



Document Information	
<b>Title</b>	Tracking Basis of Admission
<b>Module</b>	Admission
<b>Subcategory</b>	
<b>Author</b>	
<b>File Reference</b>	
<b>IDP Session</b>	

**REVISION CONTROL**

Date	By	Action	Pages
5/30/03	TTravis		

## Overview of SAT External Load Processing

Most campuses request and receive electronic test results from the various testing agencies. The ability to receive external test score data and post it to your database is integral to evaluating applicants.

There are many different external test data files that you can load (such as ACT, ELM/EPT, AP, and SAT). You use a page to load each external test data file. These pages are very similar to each other in the way they look and work. This Business Process Guide will deal directly with the loading of SAT test scores and related information.

Your set up must be completed prior to SAT External Load Processing. Please refer to the *test score processing setup guide*.

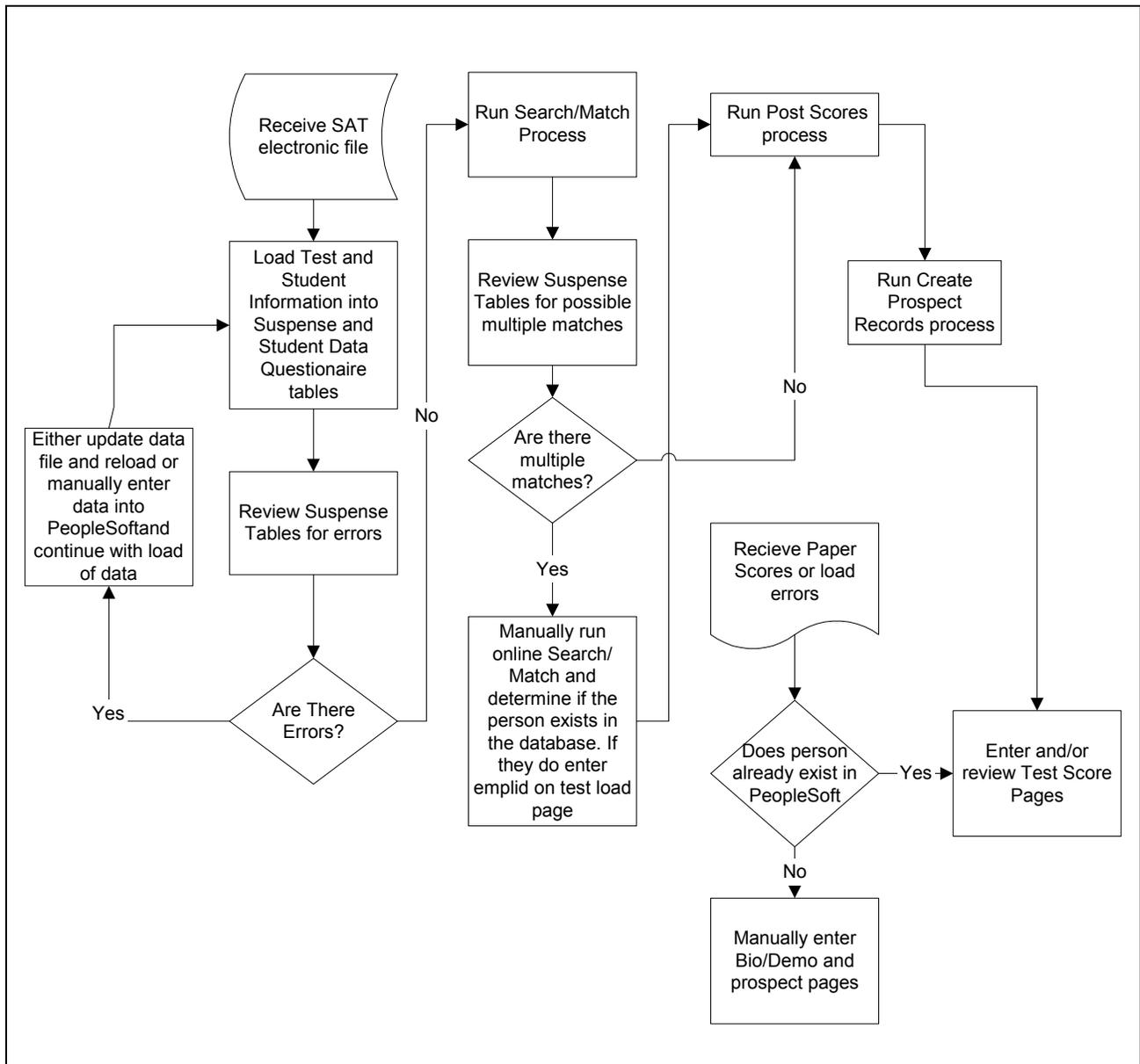
### To Process External Test Score Data:

1. Load electronic SAT test files into PeopleSoft suspense tables from a file in your directory. Besides test scores, there is voluntary student information that is loaded into additional PeopleSoft tables
2. You should now review and edit the suspense tables and determine if there were any errors in the electronic file. Every record must have a value of *Complete* on the SAT Suspense – Process Options page before proceeding to the next step. Errors found here can either be corrected in the electronic file and reloaded, or manually entered through PeopleSoft. Please note that some errors found here may have to be corrected in the electronic file and then reloaded. This step is important as you may have received a corrupted file or the file layout may have changed and software updates from PeopleSoft have not been applied.
3. Run the SAT Search/Match and Post process. This process may be run as two separate steps or both at once. For purposes of this guide we will discuss them as separate processes. The search/match process determines if this person already exists or if this is a new person and Bio/Demo data needs to be created. If multiple matches are found (such as two people with the same last name and birth date) the loaded record is left in suspense.
4. You are required to review the suspense records at this point and determine the correct match in the database for those students whom have possible multiple matches. You will manually run search/match and if you determine the correct match enter the EMPLID in the suspense page. If you determine this person does not exist, then change the search flag in the suspense record and a new Bio/Demo record will be created in the next process.
5. Run the post process to load your SAT test scores into Test Tables and Test Components that you have specified in your setup. The Test Tables and Components can be utilized in the admission evaluation process. Note: CSU has developed a process to create Prospect data for individuals who have not previously had Prospect data.
6. Purge the suspense files after the posting process is complete, prior to loading a new electronic SAT file, to avoid confusion. It is important that you purge the suspense files as a new load merges with any existing load, increasing processing time and making management of your test score load difficult.
7. Review the additional student/candidate information that is populated into separate set of tables during the load process. The pages to view this data are called Student Data Questionnaire. These pages include optional responses to questions asked by SAT including Financial Aid interest, sports activity, and much more information. These tables are not deleted during the purge process and are available for query and reports to utilize in your recruiting efforts.

Finally you may now view and update prospect and test result pages as well as generate 3C's in your PeopleSoft prospect and admission modules. Please refer to the appropriate business process documents to learn how to do this.

If you receive test scores in paper form or you wish to manually enter scores because of errors in the load process, you may do this through the test results pages. Remember though, if a potential applicant is not already in your database you must at least enter Bio/Demo and Prospect data before you can enter test results.

### Business Process Workflow Diagram



## Process Prerequisites/Assumptions

Prerequisite/Assumption	Detail
Sat Test File	To run an external test data load process, you must load the file and enter the directory path where the test data file is stored (such as \Temp\test files\SAT), so you must know where the test data file resides in your directory. <b>If you do NOT have FTP access to a server, and the file will be on the desktop machine, then it will be necessary to run the load process using a client or 3 or 2-Tier Connection.</b>
Select Run Control	The process name and the run control should be the same.
SAT Test Parameters	Test Components & Test Tables are setup prior to running the process.
Processes need to run on the Client not on the Web	Need to use the stoplight to run process on the client.
Search/Match	Review and understand the manual Search/Match process.

### 1.0 SAT Load External Data

Use the SAT Load External Data pages to set up the load parameters for each test and to designate the directory location of the test data that you are loading SAT Load/Edit Parm.

#### List of Pages Associated with SAT Load External Data

- Home → Develop Enrollment → Process External Data → Proc S-Z → SAT Load External Data → SAT Load/Edit Parm
- Home → Develop Enrollment → Process External Data → Proc S-Z → SAT Load External Data → SAT II Test Code Parm
- Home → Develop Enrollment → Process External Data → Proc S-Z → SAT Load External Data → Process Scheduler Request

### 1.1 SAT Load/Edit Parm

**Navigation: Home → Develop Enrollment → Process External Data → Proc S-Z → SAT Load External Data SAT Load/Edit Parm**

PEOPLE  
Soft

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Proc S-Z > SAT Load External Data [New Window](#)

SAT Load/Edit Params SAT II Test Code Params

Run Control ID: SAT\_Load [Report Manager](#) [Process Monitor](#) [Run](#)

Test Score Input File Name  
P:\sadmin\IDP\Admissions\Testloads\sat.bt

SAT I Test Parameters

Test ID: SATI Scholastic Assessment Test I  
Math: MATH Math  
Verbal: VERB Verbal

