Systems Design
FOOD & NUTRITION MANAGEMENT SYSTEMS

This document is to help guide you through the process of preparing the CE Import file, uploading it to the TX-UNPS site for processing, downloading the returned file, transferring it to your Child Nutrition Server and then processing the file.

Table of Contents

1 Documentation Notes

There are various methods used in this document to help the operator better understand the processes described in this document. The style of text indicates what is being referenced.

- Items the operator is to type will be indicated with a font resembling a keyboard: L A. NOTE: The key Esc can be hard to read. It is the ESCAPE key/.

- Prompts on a screen will be indicated with a fixed-width font with a shaded background: `ALL OK? (Y/N) [*]`.

- Links on a webpage that would be clicked will be indicated in blue and underlined: **Click** on the [Download](#) link.

- Actions the user is to perform will be indicated in bold: **type** or **click**.

1.1 A button in a dialog box will be indicated by a shaded outlined box: Save or Cancel.

1.2 Items on the Windows Start Menu to be selected will be indicated by a lightly shaded box: CSDI or FTP Direct Cert.

2 Quick Reference Guide

This section is a quick reference to the overall processing of the CE Import of CE Level Matches using the TX-UNPS website. The information provided in this section is abbreviated. If you need more detailed guidance, please see the appropriate section.

Records are added to TX-UNPS files on a monthly basis. Because students may enroll in your district after the file when the record was added has been processed we recommend you always select Year-to-Date as the type of list to download so the will pick up these students who might otherwise be bypassed.

We recommended your perform all of the steps to process the file (steps 2.18 thru 2.21) on the same day so the Date Certified will be the same on all records and your reports will be comprehensive for the run.

As you perform the steps to process the file you will get multiple reports. You'll print the DIRCERT CERTIFICATION LIST four times with various options. We recommend the first two times you use a PRINT ORDER of ALPHA ONLY to keep the two reports short as they only show students added in this run. The last two times use a PRINT ORDER of ALPHA BY SCHOOL.

You will have four D/C Listings:

- A list of the new Direct Certified students

- A list of the new Direct Certified students made DC by association

- Two comprehensive lists of all Direct Certified students. One will be your permanent copy and the other will be your working copy.

WARNING: DO NOT process the Direct Certification List on the same day that you perform CE IMPORT OF CE LEVEL MATCHES or the reports produced by the second process will include records from the first process since we run the reports based on the date.

2.1 `L` `A` `Enter ←` `0` `8` `Enter ←` `0` `6` `Enter ←` [PREPARE CE IMPORT FILE] `Y`.

2.2 **Login** to TX-UNPS.

2.3 **Select** the option for CE Import for CE Level Matches.

2.4 **Select** Browse to find the CSV file to upload in C:\CSDI\Claims.

2.5 **Select** Upload File.
   DO NOT click Upload File more than once.

2.6 When the Open/Save dialog appears at the bottom of the window, **Click** the down-arrow to the right of Save to display the sub-menu and **Click** Save As.

2.7 A Save As dialog box displays, **clear** the existing filename and **type** `C` `:` `\` `D` `C` `\` `C` `E` `R` `E` `T` `U` `R` `N` `Y` `Y` `M` `M` `.` `C` `S` `V` where `Y` `Y` represents the year and `M` `M` represents the month of your run. DO NOT put any spaces in the filename.

2.8 **Click** on the SAVE button at the right.

2.9 **Log-Off** of TX-UNPS.

2.10 **Close** Internet Explorer.

2.11 If you have a FTP Direct Certification icon on your desktop, **double-click** on it and proceed to 2.16; otherwise follow steps 2.12 to 2.15 below.

2.12 **Click** on the Windows Start icon in the lower left corner of your screen.

2.13 **Click** on Programs or All Programs.

2.14 **Click** on the CSDI folder.

2.15 **Click** on FTP Direct Cert.

2.16 A window opens and the next-to-last line should specify the same filename you entered in step **Error! Reference source not found.**2.7 when you downloaded the return file from TX-UNPS. If the name is correct, **press** [Enter]; otherwise **type** [Q][Enter] to quit.

2.17 After the file has successfully transferred a message File Transferred Successfully displays. **Press** [Enter] and the window closes.

2.18 [L][A][Enter][0][8][Enter][0][7][Enter] [PROCESS CE IMPORT FILE] use today's date as the date certified.

2.19 [L][A][Enter][0][8][Enter][0][4][Enter] [DIRECT CERT LIST, BY CAMPUS] **press** [Enter] for ALL Campuses, [2] for ALPHA ONLY, specify today's date, `Group` [5] (D/C & SNAP), `All OK` = [Y], [3] for ALL ACCOUNTS, `All OK` = [Y].
Label the report "CE Matches Direct Cert Only" as it only shows students added today.

2.20 [L][A][Enter][0][8][Enter][1][4][Enter][0][1][Enter] [ASSOCIATION BY APPLICATIONS] If any matches found **print** and **update**.

2.21 [L][A][Enter][0][8][Enter][1][4][Enter][0][2][Enter] [ASSOCIATION BY PEIMS ADDRESS] If any matches found **print** and **update**.

