

**Student
Information Systems**



**ELF
Module**

Procedure Manual



South Dakota Colleague System Procedures

Table of Contents

Revisions with this Update	3
ELF Import Process: High-level Procedure	4
<i>Defining Your Parameters</i>	4
<i>Constructing Your Import Process</i>	4
<i>Importing Source to Intermediate</i>	5
Importing Intermediate to Colleague	5
<i>Purging Intermediate Files</i>	5
Defining Duplication Criteria	6
Defining Merge Criteria	8
Defining File Translate Tables	10
Defining Source Files	11
<i>Using ELFT for CAAP</i>	11
Defining a Field of a Variable Length File	13
Defining a Field of a Fixed Length File	14
Resolving Duplicates and Ambiguities	15
Correcting Duplication Errors	17
Creating an ELF Source-to-Intermediate Import	18
Source-to-Intermediate	19
Importing Source Data to Intermediate Files	20
Intermediate-to-Colleague	21
Importing Information	23
Purging Intermediate Files	25
Exporting Data Using ELF	26
<i>Defining Your Parameters</i>	26
<i>Constructing Your Export Process</i>	26
<i>Exporting Colleague to Target</i>	26
Procedure Report	27
Index	28

South Dakota Colleague System Procedures

Revisions with this Update

South Dakota Colleague System Procedures

ELF Import Process: High-level Procedure

This section will describe a very high-level procedure for defining the parameters for the ELF process, importing from source to intermediate, and importing from intermediate to Colleague. These procedures are intended as a .cheat sheet. or quick reference after you have familiarized yourself with the work flow, screens, and processes. Please do not use these procedures without reading the documentation at www.datatel.com.

Defining Your Parameters

Step 1 - Map your data.

- See Mapping your Data

Step 2 - Define your duplication criteria using the Duplicate Match Criteria (DUPC) screen.

- This is an important procedure if you want ELF to detect records that are duplicates (or possible duplicates).
- See Defining Duplication Criteria.

Step 3 - Define the merge criteria using the ELF Merge Criteria (MRGC) screen.

- The criteria you define will direct the ELF process in merging the imported information with existing Colleague files.
- See Defining Merge Criteria.

Step 4 - Define the translate tables needed to perform the ELF process using the File Translation Tables (FLTT) screen.

- See Defining Translate Tables.

Step 5 - Define the codes for the validation code tables and validation code files need by the intermediate files.

- You will use either the Validation Codes (VAL) screen, or a screen designed for specific validation code tables and validation code files. For example, for prefix and suffix validation code tables, use the Prefix and Suffix Definition (PPS) screen.
- See Identifying Codes Related to the ELF Process.

Constructing Your Import Process

Step 6 - Define your source files using the Electronic File Transfer (ELFT) screen.

- You can detail to one of the following screens from the ELFT screen to define fields for variable length files or fixed length files:
 - Variable File Fields (ELFV) screen
 - Fixed File Fields (ELFF) screen
 - Defining Source Files.

South Dakota Colleague System Procedures

Step 7 - Construct your source to intermediate import using the Source to Target Map (ELFS) screen.

- You must also catalog your file specification to create a VOC pointer.
- See Identifying the Target Files.

Importing Source to Intermediate

Step 8 - Import the source data to the intermediate file.

- On the Source-To-Intermediate (STII) screen, use the file specification you gave the import when you created the procedure (such as RGM001).
- See Importing Source Data.

Importing Intermediate to Colleague

Step 9 - Simulate importing the data from the intermediate files into Colleague.

- Use the Inter-To-Colleague Import (ITCI) process in non-update mode.
- See Importing Information.

Step 10 - Compare the data in the intermediate files with your Colleague files.

- See Comparing Intermediate Files with Colleague Files.

Step 11 - Import the data from the intermediate files into Colleague.

- Use the ITCI process in update mode to import the files and merge the duplicates into the Colleague database.
- See Importing Information.

Step 12 - Resolve any duplicate records you may find.

- See Comparing Intermediate Files with Colleague Files.