SAT OLD Test Parameters

\*Test ID: SATOL Scholastic Aptitude Test (Old)  
\*Math: MATH Math  
\*Verbal: VERB Verbal

Other Parameters

School Tape Type  
 College  
 Secondary

\*Test Day: 01  
\*Grad Day: 01

Name Prefix  
Male:   
Female:   
Unknown:

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#)

[SAT Load/Edit Params](#) | [SAT II Test Code Params](#)

### 1.1.1 Processing Sequence

1. Enter directory information for test data that you are loading.
2. Verify that all test parameters fields are populated.
3. Verify that the Test ID is different for each test.
4. Select the Run to start the process.
5. SAT Old should be different than SAT I Test ID as PeopleSoft recenters the old scores.

### 1.2 SAT Test Code Params

**Navigation:** Home → Develop Enrollment → Process External Data → Proc S-Z → SAT Load External Data SAT II Test Code Params

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Proc S-Z > SAT Load External Data [New Window](#)

SAT Load/Edit Params SAT II Test Code Params

Run Control ID: SAT\_Load [Report Manager](#) [Process Monitor](#) [Run](#)

Test ID

\*Test ID: SATII Scholastic Assessment Test II

SAT II Test Code Components View All |< 1 1-7 of 26 >|

SATII Test Code	*Test Component	
1C Mathematics Level 1C	1C Math Level IC	-
2C Mathematics Level 2C	2C Math Level IIC	-
AH American History & Soc. Study	AH American History	-
BY Biology	BY Biology	-
CH Chemistry	CH Chemistry	-
CL Chinese with Listening	CL Chinese with Listening	-
EH European History & World Cult.	EH European HistWorld Cultures	-

Retrieve Test Codes

Save Return to Search Refresh Add Update/Display

[SAT Load/Edit Params](#) | [SAT II Test Code Params](#)

Use this page to designate the test code components your campus defined to post instead of the delivered test data codes.

### 1.2.1 Steps for Processing Data

1. Verify that the Test ID is different from the Test ID on the first page.
2. Verify that all Test Components fields are populated.
3. Select the Run to start the process.
4. Select “OK” to start the process of loading the data files.
5. Once the process starts, you can monitor the progress through the Process Scheduler, the SQR is ADSATL0D. When the process is completed, the Run Status will show Success.

Note: If you are adding test codes for a new Run Control ID, the page does not list any test codes. Click the ‘Retrieve Test Codes’ button to copy the codes from the test code table.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Proc S-Z > SAT Load External Data [New Window](#)

### Process Scheduler Request

User ID: PS Run Control ID: SAT\_Load

Server Name: PSNT Run Date: 01/18/2002

Recurrence: Run Time: 4:29:12PM

Time Zone: [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	*Type	*Format	Output Destination
<input checked="" type="checkbox"/>	SAT Test Score Load	ADSATL0D	SQR Report	File	CSV	P:\admin\IDP\AdmissionsIT

OK Cancel

Click on OK and the page below will be displayed.

PEOPLE Soft

Home Worklist Help Sign Out

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process List **Server List**

View Process Request For

User: PS Type: Last: 1 Days [Refresh](#)

Server: Run Status: Instance: to

View Job Items

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
221	SQR Report	ADSATL0D	PS	01/18/2002 4:29:12PM PST	Queued	<a href="#">Details</a>

[Go back to SAT Load External Data](#)

[Save](#)

[Process List](#) | [Server List](#)

Click on the Refresh button to update the Run Status until you get 'Success'

## 2.0 Reviewing SAT Suspense File for Load Errors

You will need to review the suspense files that were generated by the download for errors to records that were suspended.

Once you have gotten to the SAT Suspense page for a student, you have the option to correct or edit. One important thing to remember is that any changes will only be posted to the bio/demo data and test score data in your database. Consequently, any data in the suspense tables won't affect your database until the data is posted.

## 2.1 SAT Suspense

**Navigation:** [Home](#) → [Develop Enrollment](#) → [Process External Data](#) → [Use G-Z](#) → [SAT Suspense](#) → [Process Options](#)

The screenshot shows the PEOPLE Soft web application interface. At the top left is the PEOPLE Soft logo. A navigation bar contains links for Home, Worklist, Help, and Sign Out. Below the navigation bar is a breadcrumb trail: Home > Develop Enrollment > Process External Data > Use G-Z > SAT Suspense. A 'New Window' link is also present. The main heading is 'SAT Suspense'. Below this is a section titled 'Find an Existing Value' with several input fields: 'Test Type Record Nbr:', 'Last Name:', 'First Name:', 'Edit Processing Option:' (a dropdown menu), 'Search/Match Processing Option:' (a dropdown menu with 'Error' selected), 'Post Processing Option:' (a checkbox with a magnifying glass icon), and 'Date Loaded:' (a text box with a calendar icon). At the bottom of the search section are three buttons: 'Search', 'Clear', and 'Basic Search'.