2.22 [L][A][Enter][0][8][Enter][1][4][Enter][0][3][Enter] [HOUSEHOLD STATUS DISCREPANCIES] `MATCH ON PARENT NAME` [N]. If any records found **print** and **investigate**.
This report lists students living at the same address who have statuses which are not the same. The student on the left has a lesser benefit than the student on the right. During the first 30 school days you may be able to grace the higher status since TDA allows you to give the higher benefit to a sibling. The only students we expect to see on this list is of a Foster Student and the guardian's children are either at a Reduced or Paid status.

2.23 [L][A][Enter][0][8][Enter][0][4][Enter] [DIRECT CERT LIST, BY CAMPUS] **press** [Enter] for ALL Campuses, [2] for ALPHA ONLY, **enter** today's date, `Group` [3] (DCE), `All OK` = [Y], [3] for ALL ACCOUNTS, `All OK` = [Y].

Label the report " CE Matches DCE (Direct Certified Extended)" as it shows students made D/C by association today.

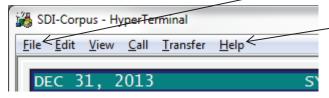2.24 [L][A][Enter↵][0][8][Enter↵][1][5][Enter↵] [D/C LETTERS - ONE PER ADDRESS]
NOTE: this will only print letters for new D/C students who were not already Free. **Enter** today's date, `Include Inactive` = [N], [1] for District Letters, `Certification Date` **enter** today's date, `All OK` = [Y].

2.25 [L][A][Enter↵][0][8][Enter↵][0][4][Enter↵] [DIRECT CERT LIST, BY CAMPUS] [Enter↵] for ALL Campuses, [1] for ALPHA BY SCHOOL, **press** [Enter↵] for all dates, `Group` [4] (ALL), `All OK` = [Y], [3] for ALL ACCOUNTS, `All OK` = [Y].
Label it "Full D/C List includes DCE - Permanent Copy" as it shows everyone who is D/C.

2.26 [L][A][Enter↵][0][8][Enter↵][0][4][Enter↵] [DIRECT CERT LIST, BY CAMPUS] [Enter↵] for ALL Campuses, [1] for ALPHA BY SCHOOL, **press** [Enter↵] for all dates, `Group` [4] (ALL), `All OK` = [Y], [3] for ALL ACCOUNTS, `All OK` = [Y].
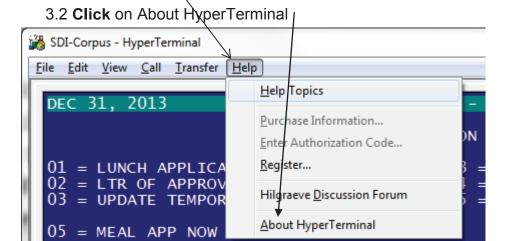**Label** it "Full D/C List includes DCE - Working Copy" as it shows everyone who is D/C.

3 Identifying HyperTerminal Private Edition (HTPE)

This program uses a download feature which is part of HyperTerminal Private Edition (HTPE). If you are using HTPE it should look similar to the following. Specifically you should see the second line which is the menu bar and has the headings "File   Edit   View   Call   Transfer   Help". If you do not see these headings, then you are not using HTPE please see Section 9.

3.1 **Click** on Help

3.2 **Click** on About HyperTerminal

3.3 In the About HyperTerminal windows you should see the words "Private Edition" under the program name.
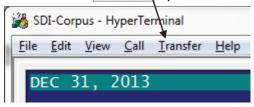
3.4 **Click** OK to close the window.
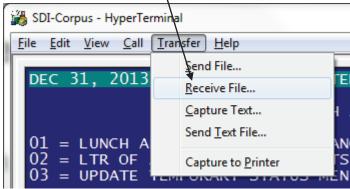
If you have met these conditions then you are ready to proceed with configuring HTPE. If not, please see Section 99.

4 Configuring HyperTerminal
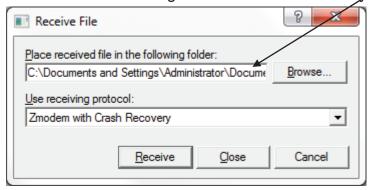
4.1 We need to perform a one-time configuration in HTPE. When you are logged into HTPE **click** on the Transfer option on the menu bar.
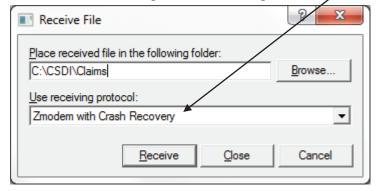
4.2 **Click** on Receive File.
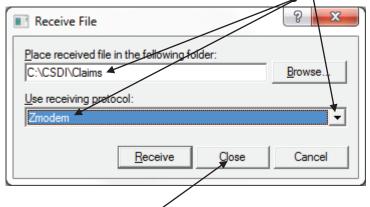
4.3 The Receive File dialog box will show the directory where downloaded files will be kept.
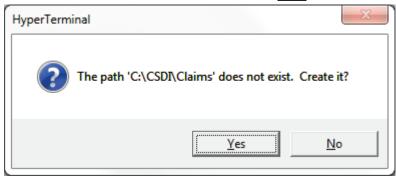
4.4 **Type** C:\CSDI\CLAIMS in this top box replacing whatever text is there.

