TG Warehouse BASE profile for the institution.

> **Caution:** This step **MUST NOT** be done until the Mark Export Data procedure is completed. See *Section 8 – Mark Exported Data* on page 71.

## Implementation Day (Institution "Goes Live" with AdvanTG Web II)

On Implementation day, access to AdvanTG Web II is provided to the institution and its students, along with the necessary onsite training and customer support.

### *Procedure: Implementation Day Activities*

75. Security inactivates Phase I user's portal access (before start of business, 8:00 AM) and activates the user IDs for AdvanTG Web II.

76. TS – Administration modifies LBW to redirect students to the AdvanTG Web II system for those schools that have converted to AdvanTG Web II. This is done on a school-by-school basis.

> **Note:** This forwards requests to AdvWeb Phase II's Complete/Update Application page if the School has already been converted to AdvWeb Web II. This helps TG to tell schools that the URL page for students to access will continue to be the LBW's URL for the next year, but will forward those students to AdvanTG Web II once the school is converted. This step is required so that LBW knows this school has been converted to AdvanTG Web II.

77. CONS will be onsite at the school(s) to provide new users IDs and Passwords (when applicable) at the institution as they being using AdvanTG Web II.

78. CONS proactively checks the Internet Browser and Proxy Server settings for each user to decrease the number of support calls to the Product Support Group. (See *Appendix E – Internet Browser Settings* on page 104 for settings and troubleshooting information.)

79. CONS provides training and initial customer support.

**Note:** There may be other mechanisms available to get the data from new institutions as well, particularly if that institution has a FAM system that supports Commonline. However, these conversions will be handled on a case-by-case basis.

## Servicers

Before a servicer is converted to AdvanTG Web II, all of its trading partner institutions serviced by that servicer must be first converted to AdvanTG Web II. Only then, can the servicer institution be converted to AdvanTG Web II.

**Caution:** In addition, the Institution tables in AdvanTG Web II must be set-up properly using the Institution Administration GUI, in terms of the servicer relationship between the institutions.

**Note:** When a servicer is converted to AdvWeb Phase II, the Initial Load Utility may have to be run for each serviced institution. However, if the servicer has already set up all loans to contain the servicer information, then the initial load program can be run just for the servicer.

# Section 3 - Nightly Institution Synchronization

To keep AdvanTG Web II institution (schools, lenders, and servicers) information synchronized with the TG mainframe systems, a nightly job is run on TG's mainframe. Each evening, a mainframe job will extract institution data from the Program Support Process System and create a file with the information displayed in Table 5: Nightly Institution Synchronization File. This file is automatically sent (FTP) to the AdvanTG Web II WebLogic server, parsed into individual institution records, and two AdvanTG Web II database tables are updated.

WHERE DOES THIS PAGE GET SENT TO

## Procedure

### *Procedure: Nightly Institution Synchronization Job*

1.  Each evening, a mainframe job will extract institution data from the Program Support Process System that is maintained by CAO team.
2.  The fixed-length, 179-character file is sent to the AdvanTG Web Production Application server which also is running the BPLM process and B2B Server.
3.  The BPLM Sever sends the file to the B2B server, which parses the file and updates two AdvanTG Web database tables – `EINSTITUTION` (see Table 6 on page 35) and `DINSTITUTIONFEATR` (see Table 7 on page 35)
4.  **Standard business logic applied during the database updates:**
    → If the institution ID does exist, the `EINSTITUTION` database information is **updated** with the synchronization file information.
    → If the institution ID does not exist, the synchronization file information is added as new `EINSTITUTION` and `DINSITITUTIONFEATR` records.
5.  **Special business logic applied during the database updates:**
    → For servicer institutions (Type=O) and DOEID starts with a '7'in the nightly synchronization file, set-up the institution in AdvanTG Web as a lender servicer. If the institution is already exists in AdvanTG Web as a school servicer, **do not** overwrite the institution type code in AdvanTG Web.

### Table 5: Nightly Institution Synchronization File

| Positions | Length | Description |
|-----------|--------|-------------|
| 1 | 1 | Institution Type (S-School, L-Lender, G-Guarantor, O-Servicer) |
| 2-9 | 8 | Institution ID Guarantor – 3 digits, Lender – 6 digits, School – 8 digits |
| 10-49 | 40 | Institution Name |
| 50-84 | 35 | Address Line 1 |
| 85-119 | 35 | Address Line 2 |
| 120-154 | 35 | City |
| 155-156 | 2 | State |
| 157-165 | 9 | Zip Code |
| 166-175 | 10 | Telephone Number |

| 176 | 1 | TG Eligibility  (Y-Yes, N-No) |
| 177 | 1 | TG EFT Flag (Y-Yes, N-No) |

## AdvanTG Web II Database Tables Updated

### Table 6: `EINSTITUTION` Fields Updated with Institution Synchronization File

| Not Null | Database Field Name | Field Data Type | Size | Synchronization File | Field Size |
|---|---|---|---|---|---|
| Yes | OID | INTEGER | 10 | System Created | |
| Yes | DOEID | CHAR | 8 | Institution ID | 8 |
| | NAME | CHAR | **50** | Institution Name | **40** |
| Yes | TYPE | CHAR | 1 | Institution type | 1 |
| | ADDRLINE1 | CHAR | 35 | Address1 | 35 |
| | ADDRLINE2 | CHAR | 35 | Address2 | 35 |
| | CITY | CHAR | **24** | City | **35** |
| | STATE | CHAR | 2 | State | 2 Char |
| | ZIPCODE | CHAR | 5 | Zip Code | 9 NUMBER (5 + 4) |
| | ZIPCODESUFFIX | CHAR | 4 | | |
| | OFFICIALPHONE | CHAR | 10 | Phone | 10 NUMBER |
| Yes | LASTUPDATEDTIME | TIMESTAMP | 26 | System Created | |

### Table 7: `DINSTITUTIONFEATR` Fields Updated with Institution Synchronization File

| Not Null | Database Field Name | Field Data Type | Size | Synchronization File | Field Size |
|---|---|---|---|---|---|
| Yes | FEATURECODE | CHAR | 4 | TG Eligibility Code (1) TG EFT Flag (T) | 1 |
| yes | INSTITUTIONOID | INTEGER | 10 | Institution ID | 8 |
| | TIMESTAMP | TIMESTAMP | 26 | System Created | |

**Note:**
**(1)** One record will be loaded to `DINSTITUTIONFEATR` for TG Eligibility code.
(That is, if TG Eligibility code is "YES", then one record is added in the combination of `FEATURECODE` and `INSTITUTIONOID`. If code is "NO" no record will be added.

**(2)** One record is loaded to `DINSTITUTIONFEATR` for TG EFT Flag.
(That is, if TG EFT Flag is "YES" then one record will be added in the combination of `FEATURECODE` and `INSTITUTIONOID`, if code is "NO" no record will be added.)

# Section 4 – Customer Conversion Utilities

## Procedures

This area describes the main *Customer Conversion Utilities* a Texas Guaranteed team member would use to convert customer institution (school, lender, servicer) loan data. These operations are described in this section and in additional detail in Sections Five through Nine.

### *Using two graphical user interfaces (GUI), a TG team member can perform:*

- Change the status (**Phase 1**, **Phase 2**, or **Transition**) of an LBW institution
- Convert LBW Phase 1 Loans, Certifications, and School information.
- Import Change Transactions (CTs) produced from AdvanTG Desktop software.
- Split Initial Load file (loans guaranteed by TG) into smaller CommonLine Response files.
- Mark converted loans (with a LoanAppCode = 'L'), Change Transactions, and imported guaranteed loans as "**exported**" and reset receive dates by 24 hours from the current date.
- Undo the last operation that marked an institution's loans as "**exported**".
- Check the TopLink Sequence numbers for a database to ensure operational consistency.

**Figure 1: Customer Conversion Utilities**

## Change Customer Institution Data Status

AdvanTG Web maintains a database table (TLBWINST) that describes the current status of a Loans by Web (LBW) institution.

### *The LBW School Phase statuses are:*

- **1** – Current LBW Phase one customer.

- **Transition** – TG Team members are performing the customer conversion activities during Day 3 of Implementation week. More specifically, step **40** of the customer conversion process has started and step **54** is not completed.

- **2** – Customer Conversion of LBW information is complete.

> **Note:** Refer to *Section 2 – Customer Conversion Overview*, beginning on page 19, for the **63** customer conversion steps.

### Figure 2: Change Institution Phase - Select



### *Procedure: Changing an Institution's Phase Status*

1.  Start Internet Explorer browser software.

2.  Type this URL to access the *Customer Conversion Utilities*:
    http://<dnsaddress>:7001/importdata/index.jsp
    where <dnsaddress> is the appropriate AdvanTG Web environment.

3.  Click the **Change Institution's Phase…** option on the **Customer Conversion Utilities** page displays *Figure 2: Change Institution Phase - Select*.

4.  Type the needed **DOE ID** (Department of Education ID) for the institution (school or lender), **Servicer DOEID** for lenders, and the optional **Non-DOE Branch IDs** if necessary.

5. Select the status for this institution from the **Change Institution Phase To** drop-down list

6. Choose `Staging/UAT`, `Beta`, `Production`, or `Production-Staging` from the **Select Database** drop-down list

7. Click **OK**.

8. If the institution DOE ID is correct, the **Change Institution Phase - Results** page displays (Figure 3). If the school/lender ID is mistyped or invalid, *Figure 4: Change Institution Phase – Institution Not Found* displays.

> **Note:** Refer to *Appendix A – Institution Information* on page 83 for institution DOE IDs.

**Figure 3: Change Institution Phase - Results**



**Figure 4: Change Institution Phase – Institution Not Found**

## Import Loans by Web Customer Information

The *Customer Conversion Utilities* transfers loans, certifications, and institution information from the LBW Production (Test) database to the AdvanTG Web database. Clicking the **Transfer LBW School, Certification, and Loan data…** option on Figure 1, starts the conversion procedure.

Refer to *Section 5 – LBW Conversion Procedures*, beginning on page 45, for detailed procedure steps and data validation procedures.

**Table 8: LBW Conversion – Converted Information**

| Data Classification | Notes |
|---|---|
| Institution Updates | Retrieve institution information regarding contacts, URLs, preferred lenders and profiles from LBW and update the AdvWeb Phase II database with that information for a given institution (including accessible institutions—branches, serviced institutions). This application needs to be run right before conversion of the institution to get any updates that have been made to LBW. |
| Institution URLs | Converts a school's name, address and 3 URLs<br>School Counseling<br>School FAQ (Frequently Asked Questions)<br>School Test<br>School homepage |
| Preferred Lenders | Converts a lender's name, address, and homepage URL |
| Applications | Will be overloaded by mainframe receives<br>Also creates Master Demographic records as it proceeds.<br>All master demo records are updated from the LBW `Borrower` table. |
| Loans | MPN and PLUS loans (LBW `Stafford` table) converted<br>Will be overloaded by mainframe imports<br>Also creates Master Demographic records as it proceeds.<br>All master demo records are updated from the LBW `Borrower` table. |
| Certifications | MPN and PLUS certifications (LBW `Award` table) converted as to Applications<br>Also creates Master Demographic records as it proceeds.<br>All master demo records are updated from the LBW `Borrower` table. |
| Master Demographics | Converts Borrower and student demographics<br>Overloaded by what we receive and import from mainframe |

## Import Change Transactions

The *Customer Conversion Utilities* takes the modified ChangeSend file exported from an institution's Desktop AdvanTG software and populates AdvanTG Web database tables. Clicking the **Import CTs from ChangeSend file…** option on Figure 1, will start the populating the AdvanTG Web tables.

Refer to *Section 6 – Export/Import Desktop Change Transactions,* beginning on page 57, for detailed procedure steps and data validation procedures.

## Split Initial Load File

The *Customer Conversion Utilities* can take a large CL Response file created on the TG mainframe using the Loan Extraction process (see Loan Extraction Overview on page 61) . Clicking the **Split Initial Load File into Multiple CL Response Files…** option on Figure 1, will create CL Response sub-files that AdvanTG Web B2B server can process efficiently.

Refer to *Section 7 – Initial Load Process,* beginning on page 66, for detailed procedure steps and data validation procedures.

## Mark Exported Data in AdvanTG Web Database

The *Customer Conversion Utilities* marks the loans (only those with LoanAppCode=**L**) and change transactions as "**Exported**" and resets the received dates by 24 hours. Clicking the **Mark Exported Data in AdvanTG Web DB…** option on Figure 1, changes the information in two AdvanTG Web database tables. Once this information is changed, the loans converted for an institution will not list in an AdvanTG Web report falsely.

Refer to *Section 8 – Mark Exported Data,* beginning on page 71, for detailed procedure steps and data validation procedures.

## Undo Mark Exported Data

The *Customer Conversion Utilities* can ***undo*** the previous database changes made by the **Mark Exported Data in AdvanTG Web DB…** option. Clicking the **Mark Exported Data in AdvanTG Web DB…** option on Figure 1, effectively executes a database rollback (undo) operation.

Refer to *Section 8 – Mark Exported Data,* beginning on page 73, for detailed procedure steps.

## Check TopLink Sequence Numbers in Database

Sometimes manual activity in an AdvanTG Web database can create TopLink number sequencing problems. The sequence numbers are used for the Object Identifiers (OIDs) of the entity objects in AdvanTG Web.

Once a sequence number is given out to an object to be its OID, it is incremented so that it is ready for the next created object that is created. Problems arise when the sequence numbers become less than existing OIDs in the system. This results in SQL exceptions when another object is given the same sequence number and attempted to be inserted into the database. This problem can arise by someone resetting the sequence numbers when there are still objects in the database or by someone inserting records through SQL into a clean database. These records contain OIDs from whatever database they were dumped out of. The Check TopLink Sequence Numbers utility obtains the maximum OID for each database table and compares it the corresponding sequence number to make sure that the sequence number is greater.

**Note:** This will give testing a tool to run when they do any manual changes or resetting of the database to make sure it is properly aligned instead of treating it like an application problem.

*Procedure: Checking an AdvanTG Web Database TopLink Sequence Numbers*

**1.** Start Internet Explorer browser software.

2. Type this URL to access the *TopLink Sequence Numbers utility*:
   `http://<dnsaddress>:7001/TopLink.jsp`
   where `<dnsaddress>` is the appropriate AdvanTG Web environment.

3. Choose `Staging/UAT`, `Beta`, `Production`, or `Production-Staging` from the **Select Database** drop-down list

4. Click **OK**. *Figure 6: Check TopLink Sequence Numbers - Results* displays the AdvanTG Web database's TopLink Sequence Numbers and tests to see if the numbers are properly set within all database tables.

**Figure 5: Check TopLink Sequence Numbers - Select**

**Figure 6: Check TopLink Sequence Numbers - Results**

**TopLink Sequence Numbers - AdvanTG Web Database Results**

**Results**

Selected Database:                                    Production Database

| TABLE | MAX OID | TOPLINK OID | RESULT |
|-------|---------|-------------|--------|
| DADVANTGERROR | 100451 | 100500 | true |
| ECIRREPORTRQST | 100001 | 100050 | true |
| DCTDETAIL | 102551 | 102600 | true |
| ECHANGETRANS | 102551 | 102600 | true |
| EDISBROSTER | 100001 | 100050 | true |
| EEXAMRESULT | -- | 100000 | true |
| EFILEPROCESSLOG | 100454 | 100500 | true |
| EINSTITUTION | 103366 | 103400 | true |
| ELETTERDATA | 100004 | 100050 | true |
| ELETTERDATADEF | 51203 | 100000 | true |
| DLETTERDATADETAIL | 100048 | 100050 | true |
| ELETTERSET | 100101 | 100150 | true |
| ELETTERTEMPLATE | 100101 | 100150 | true |
| ELOAN | 149861 | 149900 | true |
| EPARSEINFORMATION | 172764 | 172800 | true |
| EPERSON | 153561 | 153600 | true |
| DPREFERREDLENDER | 100071 | 100100 | true |
| ERRDREPORT | 100705 | 100750 | true |
| EROUTE | -- | 100000 | true |
| EACTIONLOG | -- | 100000 | true |

Result:                                    true

# Section 5 – LBW Conversion Procedures

## Introduction

The LBW Conversion Utility is a simple data conversion framework that allows each specific conversion to be configured in a text file, rather than hard-coded in the programming language. The data conversion framework is intended to have just the functionality required for LBW data conversions; it is not a general-purpose data conversion framework. The framework minimizes the amount of code required for converting LBW data into AdvanTG Web II and allows the bulk of the data conversion to be configured, rather than coded.

> **Caution:** Prior to running the LBW Conversion utility institution, you must have used the AdvanTG Web II Institution Administration GUI to establish the Institution hierarchy (branches, serviced institutions).

### *See these technical documents for additional details.*

- *Overview of Customer Conversion Requirements* (David Depinet)
  `$/AdvWeb/Data Conversion/Data Conversion Requirements.doc`
- *Design of LBW Conversion Framework* (David Depinet)
  `$/AdvWeb/Data Conversion/Data Conversion Design.doc`
- *LBW Conversion Logic – Institutions, Loan History, Applications, Certifications, and Master Demographic* (David Depinet)
  `$/AdvWeb/Data Conversion/LBW Conversions.doc`
- *Mapping from LBW Database Tables to AdvanTG Web Value Object Variables for*
  `$/AdvWeb/Data Conversion/conversion spreadsheets/All Files`
- *Data Conversion Class Diagram* (Depinet)
  `$/AdvWeb/Data Conversion/DataConv.mdl`
- *Journal of Implementation Changes* (Alan Hench)
  `$/AdvWeb/Data Conversion/implementation_changes.txt`
- *LBW Conversion Instructions* (Alan Hench)
  `$/AdvWeb/Data Conversion/implementation_usage.txt`
- *LBW Data Conversion Technical Notes* (Eric Schneider)
  `$/AdvWeb/Data Conversion/LBW Conversion Procedure Notes`

### Caveats

> **Caution:** The information retrieved from LBW will not be sufficient to completely define an institution in AdvWeb Phase II and the CS – Business Integration Team is required to complete the definition of converted institutions.

> **Note:** The only Loans by Web demographic information that will be lost, are loans where the student updated demographics, but has not submitted the application. These will be lost when the data is overwrititen from the mainframe initial load of loans. (See *Section 7 – Initial Load* on page 61.)