Purging Intermediate Files

Step 13 - When you have finished importing the data from the intermediate files into Colleague, you can purge the intermediate files

- See Purging Intermediate Files.

South Dakota Colleague System Procedures

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Defining Duplication Criteria

Complete the following steps to define your duplication criteria:

Step 1 - Familiarize yourself with the process of defining duplication criteria.

- See Understanding Duplication Checking.

Step 2 - Use the Duplicate Match Criteria (DUPC) screen to modify or create a new duplication criteria record.

- Enter S54.IBIO.PERSON

Step 3 - Make the appropriate modifications on the DUPC screen.

- | Field/Subroutine | Weight | Penalty | Compare to Field |
|---------------------------|--------|---------|---------------------------|
| IBIO.LAST.NAME | 15 | 10 | LAST.NAME |
| IBIO.FIRST.NAME | 15 | 10 | FIRST.NAME |
| IBIO.SSN | 90 | 50 | SSN |
| COMPARE.SSN | | | |
| IBIO.GENDER | 5 | 10 | GENDER |
| IBIO.BIRTH.DATE | 35 | 10 | BIRTH.DATE |
| IBIO.ADDRESS.LINES | 15 | 0 | PREFERRED.ADDRESS |
| S.COMPARE.ADR.LINES | | | |
| IBIO.CITY | 10 | 2 | PREFERRED.ADDRESS |
| S.COMPARE.CITY | | | |
| IBIO.STATE | 8 | 3 | PREFERRED.ADDRESS |
| S.COMPARE.STATE | | | |
| IBIO.ZIP | 15 | 1 | PREFERRED.ADDRESS |
| S.COMPARE.ZIP | | | |
| IBIO.ALT.IDS | 55 | 0 | PERSON.ALT.IDS |
| S.COMPARE.ALT.IDS | | | |
| IBIO.PHONES | 15 | 0 | PREFERRED.ADDRESS |
| S.S54.COMPARE.PHONE | | | |
| Limiting Field/Subroutine | | | Limiting Compare to Field |
| IBIO.SSN | | SSN | |
| S.LIMIT.PERSON.DUPLICATES | | | |

For Inter.Application-Applications, intermediate file INTER.APPLICATION, Colleague file APPLICATIONS:

- | Field/Subroutine | Weight | Penalty | Compare to Field |
|---------------------------|--------|---------|---------------------------|
| IAPPL.ACAD.PROGRAM | 2 | | APPL.ACAD.PROGRAM |
| XN.IAPP.APPLICATION | 1 | 1 | APPL.START.TERM |
| IAPPL.NO | 4 | 3 | APPL.NO |
| Limiting Field/Subroutine | | | Limiting Compare to Field |
| IAPPL.PERSON.ID | | | APPL.APPLICANT |

South Dakota Colleague System Procedures

.LIMIT.IAPPL.DUPLICATES

Step 4 - Save the record.

South Dakota Colleague System Procedures

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Defining Merge Criteria

Complete the following steps to define your merge criteria:

Step 1 - Familiarize yourself with the file merge process.

- See Understanding Merge Criteria.

Step 2 - Use ELF Merge Criteria (MRGC) screen to define your merge criteria.

Step 3 - Determine the merge action you want to default if no specific merge action is defined for a field.

- Enter the corresponding code for that merge action into the Default Action field.
- See Possible Merge Actions.
 - P Preserve (used for Xx.APPLICATIONS)
 - PN Preserve Unless Null
 - R Replace
 - RN Replace Unless Null
 - MP Merge/Preserve
 - MR Merge/Replace

Step 4 - Make the appropriate modifications on the MRGC screen.