PEOPLE  
Soft

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Use G-Z > SAT Suspense [New Window](#)

Process Options Bio/Demo SAT I Tests SAT II Test Data SAT II Tests SAT Old Tests SDQ Info

Record Nbr: 3814 Dt Loaded: 10/18/2001

Last Name: Acevedo First Name: Aaron Middle Initial:

Processing Options

\*Edit: Error \*Search: Perform \*Post: Wait Srch

Error Indicators

Last Name  First Name  
 Test Dt  Birthday  
 Test Comp  HS Grad Dt

Search / Match Results

Order Nbr: 10 Matches: 1

Save Return to Search Next in List Previous in List

Process Options | Bio/Demo | SAT I Tests | SAT II Test Data | SAT II Tests | SAT Old Tests | SDQ Info | School Info | College Prefr | HS/Col Activities | Years Studied | Test Score Messages

### 2.1.1 Steps for Reviewing Suspense Data for Load Errors

Load errors can be corrected by either changing the electronic input file and reloading, updating the record through PeopleSoft, or by manually entering the test data on the Test Results page.

1. To make updates through PeopleSoft, enter **Error** in Edit Processing Option field on the search dialog page of the suspense component and click the Search button.
2. Go into each suspense record and correct the errors. The load process will indicate which value or values were missing or invalid in the load by selecting the appropriate check boxes in the Error Indicators group box (also on the Process Options page). Find the field that contains the missing or invalid value and enter a valid value on the following pages:

**Bio/Demo:** Use bio/demo pages in the suspense components to review and edit biographical and demographic data loaded through the external test data load. Use this page to edit the person's last name, first name, and birth date, if the external data load omitted these values.

**SAT I Tests, SAT II Test Data and SAT Old Test:** Use test data pages in the suspense components to review and edit the Test Date loaded through the external test data load. You can edit the Test Date if the external data load omitted this value.

**SAT I Tests, SAT II Tests and SAT Old Test:** Use test data pages in the suspense components to review and edit the Test Components loaded through the external test data load. You can edit the Test Components if the external data load omitted these values.

**SDQ Info:** Use SDQ Info page in the suspense components to review and edit the HS Grad Date loaded through the external test data load. You can edit the HS Grad Date if the external data load omitted this value.

- Once a valid value has been entered for the fields that were missing or incorrect, save the component. The Edit field on the Process Options page should now display **Complete**.

### 3.0 SAT Search/Match Post Scores

After the data files have been loaded successfully, you now want to perform Search/Match and post the exam scores to the suspense file

#### List of Pages Associated with SAT Load External Data

- Home → Develop Enrollment → Process External Data → Proc S-Z → SAT Search/Match/Post Scores → SAT Post Params
- Home → Develop Enrollment → Process External Data → Proc S-Z → SAT Search/Match/Post Scores → SAT Search/Match Params

### 3.1 SAT Post Params

Navigation: **Home → Develop Enrollment → Process External Data → Proc S-Z → SAT Search/Match/Post Scores → SAT Post Params**

The screenshot displays the PEOPLE Soft application interface for the SAT Post Params configuration page. The breadcrumb navigation is: Home > Develop Enrollment > Process External Data > Proc S-Z > SAT Search/Match/Post Scores. The page has two tabs: SAT Post Params (active) and SAT Search/Match Params. The Run Control ID is set to 'SAT'. There are buttons for Report Manager, Process Monitor, and Run. The Execution Option section has three radio buttons: Search, Match and Post (selected), Post Only, and Search and Match Only. The Post Processing Parameters section includes a checkbox for Process Single Record, a Data Source dropdown set to 'ACT', and an Address Type dropdown set to 'Home'. At the bottom, there are buttons for Save, Return to Search, Add, and Update/Display.

#### 3.1.1 Processing Sequence

- Choose what Execution Option to run the process.
  - Search, Match and Post** – Select this option if you want the process to search the database for records that match the suspense record **and** post the suspense data to the database. This is the recommended option.
  - Post Only** - Select this option if you only want to post the suspense data to your database. If you choose to use this option, Search/Match must have already been previously run.
  - Search and Match** - Select this option if you only want to run the search and match process on the suspense file to check for duplicates in the database. You will need to run the post process at another time.