## Data Conversion Process Flow

**Figure 7: LBW Conversion Flow**
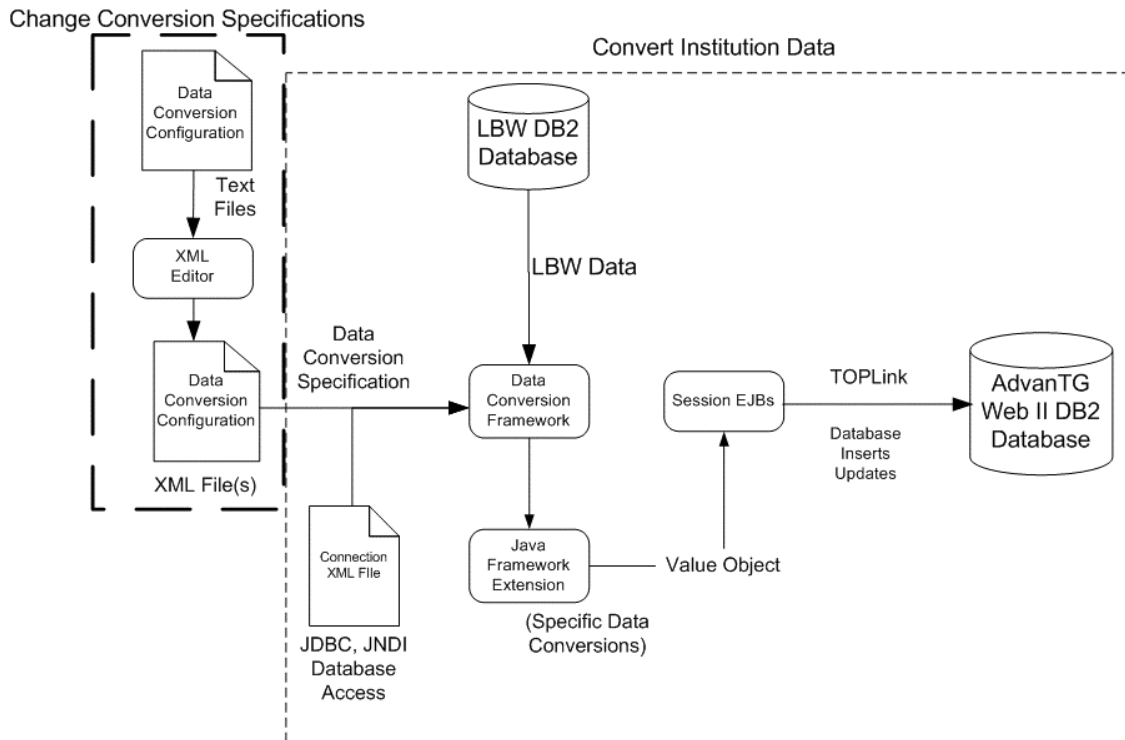


The Data Conversion Framework (Figure 7) reads the XML configuration file(s) and creates appropriate Java Framework Extensions to convert specific LBW database fields into the format needed for AdvanTG Web code. Each data conversion executes a query against LBW and for each row in the result set, the data conversion creates an AdvanTG Web Value Object (for example, `SchoolWithURLs`, `PreferredLenderValue`), converts the LBW database results into fields in the Value Object, and finally calls a sessionEJB to insert or update AdvanTG Web II database records.

**Once the LBW Conversion finishes, it displays:**

- Total number of objects successfully converted
- Number of objects that failed to convert

**Note:** In all conversions, if a non-ED branch ID is given, that ID is used as the non-ED branch ID for **all institutions** that are created/updated/referenced during the conversion. When the institutions imported, used, and updated during the LBW Data Conversion tests would not interfere with any existing institution records. LBW does not store non-ED branch information, so none of the LBW database institutions will have a value for that field. When the production imports are run, the non-ED branch ID should be left blank to reference the actual institution records in AdvanTG Web II.

**Table 9: Current School LBW Information**

| MAPNAME XML File | LBW School Data Conversion Description |
|---|---|
| SchoolURLMap | URLs, such as entrance counseling and home page |
| SchoolPrefLenderMap | Preferred lenders and their sort order |
| AppMPNMap | 'SF','SU','CS' type applications that are in Ready status ('L') |
| AppPLUSMap | PL' type applications that are in Ready status ('L') |
| CertMPNMap | 'SF','SU','CS' type certifications that are in LBW status ('L') |
| CertPLUSMap | 'PL' type apps that are in LBW status ('L') |
| LoanHistoryMPNSubMap | Create MPN Subsidized loan records, 'SF' type loans that have been guaranteed. |
| LoanHistoryMPNUnsubMap | Create MPN Unsubsidized loan records, 'SU' type loans that have been guaranteed. |
| LoanHistoryPLUSMap | Create PLUS loan records, 'PL' type loans that have been guaranteed |

## LBW Conversion GUI

You can perform LBW conversion operations with the *Customer Conversion Utilities* shown in *Figure 1:* on page 36.

**Figure 8: Convert LBW Information – Select**

*Procedure: Converting LBW Information*

1. Start Internet Explorer browser software.

2. Type this URL to access the *Customer Conversion Utilities*:
   `http://<dnsaddress>:7001/importdata/index.jsp`
   where `<dnsaddress>` is the appropriate AdvanTG Web environment.

3. Click the **Transfer LBW School, Certification and Loan data…** option in *Figure 1: Customer Conversion Utilities* on page 36.

4. Select the institution type by clicking the `School, All Lenders` or `Lender` option buttons. When you select the `School` or `Lender`, the default LBW information types are selected in the check boxes under the **Import Options**.

5. Type the needed **DOE ID** (Department of Education ID) for the institution (school or lender), **Servicer DOEID** for lenders, and the optional **Non-DOE Branch IDs** if necessary.

6. Click **Select All** button or select the specific LBW data conversions using check boxes in *Figure 8: Convert LBW Information – Select*.

7. Select the desired **Source LBW Database** using the drop-down list.

8. Click **OK**. Depending upon the number of records, the utility can run for several minutes before it displays *Figure 9: Convert LBW Information* - Results. If the institution DOE ID is mistyped or incorrect, Figure 10 displays.

> **Note:** This program can take from *several seconds* to *several minutes* depending upon the number of institutional records in the LBW database.
>
> What we are saying is **Be Patient!**

**Figure 9: Convert LBW Information - Results**



**Figure 10: Convert LBW Information – Institution Not Found**

## Mandatory Data Fields for Validation

As part of the quality assurance effort for the LBW conversion to AdvanTG Web ii, you must examine a minimum of ten, randomly selected certifications. This permits you to select a certifications covering the most common types. The MPN and PLUS certifications each have different required fields, as detailed in Table 10.

**Table 10: Mandatory Fields for LBW Certification**

| Fields | MPN | PLUS |
|---|---|---|
| Borrower First and Last Name | X | X |
| Address, City, State, Zip Code, and DOB | X | X |
| Enrollment Code<br>Grade Level Code | X | X |
| Loan Period Start Date<br>Loan Period End Date | X | X |
| School DOE ID | X | X |
| Anticipated Graduation Date | X | X |
| Certification Date<br>Certification Amount | X | X |
| Disbursement Date | X | X |
| Loan Type | X | X |
| Guarantor ID | X | X |
| Process Type Code (GO, GP) | X | X |
| Serial Loan Code | X | |
| Prom Note Delivery Code | X | |

## Quality Assurance for LBW Conversions

You can perform quality assurance on the LBW Conversion using two approaches:

- Use the *Customer Conversion Utilities*, AdvanTG Web II application, and the LBW software to validate results.

- Use database SQL queries on the LBW Production and AdvanTG Web database tables to compare data.

> **Note:** As the LBW Conversion scripts run, they log the Social Security Number (SSN) and CL Unique ID for each loan/certification object converted. This information is recorded in the AdvanTG Web II debugging log file found in the folder: `D:\bea\wlserver6.1\logs\advweb-debug.log`.

### Checking for Duplicate Records in LBW

If you need to run LBW Conversions on loan history MPN and PLUS loans, you must check for duplicates in the LBW Awards, Stafford (Applications), and History database tables.

### Applications Quality Assurance

***Validating the loans and certifications from AdvanTG Phase 1 to Phase 2 database requires several operations:***

- Validate converted record counts match the institution's data in LBW. Check for number of certification records.

- Randomly select 10 certification listings using the Phase I LBW production data base, that fall within the Loan Period Begin Date and Certification Date.

- Verify in the AdvanTG Web II database the LBW records were loaded.

- Review the institution's converted data for the randomly-selected ten certifications.

***Procedure: Validating LBW Conversion Results***

1. Login to AdvanTG Web Phase 1.
2. Click **Web or Phone Certification - TG Admin**.
3. Click the **Certification Information** link.
4. Type the nine-digit **School DOE ID** (for example, `003545000`).
5. Click **Submit Query**.
6. Randomly select 10 certification listings (rather than consecutive records) using the Phase I LBW production data base, that fall within the **Loan Period Begin Date** and **Certification Date** specifications.

> **Note:** Enure these certifications cover most common MPN and PLUS certification types!

7. Verify in the AdvanTG Web II database the LBW records were loaded using the URL: **`https:\\advprod.tgslc.org`**
8. Login to AdvanTG Web II.
9. Select **Application Status Report** from the **Reporting** Page that displays after AdvanTG Web displays the home page.
10. Scroll to bottom and deselect all **Application Status** options except for LBW Certification (`L - status`).
11. Compare record counts from AdvanTG Web II *Application Status Report* and utility count using the *Customer Conversion Utilities*.
12. Reviews the institution's converted data for the previously-selected 10 (random) certifications.
13. Navigate to the **List Applications** page in AdvanTG Web II.
14. List all applications with an `L` loan status code.
15. Check that the mandatory data fields for the MPN or PLUS certifications exist.
    See *Table 10: Mandatory Fields for LBW Certification* on page 48.

> **Note:** The date criteria for selecting LBW loan certitfcations for verification:Loan Period Begin Date is not later than one year and a day. plus theCertification Date is less than 2 years old.

> **Note:** The AdvanTG Web production URL will ultimately be changed to **`https:\\advweb.tgslc.org`**

> ⚠️ **Caution:** If your selected SSN certification is not listed, it was because a second certification has been created and guaranteed in Phase I during the same date range. This can be verified by logging into Phase I and referencing the History for the specific Social Security Number.

## Database Quality Assurance

Once you have used the LBW Conversion *you need to perform some preliminary quality assurance steps*.

> ⚠️ **Caution: T**he LBW Conversion quality assurance SQL scripts can be found in Visual SourceSafe. The folder/file name is:
> `$/AdvWeb/Testing/Data Conversion/LBW/SQL_LBW_Conversion.txt`
>
> Use the script syntax *directly* from the the Visual SourceSafe file, *not* the SQL text found in this document.

### *The minimum LBW Conversion quality assurance steps you should perform:*

- Query the LBW database to determine the number of records converted for this institution's type of data. For example, how many MPN loans were converted for this school?
- Query the AdvanTG Web database tables that receive the converted LBW information for the institution and get a record count.
- Reconcile the number of records reported from the LBW database, the AdvanTG Web II database tables, and the record counts (*successful* and failed) reported by the LBW Conversion.

### *Procedure: Evaluating the Institution's LBW Conversion using DB Queries*

1. Run an SQL query against the LBW Database using one of the queries shown under the title *Access LBW Database - <Data Type>*, on pages 96-101. Examine the *number of records* selected by the query.

> ℹ️ **Note:** *<Data Type>* stands for one of the LBW data categories converted— School URLs, School Features, Preferred Lenders, MPN Applications, PLUS Applications, MPN Certifications, or PLUS Certifications.

2. Run an SQL query against the AdvanTG Web II database using one or more of the SQL queries under the titles *Displaying <Data Type> in AdvanTG Web II Database Table*s, on pages 96-101.

3. Compare the LBW Database query, the count from AdvanTG Web II databases, and the total number of objects (*successful* and failed) converted.

4. Use the AdvanTG Web Application to display specific loans for this institution and verify that selected Social Security Numbers are stored in the AdvanTG Web II database.

5. [**Optional**] If incorrect LBW information was converted for this institution, run the **delete** SQL operations listed under the tittles *Deleting <Data Type> from the AdvanTG Web II Database Tables*, listed on pages 96-101.

### AdvanTG Web Database Tables with LBW Conversion Results

To perform quality assurance after an LBW Conversion, you need to become aware of where the data for each LBW conversion was stored in the AdvanTG Web II Database tables:

**Table 11: AdvanTG Web Database Tables Used for LBW Conversion**

| LBW Data | AdvanTG Web Database Tables |
|---|---|
| School URLs | `DinstintutionURL` |
| School Features | `DinstintutionFeatr` |
| Preferred Lenders | `DPreferredLender` |
| MPN Loan Applications | `ELoan, EInstitution, DDisbursement, EPerson` |
| PLUS Loan Applications | `ELoan, EInstitution, DDisbursement, EPerson` |
| MPN Certifications | `ELoan, EInstitution, DDisbursement, EPerson` |
| PLUS Certifications | `ELoan, EInstitution, DDisbursement, EPerson` |

### Deleting LBW Conversion Records added to AdvanTG Web II

If the LBW Conversion fails to convert applications, certifications, and other school information correctly, you must run one or more of the scripts (see *Appendix C – LBW Conversion Quality Assurance*) to delete the converted information.

⚠️　　**Caution:** If you ran the LBW Conversion, *you must run each of scripts* that correspond to the data types you selected with the check boxes in Figure 8:  on page 45.

# Section 6 – Export/Import Desktop Change Transactions

This AdvanTG Web II Utility will be an extension to the Import Change Transactions software that will also convert the additional status and timestamp information exported by AdvanTG Desktop's modified export change transactions code.

This section covers the procedures necessary to export change transactions (CTs) from the AdvanTG Desktop software to a text file. The text file is imported into AdvanTG Web II database tables using the Customer Conversion Utilities (see Section 4) that follows the standard procedure for inserting Change Transactions from the AdvanTG Import CT Use Case.

## Exporting Desktop Change Transactions

### Preparation of AdvanTG Desktop Database before Export CTs

Prior to importing an Institution's AdvanTG Desktop information into the AdvanTG Web II database, several key steps happen after the customer finishes all transactions with the AdvanTG Desktop database and before the change transactions (CTs) are exported to a text file.

### *These major steps are:*

1. Institution sends its AdvanTG Desktop database to TG's Application Development and Support (ADS) group.
2. TG's BIT-Tech group request a portion of the institution's Paradox database from ADS.
3. BIT-Tech creates storage on one of TG's corporate servers for the files.
4. BIT-Tech runs a database repair utility on the database tables.
5. BIT-Tech runs a database compression utility on the database tables.
6. BIT-Tech places a copy of the repaired and compressed data files back on the corporate server.
7. BIT-Tech upgrades the AdvanTG Desktop Software to Build 5.2 and copies the modified `Advantg.exe` file (created on 10/08/02) to the executable folder. This software creates the "modified" ChangeSend file containing extra information (see Table 12 on page 54.)
8. Run the next procedure to create the ChangeSend file that contains the exported change transactions.

> **Note:** If you open the exported CT file in a text editor, you will see additional information after the normal record terminator of each ChangeSend record. This is the information described in Table 12 on page 54.

### Procedure to Create ChangeSend File from Special Desktop Software

### *Procedure: Export Change Transactions from the Modified AdvanTG Desktop Software*

1. Start the AdvanTG Desktop application by selecting Start **»** Programs **»** Tgworks **»**AdvanTG.
2. On the **AdvanTG Login** window type login with the **Institution's User ID** and **password**.

3. Choose the **Export** command under the **File** menu. Select the **Change Transaction** command from the File >>Change Transactions cascading menus.
4. Select the "**Transmitted 8s, 9s, and 10s**" option.
5. Press **OK**.
6. Under **Available Export Formats**, choose the **CommonLine Response File – Applications**.
7. When the **Save As** window displays, navigate to this folder and provide a file name: CorpFile2\\Everyone\AdvanTG Web Customer Databases\ **<institution name>**

> **Note:** The filename you specify might want to reflect the institution, userID (of this desktop), and the date-time your created this Change Send File.

## Validating Exported AdvanTG Desktop CTs

Once you have created the text file (modified ChangeSend file format), you need to perform some preliminary quality checks to ensure successful data conversion and prepare to import the CTs into AdvanTG Web II database.

### *Procedure: Validating Exported Desktop CTs*

1. Using AdvanTG Desktop software, display the number of Transmitted@1-8s, @1-9s, and @1-10s records listed in the **Change Maintenance** window.
2. This should match the number of records exported and the number of records in the Change Send File.
3. Record the number of records to use later as part of validating the number of Change Transactions inserted into the AdvanTG Web databases (see *Quality Assurance for Import CTs Option* on page 59.)

## Desktop Exported ChangeSend File - Notes

A modified version of AdvanTG Desktop will export Change Transactions from the institution AdvanTG Desktop Paradox database. The modified version will include status and timestamp information along with the standard CommonLine format.

The Change Transactions imported into the AdvanTG Web II database tables are Borrower and the Detail records:

- **Schools** – Change transaction types 8, 9, and 10 that are in the Transmitted status.
- **Lenders** – Change Transaction records with status **4** or **A** are exported.

The exported CTs will then be imported into AdvWeb Phase II using a slightly modified version of Import CT software. The modifications will import the non-CommonLine fields exported by the modified version of AdvanTG Desktop.

The Change Transactions imported from the Change Send file (created from AdvanTG Desktop) and inserted into AdvanTG II database tables are Borrower and Detail records in a text format. The standard 480-character record Change Send file has an additional 86 characters of AdvanTG Web II information which is inserted into the DCTDETAIL and ECHANGETRANS database tables.

**Table 12: Extra AdvanTG Web II Information in Change Send File**

| Column Positions | Data Type and Length | Fields | AdvanTG Web Database Table.FieldName |
|---|---|---|---|
| 481-494 | Date/Time YYYYMMDDHHMMSS | Create and Update Date/Time | ECHANGETRANS.CreateTime DCTDETAIL.CreateTime ECHANGETRANS.UpdateTime DCTDETAIL.UpdateTime |
| 495-508 | Date/Time YYYYMMDDHHMMSS | MatchTimeStamp date/time | ECHANGETRANS.MatchTimeStamp DCTDETAIL.MatchTimeStamp |
| 509-522 | Date/Time YYYYMMDDHHMMSS | Submit date/time | DCTDETAIL.SubmitTime |
| 523-536 | Date/Time YYYYMMDDHHMMSS | **See logic shown below** | DCTDETAIL.ChgSendRecvTime **or** DCTDETAIL.ChgRespRecvTime |
| 537 | Alpha 1 | Status | ECHANGETRANS.recordStatusCode DCTDETAIL.recordStatusCode |
| 538-549 | Alpha 12 | Last update user id | ECHANGETRANS.LastUpdatedUserID DCTDETAIL.LastUpdatedUserID |
| 550-552 | Alpha 3 | Error code 1 | DCTDETAIL.errMsgCode1 |
| 553-555 | Alpha 3 | Error code 2 | DCTDETAIL.errMsgCode2 |
| 556-558 | Alpha 3 | Error code 3 | DCTDETAIL.errMsgCode3 |
| 559-561 | Alpha 3 | Error code 4 | DCTDETAIL.errMsgCode4 |
| 562-564 | Alpha 3 | Error code 5 | DCTDETAIL.errMsgCode5 |
| 565 | Alpha 1 | TG change type code | DCTDETAIL.TGChangeTypeCode |
| 566 | Alpha 1 | Not used | |

- For **schools**, this data maps to the change response receive date and time (ChgSendRecvTime)
- For **lenders**, use the following logic:

If **Last Update user id = 'change send'** (not case-sensitive) then the data maps to Change Send receive date and time (ChgSendRecvTime).

If **Last Update user id = 'common resp'** (not case-sensitive) them the data maps to Change response receive date and time (ChgRespRecvTime).