- Date Compare Field
 - This is the field that will be used to determine if the data being imported should affect the Colleague data. The value of the field specified here will be checked for each record against the date entered on the front end screen of an intermediate to Colleague import.
 - For applications, use APPLICATIONS.CHGDATE
- Merge Subroutine
 - The name of a user-defined subroutine used to merge data with an existing record. If this subroutine exists, all other fields on the merge criteria record are ignored; however, they can be entered for use by this subroutine.
 - For applications, use S.MERGE.APPLICATIONS
- Fields/Associations
 - These are fields on ELFMERG.FILE that need to be handled differently from ELFMERG.DEFAULT.ACTION when merged. These are only stand-alone fields. Fields which belong to an association must be specified through ELFMERG.ASSOCIATIONS.
 - For applications:

Fields	Actions	Subroutines
APPL.ACAD.PROGRAM	RN Replace U	S.MERGE.APPL.ACAD.PROGRAM
APPL.DATE	PN Preserve	
APPL.START.TERM	RN Replace U	
APPL.STUDENT.LOAD.INTENT	RN Replace U	
APPL.RESIDENCY.STATUS	RN Replace U	
Associations	Actions	Subroutines
APPL.FEES	PN Preserve	

South Dakota Colleague System Procedures

APPL.LOCATION.INFO
APPL.STATUSES

MP Merge/Pre
PN Preserve

|

Step 5 - Save the record.

South Dakota Colleague System Procedures

Defining File Translate Tables

Responsibility: Central

Timeframe: Once yearly for maintaining the shared ACT tapeload files

Complete the following steps to define your file translate tables:

Step 1 - Familiarize yourself with the procedure for defining file translate tables.

- See Understanding File Translate Tables at www.datatel.com.

Step 2 - Determine which source-to-intermediate (STI) procedure you need to use for this import.

- See Understanding the Source to Intermediate Files Transfer for a partial list of available STI procedures.

Step 3 - Determine which translate tables you must define.

- See the online process help for the STI to identify the necessary translate tables.

Step 4 - Refer to the documentation that came with your source data to determine what values the source uses for each code.

Step 5 - Complete a worksheet for each file translate table you must define.

- See Worksheet for File Translate Tables.

Step 6 - Access the File Translation Table (FLTT) screen.

Step 7 - Complete the FLTT screen for one of your translate tables.

Step 8 - Save the record.

Step 9 - Repeat the procedure for each file translate table you identified in step 4.

Defining Source Files

Complete the following steps to define your source files:

Step 1 - Familiarize yourself with the source file definition.

- See Understanding Source File Definition.

Step 2 - Determine the source files you need to either create or modify.

- Refer to the online process help for the particular source-to-intermediate. (STI) procedure you intend to use.

Step 3 - Access the Electronic Transfer File (ELFT) screen.

Step 4 - Enter the necessary information for the type of source files you want to import.

Step 5 - Save the record.

Using ELFT for CAAP

Responsibility: University

Step 1 – Access the Electronic Transfer File (ELFT) screen

Step 2 – Enter the File Type

- Enter FD for fixed disk

Detailing displays this format:

1: CAAP01.LAST.NAME	1	16	D	Data	16	L	
2: CAAP01.FIRST.NAME	17	25	D	Data	9	L	
3: CAAP01.M.INIT	26	26	D	Data	1	L	
4: CAAP01.SSN	27	35	D	Data	9	L	
5: CAAP01.GENDER	40	40	D	Data	1	L	
6: CAAP01.WRITING	56	57	D	Data	2	R	
7: CAAP01.MATH	60	61	D	Data	2	R	
8: CAAP01.READING	64	65	D	Data	2	R	
9: CAAP01.SCIENCE	72	73	D	Data	2	R	
10: CAAP01.US	102	103	D	Data	2	R	
11: CAAP01.RH	106	107	D	Data	2	R	
12: CAAP01.ALG	110	111	D	Data	2	R	
13: CAAP01.AL	114	115	D	Data	2	R	
14: CAAP01.SS	118	119	D	Data	2	R	
15: CAAP01.TEST.DATE	122	127	D	Data	6	L	

Step 3 – Enter the FTP Directory specific for your university

Step 4 – Enter the OS File Name that exists in your FTP directory

South Dakota Colleague System Procedures

- FTP a file in the above format to your FTP directory with the name CAAPSCORES.TXT.

Step 5 - Run ST->STII using the CAAPELF1 specs, in update mode.