4.5 We must now change the Receiving Protocol.
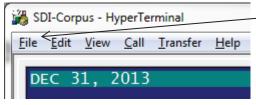
4.6 **Click** on the down arrowhead at the right and a drop-down list will appear

4.7 **Select** Zmodem which is the next-to-last entry.
DO NOT use Zmodem with Crash Recovery.

4.8 Your screen should look like the following:
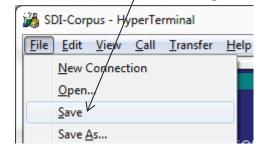
4.9 **Click** on the Close button.

4.10 If the directory does not exist, a dialog box will appear asking if you want to create the directory. If the name is correct, **click** Yes.

4.11 In order to keep the changes for all future sessions please **click** on File in the Menu Bar
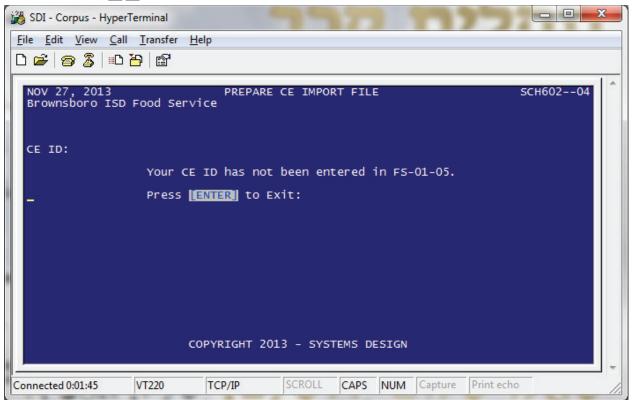
4.12 And **click** Save, the settings will be saved and the menu will close.

5 Preparing the CE Import File

In order to download the CE Import file it is necessary that you are using HyperTerminal Private Edition which we will refer to as HTPE. or another terminal emulator which supports Z-Modem download. We will assume you are using HyperTerminal Private Edition and it is properly configured. You may use the steps in section 13 to identify whether or not you are using HTPE.
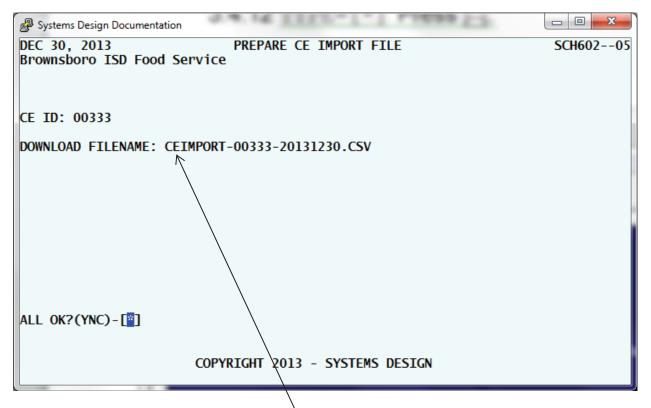
5.1 **Select** L A = LUNCH APPLICATION MENU

5.2 **Select** 0 8 = DIRECT CERTIFICATION MENU

5.3 **Select** 0 6 = PREPARE CE IMPORT FILE

```
SDI - Corpus - HyperTerminal
File  Edit  View  Call  Transfer  Help

NOV 27, 2013              PREPARE CE IMPORT FILE              SCH602--04
Brownsboro ISD Food Service


CE ID:
            Your CE ID has not been entered in FS-01-05.

_           Press [ENTER] to Exit:






                    COPYRIGHT 2013 - SYSTEMS DESIGN

Connected 0:01:45    VT220    TCP/IP    SCROLL    CAPS    NUM    Capture    Print echo
```

5.4 If you get a message about your CE ID has not been entered then you will need to perform the following steps; otherwise **go** to step 5.5

5.4.1 F S = FOOD SERVICES SYSTEM

5.4.2 0 1 = MASTERFILE MAINTENANCE MENU

5.4.3 0 5 = DISTRICT STATIC INFO MAINT

5.4.4 TYPE-[*] 1 =DIST INFO MAINTENANCE

5.4.5 FUNCTION-[*] C =CHANGE

5.4.6 ALL OK?(YNC)-[*] N

5.4.7 `FIELD-[ *]` ⌨0 ⌨6

5.4.8 `06= DIST NO/CE ID-[999-999          ]/[        ]` **Press** ⌨Tab to move the cursor to the CE ID field

5.4.9 When you are in the CE ID Field, **enter** you 5-digit CE ID

5.4.10 At `FIELD-[**]` Press ⌨Enter.

5.4.11 `ALL OK?(YNC)-[*]` ⌨Y

5.4.12 `TYPE-[*]` Press ⌨Esc.