**Table 13: AdvanTG Desktop to Web CT Codes Translation**

| Desktop Code | AdvanTG Desktop Description | AdvanTG Web II Code | AdvanTG Web II Description |
|---|---|---|---|
| 07-A | Loan Period Change | 07-D | Loan Period Change |
| 08-A | Loan Cancel | 08-A | Loan Cancellation |
| 08-B | Loan Reinstate | 08-B | Loan Reinstatement |
| 09-A + (**1**) | Full Disbursement Cancellation | 09-F | Full Disbursement Cancellation |
| 09-B + (**2**) | Partial Disbursement Cancellation | 09-P | Partial Disbursement Cancellation |
| 09-A or 09-B (**3**) | Disbursement Date or Amount Change | 09-X | Disbursement Date or Amount Change |
| 09-' ' | Unknown | 09-U | Unknown |
| 09-C | Full Disbursement Reinstate | 09-C | Full Disbursement Reinstatement |
| 09-D | Add New Disbursement | 09-D | Add New Disbursement |
| 09-F | Partial Disbursement Cancel | 09-P | Partial Disbursement Cancel |
| 09-G | Full Disbursement Cancel | 09-F | Full Disbursement Cancel |

**1** Cancellation Date not blank, Cancellation Amount not 0, Revised Date blank, and Revised Amount 0.
**2** Cancellation Date not blank, Cancellation Amount not 0, Revised Date not blank, & Revised Amount > 0.
**3** Cancellation Date blank, Cancellation Amount 0, Revised Date not blank, & Revised Amount > 0.

| Desktop Code | AdvanTG Desktop Description | AdvanTG Web II Code | AdvanTG Web II Description |
|---|---|---|---|
| 10-' ', 'A', OR 'B' | Full or Partial Cancel or Return | 10-U | Unknown |
| 10-C | Full Disbursement Reissue/Return | 10-U | Unknown |
| 10-D | Partial Disbursement Reissue/Return | 10-P | Partial Disbursement Cancel/Return |
| 10-E | Full Disbursement Reinstate | 10-A | Full Disbursement Cancel/Return |
| 10-F | Partial Disbursement Reinstate | 10-R | Partial Disbursement Reissue |
| 10-G | No Change | 10-B | Full Disbursement Reissue |
| 11-A | Refund | 11-A | School Refund |
| 12-A | Refund Correction | 12-A | School Refund Correction |
| 13-A | Sub/unsub realloc loan decrease | 13-A | Sub/unsub realloc loan decrease |
| 14-A | Sub/unsub realloc loan increase | 14-A | Sub/unsub realloc loan increase |
| 19-A | E-mail information | 19-A | E-mail information |
| 24-A | Loan increase | 24-A | Loan increase |

> *See these technical documents for additional details.*

- *Change Transaction Send File* (NCHELP)
  `$/AdvWeb/Data Conversion/chgsnd.pdf`
- *AdvanTG Change Transaction File Extra Fields* (Kelly Kipple)
  `$/AdvWeb/Data Conversion/Data Mappings for extra portion Change Send record.doc`
- *Import CT Conversion Test Case*(Arvind Srivastava)
  `$/AdvWeb/Data Conversion/Import CT Conversion TEST CASE.doc`

# AdvanTG Web II Import CT Conversion Database Tables - Notes

These database tables read or populated with information by the Import CT migration utility include:

- **Institution Information** - `EINSTITUTION`
- **Change Transaction Overview Information** - `ECHANGETRANS, DCTDETAIL`
- **Tables modified based on Change Transaction Type** - `DCTCANCEL, DCTDISBURSEMENT, DCTEMAIL, DCTGRADELEVEL, DCTLNDREREFUND, DCTREALLOC, DCTSCHLREFCORR, DCTSCHLREFUND`

## Table 14: Change Transaction Database Tables Reference

| AdvanTG Web II Database Table | CT Detail Records | Change Transaction Information in this Table |
|---|---|---|
| ECHANGETRANS | **All** | Borrower data records. These borrower-level transactions can include multiple loans for the same borrower with differing CommonLine unique identifiers. |
| DCTDETAIL | **All** | Details common to all Change Transactions, used to verify which loan is referenced by the Change Transaction record. |
| DCTCANCEL | **@1-08** | Loan cancellations or reinstatements. |
| DCTDISBURSEMENT | **@1-09** **@1-10** | Full or partial disbursement cancellations prior to the release of funds for the disbursement. |
| DCTEMAIL | **@1-19** | Borrower Email address changes |
| DCTGRADELEVEL | **@1-07** | Borrower grade level changes |
| DCTLNDREREFUND | **@1-11** **@1-12** | Records for a school's returning of a disbursement to the disbursing agent after the school received the money or the reversal of such a return |
| DCTREALLOC | **@1-13** **@1-14** **@1-24** | Reallocation of funds for subsidized and unsubsidized Stafford loans (both pre- and post-disbursement). All 3 records must be submitted for a loan amount increase/decrease. |
| DCTSCHLREFCORR | **@1-12** | Correct a previously submitted School Refund Detail Record post-disbursement. Both the previously reported and the revised refund data appear in this record. |
| DCTSCHLREFUND | **@1-11** | Funds being returned from a school to a disbursing agent post-disbursement. |

For more details about the database table layouts and meaning of the specific fields, refer to:

- *Database Tables Data Dictionary* (Lance Smith)
  ```
  $/AdvWeb/System Documentation/DB2 Database Documentation/ Database
  Tables Data Dictionary.doc
  ```
- *AdvanTG Web Database Table Layouts* (Lance Smith)
  ```
  $/AdvWeb/System Documentation/DB2 Database
  Documentation/AdvanTG_Web_DB_Tables.xls
  ```

# Customer Conversion Utilities – Import CTs Option

## Prerequisites for running the Import CT Utility

### Requirements for running the Import CTs option under the Customer Conversion Utilities.:

- The *Customer Conversion Utilities* software must be deployed on the Beta or Production environment you intend to update.

- The institution must be defined in the AdvanTG Web II database table EINISTITUTION.

- You must have exported one or more Change Send Files from AdvanTG desktop systems used by this institution. (See Exporting Desktop Change Transactions on page 52.)

- The Application Server (WebLogic) and the B2B Server **must be** running. You must point to the appropriate servers using the parameters in the import.properties file

- The AdvanTG Web database tables ECHANGETRANS and DCTDETAIL must be clean. That is, there must not be any records (from a prior Import CT attempt) with the institution ID. Also you must delete records from appropriate tables listed in *Table 14: Change Transaction Database Tables Reference*. Which database tables require you to delete records, depends upon the content of the institution's Change Send file you may have run through the utility.

⚠️ **Caution:** This involves the scenario where running the Import CT utility failed previously. The Import CT can not validate whether duplicate records exist for this institution. If the Import CT utility fails, you must manually delete the records from the affected database tables. The tables you must delete records from are listed in Table 14: Change Transaction Database Tables Reference.

## Running the Import CT Option

Running the Import CT Utility is extremely easy and simple.

### Procedure: Running the Import CT Option

1. Start Internet Explorer browser software.
2. Type this URL to access the *Customer Conversion Utilities*:
   ```
   http://<dnsaddress>:7001/importdata/index.jsp
   ```
   where <dnsaddress> is the appropriate AdvanTG Web environment.

3. Click the **Import CTs from ChangeSend File…** option on the **Customer Conversion Utilities** page displays *Figure 11: Import CTs from ChangeSend File - Select.*

4. Click the **Browse** button by the **Select Import CT File**.

5. Use the parent folder icon 🖿 to navigate to the working directory containing the ChangeSend (import CT) file exported from the AdvanTG Desktop. In this example, the file is `00363600.txt`.

6. Click the filename and click the **Open** button.

7. Click **OK** on the **Import CTs from ChangeSend File – Select** page.
   The results of importing these change transactions is shown in Figure 12.
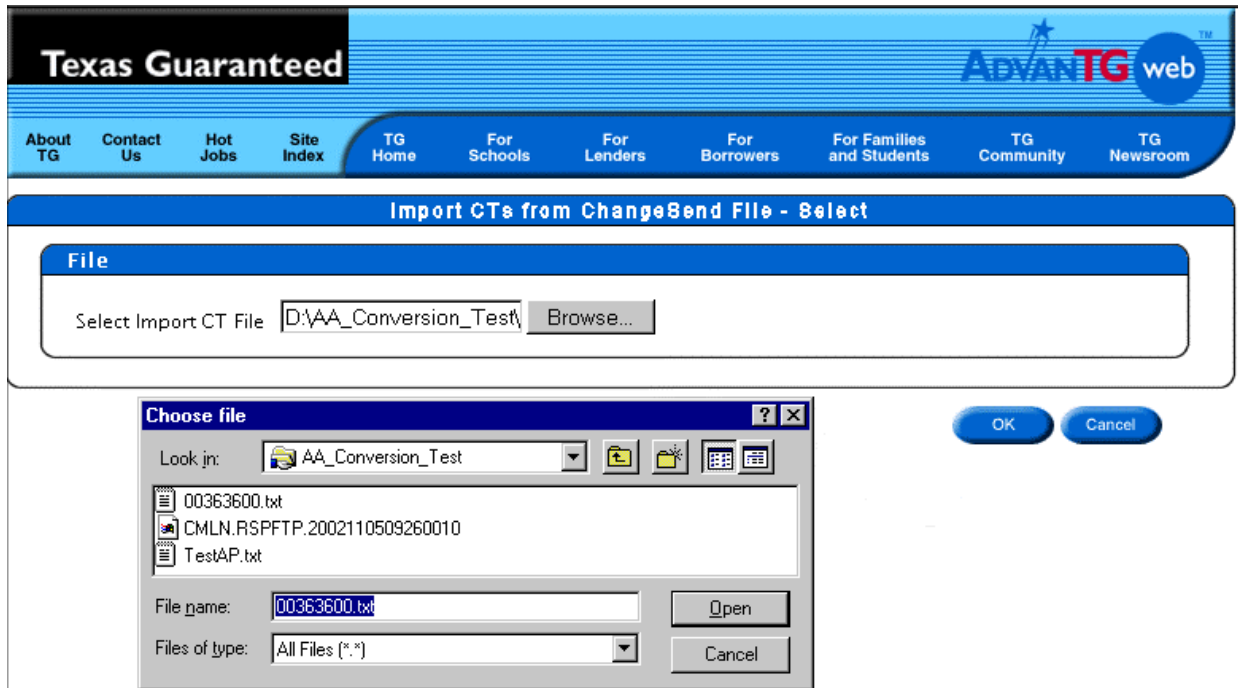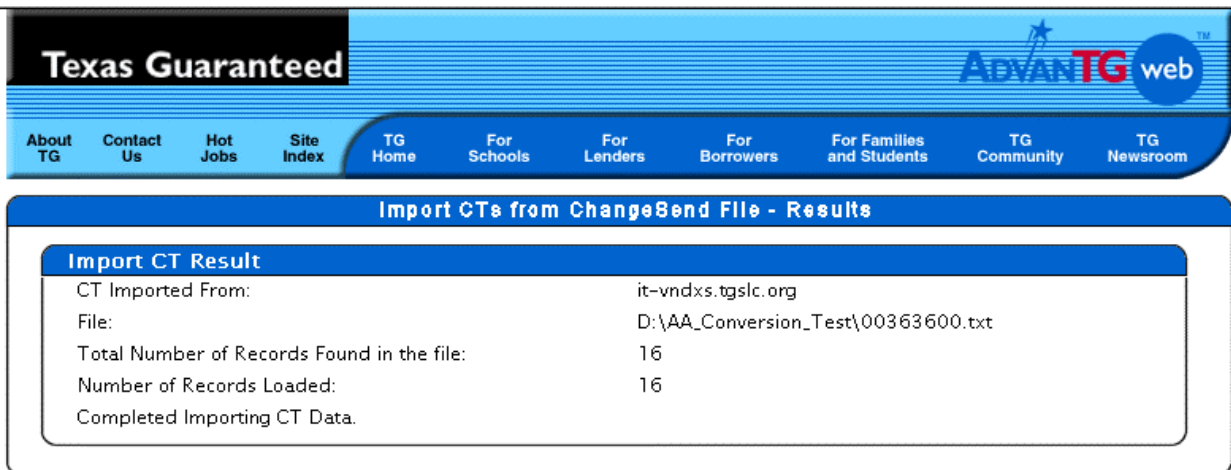
**Figure 11: Import CTs from ChangeSend File - Select**



**Figure 12: Import CTs from ChangeSend File - Results**

## Quality Assurance for Import CTs Option

*Once the CT Import operation is complete, your should validate the operations:*

- Verify the Import CT data record count with the AdvanTG Web II Change Transaction Transmission Log.

- Note any discrepancies and send an email notification to the BIT team lead (*Chuck Ramos*) and Development Team/Application Support lead (*Bill Roush*).

- Review institution's imported change transactions for matches by randomly selecting @1-8, @1-9, and @1-10 records in AdvanTG Web II and comparing with desktop data.

*Procedure: Validating*

1. Using Phase II, run the Change Transaction Transmission Log.
2. Verify that the number of records matches the number of records exported.
3. Note any record count discrepancies in previous step.
4. Send an email notification to BIT team lead (*Chuck Ramos*) and Development Team/Application Support lead (*Bill Roush*).
5. Review institution's imported change transactions for exact matches.
6. Display the **List CT** window in AdvanTG Desktop software.
7. Note any discrepancy between the **Change Transaction Transmission Log**, exported record counts, and the **List CT** window.
8. Randomly select an @1-8, a @1-9 and a @1-10 record (if available) and compare the data in AdvanTG Web Phase II with the data in the AdvanTG desktop from which the import was derived.

> **Note:** Verify that each change transaction type (that is, @1-09 Pre-Disb Date Change) is the same in both AdvanTG systems.

### Figure 13: Import CT ChangeSend File Example

```
@HADTG3.0              200210141107372002101411073CHANGE TRANS      C004TTGSLC
748          GTEXAS TECH UNIVERSITY HEA      01067400     P
*                                                                              *
@10245581094201067400      748                      GEORGE                SUBHA
19750519
G02
*2002011811012000000000000000020020118110120000000000000000TSCKSB          C *
@09045581094201067400      748                      20010625SF   20010629819628
2001051420020511          0106740000000JAQV01
300000000020011226000000000000000000000000N00000000 N2001122600274801Y
00000000
G02
*2002011811012000000000000000020020118110120000000000000000TSCKSB          C *
@08246791204901067400      748                      CORRALES
CHRISTINA    M19810405
G03
*2002101009535700000000000000020021010095357000000000000000TSCFFV          G *
@10946791204901067400      748                      20020912SU   20020917831122
2002052920030505          010674000000B2OBB02 22003010520021010001270000 0000000000000000N
00000000
G03
*2002101009535700000000000000020021010095357000000000000000TSCFFV          G *
@10846791204901067400      748                      20020912SU   20020917831122
2002052920030505          010674000000B2OBB0220021010000000000
G03           *2002101009535700000000000000020021010095357000000000000000TSCFFV
A *
@10946791204901067400      748                      20020821SU   20020826831122
2002070820030505          010674000000AW8OU02 22003010520021010000932000 0000000000000000N
00000000
G02
*2002101009535700000000000000020021010095357000000000000000TSCFFV          G *
@10846791204901067400      748                      20020821SU   20020826831122
2002070820030505          010674000000AW8OU0220021010000000000
G02           *2002101009535700000000000000020021010095357000000000000000TSCFFV
A *
@T0000070000002002101411073C004TTGSLC                      748       TEXAS TECH
UNIVERSITY HEA      01067400
*
```

# Section 7 – Initial Load Process

## Introduction

> **(i)** **Note:** When a servicer is converted to AdvWeb Phase II, the initial load program may have to be run for each serviced institution. However, if the servicer has already set up all loans to contain the servicer information, then the initial load program can be run just for the servicer.

The Initial Load Process runs against the mainframe TG loans database to produce a CommonLine (CL) Response file containing loans guaranteed by TG for a specific institution. The user can select a how far in the past to retrieve guaranteed loans (that is 6 months, 12 months, 24 months, etc.)

### *The generated CL Response file is:*

- Created after the mainframe programs extracts the desired institution loan guarantees
- Sent (using FTP) to a staging directory on the Production File Server.
- [**Large Institutions Only**] Split into sub-files for more efficient processing by AdvanTG Web II, if the CL Response file exceeds 20,000 records.
- Examined for quality assurance, prior to loading into the AdvanTG Web II database.
- Finally, sent to the AdvanTG Web B2B server, which processes the file contents and stores information into AdvanTG Web II database.

## Loan Extraction Overview

The Initial Load Process is requested by the Business Integration Team. They are responsible for the control card setup, notification to Production Control via the online request forms and monitoring of the tables. Programming staff will continue to be contacted in the case of errors or problems in the overnight run.

### *The production jobs include:*

- Extract for AdvanTG/AdvanTG Web Setup/Pre-Load        Job: PLPX810R
- Update for AdvanTG/AdvanTG Web (Writes Responses) Job: PLPC820R
- Utility to convert AdvanTG to AdvanTG Web        Job: PAWX821R
- FTP the CommonLine Response file to production server  Job: PAWD900R

> **(i)** **Note:** Schedule PAWD900R to run after PAWX821R for AdvanTG Web or after PLPC820R if institution has been converted to AdvanTG Web II.

The initial load procedure on the mainframe permits you to select guaranteed loans from its database. Using the initial loan extraction program, you can select:

- **School** or **Lender**
- **Institution ID**
- **Loan Period Begin Date** [Extracts loans between this date and the present]
- **Up to 10 different loan status indicators** [Current we select all status codes]

**Loan Status Codes specified for extraction:**

```
S   - Student                         SA  - Student Assumed
X   - Guar Cancelled                  XP  - Cancelled Pending
CR  - Claim Reject                    CP  - Claim Pending
UA  - Temp Unins/No Claim             UB  - Temp Unins/Clm Denied
UC  - Perm Unins/No Claim             UD  - Perm Unins/Clm Denied
```

## Setup of Loan Extraction Job

BIT-Tech requests an Initial Load Extract mainframe job to obtain guaranteed loans for this institution and put the information in CommonLine format. Using REXX TSO panels, specify Institutions, Loan Status, and Loan Period Begin Date (0-24 months). The Loan Status, and Loan Period Begin Date are taken from the CONS *Consultant Checklist*. Specify request for AdvanTG Web Setup and Database Load. On the request form, check: Next Business Day and Extract, Update, Utility, and PAWD900R (FTP file transfer) jobs.

> **Note:** Submit this request to Production Control at the Close of Business on Day 1. This mainframe job must be run after all batch processes complete, about 6 a.m. on Day 2.

The following REXX panels (see Figure x  through Figure y) create control cards for use by PLPX810R (extract) which is used for the AdvanTG setup or initial pre-load request. After the data is entered via the REXX panels, BIT-Tech complete the Request form located at:
```
CorpFile2\Everyone\Prod_Cntrl Requests\PSG Request Forms
\AdvanTG_InitialLoad
```
and submits to Production Control so they can copy the updated control cards to production.

### Figure 14: Main Request Screen

```
In ISPF, L9 utility:
1) A   -  Application - Application Utilities
2) AL -  AdvanTG Load
3) A1 - Option 3 Copy to TGPROD.CNTLCARD.LIB(LPC00810)
4) A1 - Option 4 View TGPROD.CNTLCARD.LIB(LPC00810)
```

### *Procedure: Submitting Request for Loan Extraction Process*

1. Logon TSO and the Main Request Screen will display.
2. Select L9 - TG Utilities
3. Select A - Application Utilities on main request screen.
4. Select AL - AdvanTG Load to display *Figure 15: Create PLPX810R Control Cards*.

**Figure 15: Create PLPX810R Control Cards**



5. Option 1 is selected to enter the control card data.  When you press [**Enter**] you will get a TSO message that *you should just ignore*:
   ```
   Note: The 'PLPX810W' file may already be open. In this case, please
   disregard any 'IKJ56861I PLPX810W UNALLOCATED' message…
   ```

⚠ **Caution:** Options 3 and 4 in Figure 15 are run by TG's Production Control group to move the generated JCL to a production library.

**Figure 16: Specify Loan Extraction Parameters**

**6.** Press [**Enter**] again to display

**7.** ⚠ **Caution:** Options 3 and 4 in Figure 15 are run by TG's Production Control group to move the generated JCL to a production library.

**8.** Figure 16: Specify Loan Extraction Parameters.

**9.** Type the appropriate data based on the fields.

**10.** You can enter lenders, schools or servicers. A servicer can be entered as an '**L**' Institution Type.

**11.** The **Loan Period Begin Date** extracts all loans with the statuses indicated that have a start date equal to or later than the date you enter here.