2. You need to choose whether to run the process for a single record or for the entire suspense file.
3. The Data Source is how the information was received. Data source is a required value on the Test Results page. Values for this field are delivered as translate values. These translate values can be modified.
4. Select the address type that you want the process to assign to the new address on the Addresses page in the Bio/Demo component. Address types are delivered as translate values that can be modified.

### 3.2 SAT Search/Match Parm

Use the search/match parameters pages to set up the search/match/post parameters. These are the parameters that direct the search/match/post process when it processes suspense files. This page is the same for all external test score data loads.

**Navigation:** [Home](#) → [Develop Enrollment](#) → [Process External Data](#) → [Proc S-Z](#) → [SAT Search/Match/Post Scores](#) → [SAT Search/Match Parm](#)

#### 3.2.1 Processing Sequence

1. Select one of the following options to specify what the search/match/post process should do when it does find a matching record in your database. “New” is assumed when none of the chosen criteria finds a match.
  - **Add** – The personal data will be added and an EMPLID will be generated.
  - **Update** – A single match was found. This option will create a new effective dated address row and new rows in the Test Results tables.
  - **Suspend** – The unmatched record will remain in the suspense file and will need to be reviewed by an end user. Note: Some campuses suspend all matches and manually verify

matches to ensure that test scores are not posted to the wrong students. You need to be careful here – If you chose update on a name only match, it is very possible to load test scores to the wrong student.

- **Ignore** – Selecting this option will mark the record to be purged. At this point you need to manually run Search/Match and try to determine the correct matching person in the database.

2. Select the Traffic light on the Tool Bar. The Process Scheduler will run the ADSATPST.SQR.

## 4.0 Reviewing Sat Suspense File

You will need to review the suspense files that were generated by the download for errors to records that were suspended.

### 4.1 SAT Suspense

**Navigation:** Home → Develop Enrollment → Process External Data → Use G-Z → SAT Suspense

**PEOPLE Soft**

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Use G-Z > SAT Suspense [New Window](#)

**SAT Suspense**

**Find an Existing Value**

Test Type Record Nbr:

Last Name:

First Name:

Edit Processing Option: Complete

Search/Match Processing Option: Perform

Post Processing Option:

Date Loaded:

[Search](#) [Clear](#) [Basic Search](#)

**Search Results**

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) [First](#) 1-100 of 300 [Last](#)

Test Type Record Nbr	Last Name	First Name	Edit Processing Option	Search/Match Processing Option	Post Processing Option	Date Loaded
<a href="#">100001</a>	<a href="#">ACEVEDO</a>	<a href="#">AARON</a>	<a href="#">Complete</a>	<a href="#">Perform</a>	<a href="#">A</a>	<a href="#">10/10/2001</a>
<a href="#">100002</a>	<a href="#">ACOSTA</a>	<a href="#">CHRISTINA</a>	<a href="#">Complete</a>	<a href="#">Perform</a>	<a href="#">A</a>	<a href="#">10/10/2001</a>
<a href="#">100003</a>	<a href="#">ACOSTA</a>	<a href="#">VANESSA</a>	<a href="#">Complete</a>	<a href="#">Perform</a>	<a href="#">A</a>	<a href="#">10/10/2001</a>
<a href="#">100004</a>	<a href="#">ADAM</a>	<a href="#">ELIZABETH</a>	<a href="#">Complete</a>	<a href="#">Perform</a>	<a href="#">A</a>	<a href="#">10/10/2001</a>
<a href="#">100005</a>	<a href="#">ADAMS</a>	<a href="#">WAYBON</a>	<a href="#">Complete</a>	<a href="#">Perform</a>	<a href="#">A</a>	<a href="#">10/10/2001</a>
<a href="#">100006</a>	<a href="#">ADCOCK</a>	<a href="#">LINDSAY</a>	<a href="#">Complete</a>	<a href="#">Perform</a>	<a href="#">A</a>	<a href="#">10/10/2001</a>

Internet

Select the Student that you want to review.

Choose which option you want to use when you post. The PeopleSoft table below provides you with the information you need to make the appropriate choice.

Value	Meaning	How Set
<b>Error</b>	The posting process encountered a problem.	Set by the system during the search/match/post process.
<b>New ID Add</b>	The system was unable to find a match in the database and will add a record with a new ID to your database when you run the search/match/post process.	Set by the system during the search/match process if no match was found in your database (only when you run search/match and post and different times).
	When set manually, means that the process identified a match and the user determined manually that no duplication exists. When the user runs the search/match/post process again, the process creates a new record and generates an ID, which it displays in the ID field on the Bio/Demo page.	Set manually.
<b>No Action</b>	Search/match/post and purge suspense file processes will ignore the record if this value is entered.	Set manually.
<b>Purge</b>	Indicates that this suspense record will be removed from the system during the purge suspense file process.	Set by the system during the search/match/post process if the record was successfully processed.