- Make up a batch ID

Step 6 – To view records prior to importing, run the query

- LIST INTER.TEST.SCORES WITH ITSTSC.BATCH EQ (Your batch ID) ALL.

Step 7 - Run ST->ITCI in NON-UPDATE mode.

- Print the errors
 - The errors will be those whose SSN's do not result in valid Colleague IDs

Step 8 - Run ST->ITCI in UPDATE mode to update the production files.

South Dakota Colleague System Procedures

Defining a Field of a Variable Length File

Use the Variable File Fields (ELFV) screen to add and define fields to a variable length file.

South Dakota Colleague System Procedures

Defining a Field of a Fixed Length File

Use the Fixed File Fields (ELFF) screen to add and define fields to a variable length file.

South Dakota Colleague System Procedures

Resolving Duplicates and Ambiguities

Complete the following steps to resolve duplicates and ambiguities:

Step 1 - Complete the procedures for importing the data from the intermediate files into the Colleague files using the Inter-To-Colleague Import (ITCI) process.

- Make sure you first run this process in non-update mode.
- The import process is run in non-update mode and any unmatched duplicates and ambiguities are ready to be resolved.

Step 2 - If you want to search for batch IDs and target results that have possible duplicates, you can use the following query sentence to search.

- **At the colon prompt, enter**
 - :SORT ELF.TGT.RESULTS BY ELFTGT.BATCH ELFTGT.BATCH WITH DUPL.TGT.IDS NE "" DUPL.TGT.IDS AND WITH ELFTGT.DUPL.TGT.IDS NE "" EFLTGT.DUPL.TGT.IDS
- The query sentence looks through the target results file and selects those records that have duplicate target IDs.
- The query sentences produces the following results illustrated in the following screen:

Step 3 - Access the ELF Target Results/Dupl Res (TGTR) screen.

Step 4 - Enter the batch ID for the batch you want to work with.

- Use Batch ID LookUp to help you find the batch ID.
- You can also refer to the results of the query statement described in step 2.

Step 5 - Enter the ELF target results ID at the ELF Targets Results LookUp prompt.

- Use ELF Targets Results LookUp to help you find the targets results ID.
- You can also refer to the results of the query statement described in step 2.

Step 6 - If you know the ID of the Colleague record that matches the imported record, then enter the ID in the Override ID field.

- Continue with step 9.
- If you do not know the ID of the Colleague record that matches the cross reference, continue with the next step.

Step 7 - Search through the list of IDs displayed in the Dupl Target ID fields to locate a possible match.

- If you find the ID that is a duplicate of the imported record, then enter the ID in the Override ID field.

Step 8 - If none of the information displayed in the Dupl Target ID fields is the correct duplicate

South Dakota Colleague System Procedures

- Either enter all the IDs from the Dupl Target ID fields into the Non-Dupl IDs fields
- or
- Enter **Yes** in the Reject All Dupl IDs field.

Step 9 - Save the information on the TGTR screen.

Step 10 - When you have resolved the cross references, rerun the ELF import process for the resolved records.

- Refer to Importing Information.

South Dakota Colleague System Procedures

Correcting Duplication Errors

Complete the following steps to correct any duplication errors:

Step 1 - Familiarize yourself with the concept of duplication errors.

- See Understanding Duplication Errors at www.datatel.com.

Step 2 - Access the correct batch record on the ELF Target Results/Dupl Res (TGTR) screen.

Step 3 - Review the list of possible duplicates displayed in the Dupl Target ID group.

Step 4 - If you determine that one of the records is a duplicate; enter that ID in the Override ID field. Go to step 6.

Step 5 - If you determine that none of the records are duplicates, do one of the following:

- List all of the possible duplicate IDs in the Non-Dupl IDs field
- Enter Y in the Reject All Dupl IDs field

Step 6 - Save the record.

Step 7 - Repeat the process for each batch record starting with step 2.

South Dakota Colleague System Procedures

Creating an ELF Source-to-Intermediate Import

Use these steps to help you create an ELF source-to-intermediate import. These steps were written under the assumption that you have completed all the set-up procedures.