ⓘ **Note:** This is not a date range.

**Note:** Statuses allow us to customize the initial load for the institution. The most common request is for **S** and **SA** (all active loans)

Note: If they also request loans that have been cancelled, then you need to type **X** and **XP**.

**12.** When the entry is complete press [**Enter**] to accept this transaction or process additional transactions. Press [**PF3**] to exit and return to selection screen.

**13.** Use **Option 2** to view, change, or delete (if necessary) the control card(s) developed.

**14.** When you press [**Enter**] you get a TSO message. Press [**Enter**] again.

**15.** *Figure 17:* display the items entered via **Option 1**. This screen updates fields previously entered or deletes the entire line. If a change is needed the field can be accessed by tabbing to the desired field. The change is typed over the existing data.

**16.** Press [**Enter**] and the change is accepted.

**Figure 17: View, Modify, or Delete PLPX810R Control Cards**

**17.** To delete, tab to the '**D to Delete**' column and press [**Enter**].

**18.** Once the line has been deleted and all updates are complete press [**PF3**] to exit.

Production Control updates the actual **PROD** control card to be used in the JCL and copies the control card from the working file to the actual PROD file.

### Troubleshooting the Loan Extraction Setup

When a user attempts to use the AdvanTG Initial Load process and receives this error message, most likely another user is accessing the process at the same time. Please follow the instructions below to determine which user is accessing the process.

**Error message displayed on screen:**

```
ISPT033 - Table already open
TBOPEN issued for table PLPC820R that is already open.
or
TBOPEN issued for table PLPX810W that is already open.
```

**Current dialog statement**

```
TBOPEN PLPC820R WRITE LIBRARY(PLPC820R)
or
TBOPEN PLPX810W WRITE LIBRARY(PLPX810W)
Enter HELP command for further information regarding this error.
Press ENTER key to terminate the dialog.
```

**The following members should be researched to determine which user is accessing the process.**
=3.4 for TGTEST.ISPF.APALU10A.TABLES - member PLPC820R
=3.4 for TGTEST.ISPF.APALA10W.TABLES - member PLPX810W

> ⚠ **Caution:** Users should completely exit TSO to clear the AdvanTG Initial Load process for the next user.

### Running the Loan Extraction Mainframe Jobs

***On the TG Mainframe a series of production jobs run to perform these operations:***

- Extract all the guaranteed loans that meet the initial loan extraction criteria specified on page 62. When this program runs, the data

- Format the CommonLine (CL) Response file with its headers, trailers, plus all @1 and @2 records into appropriate CL4 format.

- Remove unnecessary TG mailbox IDs from the Initial Load file.

- FTP the Initial Load file to the desired production server folder.

## Moving to AdvanTG Web II

The CommonLine (CL) Response File generated on the mainframe is sent to a "working" directory on the AdvanTG Web production server. Next you should follow this procedure to process the CL Response file.

### *Procedure: Processing the CL response File from Initial Load Procedure*

1. Examine the CL response file and determine if the file needs to be split into individual institutions.

2. Determine the number of records to insert into AdvanTG Web II database tables: `Parsed Records = (File Records - 2)/2`

3. If the number of records exceeds 20,000, use the `Split Initial Load File…` option to split the file into sub-files, containing a smaller number of records. [About 20,000 records per sub-file].

4. Move the original CL Response File or the created sub-files to the `SockeyeQ` folder on the file server (`advsmorey`, `advftp`, etc.).

5. Once the response file is processed, select the number of records for this institution in the AdvanTG Web II database table `EPARSEINFORMATION`.

6. Use the AdvanTG Web II application to verify that specific guaranteed loans (`LoanStatusCode = 'G'`) exist in the database.

7. The number of loans in the AdvanTG Web II database should equal about one-half the number of the records in the original CL Response file.


## [Optional] **Split CL Response File**

The **Split Initial Load File…** option in the *Customer Conversion Utilities* takes a CL response file (created by the Loan Extraction process) that is too large for efficient processing and divides it into smaller sub-files, that can be successfully processed using the AdvanTG Web II B2B Server. Once the sub-files are created, they are copied to a "*destination folder*", where TG personnel can examine and validate this information, prior to loading into the AdvanTG Web II database.


### Requirements for Running the Split Initial Load File… Option

#### *Prior to running the Split Initial Load File… Option, you must:*

- Receive the CL Response file sent from the mainframe and place it in a "working" directory folder.

- No other person is running the *Customer Conversion Utilities*.


### Split Initial Load File… Option

#### *Procedure: Running the Split Initial Load File into Multiple CL Response Files*

1. Start Internet Explorer browser software.

2. Type this URL to access the *Customer Conversion Utilities*:
   `http://<dnsaddress>:7001/importdata/index.jsp`
   where `<dnsaddress>` is the appropriate AdvanTG Web environment.

3. Click the **Split Initial Load File into Multiple CL Response Files** option on the **Customer Conversion Utilities** page to display *Figure 18: Split Initial Load File into Multiple CL Response Files - Select*.

4. Select the number of **Loans Per File** to place in a sub-file. The number of records should be set to 20,000. This value has worked well in initial testing and should be adequate for AdvanTG Web II production.

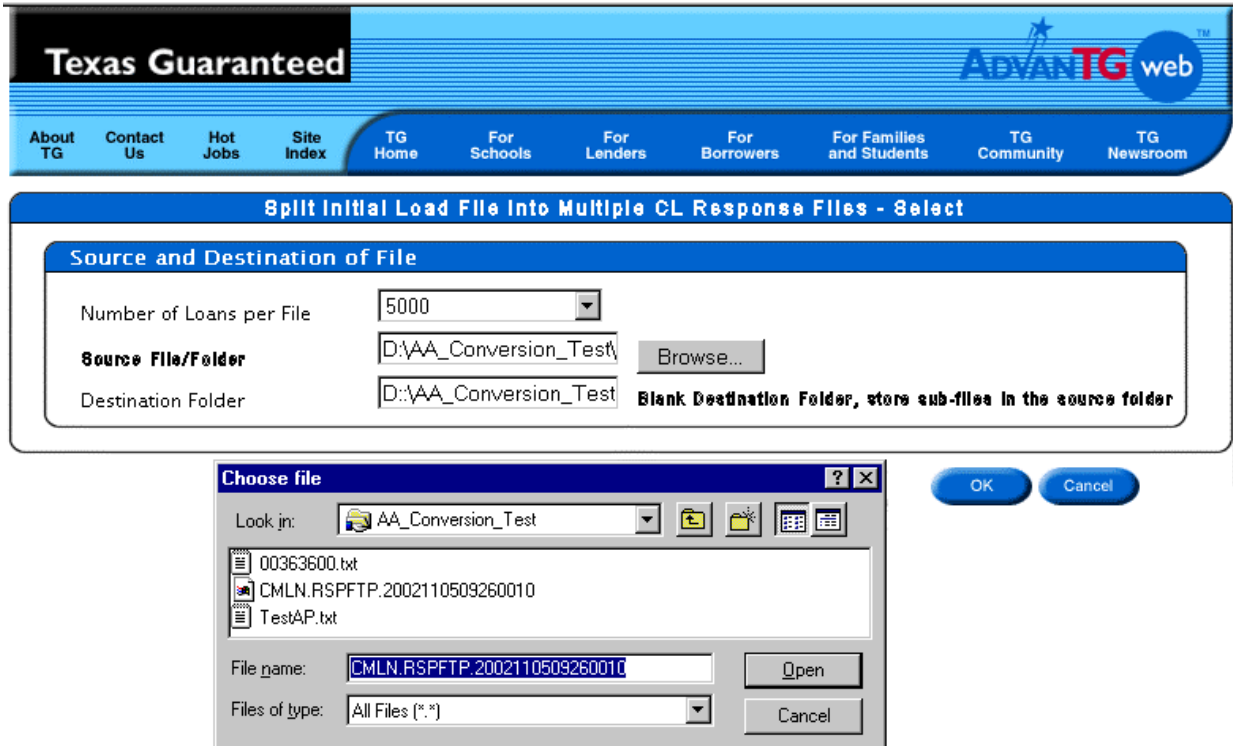5. Click the **Browse** button for the **Source File/Folder**.

6.  Use the parent folder icon 🔼 to navigate to the working directory containing the CL Response file sent from the TG mainframe Loan Extraction production job. In this example, the file is `CMLN.RSPFTP.2002110509260010`.

7.  Click the filename and click the **Open** button.

8.  Click **OK** on the **Split Initial Load File into Multiple CL Response Files - Select** page. The results of splitting this CL Response file is shown in Figure 19.

9.  Place the sub-files in the AdvanTG Web II BPLM folder.

**Figure 18: Split Initial Load File into Multiple CL Response Files - Select**



> **Note:** *The number of records should be set to 20,000*. This value has worked well in initial testing and should be adequate for AdvanTG Web II production.

### Sub-file Contents after Split Initial Load File… Option Runs

*The original CL response file is broken up into sub-files. Each sub-file consists of a header record, a selected number of data records, and a trailer record.*

- **Header** - The header record is the same as the header record for the original response file and is consequently identical for all sub-files.

- **Data Records** - The number of data records per sub-file is between filesize and filesize + 6 records. A sub-file may contain more than the number of records specified in the filesize parameter because an application may have more than one data record in the file. All the data records associated with a particular application are adjacent in the file with the '@1' record coming first. Since the data records for an application cannot be split across two

sub-files, a sub-file may contain more data records than what is specified by the filesize parameter. The additional data records are associated with last '@1' record in the sub-file.

- **Trailer** - The record count fields in the trailer record (that is, @1 detail count, @2 detail count, etc.) reflect the record counts in the sub-file. The remaining trailer record fields are obtained from the corresponding field in the Header record. Apart from the record counts, the trailer records in the sub-files should be identical to each other and to the trailer record in the original CL response file.

**Figure 19: Split Initial Load File into Multiple CL Response Files - Results**



## Troubleshooting

Once the CL Response file (or its sub-files) are placed in the AdvanTG Web II BPLM folder and processed as CommonLine Response files, you should validate the results of inserting the guaranteed loans into the database.

### *Procedure: Validate Guaranteed Loans inserted into AdvanTG Web II*

1. Examine the CL Response File and sub-files for their record counts.
2. Place the file(s) in the AdvanTG Web II BPLM folder.
3. Ensure number of loans inserted into AdvanTG Web tables equals the CL Response file record counts.
4. Send number of loans/record counts in email to BIT lead (*Chuck Ramos*).
5. Review institution's initial load (guaranteed loans)in AdvanTG Web II by verifying the record count on the *Receive Results Report*.
6. Navigate to the **Receive Results Report** page using the Internet pages:
   Menu » Reporting » Transmission Reports » Receive Results Report
7. Keep the **Date Range** the same as the current date.
8. Click **OK**.
9. Examine to the **Total** number of records listed at the bottom of the report.

> **Note:** The number of loan records in AWII is nearly the same as the number of records extracted (there may be a few discrepancies due to garbage data on the mainframe).

### CL Response File Format

### Figure 20: Example CL Response File

```
@H[Header]ADTG2.0              200208291601502002082916015COMMON RESPONSE    R004PTX A&M-
KINGSVILLE            00363900     STEXAS GUAR STUDENT LOAN CORP    748          M

*
@1M[Response Record]20020829EREBIA                        GLENDA     M455514233PO BOX 5383
KINGSVILLE                    TX78363000003615922789198007012SF999999
NYN000000000036390000MHFU9KL01  TX000000  Y
00000000000000000               00363900  20020826200305083
F20040513000000000000000010000000000000020020813          00000000000
8107980100000000000000020020822A00000              748M                 N
200208220050000000150000000000048500200301060050000000150000000000485000000000000000000000000
000000000000000000000000000000000000000000000002002082201000SU              TXTX18656127
45551423320031      RR  P                                               AA  N
010010000000000000AELN20020822G01              00000000   0000000
000000000000000000000000003460    N000000000000000     S          *
@2ADTG020006000000000000003000000000034603460346001000000009650000965000096531NBC BANK, N.A.
9566826371% COSTEP           P.O. BOX 6500        MCALLEN       TX785026500TEXAS A&M
UNIVERSITY-KING3615933982FINANCIAL AID OFFICE    700 UNIVERSITY MSC 115   KINGSVILLE
TX783630000 GQGQGQSASASA03000300810798000
*
@1M20020829EZELL                         DEBRA     E45929611223218 CANYON LAKE
SPRING
TX770760000281355583819590904PL999999NYNN000000000036390000MHLE9NT01 1TX000000N N
EZELL                JESSICA     L644016606198308011N
20020826200305081 F200612121110941955607625000000000500020020815          00000000000
82004300000000000500020020822A00000            748P                 N
200208220250000000750000000000242500200301060250000000750000000000242500000000000000000000000
00000000000000000000000000000000000000000000002002082205000 U              TX02979151
64401660620032      RR  P                                               AA  N
010000000000500000AELN20020822P01              00000000   0000000
000000000000000000000000004860    N000000000000000     S                *
@2ADTG020000000000000003000000000486048604860050000000050620005062000506220050622 WASHINGTON MUTUAL
8882725543C/O LSC/TX         P. O. BOX 12229      KILLEEN       TX765470000TEXAS A&M
UNIVERSITY-KING3615933982FINANCIAL AID OFFICE    700 UNIVERSITY MSC 115   KINGSVILLE
TX783630000 PTPTPTSASASA03000300820043000
*
@T[Trailer]0004270004270000002020082916015R004PTX A&M-KINGSVILLE            00363900
TEXAS GUAR STUDENT LOAN CORP    748         0000000000000000000000000

*
```

The CL Response File produced by the mainframe or the sub-files created by the Split CL Response File option, consist of @1M, modification response records.

This format is documented in the *NCHELP CommonLine Network for FFELP and Alternative Loans Response File – Change Transaction Send File* manual.

# Section 8 – Mark Exported Data

## Overview

This AdvanTG Web II utility marks all loans and change transactions for a given institution as "exported". This will be run after the Initial Loan Load (see *Section 7 – Initial Load Process*) so that institutions don't end up getting thousands of loans exported the first time they run Export Loans in AdvWeb II. The receive date for those loans will also be set back in time by 24 hours.

> **Note:** Large Servicers will be converted on weekends, since dependent institutions must also be converted.

## Mark Exported Data Option

This option updates loans and change transactions database records from the three major AdvanTG Web Customer Conversion procedures:

- Section 5 – LBW Conversion Procedures
- Section 6 – Export/Import Desktop Change Transactions
- Section 7 – Initial Load Process

### *Procedure: Run the Mark Export Data Utility*

1. Start Internet Explorer browser software.

2. Type this URL to access the *Customer Conversion Utilities*:
   `http://<dnsaddress>:7001/importdata/index.jsp`
   where `<dnsaddress>` is the appropriate AdvanTG Web environment.

3. Click the **Mark Exported Data in AdvanTG Web DB** option on the **Customer Conversion Utilities** page to displays *Figure 21: Mark Exported Data in AdvanTG Web DB - Select*.

4. Select the institution type by clicking the `School` or `Lender` option buttons.

5. Type the needed **DOE ID** (Department of Education ID) for the institution (school or lender), **Servicer DOEID** for lenders, and the optional **Non-DOE Branch IDs** if necessary.

6. Choose `Staging/UAT`, `Beta`, `Production`, or `Production-Staging` from the **Select Database** drop-down list

7. Click **OK**.

8. *Figure 22:* on page 73 displays to show the record counts of the AdvanTG Web database tables (`ELoan`, `EChangeTrans`, `DCTDetail`) modified.

**Figure 21: Mark Exported Data in AdvanTG Web DB - Select**



## Validate Mark Exported Data Option

Verify that the record counts approximate the number of loans/certifications and change transactions provided by the three major customer conversion procedures (Initial Load, LBW Conversion, and Import CTs.)

If the number of records does not match the number of loans converted from LBW, AdvanTG Desktop CTs, and the institution's initial load, you can immediate "*rollback*" or *undo* the AdvanTG Web database updates. See *Troubleshooting* on page 73.

### *Procedure: Validate the Mark Exported Data*

1.  Login to AdvanTG Web.
2.  Go to **Export Responses** page.
3.  Verify the number of CL4 records available to export is *zero*.
4.  Attempt to do an export using the date range (use today's date in the **To** and **From** fields). The result should be *No records exported*.
5.  Go to the *Loan Response* report. Run the report with the **Refresh** option selected and the current date as the **To** and **From** dates. No records should be returned.

**Figure 22: Mark Exported Data in AdvanTG Web DB - Results**



## Troubleshooting

When the record counts shown in Figure 22 do not match the expected number of loans and change transactions or another quality assurance problem has surfaced, you can *undo* the database updates with another utility.

### *Procedure: Undo Mark Exported Data Updates*

1. Start Internet Explorer browser.

2. Type this URL to access the *Customer Conversion Utilities*
   `http://<dnsaddress>:7001/importdata/index.jsp`
   where `<dnsaddress>` is the appropriate AdvanTG Web environment.

3. Click the **Undo the Previous Mark Exported Data Operation** on Figure 1. *Figure 23: Undo Last Mark Exported Data Operation - Select* displays to show you the results of the *previous* Mark Exported Data Operation.

4. Verify that this is the **Institution DOE ID** and the correct **Database** you need to undo the exported data marking.

5. Click **OK**. A screen similar to *Figure 24: Undo Last Mark Exported Data Operation - Results* on page 74 displays.

⚠ **Caution:** You *can only* Undo the previous Mark Exported Data operation. Each institution's operation is *not saved*; *only* the previous operation.

**Figure 23: Undo Last Mark Exported Data Operation - Select**



**Figure 24: Undo Last Mark Exported Data Operation - Results**

## Database Information Changed

When the user runs the **Mark Exported Data in AdvanTG Web DB** procedure or undoes the operation, AdvanTG Web database tables are updated. *Table 15: Mark Exported Loans – Database Changes* describes the AdvanTG Web II database tables and database fields updated based upon the institution type—school or lender.

> **Note:** Only school or lender loans with the LoanAppCode=**L** are modified in the ELoan database table.

(**1**) **If the Date/Time field is null or blank, the date/time field is set to a value of:**
    Updated DATETIME Field = Current Date – 24 Hours

**Table 15: Mark Exported Loans – Database Changes**

| Schools | Lenders | AdvanTG Web II Database Table Name | Database Table Field Name | Modification to Data Field |
|---|---|---|---|---|
| X | X | ELOAN | EXPORTSTATUS | Set to 'Y" |
| X | X | **ELOAN** | **LOANAPPCODE** | **None – This field must be an "L"** |
| X | X | ELOAN | CREATETIME | Set CREATETIME – 24 Hours[1] |
| X | X | ELOAN | UPDATETIME | Set UPDATETIME – 24 Hours[1] |
| X | X | ELOAN | LOANREFRRECVTIME | Set LOANREFRRECVTIME – 24 Hours[1] |
|   | X | ECHANGETRANS | CREATETIME | Set CREATETIME – 24 Hours[1] |
| X | X | ECHANGETRANS | UPDATETIME | Set UPDATETIME – 24 Hours[1] |
|   | X | DCTDETAIL | EXPORTSTATUS | Change to "Y" |
|   | X | DCTDETAIL | CREATETIME | Set CREATETIME – 24 Hours[1] |
| X | X | DCTDETAIL | UPDATETIME | Set UPDATETIME – 24 Hours[1] |
|   | X | DCTDETAIL | CHGSENDRECVTIME | Set to CHGSENDRECVTIME - 24 Hours[1] |

# Section 9 – Security Setup Procedures

**Note:** Security Administration instructions and procedures are located in the folder - `Corpfile2\ IRM-Security Administration\SA-INST\External Customers\Instructions for External Customer Requests.doc.` For additional information about Security Administration's instructions, contact Lucille Santillo (Information Security Analyst) at (800) 252-9753, extension 4904.