5.4.13 **Go** to the start of section 5.

```
Systems Design Documentation                                    _ □ X
DEC 30, 2013              PREPARE CE IMPORT FILE          SCH602--05
Brownsboro ISD Food Service


CE ID: 00333

DOWNLOAD FILENAME: CEIMPORT-00333-20131230.CSV




ALL OK?(YNC)-[*]

                  COPYRIGHT 2013 - SYSTEMS DESIGN
```

5.5 The screen displays the filename that will be downloaded to your PC.

5.6 At `ALL OK?(YNC)-[*]` **Type** ⌨Y to proceed with the download, otherwise **type** ⌨N or ⌨C to cancel the download and return to the menu.
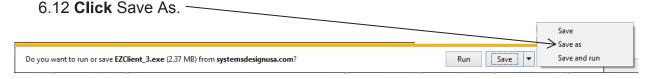
6 Uploading the CE Import File and Downloading the CE Return File

NOTE: The following instructions have been taken from the *Texas Department of Agriculture School Nutrition Programs Direct Certification and Direct Verification (DCDV) Supplemental Manual v. 3.0* available at the SquareMeal.org website. If these instructions do not correspond with the website then check for a revised manual on their website.

6.1 **Open** Internet Explorer

6.2 **Login** to the TX-UNPS system

6.3 If presented with the Programs screen, **select** School Nutrition Programs

6.4 On the blue menu bar, **select** Applications and the menu screen displays.

6.5 **Select** Direct Certification/Direct Verification and the menu screen displays.

6.6 **Click** Direct Certification in the upper left corner and additional options display.

6.7 **Select** CE Import for CE Level Matches.

6.8 **Select** Browse to find the CSV file to upload. You will **browse** to C:\CSDI\Claims if you use our recommended configuration.
   - **Click** on Desktop on the left menu.
   - **Double-Click** on My Computer.
   - **Double-Click** on your drive C: - It will have C: in parenthesis (C:) .
   - **Double-Click** on CSDI.
   - **Double-Click** on Claims.
   - **Double-Click** on the file to process.

6.9 **Select** Upload File. After you have clicked you will see a throbber (rotating icon) in the tab at the top of the page. This serves as an indicator that action is occurring.
   DO NOT click Upload File more than once.

6.10 There will be a delay of up to several minutes while the file is being processed. After the system has identified matches a CSV file will be returned. There will be a dialog at the bottom of the window where you can select to save the file.
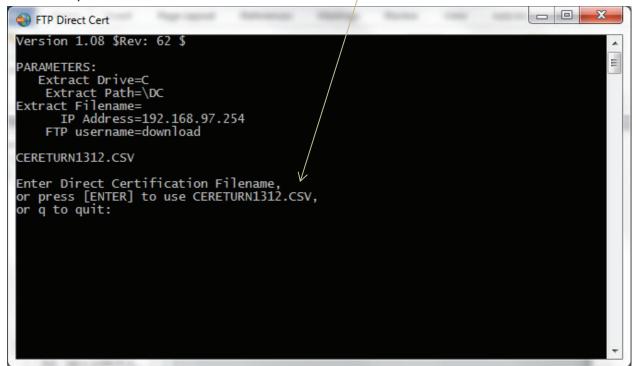
6.11 **Click** the down-arrow to the right of Save to display the sub-menu.

6.12 **Click** Save As.

6.13 A Save As dialog box displays, **clear** the existing filename and **type**
C:\DC\CERETURNYYMM.CSV where YY represents the year and
MM represents the month of your run. DO NOT put any spaces in the filename.

6.14 **Click** on the SAVE button at the right.

6.15 **Log-Off** of TX-UNPS.

6.16 **Close** Internet Explorer.

7 Transferring the CE Return File to your Child Nutrition Server
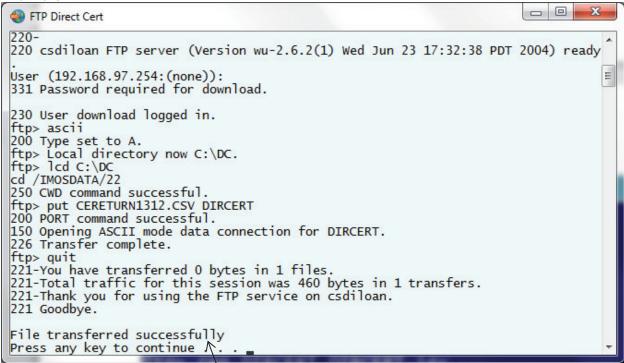
7.1 If you have a FTP Direct Certification icon on your desktop, **double-click** on it and proceed to 7.6 otherwise follow steps 7.2 thru 7.5.

7.2 **Click** on the Windows Start button in the lower left corner of your screen.

7.3 **Click** Programs or All Programs.

7.4 **Click** the CSDI folder.

7.5 **Click** FTP Direct Cert.

7.6 A window opens and the next-to-last line should specify the file name you entered in step 6.13.

7.7 If the filename is correct, **press** [Enter] to transfer the file to the Child Nutrition server; otherwise **type** [Q][Enter] to quit.
NOTE: This name should be the name you used when you downloaded the file from TX-UNPS in step 6.13. If not, this indicates you did not save the file in the C:\DC directory. You will need to locate it, move it to the C:\DC directory and rename it if necessary.