<b>Update ID</b>	The search/match/post process found a matching ID in the database. The process will update the matching records with the data from this suspense record.	Set by the system during the search/match process if a match was found in the database and if your search parameters define that an update should occur in this situation (only when you run search/match and post and different times).
	When set manually, means that the process identified a match and the user determined manually that duplication exists. The system makes available the ID field on the Bio/Demo page. Select the ID that you want the search/match/post process to update. You must save the page and run the search/match/post process to update the record.	Set manually.
<b>Wait Search</b>	This record is in the suspense file and is waiting to be processed by the search/match/post process.	Set by the system during the load external data process.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Use G-Z > SAT Suspense [New Window](#)

Process Options Bio/Demo SAT I Tests SAT II Test Data SAT II Tests SAT Old Tests SDQ Info

Record Nbr: 3815 Dt Loaded: 10/18/2001

\*Last Name: Acosta \*First Name: Christina Middle Initial: M

Bio/Demo Data

ID: 0004398 Acosta, Christina M **EMPLID**

Birthdate: 02/02/1984 SAT Bday: 020284 Name Prefix: [Dropdown]

\*Gender: Female SAT Gender: 2 SAT Citizen: A

Ethnic Group: Hispanic SAT Ethnicity: D Citizenship Status: U.S. Cit [Dropdown]

SSN: 543-08-1608 SAT SSN: 543-08-1608

SAT Address: 226 School Avenue SAT Phone: 209/575-1760

SAT City: Modesto

State: CA SAT State: CA SAT Postal: 95351

Country: USA SAT Country:

Save Return to Search Next in List Previous in List

Process Options | Bio/Demo | SAT I Tests | SAT II Test Data | SAT II Tests | SAT Old Tests | SDQ Info | School Info | College Prefrs | HS/Col Activities | Years Studied | Test Score Messages

#### 4.1.1 Steps for Reviewing Suspense Data

1. Load errors can only be corrected by updating the electronic input file. You should enter these manually. In the search dialog page of the suspense component, enter **Error** in the Edit Processing Option field and click the Search button. This check should be done after step 1.0 Load External Data and is completed and before the Search/Match Post process.
2. To review if a record is a no match or an error, in the search dialog page of the suspense component, enter **Complete** in the Edit Process Option field and **Perform** in the Search/Match Process Option field. You should also check errors in the Search/Match process option. Then click the Search button. Will only display those suspense records that went through the

search/match/post process but did not get posted. The reason the search/match/post process did not post the records is because it found a match or multiple matches based on your setup on the search/match page. Use on-line Search Match to look up the bio/demo information that matches the suspense record and decide whether a person who matches the incoming data already exists in the system. Next decide whether you want the search/match/post process to add the bio/demo and test record to your database, update an existing record, or ignore the suspense record. To update the record you must enter the EMPLID on the Bio/Demo page.

3. Run the search/match/post process again.
4. The process posts the suspense records that are flagged to post. The search/match/post process assigns a new emplid and test scores to non-matched records and updates test score data for matched records.

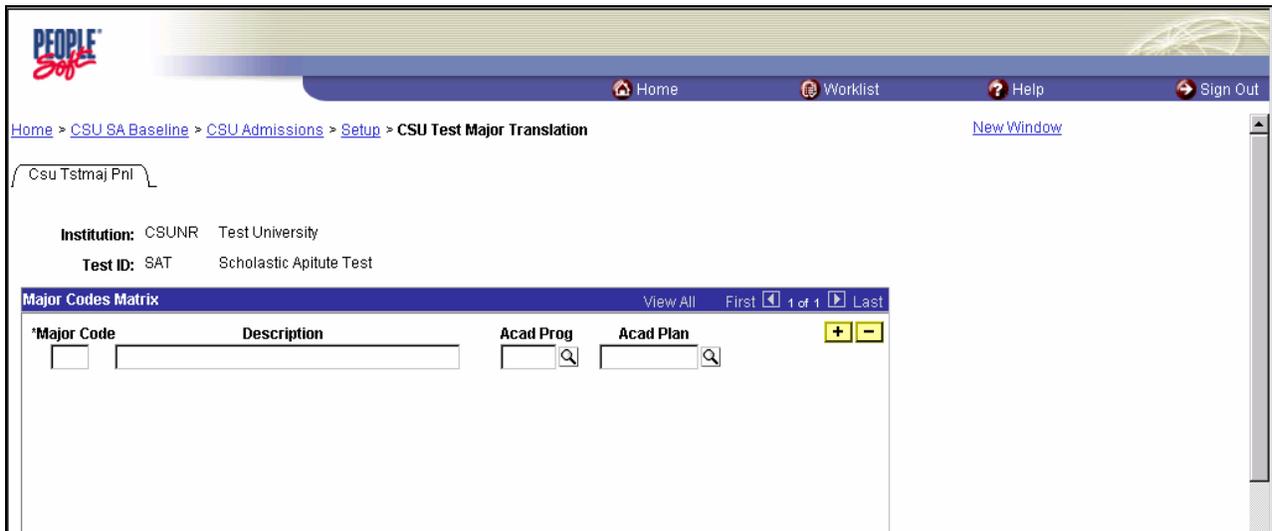
Note: To view who was added with new Emplids, enter “Complete” in the Edit Process Option, “Complete” in the Search/Match Process and “New ID Add” in the Post Processing Option.