## Introduction

This section summarizes the steps necessary in the customer conversion process to setup user security and roles for the new AdvanTG Web users.

Most security procedures need to be completed *one to two weeks* prior to converting a TG institution to AdvanTG Web Phase II.

Security setup information must be gathered and sent to an Information Security Analyst (Technology Services – Admin group) **five business days** prior to institution implementation.

Key security actions are summarized in Table 16, Security Setup Summary.

**Table 16: Security Setup Summary**

| Assigned Team | Existing Phase I User | Deadline Prior To Conversion | Customer Conversion Action |
|---|---|---|---|
| CONS | N/A | 2 Weeks | Each user fills out and signs TG Web Products security form |
| CONS | N/A | 2 Weeks | Document User Roles and Capabilities with AdvanTG Web II Technical Checklist |
| BIT | N/A | 2 Weeks | Identify User Roles and Capabilities<br>Forward to TS - Administration |
| SEC | **No** | 1 Week | New User Requests |
| TS | **Yes** | 1 Week | Convert Phase I users to LDAP AdvanTG Web II |
| SEC | N/A | 4 Days | Return User IDs to BIT |
| BIT | N/A | 4 Days | Define user roles using the AdvanTG Web GUI |
| CONS | N/A | 4 Days | Perform quality assurance, verify user profiles |

## Steps for All Users

### Fill-out TG Web Products Security Form for each User

Customer Service Consultants (CONS) interview staff for information about
— User names, user roles, and related information for TG security forms
   (See *Table 17: User Roles for Schools and Lenders* on page 78.)

### Identify User Roles with AdvanTG Web Phase II Technical Checklist

*BIT (Business Integration Team) performs several actions for user security:*

- Verifies security information for new users
- Identifies user roles for lenders and schools
- Determine each user's access to Applications, Loans, and Reports.
- Forwards the new user ID requests to Technical Services – Administration.

**Caution: Security (TS - Administration) needs customer User Requests one week prior to implementation day.**

### Define User IDs – Data Entry or Phase I Users Conversion

[**New Users**] Security (TS – Administration) establishes the user accounts, passwords, and relates them to this new TG institution using their internal procedures.

[**Existing Phase I users**] Security will export a file (single institution) containing this information:

- User Name
- Department
- Division
- Institution ID
- Access to RTA (Real Time Access) mainframe ID and password

[**Existing Phase I users**] The AdvanTG development team (TS – Administration) will use scripts to directly load Phase I security information into the AdvanTG Phase II LDAP security servers.
(See LDAP  and iPlanet Directory Server in the *Terminology* section on page 11.)

[**All Users**] Security returns user IDs and passwords for the institution to BIT.

### Define User Rights in AdvanTG Web II

When Customer Service -BIT) set-up users to use AdvanTG Web II, they give them certain rights within AdvanTG Web II. These rights determine what areas of the application the user can access and what the user can do in those areas in terms of viewing, editing, or deleting data belonging to the user. Table 17 briefly describes the various levels of user rights.

**Caution:** Institutions **should** notify TG when changes occur in personnel assigned AdvanTG Web II responsibilities. TG will make any necessary changes to user profiles; adding or changing user rights.

**Table 17: User Roles for Schools and Lenders**

| Designation | TG | School | Lender | Meaning |
|---|:---:|:---:|:---:|---|
| `Institution Administrator` | X | | | |
| `View Only` | X | X | X | • View records<br>• Run Reports<br>• List Institutions |
| `Add` | | X | X | • Create Records |
| `Add/Modify` | | X | X | • Create and Edit Records<br>• Import and Export |
| `Add/Modify/ Delete` | X | X | X | • Create, edit, and delete records.<br>• Import and Export |
| `Superuser` | X | X | X | All authority of the `Add/Modify/Delete` user. Superusers can view and edit abilities for most areas of AdvanTG Web, including the ability to set certain aspects of an institution's profile such as global default values and records purge criteria (see Table 3). |

### Verify User Security Setup in AdvanTG Web Phase II

BIT distributes the user IDs and passwords to the Customer Services - Consultants to hold for the customer until implementation day.

# Section 10 – Renaming AdvanTG Phase I Files

## Overview

Since ConnecTG was disabled for the Institution, all responses (including those from the Submits done before the shutdown of AdvanTG Desktop) will queue-up on the Moray server. At this point, those responses must be decrypted, copied to the AdvWeb Phase II BPLM folders, and processed as Response Files using the standard receive CommonLine response process. These responses could include normal responses, error responses, RRD data, etc.

## File Renaming Standards

**Table 18: AdvanTG File Naming Conventions**

| AdvanTG Web Phase | | File Description | File Naming Convention | Search Template |
|---|---|---|---|---|
| | II | Application Send, Change Transactions, Response, Disbursement Roster | `CMLN.<File Type><UniqueID>.<Inst ID>` | `CMLN.*.<Inst ID>` |
| I | | CommonLine AdvWeb Desktop | `1002.<Inst ID>.*` | `1002.<Inst ID>.*` |
| | II | AGD, CIR, ESR, DMR, Application Reject | `RRD.<File Type><UniqueID>.<Inst ID>` | `RRD.*.<Inst ID>` |
| I | | Report Request Distribution Files | `1003.<Inst ID>.*` | `1003.<Inst ID>.*` |
| | II | Multiple Applications for Instant Guarantee | `IGL.<Inst ID>.<UniqueID>.TXT` | `IGL.<Inst ID>.*` |
| I | | IG Lender | `1001.<Inst ID>.*` | `1001.<Inst ID>.*` |
| | II | TG Warehouse sent CommonLine Files | `TGW.<File Type><UniqueID>.<Inst ID>` | `TGW.*.<Inst ID>` |
| | II | Nightly Institution Synchronization | `INST.<UniqueID>` | `INST.*` |

## Renaming Procedure

As part of the customer conversion process, the BIT-Tech will search all files belonging to a specific institution identifier, referred to in this section as `<Inst ID>`. These are the most recent customer CommonLine Response files received during Day 2 of Implementation week.

### *The BIT-Tech team will perform the conversion from Phase 1 to Phase 2 by:*

1. Copying the CL Response files from the institution's ConnecTG mailbox on the production system (Moray server) to a corporate server folder.
2. Using a decryption utility to convert the file into plain text that the AdvanTG Web system can process.
3. Changing the file name from  AdvanTG Phase 1 name to the AdvanTG Web II naming standard. (See *Table 18: AdvanTG File Naming Conventions* on page 79.)

4.  Copying the file to the Business Logic Process Module (BPLM) on the production server so it can be processed as an AdvanTG Web II CLMN Response file.
    `\\Moray\BE_BPLM`

> **Note:** To locate the proper Phase 1 mailbox identifier, you must take the institution's DOE ID and convert the decimal number to hexidecimal.
>
> **Example:** Texas A&M's DOE ID is `00363200` and its phase 1 mailbox ID is `058AC0`.

### *Procedure: Copy Files from the Moray Phase 1 Mailbox*

1.  On Moray server, navigate to the ConnecTG mailbox folder that corresponds to institution's hexadecimal DOE ID. (*Figure 25: Moray Server – Phase 1* ).
2.  Identify the appropriate folder using the `<MailBox ID>` for this specific institution found in *Appendix A – Institution Information* on page 83.

### *Procedure: Decrypt Phase 1 Files to Plain Text*

1.  Change any RRD files from 1003* to 1002* to get the decryption utility to work.
2.  Using the AdvanTG Desktop Decrypt Utility, convert the Phase 1 file's internally encrypted contents to plain text.
3.  Copy desired files from this folder and place in the corporate file folder: Corpfile2\
    `\AdvanTG Web Conversions\<Institution Name>\<MailBox ID>`

> **Caution:** RRD files (designated `1003*`) must be temporariily renamed `1002*` for the Decrypt Utility to function properly.

### *Procedure: Change File Names from Phase 1 Names to Phase 2 Names*

1.  Rename the files to conform to the naming conventions in *Table 18: AdvanTG File Naming Conventions* on page 79.
2.  For all files (except RRD—1003*), change the *first node* of the file name from 1002 to CMLN and keep the remaining portion of the file name as is.
    **Example:** `1002.xxxxxxx` becomes `CMLN.xxxxxxx`
3.  All the RRD files will have the *first node* changed to RRD.

> **Note:** As you rename files, you can open these small files with a text editor to determine the exact file type. RRD files *are not* in CommonLine format.

### *Procedure: Move renamed files to Production Folders*

4.  Once you have renamed the files, copy the files to the same BPLM as the "normal and real" production server folder.  \\Moray\BE_BPLM_Storage (See Figure 26.
5.  The BPLM program moves the CMLN files to the proper server.

**Figure 25: Moray Server – Phase 1 Mailbox and Corporate Server**
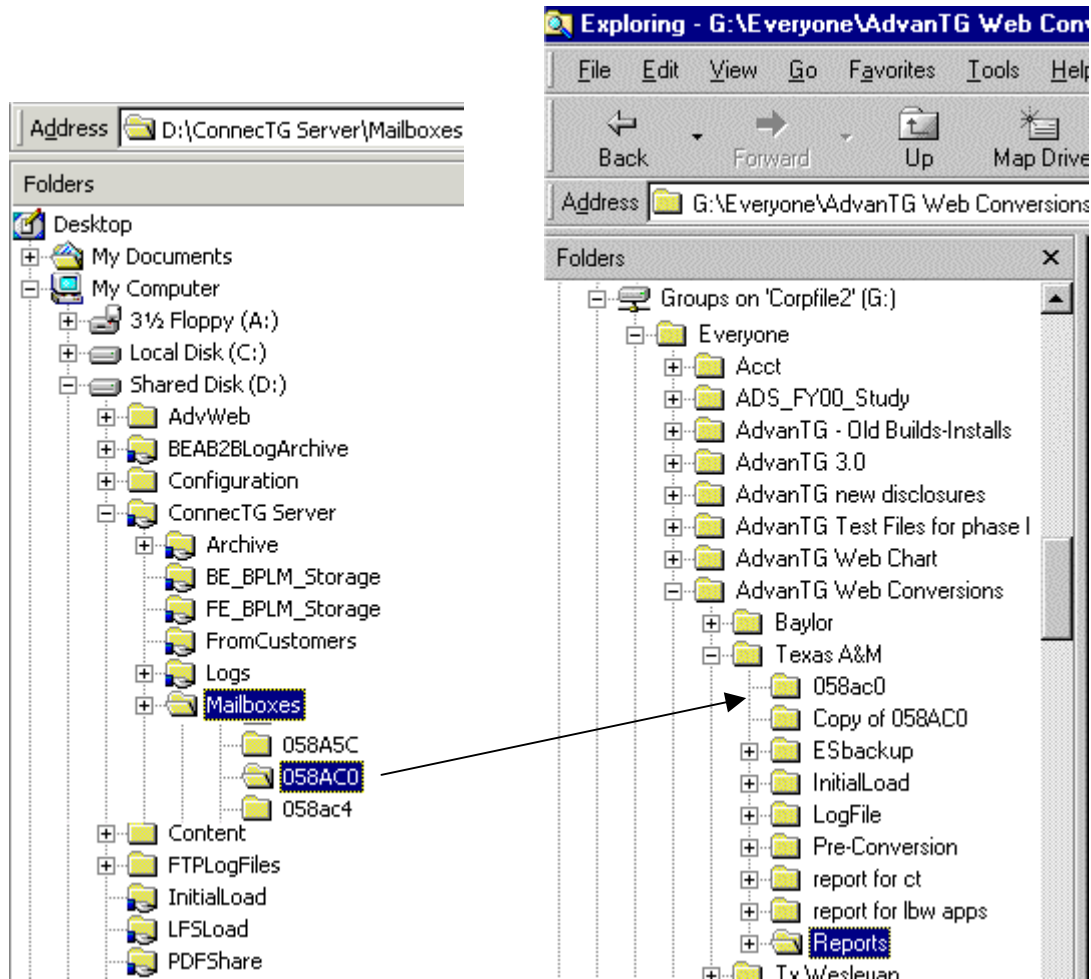


## Restoration Procedure

When AdvanTG Web II is in full production, the Product Support Group (PSG) will use this same procedure to "*proactively*" repair specific files.

> **Note: Folder locations** for files to be renamed or repaired for AdvanTG Web II:
>
> **TG Customer Conversion**: `TBD`
> Production: `\\Advftp\ConnecTG Server\Archive\AdvWeb`
> Production: `\\Advftp\ConnecTG Server\ProblemFiles\AdvWeb`
>
> Beta: `\\advsmoray\ConnecTG Server\Archive\AdvWeb`
>
> Staging: `\\advsftp\ConnecTG Server\Archive\AdvWeb`

Using the AdvanTG file naming standards shown in *File Renaming Standards* on page 79 and the following procedure, you can convert/repair files within the AdvanTG Web Phase II framework.

### *Procedure: Restoring AdvanTG Web II Files*

1. Login to the appropriate server (**Beta**, **Staging**, or **Production**) using Terminal Services Client with your user ID and password.
2. Start Internet Explorer to search for the files specific to the institution's ID.
3. Using Internet Explorer, navigate to the folder location provided in the above note.
4. Using the file name templates in Table 18 on page 79, search for all the institution's files.
5. Copy the files to your local PC.
6. [**AdvanTG Web I or Desktop file name**] Rename the file to the appropriate AdvanTG Web Phase II file name.
7. [**Unprocessed AdvanTG Web II file**] Modify any records in the file as needed..
8. Use Internet Explorer to navigate to the folder to process files.
   (See *Figure 26: AdvanTG Web File Folder Structure* on page 82.)
9. Copy the file from your local disk to the Business Process Logic Module – Backend `BE_BPLM_Storage` folder.
10. The file should disappear within seconds of being copied to the `BE_BPLM_Storage` folder.

## Figure 26: AdvanTG Web File Folder Structure
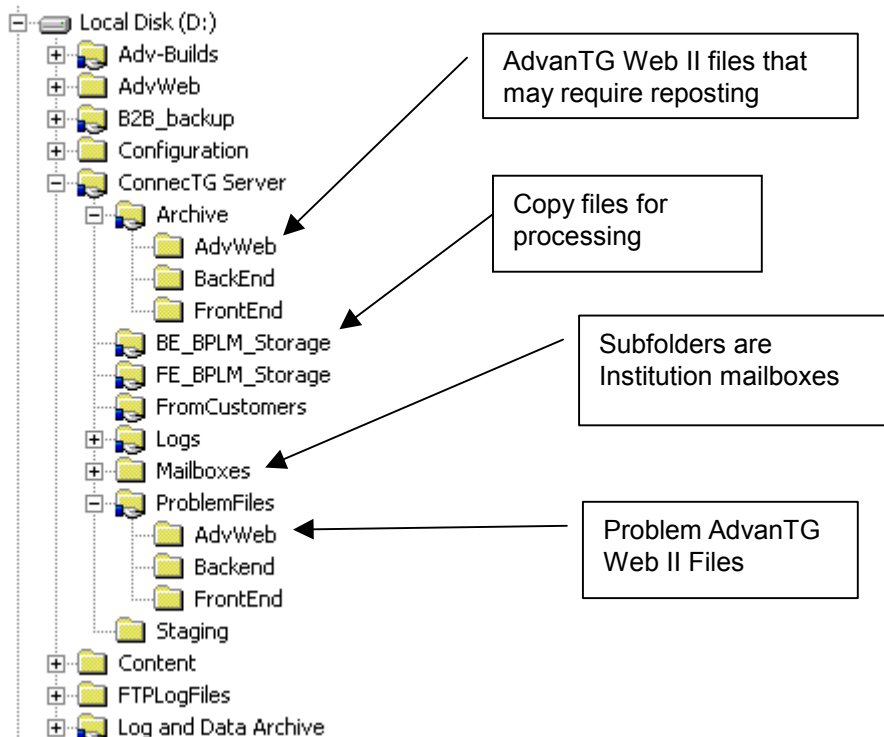
# Appendix A – Institution Information and Go-Live Dates (12/16/02)

Business Integration Team (**BIT-Tech**) and AdvanTG Web Development (**DEV**) staff performing customer conversion steps shown in Appendix B:

- **PP** – Praveen Pathi
  **AS** – Arvind Srivastava

- **KG** – Karen Greening
  **WH** – Wendy Hoch
  **SE** – Suzy Epley

**Table 19: Institution and Go-Live Information (12/06/02)**

| Tier | School or Lender Name | School ID Lender ID | Phase 1 Mailbox ID | Data Types | Go-Live Date | BIT-Tech Person | DEV Person | LBW | AW Phase 1 | RTA | Import CT | Initial Load | DONE |
|------|----------------------|--------------------|--------------------|-----------|-------------|----------------|-----------|-----|-----------|-----|-----------|-------------|------|
| 2 | **TTHSC** | 01067400 | 104988 | MPN Certs | **12/04** | **KG** | PP | X | X | X | Yes | Yes | **YES** |
| 1 | Texas Tech | 00364400 | 058F70 | ???? | **12/04** | **WH** | AS | | | | Yes | Yes | **YES** |
| 1 | Wayland Baptist University | 00366300 | 0596DC | Sub, Unsub | 12/05 | **SE** | AS | X | X | X | Yes | Yes | **YES** |
| 1 | Texas A&M – Kingsville | **00363900** | 058D7C | ???? | 12/05 | **WH** | PP | | X | X | Yes | Yes | **YES** |
| 1 | Texas Wesleyan School of Law | 00364501 | 058FD5 | Sub, Unsub | **12/06** | **SE** | AS | X | X | | Yes | Yes | **YES** |
| 1 | Texas Wesleyan University (10) | 00364500 | 058FD4 | MPN Certs/Apps PLUS Certs, URL Preferred Lenders | **12/06** | **SE** | AS | X | X | X | Yes | Yes | **YES** |
| 1 | University of Texas at Austin | 00365800 | 0594E8 | PLUS Certs/Apps School URL, **LWC** | **12/06** | **KG** | PP | X | X | X | Yes | Yes | **YES** |
| 1 | Texas A&M University | 00363200 | 058AC0 | Sub, Unsub, **LWC** | 12/09 | **KG** | AS | X | X | X | Yes | Yes | |
| 2 | Texas A&M University-Galveston | 00363204 | 058AC4 | Sub, Unsub | 12/09 | **WH** | PP | X | | X | Yes | Yes | |
| 1 | University of North Texas | 00359400 | 057BE8 | PLUS , **LWC** | **12/10** | **WH** | AS | X | X | | Yes | Yes | |
| 1 | Rice University | 00360400 | 057FD0 | Sub, Unsub, PLUS | **12/10** | **KG** | PP | X | X | | Yes | Yes | |