Step 1 - Make sure you have defined your source files.

- See Defining Source Files.

Step 2 - Access the Source to Target Map (ELFS) screen.

Step 3 - At the ELF Spec LookUp prompt, enter the name of the import process you want to create.

- For example, Datatel University (D01) could name one of their imports as D01M001.
- If this is a new import, you'll probably receive a message prompting you to enter .A. to add. Enter **A** at this message prompt.

Step 4 - Complete the ELFS screen as needed.

- Refer to Components of Mapping Source Files to Target Files and online help for specific field information.

Step 5 - To associate the source fields with the target fields, access the ELF Field Mapping (ELFM) screen from the Field Maps field on the ELFS screen.

- Use the ELFM screen to generate source code.

Step 6 - Save the information from both screens.

Step 7 - Catalog the import process you just created.

- Refer to Cataloging Your ELF Import for more information at www.datatel.com.

South Dakota Colleague System Procedures

Source-to-Intermediate

After you have defined the source and intermediate files, you can import the source information using a source to intermediate files (STI) procedure. The STI procedure you need to use depends

- A Colleague-like file is any file that can be accessed using the same managed input/output (MIO) routines used by Envision to access a normal Colleague data file. This includes all intermediate files upon the type of external information you are trying to import. For example, if you are importing admissions information, you can use one of the following procedures:
 - ACT Student Search Tape (ACSI)
 - ETS Student Search Tape (ETSI)
 - ACT Test Scores Import (ACTI)
 - SAT Test Scores Import (SATI)
 - LSAT Test Scores Import (LSAI)
- See Importing Source Data for more information about STIs.

South Dakota Colleague System Procedures

Importing Source Data to Intermediate Files

Complete the following steps to import your source data into your intermediate files:

Step 1 - Familiarize yourself with the importing process.

- See Understanding Electronic File Transfers (ELFs) at www.datatel.com.
- Remember, this is a multiple step process and that you must import your data into an intermediate file before importing it into your Colleague database.

Step 2 - Determine which source-to-intermediate (STI) procedure you need to use for this import.

- See Choosing the Correct STI Procedure for a partial list of available STI procedures.

Step 3 - Review the online process help for the selected STI procedure.

Step 4 - Define the source file for the STI procedure.

- Refer to the online process help for the STI procedure to identify the necessary source files.
- See Procedure for Defining Source Files for information about defining your source files.

Step 5 - Define the file translate tables for the STI procedure.

- Refer to the online process help for the STI procedure to identify the necessary translate tables.
- See Procedure for Defining File Translate Tables for information about defining your translate tables.

Step 6 - Access the selected STI procedure.

- The more generic procedure is the Source-to-Intermediate Import (STII) procedure.

Step 7 - Complete the procedure front-end screen.

Step 8 - Update from the screen to initiate the procedure.

- If there are any problems during the importing of the data, ELF produces a report listing all errors.
- Otherwise, go to step 11.

Step 9 - Review report and correct errors.

Step 10 - Repeat this import procedure starting with step 6.

Step 11 - The source data is now available in your intermediate files to query reports, generate mailing labels or to import into your Colleague database.

South Dakota Colleague System Procedures

Intermediate-to-Colleague

- If you decide you want to merge the information in the intermediate files with your Colleague database files, you must use the Intermediate-to-Colleague (ITCI) procedure.
 - The ITCI procedure checks for records that may already exist in your database.
- If the records are new or contain updated information, the ITCI procedure either modifies existing records in your Colleague database or creates new records.
- Datatel supplies standard duplication and merge criteria that you will probably find adequate for all of your importing needs.
 - You may customize this criteria, as appropriate for your institution.
- You can choose to run the process in either update or non-update mode.
 - By choosing the non-update mode, you can cycle through the intermediate files, correcting errors and verifying duplicated records.
 - Then when all files are correct, you can run the procedure in update mode and ELF modifies or creates new records in your Colleague database.

For more information on . See.