7.8 The file transfer occurs and you will be informed of the result.

```
FTP Direct Cert                                              ☐  ☐  ✕

220-
220 csdiloan FTP server (Version wu-2.6.2(1) Wed Jun 23 17:32:38 PDT 2004) ready
.
User (192.168.97.254:(none)):
331 Password required for download.

230 User download logged in.
ftp> ascii
200 Type set to A.
ftp> Local directory now C:\DC.
ftp> lcd C:\DC
cd /IMOSDATA/22
250 CWD command successful.
ftp> put CERETURN1312.CSV DIRCERT
200 PORT command successful.
150 Opening ASCII mode data connection for DIRCERT.
226 Transfer complete.
ftp> quit
221-You have transferred 0 bytes in 1 files.
221-Total traffic for this session was 460 bytes in 1 transfers.
221-Thank you for using the FTP service on csdiloan.
221 Goodbye.

File transferred successfully
Press any key to continue /\. . ▄
```

7.9 **Note** the next to last line. It will report either `File transferred successfully` or `File failed to transfer, correct the problem and retry`. If it does not read `File transferred successfully` then you will need to **resolve the problem**. If needed you may contact Systems Design for support. **Press** `Enter⏎` to close the window.

7.10 The file is now ready to process by the Systems Design software.
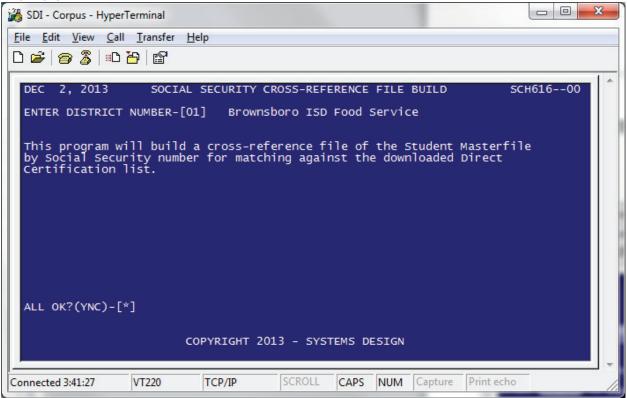
8 Processing the CE Return File

To prepare the CE import file you will login in to you Child Nutrition System and select:
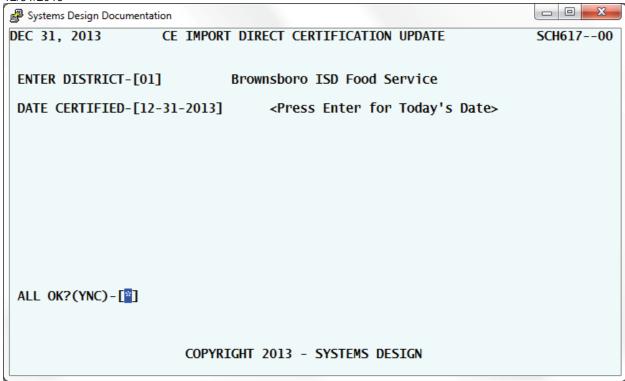
8.1 **Select** ⌨L⌨A = LUNCH APPLICATION MENU

8.2 **Select** ⌨0⌨8 = DIRECT CERTIFICATION MENU

8.3 **Select** ⌨0⌨7 = PROCESS CE IMPORT FILE

8.4 **Specify** your printer # and **confirm** it.

8.5 The program will check the header of the file to ensure we are processing a properly formatted file. You should see a screen similar to the following:
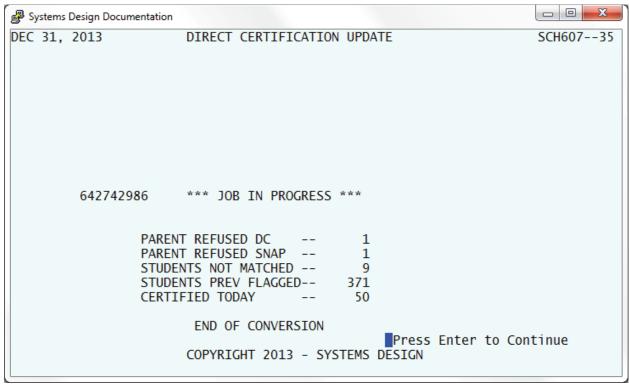
8.6 If your file is in the proper format you will see the message `Press [ENTER] to begin processing or [ESC] to terminate`: otherwise you will only be given the option `Press [ENTER] to terminate processing`:

8.7 **Press** ⌨ to begin processing or **press** ⌨ to exit.

8.8 Next the program will need to build a Social Security Number cross-reference:

```
SDI - Corpus - HyperTerminal
File  Edit  View  Call  Transfer  Help

DEC  2, 2013       SOCIAL SECURITY CROSS-REFERENCE FILE BUILD        SCH616--00

ENTER DISTRICT NUMBER-[01]    Brownsboro ISD Food Service


This program will build a cross-reference file of the Student Masterfile
by Social Security number for matching against the downloaded Direct
Certification list.










ALL OK?(YNC)-[*]


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Connected 3:41:27      VT220      TCP/IP      SCROLL   CAPS   NUM   Capture   Print echo
```

8.9 **Type** Y to build the cross-reference and continue; otherwise **type** C or N to terminate and exit.