| Tier | School or Lender Name | School ID Lender ID | Phase 1 Mailbox ID | Data Types | Go-Live Date | BIT-Tech Person | DEV Person | LBW | AW Phase 1 | RTA | Import CT | Initial Load | DONE |
|------|----------------------|---------------------|--------------------|-----------|--------------|-----------------|------------|-----|-----------|-----|-----------|--------------|------|
| 1 | Iverson Business School and Court Reporting | 02580100 | 0275E84 | ???? | ??? | SE | AS | | | | Yes | Yes | |
| 1 | Business Skills Insti.-Las Cruces Business Skills Institute-El Paso | 02532900 02532901 | 026A624 026A625 | ???? | ??? | SE | AS | | | | Yes | Yes | |
| 1 | Florida National College | 02547600 02547601 | 26DF90 26DF91 | ???? | ??? | SE | PP | | | | Yes | Yes | |
| 1 | Ittawamba Business College | 00240900 | 03AD04 | ???? | 12/12 | WH | AS | | X | | Yes | Yes | |
| 1 | Texas Christian University (8) | 00363600 | 058C50 | Sub, Unsub, PLUS | 12/13 | KG | PP | X | | | Yes | Yes | |
| 2 | Shorter College | | | | 01/15 | ?? | ?? | | | | Yes | Yes | |
| 1 | Intl Business College – El Paso Intl Business College – Lubbock | 00908200 02538900 | 0DDBA8 26BD94 | ???? | 01/16 | SE | AS | | X | X | Yes | Yes | |
| 2 | Baylor University | 00354500 | 0568C4 | Sub, Unsub, **LWC** | 01/22 | ?? | ?? | X | | | Yes | Yes | |
| 2 | Wharton County Community | 00366800 | 0598D0 | Sub, Unsub | 01/22 | ?? | ?? | X | | X | Yes | Yes | |
| 2 | Southern Methodist University | 00361300 | 058354 | Sub, Unsub, PLUS **LWC - Perf** | 01/23 | ?? | ?? | X | | | Yes | Yes | |
| 2 | University of Houston-Victoria | 01323100 | 14305C | Sub, Unsub | 01/23 | ?? | ?? | X | | | Yes | Yes | |
| 2 | Sam Houston State University | 00360600 | 058098 | Sub, Unsub, PLUS | 01/24 | ?? | ?? | X | | | Yes | Yes | |
| 2 | UT at Tyler | 01116300 | 11088C | Sub, Unsub, PLUS | 01/24 | ?? | ?? | X | | | Yes | Yes | |
| 2 | Richland College | 00850400 | 0CF9E0 | Sub, Unsub, PLUS | 01/28 | ?? | ?? | X | | | Yes | Yes | |
| 2 | Southwestern Assemblies of God | 00361600 | 058480 | Sub, Unsub | 01/28 | ?? | ?? | X | | | Yes | Yes | |
| 2 | UT at Dallas | 00974100 | 0EDD14 | Sub, Unsub | 01/29 | ?? | ?? | X | | | Yes | Yes | |
| 2 | Dallas Baptist University | 00356000 | 056EA0 | Sub, Unsub | 01/30 | ?? | ?? | X | | | Yes | Yes | |
| 2 | UT at Arlington | 00365600 | 059420 | Sub, Unsub, **LWC** | 01/30 | ?? | ?? | X | | | Yes | Yes | |

| Tier | School or Lender Name | School ID Lender ID | Phase 1 Mailbox ID | Data Types | Go-Live Date | BIT-Tech Person | DEV Person | LBW | AW Phase 1 | RTA | Import CT | Initial Load | DONE |
|------|----------------------|---------------------|--------------------|-----------|--------------|-----------------|------------|-----|-----------|-----|-----------|--------------|------|
| 2 | McMurry University | 00359100 | 057ABC | Sub, Unsub | **02/12** | **??** | **??** | X | | | Yes | Yes | |
| 2 | Hardin-Simmons University | 00357100 | 0572EC | Sub, Unsub, PLUS | 02/13 | **??** | **??** | X | | | Yes | Yes | |
| 2 | Midwestern State University (7) | 00359200 | 057B20 | Sub, Unsub, PLUS | 02/13 | **??** | **??** | X | | | Yes | Yes | |
| 2 | Howard Payne University | 00357500 | 05747C | Sub, Unsub | **02/14** | **??** | **??** | X | | | Yes | Yes | |
| 2 | West Texas A & M University | 00366500 | 0597A4 | Sub, Unsub, PLUS | 02/19 | **??** | **??** | X | | | Yes | Yes | |
| 2 | Stephen F. Austin University | 00362400 | 0587A0 | Sub, Unsub, PLUS | 02/19 | **??** | **??** | X | | | Yes | Yes | |
| 2 | Vernon College | 01006000 | OF59B0 | Sub | **02/21** | **??** | **??** | X | | | Yes | Yes | |
| | Austin Community College | 01201500 | 12555C | | | | | | | | | | |
| | **Houston Community** | **01063300** | | | | | | | | | | | |
| | **Huston-Tillotson** | **00357700** | | | | | | | | | | | |
| | **Praire View** | **0036300** | | | | | | | | | | | |
| | **South Texas Law** | **00497700** | | | | | | | | | | | |
| | Southwest Christian | 00361800 | 058548 | | | | | | | | | | |
| | **Southwest Texas State** | **00361500** | | | | | | | | | | | |
| | Southwestern University | 00362000 | 058610 | | | | | | | | | | |
| | **Texas A&M – Corpus Christi** | **01116100** | | | | | | | | | | | |
| | **Texas Southern** | **00364200** | | | | | | | | | | | |
| | University of Texas at El Paso | 00366100 | 059614 | **LWC - Perf** | | | | | | | | | |
| | UT - Permian Basin | 00993000 | 0F26E8 | Sub, Unsub | | | | X | | | Yes | Yes | |
| | Aggieland Credit Union | 830445 | | | | | | | X | X | Yes | Yes | |
| | Bank of America | 832733 | | | | | | | | | Yes | Yes | |
| | Commercial Bank | | | | | | | | X | X | Yes | Yes | |
| | PPHEA | | | | | | | | | | Yes | Yes | |

| Tier | School or Lender Name | School ID Lender ID | Phase 1 Mailbox ID | Data Types | Go-Live Date | BIT-Tech Person | DEV Person | LBW | AW Phase 1 | RTA | Import CT | Initial Load | DONE |
|------|----------------------|---------------------|--------------------|------------|--------------|------------------|------------|-----|------------|-----|-----------|--------------|------|
|      | 1st National Abilene | 810778 | 0C5F1A |  |  |  |  |  |  | X |  |  |  |
|      | PNB Financial | 833314 | 0CB722 |  |  |  |  |  |  |  |  |  |  |
|      | University Federal | 828148 | 0CA2F4 |  |  |  |  |  |  |  |  |  |  |
|      | Texas Culinary (1) |  |  |  |  |  |  |  |  |  | Yes | Yes |  |
|      | Austin Business College (1) |  |  |  |  |  |  |  |  |  | Yes | Yes |  |
|      | Arkansas State Univ. | 00109000 | 01A9C8 |  |  |  |  | X |  |  |  |  |  |
|      | California Inst Integral Stud | 01215400 | 128BA8 |  |  |  |  | X |  |  |  |  |  |
|      | Colorado Christian Univ. | 00940100 | 0E5844 |  |  |  |  | X |  |  |  |  |  |
|      | Colorado Technical Univ. | 01014800 | 0F7C10 |  |  |  |  | X |  |  |  |  |  |
|      | Denver Seminary | 00135200 | 021020 |  |  |  |  | X |  |  |  |  |  |
|      | Faulkner Univ. | 00100300 | 0187CC |  |  |  |  | X |  |  |  |  |  |
|      | Southern Adventist Univ. | 00351800 | 055E38 |  |  |  |  | X |  |  |  |  |  |
|      | Univ. of Detroit Mercy | 00232300 | 038B6C |  |  |  |  | X |  |  |  |  |  |
|      | Western Career College | 00974800 | 0EDFD0 |  |  |  |  | X |  |  |  |  |  |
|      | Wilberforce Univ. | 00314100 | 04CAF4 |  |  |  |  | X |  |  |  |  |  |

# Appendix B – Customer Conversion Checklist (12/17/02)

**Table 20: [Page 1 of 8] Customer Conversion – 12/17/02 Activity Checklist for Institution** _____

**Development Contact** _____          **Consultant Contact** _____

| | Done | Implementation Scheduled | Group | Customers | Action Completed |
|---|---|---|---|---|---|
| 1. | ☐ | One-two weeks before | CONS | All | Determine institution's Internet hardware, software, and infrastructure meets AdvanTG Web II requirements. |
| 2. | ☐ | One-two weeks before | CONS | All | Gather all security information (User IDs, names, roles, rights) |
| 3. | ☐ | One-two weeks before | CONS | All | Determine Institution's profile, LBW features, and optional URLs. Fax this information to BIT. |
| 4. | ☐ | One-two weeks before | CONS | All | Determine the Loan Start Date and Loan Statuses to be used for this institution when the Initial Load–Loan Extract process is run on Day 2. Email this information to the address: `BITREQUEST@TGSLC.ORG` |
| 5. | ☐ | One-two weeks before | BIT | All | Identify user roles for Schools and Lenders per *Consultant Checklist* |
| 6. | ☐ | One-two weeks before | BIT-Tech | All | If institution has POP3 trading partners, contact institution's trading partners to confirm POP3 email address change and request any public security keys that need to be added to TG Warehouse per *Consultant Checklist.* (Needed only for an institution's Alternative Loan process.) |
| 7. | ☐ | One-two weeks before | CONS | Desktop | Determine size and method to transfer AdvanTG Desktop databases to BIT-Tech team members |
| 8. | ☐ | One-two weeks before | CONS | All | Setup plan for institution training and support (Based on number of users and number of PCs) |
| 9. | ☐ | One-two weeks before | CONS | All | Set Implementation Date (Day 4) for institution. Gather names and telephone numbers of staff as a post-conversion step. |
| 10. | ☐ | One-two weeks before | CONS | All | Determine recovery procedure for this institution |
| 11. | ☐ | One-two weeks before | CONS | Existing | Submit request to Appl Prod Support request folder for a customer pending disbursement report. |
| 12. | ☐ | One-two weeks before | CONS | Existing | Verify completion of the *Consultant Checklist*. |

**Table 20: [Page 2 of 8] Customer Conversion – 12/17/02 Activity Checklist for Institution** _____
**Development Contact** _____ **Consultant Contact** _____

| Done | Implementation Scheduled | Group | Customers | Action Completed |
|---|---|---|---|---|
| 13. ☐ | One Week Before | BIT | New LBW Users | Define Institution's profile and optional LBW features using the AdvanTG Web Institution Administration GUI. Mark complete on *Consultant Checklist*. |
| 14. ☐ | One Week Before | CONS | New | Review, approve, and send all new user requests to BIT |
| 15. ☐ | One Week Before | BIT | New | Provide new institution User IDs to Technical Services – Administration (Security) |
| 16. ☐ | One Week Before | SEC | *New Users* | Insert User IDs in AdvanTG Web LDAP security |
| 17. ☐ | One Week Before | SEC | *Phase I Users* | Export a file containing an institution's Phase 1 security information to be loaded directly to AdvanTG Web II security database. |
| 18. ☐ | One Week Before | DEV[1] | *Phase I Users* | Import Phase I User IDs into AdvanTG Web LDAP security<br>Transfer User ID, reset password to '`welcome`', department, division, Access to RTA (mainframe IDs password) |
| 19. ☐ | One Week Before | SEC | *New Users* | Return User IDs and passwords to BIT |
| 20. ☐ | One Week Before | BIT | All | Define User ID roles using AdvanTG Web Modify AdvWeb User Profile GUI per *Consultant Checklist*. |
| 21. ☐ | One Week Before | BIT | All | Notify BIT-Tech team members and forward the request forms for verification. |
| 22. ☐ | One Week Before | BIT | New | Distribute User IDs and passwords to CONS. (CONS distributes on Day 4 to customers.) |
| 23. ☐ | One Week Before | BIT-Tech | All | Verify institution profile & user roles defined for this institution's users per forms forwarded by BIT. |
| 24. ☐ | Day 1 | Customer | All | Submits final applications, CTs, and EFT approvals (lenders). Lenders send final approvals for which they want to receive responses. Receive responses from previous batch jobs<br>Customer performs Send/Receive activities for the day. |

---

[1] Activities performed by the AdvanTG Web Development Team (DEV) will gradually be performed by Application Development and Support (ADS) team.

**Table 20: [Page 3 of 8] Implementation Week – 12/17/02 Activity Checklist for Institution** _____
**Development Contact** _____     **Consultant Contact** _____

| Done | Implementation Scheduled | Group | Customers | Action Completed |
|---|---|---|---|---|
| **25.** ☐ | Day 1 | Customer | All | Export final response files into their FAMS or LMS. Print necessary reports for institution. |
| **26.** ☐ | Day 1 (COB)  **Must be submitted no later than 2:00 p.m. on Day 2.** | BIT-Tech | All | **Request Initial Load Extract mainframe jobs -** Using REXX panels, specify `Institutions`, `Loan Status`, and `Loan Period Begin Date` (0-24 months)**.** `Loan Status`, and `Loan Period Begin Date` are taken-off *Consultant Checklist*. Specify request for AdvanTG Web Setup and Database Load. On the request form, check: `Next Business Day` and `Extract`, `Update`, `Utility`, and `PAWD900R` (FTP file transfer) jobs. Submit request to Production Control. Fill-out request for AdvanTG Web Setup and Database Load by using form stored at: `Corpfile2\\Everyone\Prod_Cntl Requests\PSG Request Forms \AdvTG_InitialLoad.doc` **Note:** This mainframe job must run after batch process completes, about 6 a.m. the next day. |
| **27.** ☐ | Day 2 (after 6 a.m.) | BIT-Tech | All | **Loan Extraction job** runs on mainframe and puts data into CommonLine format. Final step transfers the Initial Load file (FTP) from mainframe to working production directory folder. |
| **28.** ☐ | Day 2 (prior to Noon) | Customer PSG | All | Customer receives **final** files from previous batch jobs. PSG will verify completion and notifies BIT-Tech. This last Send/Receive *should not* result in any new *send* files |
| **29.** ☐ | Day 2 (prior to Noon) | Customer PSG | All | Customer exports **final** files into their FAMS or LMS and prints necessary reports. PSG will verify completion and notify BIT-Tech. |
| **30.** ☐ | Day 2 (After Noon) | PSG Bit-Tech | Desktop | Check that all activity has stopped and all users are logged out by noon. Customer sends Desktop database [`cb1`, `chng`, and `indexes`] to BIT-Tech:  • (filesize < 2 MB) Use WinZip compression & email to `tgtesting@tgslc.org`  • (2 MB < filesize < 15 MB) Save to the Internet and downloaded to TG.  • (filesize >15 MB) Use a CD-ROM burner and send files via FedEx  **Alternative:** Save to Internet and download to TG if no CD burner is available. |
| **31.** ☐ | Day 2 (After Noon) | BIT-Tech | All | Using the `UserList INI Utility` (developed by *Mitchell Reid*), shut down the customer's mailbox access once PSG has notified BIT-Tech that all customer activity is complete. |
| **32.** ☐ | Day 2 (afternoon) | BIT-Tech | Phase 1 | Request database for Phase I institution from Application Production and Support. Submit *ServiceCenter Problem Ticket* requesting a copy of the institution's database. Assign ticket to `Appl Prod Support`. In the brief description field, type text: "`AWII Conv. Pdox db – Cb1 Chg only.`" |

**Table 20: [Page 4 of 8] Implementation Week – 12/17/02 Activity Checklist for Institution** _____
**Development Contact** _____     **Consultant Contact** _____

| Done | Implementation Scheduled | Group | Customers | Action Completed |
|------|--------------------------|-------|-----------|------------------|
| 33. ☐ | Day 2 (afternoon) | BIT-Tech | All | Create a folder for this institution on TG's corporate server: `CorpFile2\\Everyone\AdvanTG Web Conversions\`**`<Institution Name>`** <br> Create a subfolder to hold *Original* copy of the AdvanTG Desktop **CB1 CHNG** database: `\AdvanTG Web Conversions\`**`<Institution Name>`**`\Pre-Conversion` <br> Create subfolders to hold *reports*, *logs*, and *record counts* from the customer conversion |
| 34. ☐ | Day 2 (afternoon) | BIT-Tech | Phase 1 | Receives notification that the institution's current production database is available. Unzip files first as needed. Copy and paste customer files to the `C:\advantg\data` folder on local PCs. |
| 35. ☐ | Day 2 (afternoon) | BIT-Tech | Desktop Only | 1) Perform Database Repair on customer files <br> 2) Perform Database Packer on customer files <br> 3) Implement AdvanTG upgrade if necessary <br><br> **Note:** If customer's version of AdvanTG desktop is less than Build 5.1, Phase 1 institutions do not require upgrade, should already be running Build 5.1. <br> *Refer to Section 2 (step 35) for the very detailed procedure actions.* |
| 36. ☐ | Day 2 (afternoon) | ADS | Desktop | Archive AdvanTG Desktop databases received by BIT-Tech. |
| 37. ☐ | Day 2 (afternoon) | BIT-Tech | Desktop & Phase 1 <br><br> **Schools Only** | **Create Import CT file for AdvanTG Web Phase II.** <br> <u>Run the modified Export CT</u> <br> 1) Using modified AdvanTG Desktop, login as the institution and export change transactions into a modified text file. <br> 2) Record number of records exported matches the Change Maintenance window information. <br> 3) Send email to ADS person who will perform the Import CT procedure. <br> *For detailed procedures and background, refer to Section 2 (step 37) and Section 6.* |
| | | | **LBW Access for Institution and students is disabled throughout Day Three** | |
| 38. ☐ | Day 3 | DEV | LBW Customers | Disable institution access to LBW & redirect students to "Outage page." |
| 39. ☐ | Day 3 | AWII Testing | LBW Customers | Verify institution's users are routed to the "Outage Page." |
| 40. ☐ | Day 3 | AWII Testing | LBW Customers | Verify institution to be converted is marked "completed" in `EInstitution` table. The nightly Institution synchronization job ran on the mainframe. |

**Table 20: [Page 5 of 8] Implementation Week – 12/17/02 Activity Checklist for Institution** _____
**Development Contact** _____          **Consultant Contact** _____

| Done | Implementation Scheduled | Group | Customers | Action Completed |
|---|---|---|---|---|
| 41. ☐ | Day 3 | AWII Testing | All | Check that institution's Initial Load and Import CT files are ready. |
| 42. ☐ | Day 3 | AWII Testing | All | Verify the *Customer Conversion Utitlities* production software is running. |
| 43. ☐ | Day 3 | AWII Testing | LBW Customers | Determine record counts for this institution in the LBW Phase 1 Production database. See *Appendix D* for the SQL queries used. |
| 44. ☐ | Day 3 | AWII Testing | All | Announces ready to begin the customer data conversion. Send emails to BIT and other conversion team members. |
| 45. ☐ | Day 3 | AWII Testing | All | Starts production software used for *Customer Conversion Utilities*. |
| 46. ☐ | Day 3 | AWII Testing | LBW Customers | Use *Customer Conversion Utilities* to change institution from status `Phase 1` to `Transition`. |
| 47. ☐ | Day 3 | AWII Testing | LBW Customers | Verify institution's users are routed to the "Outage Page." |
| 48. ☐ | Day 3 | AWII Testing | LBW Customers | Convert LBW loans, basic institution information, URLs, preferred lenders, pending award certifications, and master demographics to AdvanTG Web data. |
| 49. ☐ | Day 3 | AWII Testing | LBW Customers | Run SQL queries (see *Appendix D*) to determine total number of loans/certifications processed. |
| 50. ☐ | Day 3 | AWII Testing | LBW Customers | Notify Conversion Team and provide record counts using *Customer Conversion Utilities*. |