- understanding or customizing your duplication criteria
 - .Defining Duplication Criteria.
- understanding or customizing your merge criteria
 - .Defining Merge Criteria.
- the intermediate-to-Colleague procedure
 - .Importing Information.
- the optional review and override of possible duplicate records
 - .Correcting Duplication Errors.

Step 1 – Access the ELF Merge Criteria (MRGC) screen to define the merge criteria

Step 2 – Define the following:

Merge Criteria Name: XN.IBIO.PERSON

Description: Merge Ibio Person

File Name.: PERSON

Default Action....: P Preserve

Fields	Actions
LAST.NAME	PN Preserve
FIRST.NAME	PN Preserve
MIDDLE.NAME	PN Preserve
PREFIX	PN Preserve
SUFFIX	PN Preserve
Associations	Actions
PEOPLE.EMAIL	MP Merge/Pre
VETERAN.ASSOC	MP Merge/Pre

Note: Valid codes for Actions include:

South Dakota Colleague System Procedures

PN Preserve Unless Null - use this on all the fields where you don't want the import to change what is already there, but if is blank, you want the data from the import to populate the field

P Preserve

R Replace

RN Replace Unless Null

MP Merge/Preserve - use this on the multiple valued fields where you don't want any original values to be overwritten, but you do want any new values from the import to be loaded

Step 3 – Access the Inter-To-Colleague Import (ITCI) screen

Note: You can set your own merge and duplicate criteria and use them on ITCI -- you need to be sure to enter your own merge criteria each time you use ITCI.

Step 4 – Define the following:

Intermediate Files	Target Files		Merge Criteria
Duplicate Criteria	Set As Default		
INTER.BIODEMO	ADDRESS		XN.IBIO.ADDRESS
XN.IBIO.ADDRESS		N	
INTER.BIODEMO	MAILING		IBIO.MAILING
		No	
INTER.BIODEMO	PERSON		XN.IBIO.PERSON
XN.IBIO.PERSON		No	
INTER.INST.ATTEND	INSTITUTIONS.ATTEND		INTER.INST.ATTEND
		No	

Step 5 – Update the ITCI screen

South Dakota Colleague System Procedures

Importing Information

Complete the following steps to import information from your intermediate files to your Colleague database.

Step 1 - Familiarize yourself with the importing process.

- See Understanding the Intermediate-to-Colleague Files Transfer at www.datatel.com.
- Remember, this is a multiple-step process and that you import your data into an intermediate file before importing it into your Colleague database.

Step 2 - Access the Inter-to-Colleague Import (ITCI) process.

Step 3 - Review the duplicate and merge criteria for each intermediate file and target file that will be processed.

- The current pre-processing that is done for ACT tape imports compares the records on the ACT tape with downloaded Colleague records with a blank birth date or a birth date after a selected date. Fields on the download include: Social Security Number, Last Name, First Name, Middle Name, Birth Date, Home Phone, Number, Gender, Home address, Colleague Id.
- The pre-processing has 3 steps. In each step both files are sorted with the sort criteria for that step and records are compared.
- Selected fields from both records that are possible matches are listed on a report. Asterisks are printed in columns next to selected fields if they do not match exactly.

Step 1: Social Security Number Comparison

- Asterisks denote discrepancies in:
 - Birth dates
 - Last name
 - First name
 - Gender
 - Home phone

Step 2: Home Phone Number Comparison

- Asterisks denote discrepancies in:
 - Birth dates
 - Last name
 - First name
 - Gender
 - SSN

South Dakota Colleague System Procedures

Step 3: First 5 characters Last name plus first 4 characters First Name

- Asterisks denote discrepancies in:
 - Birth Date
 - Last Name
 - First Name
 - Gender
 - SSN
 - Home Phone

- For records that are determined to be matches, SS numbers are updated, if necessary, so that they will be considered matches by the ELF duplicate match criteria. For records that do not have a social security, names and birth dates are updated, if necessary, for the ELF duplicate match criteria.

Step 4 - Enter N in the Update Mode field.

- Colleague produces a report indicating errors and warnings about possible duplicate records.
 - If the report lists no errors, then go to step 9.
- For information about analyzing the error report, see Analyzing the ITCI Report.
 - This runs the ITCI process in non-update mode.
 - No records are actually imported.
- If you prefer to skip the manual review and the option to override the duplicate checking, go to step 9.