8.10 You will be prompted to enter the `Certification Date`. **Press** Enter↵ to use today's date.

8.11 If the Certification Date is July or August, you are prompted `CLEAR LAST YEARS DIRECT CERTIFIED STUDENTS?`. If you **type** Y, all of the students will have their Direct Certification flag cleared and only the students in the file you are importing will have their Direct Certification flag set to Y or S.

- If this is the first run for a new school year, **type** Y.
- If this is NOT the first run of the school year, **type** N.

```
Systems Design Documentation                                    [ _ ][ □ ][ X ]
DEC 31, 2013          CE IMPORT DIRECT CERTIFICATION UPDATE          SCH617--00


 ENTER DISTRICT-[01]        Brownsboro ISD Food Service

 DATE CERTIFIED-[12-31-2013]      <Press Enter for Today's Date>














 ALL OK?(YNC)-[*]




                   COPYRIGHT 2013 - SYSTEMS DESIGN
```

8.12 You will be prompted to confirm your entry. **Type** [Y] to proceed; otherwise **type** [N] to reenter the certification date or **type** [C] to terminate and exit.

8.13 After processing statistics will display on the screen recapping the results of the run.

```
Systems Design Documentation                                    [ _ ][ □ ][ X ]
DEC 31, 2013            DIRECT CERTIFICATION UPDATE                  SCH607--35









       642742986      *** JOB IN PROGRESS ***


               PARENT REFUSED DC    --     1
               PARENT REFUSED SNAP  --     1
               STUDENTS NOT MATCHED --     9
               STUDENTS PREV FLAGGED--   371
               CERTIFIED TODAY      --    50

                 END OF CONVERSION
                                      ▋Press Enter to Continue
                   COPYRIGHT 2013 - SYSTEMS DESIGN
```

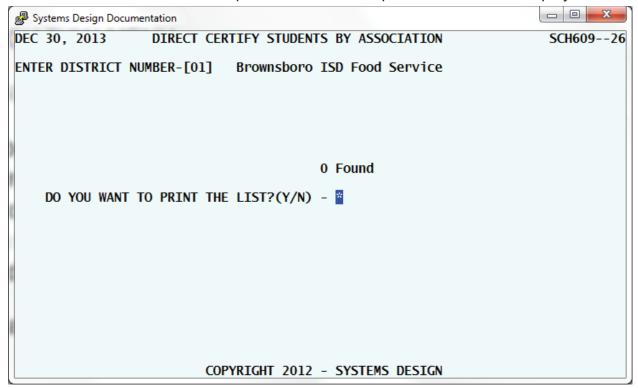8.13.1 **Press** [Enter ↵] and a copy of the statistics will print.

9 Direct Certification List (D/C & SNAP New Additions Only)

9.1 **Select** Ⓛ Ⓐ = LUNCH APPLICATION MENU

9.2 **Select** ⓪ ⑧ = DIRECT CERTIFICATION MENU

9.3 **Select** ⓪ ④ = DIRECT CERT LIST, BY CAMPUS

9.4 **Specify** your printer # and **confirm** it.

9.5 ENTER CAMPUS TO PRINT **press** [Enter ↵] for All Campuses.

9.6 ENTER PRINT ORDER: [*] ② = ALPHA ONLY. This will reduce the number of pages printed in those months where only a few students are added to a campus.

9.7 ENTER DATE CERTIFIED: ****** Enter the date used in step 8.10. DO NOT press [Enter ↵] or you will get a listing of ALL students added this year instead of those just added today.

9.8 SELECT GROUP: [*] ⑤=D/C & SNAP

9.9 ALL OK?(YNC)-[*] Ⓨ

9.10 DISPLAY TYPE OF ACCTS--[*] ③ = ALL ACCTS. We want both Active and Inactive accounts so we have a record of those accounts we added. We include Inactive in the event they re-enroll so they will start receiving the benefit immediately.

9.11 ALL OK?(YNC)-[*] Ⓨ

10 Certifying Students Based on Association by Application

Students marked DCE (Direct Certified Extended) have their Student Masterfile Record updated with field 32 D/C copied from the qualifying student, 07 Meal Status is changed to F, today's date is recorded in field 09 and the qualifying student's Student ID is put in field 27 ASSOC D/CERT# so we know on which basis this student was qualified as DCE.

10.1 **Select** L A = LUNCH APPLICATION MENU

10.2 **Select** 0 8 = DIRECT CERTIFICATION MENU

10.3 **Select** 1 4 = D/C BY ASSOCIATION MENU

10.4 **Select** 0 1 = ASSOCIATION BY APPLICATIONS

10.5 The system will check if any students qualify to have Direct Certification benefits extended to them based on a student who has been approved on this year's Direct Certification list and was on the same Free or Reduced Price Meal Application entered into the system.