**Table 20: [Page 6 of 8] Implementation Week – 12/17/02 Activity Checklist for Institution** _____
**Development Contact** _____     **Consultant Contact** _____

| | | | | |
|---|---|---|---|---|
| **51.** | ☐ | Day 3 | BIT-Tech | LBW Customers | Referring to the record counts from *Customer Conversion Utilities*, validate that the converted record counts match the institution's data in LBW:<br><br>• Check current LBW database (`https:\\adv-prod.tgslc.org`) for the number of certification records:<br>(**a**) Login to AdvanTG Web Phase 1 and query LBW production for institution certifications.<br>(**b**) *Randomly select* 10 certification listings according to `Period Begin` and `Certification Date` criteria.<br><br>• Verify (with *Application Status Report*) that all records loaded in AdvanTG Web II, based on the counts from the previous step and the *Application Status Report*.<br><br>***For detailed procedures and background, refer to Section 2 (step 51) and Section 5.*** |
| **52.** | ☐ | Day 3 | BIT-Tech | LBW Customers | Perform a detailed review of the institution's converted LBW certifications data.<br>Verify the data for the previously randomly selected certifications. At least 10 records is need to include at least one of each certification type.<br>(**a**) Login to AdvanTG Web II and list institution applications in "`L`" status.<br>(**b**) Verify the mandatory data fields for LBW Certifications exist<br>(**c**) If a selected SSN certification is not listed, examine History in AdvanTG Phase 1 for any second certification *created and guaranteed in Phase 1* during same time range.<br>***For detailed procedures and background, refer to Section 2 (step 52) and Section 5.*** |
| **53.** | ☐ | Day 3 | BIT-Tech | LBW Customers | Sends email notification to *Robert Blackard* that conversion is complete. Provide the institution's name, Department of Education ID (DOE ID), and state to configure LDAP security properly. |
| **54.** | ☐ | Day 3 | AWII Test | Desktop | Import into AdvanTG Web, Change Transactions (CTs) extracted from desktop on Day 2. |
| **55.** | ☐ | Day 3 | AWII Testing | Desktop | Record number of CTs imported and use SQL queries to validate the total number of change transactions and the numbe of @1-08, @1-09, and @1-10 detail records. |
| **56.** | ☐ | Day 3 | AWII Test | Desktop | Send email to Conversion Team with the Import CT record counts. |
| **57.** | ☐ | Day 3 | BIT-Tech | Desktop | Validate that the number of CTs imported into AdvanTG Web II matches the record counts<br>(**a**) Verify Import CT record count with tAdvanTG Web II *Change Transaction Transmission Log*.<br>(**b**) Note any discrepancies and send an email notification to BIT team lead and Development Team/APPL Support.<br>(**c**) Review institution's imported change transactions for exact matches by randomly selecting @1-8, @1-9, and @1-10 records in AdvanTG Web II and comparing with desktop data.<br>***For detailed procedures and background, refer to Section 2 (step 57) and Section 6.*** |

**Table 20: [Page 7 of 8] Implementation Week – 12/17/02 Activity Checklist for Institution _____**
**Development Contact _____          Consultant Contact _____**

| | Done | Implementation Scheduled | Group | Customers | Action Completed |
|---|---|---|---|---|---|
| **58.** | ☐ | Day 3 | AWII Testing | Large Loan Volume | For large institutions, split the CL response file into smaller CL response sub-files so that they are converted efficiently for AdvanTG Web II database. |
| **59.** | ☐ | Day 3 | AWII Testing | All | (**a**) Examine the CL Response File and sub-files for record counts.<br>(**b**) Place the file(s) in the AdvanTG Web II BPLM folder. |
| **60.** | ☐ | Day 3 | AWII Testing | All | Run two SQL queries (see Appendix D) to determine the number of loans and detect any CommonLine parsing errors. Ensure loans inserted in AdvanTG Web tables equals the CL Response file record counts. |
| **61.** | ☐ | Day 3 | AWII Testing | All | Send number of loans/record counts in email to Conversion Team Members |
| **62.** | ☐ | Day 3 | BIT-Tech | All | Review institution's initial load (guaranteed loans) in AdvanTG Web II system.<br>Verify record count using the AdvanTG Web *Receive Results Report* record count.<br>**Note:** The number of loan records in AdvanTG Web II is nearly the same as the number of records extracted. There may be a few discrepancies due to invalid data from the mainframe.<br>***For detailed procedures and background, refer to Section 2 (step 60) and Section 7.*** |
| **63.** | ☐ | Day 3 | DEV | All | Mark all loans and CTs as "**exported**" and backdate all receive dates in the affected AdvanTG Web II database tables by 24 hours using the *Customer Conversion Utilities*. |
| **64.** | ☐ | Day 3 | BIT-Tech | All | Review institution's marked change transactions and loans by attempting to export records from AdvanTG Web II and examining number of CL4 records available to export.<br>***For detailed procedures and background, refer to Section 2 (step 64) and Section 8.*** |
| **65.** | ☐ | Day 3 | AWII Testing | LBW Customers | Use *Customer Conversion Utilities* to change the institution from `Transition` to `Phase 2`. |
| **66.** | ☐ | Day 3 | AWII Testing | LBW Customers | Verify LBW users are now routed to the AdvanTG Web II system. |
| **67.** | ☐ | Day 3 | AWII Testing | All | Send email to Technical Services DBA, request that they run database statistics update. |

**Table 20: [Page 8 of 8] Implementation Week – 12/17/02 Activity Checklist for Institution** _____
**Development Contact** _____      **Consultant Contact** _____

| Done | Implementation Scheduled | Group | Customers | Action Completed |
|---|---|---|---|---|
| 68. ☐ | Day 3 | BIT-Tech | Existing<br><br>Desktop & Phase 1 | Post most recent production responses (last batch results):<br>Access customer's production mailbox (Moray server) and copy files to corporate server folder:<br>…\AdvanTG Web Conversions\**<Institution Name>**\**<MailBox ID>**<br><MailBox ID> is shown in _Appendix A – Institution Information._<br>Use Decrypt Utility to convert data to plain text, save files in Conversion-II folder,<br>Rename files to conform to AdvanTG Web II file naming standards (as needed)<br>Drop a copy of the file(s) in the same BPLM so the CMLN files can be moved to the proper server. \\Moray\BE_BPLM<br>**_See Section 2, step 68 for additional details and section 10 for File Renaming Standards._** |
| 69. ☐ | Day 3 | BIT-Tech | As Needed | Modify production TG Tables (CommonLine and ConnecTG) to send all responses for this institution (associated trading partners) to the institution's new AdvanTG Web II email address. |
| 70. ☐ | Day 3 | DEV | All | Archive all intermediate customer conversion files used during Initial Load and CT Import.<br>**_See Sections 6 and 7 of this document_**. |
| 71. ☐ | **Day 3** | **BIT-Tech** | **All** | **Sign-off review of institution's converted data.** |
| 72. ☐ | Day 3 | BIT | All | BIT lead or backup sends an email to the Conversion Group that the institution's data conversion review is complete. Notify Technical Services DBA to run statistics command. |
| 73. ☐ | Day 3 | TS | All | Database administrator runs statistics command after each institution to optimize new queries. |
| 74. ☐ | Day 3 | BIT-Tech | All | Create TG WareHouse BASE profile |
| 75. ☐ | "Go-live" (Day 4) | SEC | All | Disable Phase I portal and activate AdvanTG Web II User IDs |
| 76. ☐ | "Go-live" (Day 4) | DEV | LBW | Redirect LBW students to AdvanTG Web II Complete Loan Application |
| 77. ☐ | "Go-live" (Day 4) | CONS | All | Provide access information to users (User IDs and passwords). |
| 78. ☐ | "Go-live" (Day 4) | CONS | All | Check Internet Browser settings and proxy server setup.<br>Refer to _Appendix E – Internet Browser Settings_ on page 104 for browser/proxy settings. |
| 79. ☐ | "Go-live" (Day 4) | CONS | All | Provide initial training and proactive customer support |

# Appendix C – LBW Conversion Quality Assurance

**Note:** The SQL statements shown in this appendix were composed by Eric Schneider during the testing of the LBW Conversion process. The SQL statements permit you to examine records that are:
(**1**) Read from the LBW database
(**2**) Inserted into the AdvanTG Web II database tables
(**3**) Remove the data records from AdvanTG Web tables if they are unacceptable.

**Note:** The LBW Conversion quality assurance SQL scripts can be found in Visual SourceSafe. The folder/file name is:
`$/AdvWeb/Testing/Data Conversion/LBW/SQL_LBW_Conversion.txt`

**Note:** Use the script syntax *directly* from the the Visual SourceSafe file, *not* the SQL text found in this document.

**Note:** Each of the SQL examples assumes that the institution ID is `00366300`.

**Figure 27: LBW Conversion SQL – School URLs**

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**SCHOOL URLs and FEATURES**
AdvanTG Web II Database Tables: **dinstitutionurl** and **dinstitutionfeatr**

**Access LBW Database - School URLs/Features**

SELECT substr(SCHOOL,1,8) as SCHOOL, SCHNAME, SCHADDR1, SCHADDR2, SCHCITY, SCHSTATE, SCHZIP9, SCHPHONE, COUNSELING_URL, TEST_URL, HOMEPAGE_URL FROM SCHOOL WHERE SCHOOL LIKE '**00366300**%'

**Displaying URLs and Features in AdvanTG Web II Database Tables**

**URLS**
**select** a.lastupdatedtime, a.institutionoid, CASE when a.urltypecode='HO' then 'HOMEPAGE' when a.urltypecode='EC' then 'ENT COUNSEL' when a.urltypecode='FS' then 'FACT SHT' when a.urltypecode='LO' then 'LOGO' when a.urltypecode='ES' then 'E-SIGN' when a.urltypecode='T' then 'TESTING' when a.urltypecode='Q' then 'QUERY' else 'UNKNOWN' END as URL_TYPE, a.urltypecode, a.url, b.doeid, b.name from atgw.dinstitutionurl a inner join atgw.einstitution b on a.institutionoid=b.oid WHERE b.doeid='**00366300**'

**FEATURES**
**select** CASE when a.featurecode='A' then 'ADVWB' when a.featurecode='B' then 'LBW BATCH IMPORT' when a.featurecode='C' then 'LBW IMPORT' when a.featurecode='D' then 'DISPLAY TO BORROWER' when a.featurecode='E' then 'ENT COUNSEL' when a.featurecode='G' then 'E SIGN' when a.featurecode='I' then 'INST GUAR' when a.featurecode='L' then 'PLUS LBW' when a.featurecode='M' then 'MPN LBW' when a.featurecode='P' then 'PARENT INIT' when a.featurecode='R' then 'PREAPPROVED LENDER' when a.featurecode='S' then 'STDNT INIT' when a.featurecode='T' then 'EFT' when a.featurecode='1' then 'TG ELIGIBLE' when a.featurecode='2' then 'PRELOAD ROSTER' else 'UNKNOWN' END as feature, a.featurecode, b.doeid, b.oid, b.name, a.lastupdatedtime from atgw.dinstitutionfeatr a inner join atgw.einstitution b on a.institutionoid=b.oid WHERE b.doeid='**00366300**'

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---

**Deleting School URLs and Features from AdvanTG Web II Database Tables**

```
URLS
delete from atgw.dinstitutionurl where institutionoid in (select a.institutionoid from atgw.dinstitutionurl a inner join
atgw.einstitution b on a.institutionoid=b.oid WHERE b.doeid='00366300')


FEATURES
delete from atgw.dinstitutionfeatr where institutionoid in (select  a.institutionoid from atgw.dinstitutionfeatr a inner join
atgw.einstitution b on a.institutionoid=b.oid
WHERE b.doeid='00366300')
```

**Figure 28: LBW Conversion SQL – Preferred Lenders**

**PREFERRED LENDERS**
```
AdvanTG Web II Database Tables: dpreferredlender
```

**Access LBW Database - Preferred Lenders**

```
SELECT substr(SCHOOL,1,8) as SCHOOL, substr(SCHOOLLENDER.LENDER,1,6) as LENDER, SORTORDER FROM SCHOOLLENDER JOIN LENDER ON
(SCHOOLLENDER.LENDER = LENDER.LENDER AND LENDER.PARTICIPANT='Y') WHERE SCHOOL LIKE '00366300%'
```

**Displaying Preferred Lenders in AdvanTG Web II Database Tables**

```
select a.sortorder as sort, c.name as lender, c.doeid as lenderdoeid, b.name as school, b.doeid as schooldoeid from
atgw.dpreferredlender a inner join  atgw.einstitution b on a.owneroid=b.oid inner join atgw.einstitution c on
a.preferredlenderoid=c.oid where b.doeid='00366300' order by a.sortorder
```

**Deleting Preferred Lenders from AdvanTG Web II Database Tables**

```
delete from atgw.dpreferredlender where owneroid in (select b.oid from atgw.dpreferredlender a inner join  atgw.einstitution b on
a.owneroid=b.oid where b.doeid='00366300')
```

**Figure 29: LBW Conversion SQL – MPN Applications**

---

**MPN APPS (MPN Applications are in Ready 'L' status)**
AdvanTG Web II Database Tables: **eperson, eloan, ddisbursement**

**Access LBW Database - MPN Applications**

```
SELECT count(*) FROM STAFFORD A JOIN BORROWER B1 ON A.BSSN = B1.BSSN WHERE A.SCHOOL LIKE '00366300%' AND A.STATUS = 'ACTIVE' AND
(A.FORM_CD = 'M' or A.FORM_CD = 'B') AND A.PERBEG > current date - 1 year
```

**Displaying MPN Applications in the AdvanTG Web II Database Tables**

```
select a.* from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where a.createuserid like 'LBW DATA CONV%' and
b.doeid='00366300' and a.loantype in ('SF','SU','CS') and a.loanstatus='R'

select * from atgw.eperson where loanoid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid
where a.createuserid like 'LBW DATA CONV%' and b.doeid='00366300' and a.loantype in ('SF','SU','CS') and a.loanstatus='R')

select  b.* from atgw.eloan a inner join atgw.ddisbursement b on b.loanoid=a.oid inner join atgw.einstitution c on
c.oid=a.instowneroid where c.doeid in ('00366300') and a.loantype in ('SF','SU','CS') and a.loanstatus='R' and a.createuserid like
'LBW DATA CONV%'
```

**Deleting MPN Applications from AdvanTG Web II Database Tables**

```
delete from atgw.eperson where loanoid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid
where a.createuserid like 'LBW DATA CONV%' and b.doeid='00366300' and a.loantype in ('SF','SU','CS') and a.loanstatus='R')

delete from atgw.ddisbursement where loanoid in (select  b.loanoid from atgw.eloan a inner join atgw.ddisbursement b on
b.loanoid=a.oid inner join atgw.einstitution c on c.oid=a.instowneroid
where c.doeid in ('00366300') and a.loantype in ('SF','SU','CS') and a.loanstatus='R' and a.createuserid like 'LBW DATA CONV%')

delete from atgw.eloan where oid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where
a.createuserid like 'LBW DATA CONV%' and b.doeid='00366300' and a.loantype in ('SF','SU','CS') and a.loanstatus='R')
```

---

**Figure 30: LBW Conversion SQL – PLUS Applications**

---

**PLUS APPS (PLUS Applications are in Ready 'L' status)**
**Note: No Credit Info converted**
AdvanTG Web II Database Tables: **eperson, eloan, ddisbursement**

**Access LBW Database - PLUS Applications**

**SELECT** count(*) FROM STAFFORD A LEFT OUTER JOIN BORROWER B1 ON A.BSSN = B1.BSSN JOIN BORROWER B2 ON A.STDNT_SSN = B2.BSSN WHERE A.SCHOOL LIKE '**00366300**%' AND A.STATUS = 'ACTIVE' AND A.FORM_CD = 'P' AND A.PERBEG > current date - 1 year

**Displaying PLUS Applications in AdvanTG Web II Database Tables**

**select** a.* from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where a.createuserid like 'LBW DATA CONV%' and b.doeid='**00366300**' and a.loantype='PL' and a.loanstatus='R'

**select** * from atgw.eperson where loanoid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where a.createuserid like 'LBW DATA CONV%' and b.doeid='**00366300**' and a.loantype='PL' and a.loanstatus='R')

**select** b.* from atgw.eloan a inner join atgw.ddisbursement b on b.loanoid=a.oid inner join atgw.einstitution c on c.oid=a.instowneroid where c.doeid in ('**00366300**') and a.loantype='PL' and a.loanstatus='R' and a.createuserid like 'LBW DATA CONV%'

**Deleting PLUS Applications from AdvanTG Web II Database Tables**

**delete** from atgw.eperson where loanoid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where a.createuserid like 'LBW DATA CONV%' and b.doeid='**00366300**' and a.loantype='PL' and a.loanstatus='R')

**delete** from atgw.ddisbursement where loanoid in (select b.loanoid from atgw.eloan a inner join atgw.ddisbursement b on b.loanoid=a.oid inner join atgw.einstitution c on c.oid=a.instowneroid
where c.doeid in ('**00366300**') and a.loantype='PL' and a.loanstatus='R' and a.createuserid like 'LBW DATA CONV%')

**delete** from atgw.eloan where oid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where a.createuserid like 'LBW DATA CONV%' and b.doeid='**00366300**' and a.loantype='PL' and a.loanstatus='R')

---

**Figure 31: LBW Conversion SQL – MPN Certifications**

```
MPN CERTS (These are in LBW 'L' status)
AdvanTG Web II Database Tables: eperson, eloan, ddisbursement

Access LBW Database - MPN Certifications

SELECT count(*) FROM AWARD A JOIN BORROWER B1 ON A.BSSN = B1.BSSN LEFT OUTER JOIN STAFFORD S ON A.CREATED = S.AWARDCREATED LEFT
OUTER JOIN HISTORY H ON A.CREATED = H.AWARDCREATED WHERE A.SCHOOL LIKE '00366300%' AND (A.STATUS = 'ACTIVE' OR (S.STATUS IS NULL AND
H.STATUS IS NULL)) AND (A.FORM_CD = 'M' or A.FORM_CD = 'B') AND A.PERBEG > current date - 1 year AND A.SCERTDAT > current date - 2
years

Displaying MPN Certifications in AdvanTG Web II Database Tables
(This will show the sum of results from MPN CERTS and MPN APPS)

select count(a.oid) from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where a.createuserid like 'LBW DATA
CONV%' and b.doeid='00366300' and a.loantype in ('SF','SU','CS') and a.loanstatus='L'

select count(*) from atgw.eperson where loanoid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on
a.instowneroid=b.oid where a.createuserid like 'LBW DATA CONV%' and b.doeid='00366300' and a.loantype in ('SF','SU','CS') and
a.loanstatus='L')

select count(a.oid) from atgw.eloan a inner join atgw.ddisbursement b on b.loanoid=a.oid inner join atgw.einstitution c on
c.oid=a.instowneroidwhere c.doeid in ('00366300') and a.loantype in ('SF','SU','CS') and a.loanstatus='L' and a.createuserid like
'LBW DATA CONV%'

Deleting MPN Certifications from AdvanTG Web II Database Tables

delete from atgw.eperson where loanoid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid
where a.createuserid like 'LBW DATA CONV%' and b.doeid='00366300' and a.loantype in ('SF','SU','CS') and a.loanstatus='L')

delete from atgw.ddisbursement where loanoid in (select  b.loanoid from atgw.eloan a inner join atgw.ddisbursement b on
b.loanoid=a.oid inner join atgw.einstitution c on c.oid=a.instowneroid
where c.doeid in ('00366300') and a.loantype in ('SF','SU','CS') and a.loanstatus='L' and a.createuserid like 'LBW DATA CONV%')

delete from atgw.eloan where oid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where
a.createuserid like 'LBW DATA CONV%' and b.doeid='00366300' and a.loantype in ('SF','SU','CS') and a.loanstatus='L')
```

**Figure 32: LBW Conversion SQL – PLUS Certifications**

---

**PLUS CERTS (These are in LBW 'L' status)**
AdvanTG Web II Database Tables: **eperson, eloan, ddisbursement**

**Access LBW Database - PLUS Certifications**

```
SELECT count(*) FROM AWARD A LEFT OUTER JOIN BORROWER B1 ON A.BSSN = B1.BSSN JOIN BORROWER B2 ON A.STDNT_SSN = B2.BSSN LEFT OUTER
JOIN STAFFORD S ON A.CREATED = S.AWARDCREATED LEFT OUTER JOIN HISTORY H ON A.CREATED = H.AWARDCREATED WHERE A.SCHOOL LIKE
'00366300%' AND (A.STATUS = 'ACTIVE' OR (S.STATUS IS NULL AND H.STATUS IS NULL)) AND A.FORM_CD = 'P' AND A.PERBEG > current date - 1
year AND A.SCERTDAT > current date - 2 years
```

**Displaying PLUS Certifications in AdvanTG Web II Database Tables**

```
select count(a.oid) from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where a.createuserid like 'LBW DATA
CONV%' and b.doeid='00366300' and a.loantype in ('PL') and a.loanstatus='L'
```

```
select count(*) from atgw.eperson where loanoid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on
a.instowneroid=b.oid where a.createuserid like 'LBW DATA CONV%' and b.doeid='00366300' and a.loantype in ('PL') and
a.loanstatus='L')
```

```
select count(*) from atgw.eloan a inner join atgw.ddisbursement b on b.loanoid=a.oid inner join atgw.einstitution c on
c.oid=a.instowneroid where c.doeid in ('00366300') and a.loantype in ('PL') and a.loanstatus='L' and a.createuserid like 'LBW DATA
CONV%'
```

**Deleting PLUS Certifications from AdvanTG Web II Database Tables**

```
delete from atgw.eperson where loanoid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid
where a.createuserid like 'LBW DATA CONV%' and b.doeid='00366300' and a.loantype in ('PL') and a.loanstatus='L')
```

```
delete from atgw.ddisbursement where loanoid in (select  b.loanoid from atgw.eloan a inner join atgw.ddisbursement b on
b.loanoid=a.oid inner join atgw.einstitution c on c.oid=a.instowneroid
where c.doeid in ('00366300') and a.loantype in ('PL') and a.loanstatus='L' and a.createuserid like 'LBW DATA CONV%')
```

```
delete from atgw.eloan where oid in (select a.oid from atgw.eloan a inner join atgw.einstitution b on a.instowneroid=b.oid where
a.createuserid like 'LBW DATA CONV%' and b.doeid='00366300' and a.loantype in ('PL') and a.loanstatus='L')
```

---

# Appendix D – Customer Conversion Validation Queries

## Determine Record Counts for LBW Institutions from LBW Production

Use the SQL queries illustrated in *Table 21* to directly get a count of specific LBW information.