Step 5 - Select the type of report you want by entering one of the following in the Report Detail field:

- **D** . Detailed Report
- **U** . Unresolved Dupls Only
- **A** . All Duplicates

Step 6 - Save the information.

Step 7 - Use the ELF Target Results/Dupl Res (TGTR) process to correct any errors found.

- See Correcting Duplication Errors.

Step 8 - Repeat the procedure starting with step 4 until the process runs without errors.

Step 9 - Run the ITCI process in update mode. Enter Y in the Update Mode field.

- The Colleague database is updated with the data from the intermediate files.

South Dakota Colleague System Procedures

Purging Intermediate Files

Complete the following steps to purge your intermediate files of obsolete records:

Step 1 - Familiarize yourself with the ELF purging process.

- See Understanding Intermediate File Purges.

Step 2 - Access the ELF Batch Purge (EPRG) screen.

- The EPRG screen displays with the cursor at the Batch ID LookUp prompt.

Step 3 - Enter the ID of the batch you want to delete from your intermediate files.

Step 4 - Enter Y in the Delete Batch field.

Step 5 - Update from the EPRG screen.

- ELF purges the selected batch, including transaction files and records in the intermediate files associated with the batch.

South Dakota Colleague System Procedures

Exporting Data Using ELF

Use these steps and the references to which they refer to perform an ELF export.

Defining Your Parameters

Step 1 - Identify the Colleague data you want to export.

Step 2 - Define the translation tables needed to perform the ELF process using the File Translation Tables (FLTT) screen.

- See Defining Translate Tables.

Constructing Your Export Process

Step 3 - Define your target file using the Electronic File Transfer (ELFT) screen.

- You can detail to one of the following screens from the ELFT screen to define fields for a variable length file or fixed length file:
 - Variable File Fields (ELFV) screen
 - Fixed File Fields (ELFF) screen
 - Defining Source Files.

Step 4 - Construct your Colleague to target file export using the Source to Target Map (ELFS) screen.

- You must also catalog your file specification to create a VOC pointer.
- See Identifying the Target Files.

Exporting Colleague to Target

Step 5 - Export the Colleague data to the target files.

- On the ELF Export (ELFE) screen, use the file specification you gave the import when you created the procedure (such as D01M002).
- See Importing Source Data.

South Dakota Colleague System Procedures

Procedure Report

- The ITCI procedure generates a report showing the records that are processed, any error or warning messages, and the target records in Colleague that are updated or created.
- You can determine how detailed you want the report by entering one of the following in the Report Detail field.
 - D . Enter **D** for a detailed report that shows all information, including errors and non-errors.
 - A . Enter **A** for a report that includes all duplicates found during the import.
 - U . Enter **U** for a report that includes unresolved duplicates, that is, only the duplicates which the system could not find a definite match for in the system
- If the import process cannot determine if a record in the intermediate database is a duplicate of an existing Colleague record, that record is not imported, and the ambiguity is indicated in the report.
- Use the ELF Target Results/Dupl Resolution (TGTR) screen to resolve the ambiguity and rerun the ITCI procedure.
 - See .Correcting Duplication Errors. for more information about resolving your duplication errors.

Note: The report that is generated after the ITCI procedure may mark a record that you expected to be .New. as .Merged.. This occurs because of the sequence of processing the records. Sometimes a new record is created and then updated by a subsequent new record. For example, when an application record is imported, a person record is created along with the new application record. When the student's demographic information is imported, it updates this newly created person record but, because the person record is getting updated, the report marks it as a .Merged..

South Dakota Colleague System Procedures

Index

CAAP	11	EPRG	25
DUPC	4, 6	FLTT	4, 10, 26
ELFF	14	ITCI.....	15, 22, 23
ELFS	18, 26	MRGC.....	4, 8, 21
ELFT	4, 11, 26	STL.....	10, 20
ELFV.....	13	TGTR	15, 17