

IccClearingHouseRecords Manual

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Description

This document describes the lccClearingHouseRecords program.

The lccClearingHouseRecords is a windows program developed to do the following:

- load a Clearing House (clr) file

- filter, sort and change records
- export desired records into a Clearing House (clr)
 - auto rebuilds the 'trailer' record at the end of the exported file to recalculate the totals for each Enrollment Status

Installation

- download the lccClearingHouseRecords-installation.zip file
- extract the following files into a folder:
 - lccClearingHouseRecords.exe
 - lccClearingHouseRecords-logic.txt

Running

Starting

- run or double-click the **lccClearingHouseRecords.exe**

Using

As you perform actions, the log window **5** will display results of your actions.

Importing A Clearing House File

Screenshot Reference #: **1**, **2**

- click: Choose File
- pick: (desired file)
- click: Open

Add Filters To Records

Screenshot Reference #: **6-12**

- choose: a column **7** you want to filter

- type: a filter **8** value
- click: Add **9**
- choose: And, Or filtering (And = all filters must be found, Or = any filters can be found)
- click: Reload **13**

Remove Filters To Records

Screenshot Reference #: **6-12**

- choose: an added filter **12**
- click: Remove **11**
- click: Reload **13**

Exporting A Clearing House File

Screenshot Reference #: **3 , 4**

Note: by default, the program will place the same path/filename in the Export File box. If you do not wish to overwrite the original file, click in box **4** and change the name.

- click: Export File
- follow prompts

Program Legend

- 1** = Click to choose a file to import
- 2** = The imported path/filename
- 3** = Click to export to a file
- 4** = The export path/filename
- 5** = Log of action results
- 6** = Filter parameters
- 7** = Columns to filter on
- 8** = Filter value

- 9** = Add a filter
- 10** = Choose filtering type
- 11** = Remove a filter
- 12** = Filters added
- 13** = Reload import file, applying any filters
- 14** = Records that pass the filters
- 15** = Records read from the import file
- 16** = Header read from the import file and will be put in the export file
- 17** = Records loaded, can be edited/sorted
- 18** = Trailer read from the import file, will be auto recalculated on import/export and put in the export file

Screenshots

Screenshot #1

The screenshot shows the lccClearingHouseRecords application window. The interface is divided into several sections:

- Records List (5):** A list of records with columns for date/time and status. The status column contains values like "Records Loaded: 1133", "Records Valid: 2", "Loading File...", and "Records Loaded: 1133".
- Summary (13, 14, 15):** A summary bar showing a "Reload" button (13), "Valid" count (14) set to 2, and "Total" count (15) set to 1133.
- Header (16):** A header row with the text "Header 00378200SUMMER 17 Y20170905F".
- Data Table (17):** A table with columns: Student SSN, First Name, Middle Initial, and Last Name. The first row shows a Student SSN (blurred), First Name (blurred), Middle Initial "D", and Last Name "SMITH". The second row shows a Student SSN (blurred), First Name (blurred), Middle Initial "D", and Last Name "SMITH".
- Trailer (18):** A trailer row with the text "Trailer 1000000000001000000000001000000000000000000000000000000".
- File Operations (1, 2, 3, 4):** Buttons for "Choose File" (1), "Release\00378200ASDF.CLR" (2), "Export File" (3), and "Release\00378200ASDF2.CLR" (4).
- Filters (6):** A section for "Filters" with a "Columns" list (7) containing: Previous SSN, Previous Last Name, Enrollment Status, and Status Start Date.
- Filtering (8, 9, 10, 11, 12):** A "Filter" section (8) with "Add" (9), "And" (10), "Or" (11), and "Remove" (11) buttons. Below it is a table (12) with columns for field name and value:

Last Name	smith
Middle Initial	d

Definitions

Clearing House - National Student Clearing House (<http://www.nslc.org>)

CLR - a clearing house file extension

Modifications

NAME	DATE	MODIFICATION
David Mielcarek	10/11/2017	Created

End of document