For these queries you will need to replace the fields:

- `<<doeid>>` with the 9-digit institution DOE ID number
- `current date` with todays date

**Table 21: SQL Queries for LBW Record Counts**

| LBW Information | SQL Query Statement (with input fields in bold) |
|---|---|
| School URLs | `SELECT count(*) SCHURL FROM SCHOOL WHERE SCHOOL LIKE '<<doeid>>%'` |
| Preferred Lenders | `SELECT count(*) PREFLEND FROM SCHOOLLENDER JOIN LENDER ON (SCHOOLLENDER.LENDER = LENDER.LENDER AND LENDER.PARTICIPANT='Y') WHERE SCHOOL LIKE '<<doeid>>%'` |
| MPN Applications | `SELECT count(*) MPNAPPS FROM STAFFORD A JOIN BORROWER B1 ON A.BSSN = B1.BSSN WHERE A.SCHOOL LIKE '<<doeid>>%' AND A.STATUS = 'ACTIVE' AND (A.FORM_CD = 'M' or A.FORM_CD = 'B') AND A.PERBEG > current date - 1 year` |
| MPN Certifications | `SELECT count(*) MPNCERTS FROM AWARD A JOIN BORROWER B1 ON A.BSSN = B1.BSSN LEFT OUTER JOIN STAFFORD S ON A.CREATED = S.AWARDCREATED LEFT OUTER JOIN HISTORY H ON A.CREATED = H.AWARDCREATED WHERE A.SCHOOL LIKE '<<doeid>>%' AND (A.STATUS = 'ACTIVE' OR (S.STATUS IS NULL AND H.STATUS IS NULL)) AND (A.FORM_CD = 'M' or A.FORM_CD = 'B') AND A.PERBEG > current date - 1 year AND A.SCERTDAT > current date - 2 years` |
| PLUS Applications | `SELECT count(*) PLUSAPPS FROM STAFFORD A LEFT OUTER JOIN BORROWER B1 ON A.BSSN = B1.BSSN JOIN BORROWER B2 ON A.STDNT_SSN = B2.BSSN WHERE A.SCHOOL LIKE '<<doeid>>%' AND A.STATUS = 'ACTIVE' AND A.FORM_CD = 'P' AND A.PERBEG > current date - 1 year` |
| PLUS Certifications | `SELECT count(*) PLUSCERTS FROM AWARD A LEFT OUTER JOIN BORROWER B1 ON A.BSSN = B1.BSSN JOIN BORROWER B2 ON A.STDNT_SSN = B2.BSSN LEFT OUTER JOIN STAFFORD S ON A.CREATED = S.AWARDCREATED LEFT OUTER JOIN HISTORY H ON A.CREATED = H.AWARDCREATED WHERE A.SCHOOL LIKE '<<doeid>>%' AND (A.STATUS = 'ACTIVE' OR (S.STATUS IS NULL AND H.STATUS IS NULL)) AND A.FORM_CD = 'P' AND A.PERBEG > current date - 1 year AND A.SCERTDAT > current date – 2 years` |

## Verify Conversion Record Counts in AdvanTG Web Database

Use the SQL queries illustrated in *Table 22* to directly validate a Customer Conversion step shown in Section 2 on page xx.

For these queries you will need to replace the fields:

- `<<doeid>>` with the 9-digit institution DOE ID number
- `current date` with todays date

**Table 22: SQL Queries to Verify AdvanTG Web Database Counts**

| Information Counts to Verify in AdvanTG Web Database | SQL Query Used |
|---|---|
| LBW Institution phase set to `Transition` | `Select * from atgw.tlbwinst where doeid='`**`<<doeid>>`**`'` |
| Number of LBW MPN/PLUS loans and certifications inserted | `Select count(*) from atgw.eloan where instowneroid in (select oid from atgw.einstitution where doeid='`**`<<doeid>>`**`')` |
| Change Transactions imported from the AdvanTG Desktop database | **Total Change Transactions**<br><br>`Select count(*) from atgw.echangetrans where instowneroid in (select oid from atgw.einstitution where doeid='`**`<<doeid>>`**`')`<br><br>**Detail Records (@1-08,@1-09,@1-10)**<br><br>`Select count(*) from atgw.dctdetail where ctoid in (Select oid from atgw.echangetrans where instowneroid in (select oid from atgw.einstitution where doeid='`**`<<doeid>>`**`'))` |
| Initial Load file loans and any errors that happened when the files were processed (parsed) through the B2B Server. | `Select count(*) from atgw.eloan where instowneroid in (select oid from atgw.einstitution where doeid='`**`<<doeid>>`**`')`<br><br>`Select count(*) from atgw.eparseinformation where owneroid in (select oid from atgw.einstitution where doeid='`**`<<doeid>>`**`') and parsestatus='E'`<br><br>`Select count(*) from atgw.eparseinformation where owneroid in (select oid from atgw.einstitution where doeid='`**`<<doeid>>`**`') and parsestatus='S'` |
| LBW Institution phase set to `2` | `Select * from atgw.tlbwinst where doeid='`**`<<doeid>>`**`'` |

# Appendix E – Internet Browser Settings

When new customers begin using the AdvanTG Web II application, the client Internet Browsers must meet specific requirements and have key settings active.

### Table 23: Global Internet Browser/Computer Settings

| Description | Setting |
|---|---|
| Internet Browser Software | • Internet Explorer version 5.5 or later<br>• Netscape® Commander version 6.0 or later |
| Windows® Operating Systems | • Windows 2000 or NT<br>• Windows 98 or Windows 95<br>• Windows XP |
| Computers | • IBM Compatible PCs<br>**CAUTION:** AdvanTG Web II **does not** work with Macintoshes |
| Memory | • 64 MB of RAM memory or more |
| Screen Resolution | • 800 x 600 pixels [**MUST** be this setting] |
| Proxy Server [**If needed**] | • Identify name of proxy server for this institution for HTTP, Secure HTTP, and FTP |
| Javascript | • Enabled |
| Adobe Acrobat Plug-in | • *See Obtaining Adobe Acrobat Reader* |
| Caching | • Enabled |
| Cookies | • Enabled |

**Caution: For users running Windows 2000 and who wish to use the AdvanTG Web II Letter Writing Component (LWC),**
You *MUST* install Windows 2000 Office Service Pack 2 for correct operation.

**For all AdvanTG Web II users who wish to use the Letter Writing Component (LWC),** you *MUST* use Internet Explorer as your browser.

## Obtaining Adobe Acrobat Reader

For working with Adobe Acrobat PDF (Portable Digital Format) files in AdvanTG Web II. Your browser must have been installed with the Adobe Acrobat plug-in or your must download/install a version of Adobe Acrobat Reader.

### Procedure: Test for Adobe Acrobat Plug-in

1. Start Internet Explorer or Netscape Navigator software.
2. Select the **Open** command from the **File** menu.
3. Browse for a file that ends with the file extension `.pdf`.
4. Click **OK** and attempt to display the file. The PDF file will display properly if the Adobe plug-in has been installed in this browser.

*URL to Find Adobe Acrobat Reader Plug-In*

- Windows 95/98/NT/2000/XP
http://www.adobe.com/products/acrobat/readstep2.html
File size is 8.6 MB

**Note:** Adobe Acrobat 4.x and later and Adobe Acrobat Reader 4.x and later include ActiveX plug-in files for Windows NT 4.0, Windows Me, Windows 2000, Windows 98, and Windows 95. (Acrobat 4.x and Acrobat Reader 4.x do not support Windows Me.)

## Configuring Computers/Browsers for Proper Operation

Configuring Internet Browser and Windows settings for Windows NT and Windows 2000 are similar operations.

**Table 24: Configuring Internet Browser/Computer Settings**

| Setting | How to Change Setting |
|---|---|
| **Internet Browser Version Identify**<br>Internet Explorer<br>**or**<br>Netscape Navigator | Start the Browser software<br>Select the **Help » About Internet Explorer** menu command<br>**or**<br>Select the **Help » About Netscape 6** menu command |
| **RAM Memory** | Select **Start » Settings » Control Panel** command<br>Double-click the **System** icon<br>View amount of memory on the **General** dialog tab |
| **Screen Resolution** | Select **Start » Settings » Control Panel** command<br>Double-click the **Display** icon<br>On **Display Properties** window, select **Setting** dialog tab<br>In **Desktop Area**, move slider to `800 x 600` pixels |
| **Javascript**<br>Internet Explorer<br><br><br><br>Netscape Navigator | • Select **Tools » Internet Options** command<br>  Select **Security** dialog tab, click **Custom Level** button<br>  In **Security Settings** window, scroll to **Scripting**<br>  Choose `Enable` for **Active scripting**<br>  Click **OK** twice to close the **Internet Options** window.<br><br>• Select **Edit » Preferences** command<br>  Click the **Advanced** category.<br>  Select the **Enable Javascript for Navigator** checkbox<br>  Click **OK** to close the **Preferences** window.. |

| | |
|---|---|
| **Caching**<br>Internet Explorer<br><br><br><br><br><br>Netscape Navigator | • Select **Tools » Internet Options** command<br>  Select **General** dialog tab, click **Settings** button<br>  In **Settings** window, select **Automatically** option button<br>  Click **OK** twice to close the **Internet Options** window.<br><br>• Select **Edit » Preferences** command<br>  Under the **Advanced** category, click **Cache**.<br>  Enter a number in the **Memory Cache** field to specify the<br>  size of the memory cache. 1024K to 2000K is a good size.<br>  To clear the memory cache immediately,<br>  click **Clear Memory Cache**.<br>  Click **OK** to close the **Preferences** window. |
| **Cookies**<br>Internet Explorer<br><br><br><br><br><br><br>Netscape Navigator | • Select **Tools » Internet Options** command<br>  Select **Security** dialog tab, click **Custom Level** button<br>  In **Security Settings** window, scroll to **Cookies**<br>  Choose **Enable** for **Per session cookies (not stored)**<br>  Click **OK** twice to close the **Internet Options** window.<br><br>• Select **Edit » Preferences** command<br>  Under **Privacy and Security** category, choose **Cookies**.<br>  (If no sub-categories are visible, click to expand the list.)<br>  Select the **Enable all cookies** option button<br>  Click **OK** to close the **Preferences** window. |

## Proxy Servers

Some institutions require users to configure their Internet Browsers to use a "proxy server" for specific protocols through their firewalls. Consult with the TG institution's network administrator to get the name of the proxy server and the port numbers used.

**Note:** The proxy server name and port numbers used in these figures/table are *example* names and ports only.

**Table 25: Identifying Internet Browser Proxy Servers**

| Internet Browser | Identify the Proxy Server |
|---|---|
| Internet Explorer | • Select the **Internet Options** command under the **Tools** menu<br>  Select the **Connections** dialog tab<br>  Click **LAN Settings** button, then click the **Advanced** button<br>  Insert the name of your institution's proxy server and port number into the fields in *Figure 33: Internet Explorer Proxy Configuration* on page 107.<br>  Click **OK** three times to close all the dialogs. |
| Netscape Navigator | • Select the **Preferences** command under the **Edit** menu<br>  Click **Advanced** heading, then click **Proxies** subheading<br>  Insert the your institution's proxy server name and port number into the fields in *Figure 34: Netscape Navigator Proxy Configuration* on page 107<br>  Click **OK**. |

**Figure 33: Internet Explorer Proxy Configuration**
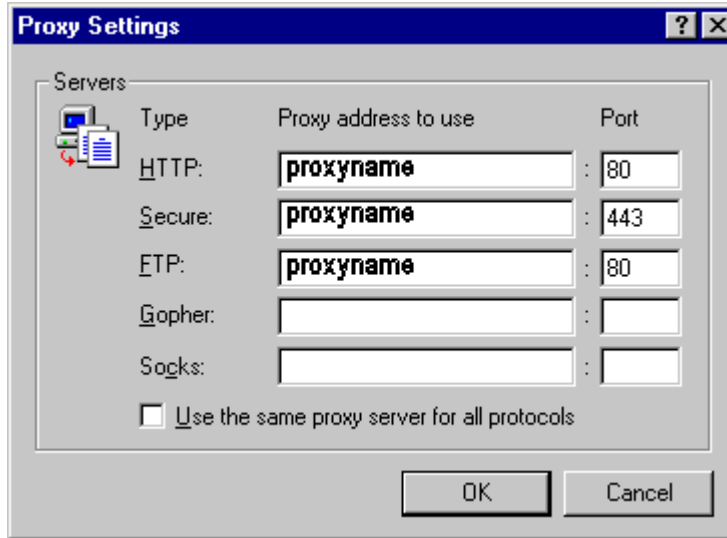


**Figure 34: Netscape Navigator Proxy Configuration**
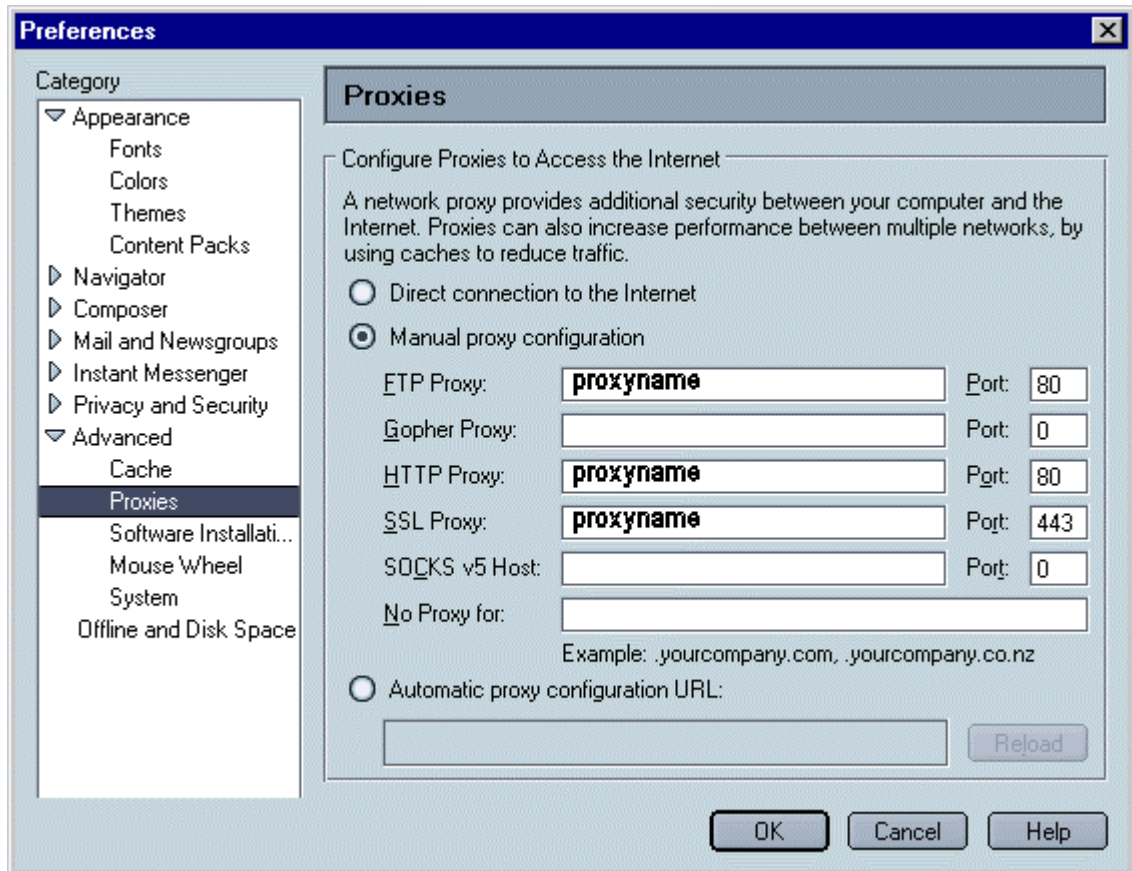
# Troubleshooting Browser Configurations

When a user calls Customer Support and reports one of the symptoms described in *Table 26: Troubleshooting Internet Browser Settings*, you should examine the Internet Browser settings to see that the requirements listed in *Table 23: Global Internet Browser/Computer Settings* are met. The instructions for checking and changing the Internet Browser settings can be found in *Table 24: Configuring Internet Browser/Computer Settings* on page 105.

**Table 26: Troubleshooting Internet Browser Settings**

| Browser Software | Setting | User Problem Symptoms |
|---|---|---|
| Windows IE | **Scripting** not enabled (Go to page 105.) | Pages do not display when hyperlinks clicked<br>No action from buttons |
| Netscape | **Scripting** not enabled (Go to page 105.) | Pages do not display when hyperlinks clicked<br>No action from buttons |
| Windows IE | **Cookies** not enabled (Go to page 106.) | System requests you to login again<br>Login page does not fully display |
| Netscape | **Cookies** not enabled (Go to page 106.) | System requests you to login again<br>Login page does not fully display<br>Windows displays Javascript code |
| Windows IE | **Caching** not enabled (Go to page 106.) | Slower response time for application |
| Netscape | **Caching** not enabled (Go to page 106.) | Slower response time for application |

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