## 5.0 Creating Prospect Records

This page is a CSU Baseline customization to map the test agency’s major code to the Academic Program and Plan in PeopleSoft.

### 5.1 CSU Test Major Translation

**Navigation:** [Home](#) → [CSU SA Baseline](#) → [CSU Admissions](#) → [Setup](#) → [CSU Test Major Translation](#)



#### 5.1.1 Steps for setting up for Test Major Translation

1. This page is for mapping of test agency’s major code to the Academic Program and Academic Plan in PeopleSoft. By using the plus or minus icon you can add or delete as many lines as appropriate.

## 5.2 The CSU Test Scores Prospect Load

This page is a CSU Baseline customization to take data from the delivered test suspense tables and create prospect tables.

**Navigation:** [Home](#) → [CSU SA Baseline](#) → [CSU Admissions](#) → [Process](#) → [CSU Test Score Prospects Load](#)

The screenshot shows the 'Load Prospects from Test Scores' page. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb trail reads: 'Home > CSU SA Baseline > CSU Admissions > Process > CSU Test Score Prospects Load'. A 'New Window' link is visible on the right. The main heading is 'Load Prospects from Test Scores'. Below this, there is a 'Run Control ID: 1' label and three buttons: 'Report Manager', 'Process Monitor', and a yellow 'Run' button. The form contains several fields with search icons:

- \*Institution: CSUNF (Test University)
- \*Campus: MAIN (Main)
- \*Test Type: SAT (Scholastic Aptitude Test)
- Process Test as: SAT (dropdown)
- \*Academic Career: Undergrad (dropdown)
- \*Academic Program: UNGDF (Undergraduate)
- Academic Plan: UNDECLARE (Undeclared)
- \*Admit Term: 2023 (Spring 2002)
- Recruiting Status: Prospect (dropdown)
- Recruiting Center: UGRD (Undergraduate)
- Referral Source: 1200 (Test Scores - Student)
- \*Graduation Date: 01/03/2003

The screenshot shows the 'Process Scheduler Request' dialog box. It has a title bar with 'PEOPLE Soft' logo and navigation buttons. The breadcrumb trail is the same as the previous screenshot. The main heading is 'Process Scheduler Request'. Below this, there is a 'User ID: PS' label and a 'Run Control ID: 1' label. The form contains several fields:

- Server Name: PSUNX (dropdown)
- Run Date: 01/03/2002 (calendar icon)
- Recurrence: (empty dropdown)
- Run Time: 3:23:27PM
- Time Zone: (empty dropdown)
- Reset to Current Date/Time (yellow button)

Below the form is a 'Process List' table:

Select	Description	Process Name	Process Type	*Type	*Format	Output Destination
<input checked="" type="checkbox"/>	CSUAD008	CSUAD008	SQR Report	File	PDF	%%outputdirectory%%

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

### 5.2.1 Steps for Processing Prospects

1. The campuses must setup the CSU Test Score Process page prior to running the process. The informational fields on this page will populate the delivered PeopleSoft Prospect components.
2. Once the page is populated with the desired criteria, depress the RUN button to start the process.
3. After the process has ran successfully, the prospect information can be verified on the Prospect components.

## 6.0 SAT Purge Suspense Files

The purge parameters pages are used to purge suspense records and test score messages. This page is the same for all external test score data suspense records. It is always recommended to purge the suspense tables that have been posted to the database before you run another external test load.