10.6 Once the search is complete a count of the qualified students is displayed.


```
Systems Design Documentation                                    [_][□][X]

DEC 30, 2013       DIRECT CERTIFY STUDENTS BY ASSOCIATION      SCH609--26

ENTER DISTRICT NUMBER-[01]   Brownsboro ISD Food Service




                                   0 Found

   DO YOU WANT TO PRINT THE LIST?(Y/N) - *




                     COPYRIGHT 2012 - SYSTEMS DESIGN
```
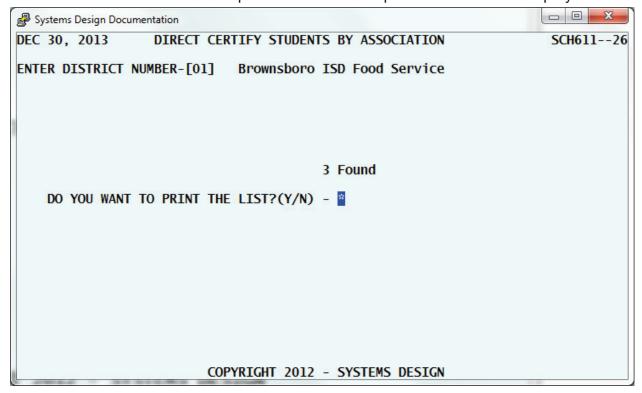
10.7 **If no qualified students are found then you may exit the program by typing** N N Enter↵**.**

10.8 **To print a list of the qualified students type** Y **and Specify** your printer # and **confirm** it.

10.9 `DO YOU WANT TO UPDATE THE SELECTED STUDENTS?(Y/N) - *` type **Y** to mark the qualified students as DCE.

11 Certifying Students Based on Matching PEIMS Address

Students marked DCE (Direct Certified Extended) have their Student Masterfile Record updated with field 32 D/C copied from the qualifying student, 07 Meal Status is changed to F, today's date is recorded in field 09 and the qualifying student's Student ID is put in field 27 ASSOC D/CERT# so we know on which basis this student was qualified as DCE.
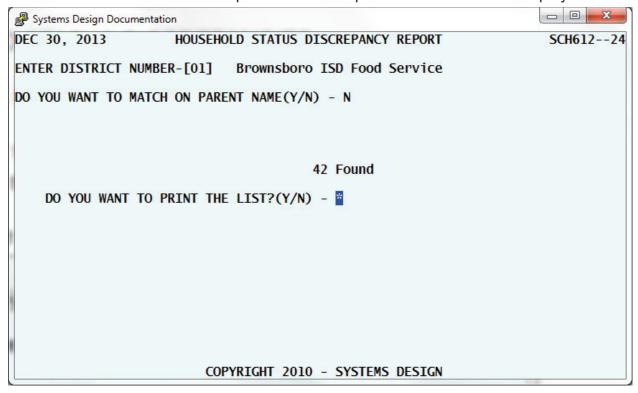
11.1 **Select** ⌨L⌨A = LUNCH APPLICATION MENU

11.2 **Select** ⌨0⌨8 = DIRECT CERTIFICATION MENU

11.3 **Select** ⌨1⌨4 = D/C BY ASSOCIATION MENU

11.4 **Select** ⌨0⌨2 = ASSOCIATION BY PEIMS ADDRESS

11.5 The system will check if any students qualify to have Direct Certification benefits extended to them based on a student who has the exact same PEIMS address.