### 6.1 SAT Purge Parm

Navigation: **Home → Develop Enrollment → Process External Data → Proc S-Z → SAT Purge Suspense Files → SAT Purge Parm**

PEOPLE  
Soft

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Proc S-Z > SAT Purge Suspense File [New Window](#)

### SAT Purge Parm

Run Control ID: SAT [Report Manager](#) [Process Monitor](#) [Run](#)

Purge Processing Parameter

All Suspense Rows  
 Marked Suspense Rows

Message Purge Parameter

Retain Associated Messages  
 Remove Associated Messages

[Save](#) [Refresh](#) [Add](#) [Update/Display](#)

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Proc S-Z > SAT Purge Suspense File [New Window](#)

**Process Scheduler Request**

User ID: MROSENFELD Run Control ID: SAT

Server Name: [Dropdown] Run Date: 01/22/2002 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 11:43:32AM

Time Zone: [Dropdown] [Reset to Current Date/Time](#)

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	SAT Purge of Suspense File	ADSATPRG	SQR Report	Web [Dropdown]	PDF [Dropdown]

OK Cancel

### 6.1.1 Steps for Purging Suspense Data

1. Need to select what option for Purge Processing Parameters.
  - **All Suspense Rows** - Choose this option if you want to purge all of the records in your suspense table. This option would ignore all other statuses on the Process Options page.
  - **Marked Suspense Rows** - Choose this option if you only want to purge those records in your suspense file marked **Purge** in the Post field on the Process Options page. If you are not sure if there are still suspense records that need to be processed also choose this option. The purge process will only delete suspense records with **Purge** in the Post field on the Process Options page.
2. Need to select what option for Message Suspense Rows.
  - **Retain Associated Messages** – Choose this option if you want to save messages/data that are linked to the suspense records you are purging.
  - **Remove Associated Messages** – Choose this option if you want to delete messages/data that are linked to the suspense records you are purging.
3. Select the traffic light on the tool bar to run the process.

## 7.0 Tracking Test Results for Applicants and Prospects

You can use the Test Results page to manually enter test scores and related test information for a person. If a potential applicant is not already in your database you must at least enter Bio/Demo and Prospect data before you can enter test results.

### 7.1 Test Results

Navigation: [Home](#) → [Develop Enrollment](#) → [Process External Data](#) → [Use A-F](#) → [Test Results](#)

**PEOPLE Soft**

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Use A-F > Test Results New Window

### Test Results

#### Find an Existing Value

ID:

Campus ID:

National ID:

Last Name:

First Name:

[Basic Search](#)

#### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First  Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID	Short Description	Last Name	First Name
000000001	Allen, Harold	Male	1965-11-29	(blank)	555110004	USA	SSN		ALLEN	HAROLD
000000002	Gossamer, Maria	Female	1941-03-22	(blank)	555110006	USA	SSN		GOSSAMER	MARIA
000000003	Ambers, Kyle	Male	1947-05-16	(blank)	555110009	USA	SSN		AMBERS	KYLE
000000004	Almond, Michael	Male	1965-07-07	(blank)	555110010	USA	SSN		ALMOND	MICHAEL
000000005	Baltizar, Vincent	Male	1958-08-15	(blank)	555110014	USA	SSN		BALTIZAR	VINCENT
000000006	Buener, Marsha	Female	1953-02-15	(blank)	555110015	USA	SSN		BUENER	MARSHA
000000007	Balinger, Kimberly	Unknown	1959-10-05	(blank)	555110017	USA	SSN		BALINGER	KIMBERLY
000000008	Bell, Leon	Male	1972-07-31	(blank)	555110019	USA	SSN		BELL	LEON

Click on the student you want to review and the page below will be displayed.

**PEOPLE Soft**

Home Worklist Help Sign Out

Home > Develop Enrollment > Process External Data > Use A-F > Test Results New Window

### Test Results

Harold Allen ID: 000000001

[View All](#) First  Last

\*Test ID:  Scholastic Aptitude Test  Checklist Item Update

Defaults for Components

Test Date:  Data Source:  Acad Level:

[View All](#) First  Last

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 VERB	600.00	79	01/16/2002	School	12th Grade		01/17/2002		<input checked="" type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>
2 MATH	750.00	98	01/16/2002	School	12th Grade		01/17/2002		<input checked="" type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>

Transfer To:

### **7.1.1 Steps for Entering Test Results**

1. Enter a Test ID of SAT to record test data for the Scholastic Aptitude Test.
2. Enter the test score data for a prospect or applicant.

Note: Once test data is entered, you can use the Academic Test Summary page to look up a summary of academic test information for prospects and applicants.