11.6 Once the search is complete a count of the qualified students is displayed.

```
Systems Design Documentation                              [_][□][✕]

DEC 30, 2013      DIRECT CERTIFY STUDENTS BY ASSOCIATION    SCH611--26

ENTER DISTRICT NUMBER-[01]   Brownsboro ISD Food Service




                          3 Found

   DO YOU WANT TO PRINT THE LIST?(Y/N) - ▮




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11.7 **If no qualified students are found then you may exit the program by typing ⌨N⌨N⌨Enter.**

11.8 **To print a list of the qualified students type ⌨Y and Specify** your printer # and **confirm** it.

11.9 `DO YOU WANT TO UPDATE THE SELECTED STUDENTS?(Y/N) - *` type ⌨Y to mark the qualified students as DCE.

12 Household Status Discrepancy Report

12.1 **Select** ⌷L⌷⌷A⌷ = LUNCH APPLICATION MENU

12.2 **Select** ⌷0⌷⌷8⌷ = DIRECT CERTIFICATION MENU

12.3 **Select** ⌷1⌷⌷4⌷ = D/C BY ASSOCIATION MENU

12.4 **Select** ⌷0⌷⌷3⌷ = HOUSEHOLD STATUS DISCREPANCIES

12.5 `DO YOU WANT TO MATCH ON PARENT NAME(Y/N) - *` ⌷N⌷

12.6 The system will check if any students have non-matching Meal Status who reside at the exact same PEIMS address.

12.7 Once the search is complete a count of questionable records is displayed.

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 Systems Design Documentation                                    □ ▣ ✕

DEC 30, 2013           HOUSEHOLD STATUS DISCREPANCY REPORT         SCH612--24

ENTER DISTRICT NUMBER-[01]    Brownsboro ISD Food Service

DO YOU WANT TO MATCH ON PARENT NAME(Y/N) - N




                               42 Found

   DO YOU WANT TO PRINT THE LIST?(Y/N) - █






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12.8 **To print a list of the questionable records type** ⌷Y⌷**, Specify** your printer # and **confirm** it; otherwise type ⌷N⌷.

12.9 The system will produce a report of any students who do not have the same Meal Status in a household. Review the report to determine if you can extend benefits. The student on the left has a lesser benefit than the student on the right The only students we expect to see on this list is if you have a Foster Student and the guardian's children are either at a Reduced or Paid status. It is up to the Child Nutrition Department to determine whether or not benefits may be extended.

13 Direct Certification List (DCE New Additions Only)

13.1 **Select** 🅛🅐 = LUNCH APPLICATION MENU

13.2 **Select** 🄾🄸 = DIRECT CERTIFICATION MENU

13.3 **Select** 🄾🄴 = DIRECT CERT LIST, BY CAMPUS

13.4 **Specify** your printer # and **confirm** it.

13.5 `ENTER CAMPUS TO PRINT` **press** ⌨Enter⏎ for All Campuses.

13.6 `ENTER PRINT ORDER: [*]` 🄶 = ALPHA ONLY. This will reduce the number of pages printed in those months where only a few students are added to a campus.

13.7 `ENTER DATE CERTIFIED:` `******` Enter the date used in step **Error! Reference ource not found.**8.10. DO NOT press ⌨Enter⏎ or you will get a listing of ALL students added this year instead of those just added today.

13.8 `SELECT GROUP: [*]` 🄷=DCE Only

13.9 `ALL OK?(YNC)-[*]` 🅈

13.10 `DISPLAY TYPE OF ACCTS--[*]` 🄷 = ALL ACCTS. We want both Active and Inactive accounts so we have a record of those accounts we added. We include Inactive in the event they re-enroll so they will start receiving the benefit immediately.

🄸🄳·🄸🄸 `ALL OK?(YNC)-[*]` 🅈

14 Print Direct Certification Letters

This program will only print letters for families who have at least one new D/C students who were not already Free.

14.1 **Select** 🅛🅐 = LUNCH APPLICATION MENU

14.2 **Select** 🄀🄇 = DIRECT CERTIFICATION MENU

14.3 **Select** 🄀🄆 = D/C LETTERS - ONE PER ADDRESS

14.4 **Specify** your printer # and **confirm** it.

14.5 ENTER THE LETTER RUN DATE--[******   ] **press** ⏎ for today's date.

14.6 INCLUDE INACTIVE STUDENTS?(Y/N)   * Ⓝ

14.7 SELECT DISTRICT OR INDIVIDUAL PRINT - [**] 🄀🄁 = PRINT LETTERS FOR THE DISTRICT

14.8 ENTER DATE OF CERTIFICATION TO PRINT - [******   ] Enter the date used in step 8.10. DO NOT press ⏎ or you will get letters for ALL students added this year instead of those just added today.

14.9 ALL OK?(YNC)-[*] Ⓨ

While the program is running the number of qualifying students displays on the screen and the number of letters printed displays below. The program immediately exits when it is finished.

<div align="center">764 STUDENTS EXTRACTED</div>

<div align="center">358</div>

15 Direct Certification List (Year-To-Date, D/C, SNAP and DCE)

NOTE: Run this report TWO times. Label the first run **PERMANENT COPY** and label the second run **WORKING COPY**.

15.1 **Select** ⌨L⌨A = LUNCH APPLICATION MENU

15.2 **Select** ⌨0⌨8 = DIRECT CERTIFICATION MENU

15.3 **Select** ⌨0⌨4 = DIRECT CERT LIST, BY CAMPUS

15.4 **Specify** your printer # and **confirm** it.

15.5 `ENTER CAMPUS TO PRINT` **Press** ⌨Enter↵ for All Campuses.

15.6 `ENTER PRINT ORDER: [*]` ⌨1 = ALPHA BY SCHOOL. This will separate the students based on the campus they are assigned to.

15.7 `ENTER DATE CERTIFIED:    ******` **Press** ⌨Enter↵ to get a listing of ALL students added this year instead of those just added for a specific date.

15.8 `SELECT GROUP: [*]` ⌨4=ALL

15.9 `ALL OK?(YNC)-[*]` ⌨Y

15.10 `DISPLAY TYPE OF ACCTS--[*]` ⌨3 = ALL ACCTS. We want both Active and Inactive accounts so we have a record of those accounts we added. We include Inactive in the event they re-enroll so they will start receiving the benefit immediately.

15.11 `ALL OK?(YNC)-[*]` ⌨Y

16 Installing HyperTerminal Private Edition

If your system does not have HyperTerminal Private Edition (HTPE) installed you will need to have your technology staff download, install and configure the software.

HyperTerminal Private Edition is available on our Web Support Page at http://www.systemsdesignusa.com/SDsite/manuals/manuals.html. There are two links they will need to download. Both links are under the heading 6 – Software Downloads. The installer itself is labeled HyperTerminal 6.3. We are aware there are later versions available but we have found that version 6.3 performs consistently the best. The installation instructions are in an Adobe PDF named HyperTerm Installation which you may open and print out. It is important that the installation instructions are followed as it will enable you to use the software without having to make a purchase under Hilgraeve's license for educational facilities. If you want the latest version they no longer offer it free to educational facilities but the last time we spoke with them they offer a 50% price reduction for educational facilities.