

Steps to AUTO load OnData with EOY PEIMS data (attendance, discipline, course completion)

1. clear "maintain" by running DELETE (ODL 1.0 - approx 30m clock time)
2. when step 1 is complete ... (but you don't have to wait for step 1 to complete)
  - run pass/fail indicators (ODL 2.0 - approx 20m)
  - From 000, run utility "Set Pass/Fail Credit Indicators"
  - found in Students > Setup > Utilities > Texas Mass Change folder
  - Check for blank pass/fail indicators ... hidden grades? Or some other issue?
  - ODL 3.001, ODL 3.005, and ODL 3.010 (approx. 12m for our largest HS)  
Running the utility "Calculate Vocational Education Contact Hours" doesn't work under 000. So, to update student V codes run it under each entity.
3. When all of steps 1 and 2 have completed, run the Daily Register (ODL 4.0 - 30m) for the entire year up thru your cutoff date (you can leave cutoff date empty if you are using a cutoff that is the last day of a six weeks reporting period)
4. When the Daily Register has completed, run the Sub 3 PEIMS extract (ODL 5.0)
5. ODL 6.0 export your XML Files to a network folder that your FTP process knows about
6. Your FTP process picks up your files and sends them to OnData ... that night OnData will pick up your files and process them.
7. The next morning ...
  - Check your FTP process results, I get an email
  - verify the files were transmitted successfully to OnData
  - Log into OnData and check File Center to see if your files were processed
  - While in OnData check for "reasonableness" of the data ... basically does the dashboard info look correct?
  - If all went well, go ahead and change the date of your Daily Register template (ODL 4.0) to the next Friday (or whatever date you want)
8. Email your OnData users that OnData has been updated

SchTasks	Start Time	RUN Time	End by	Step Description
1	3:30 p.m.	40 mins	4:10 p.m.	ODL 1.0 clear maintain
2	4:00 p.m.	20 mins	4:30 p.m.	ODL 2.0 pass/fail indicators
3	4:00 p.m.	15 mins	4:30 p.m.	ODL 3.001 contact hours for entity 001
3	4:00 p.m.	5 mins	4:30 p.m.	ODL 3.005 contact hours for entity 005
3	4:00 p.m.	10 mins	4:30 p.m.	ODL 3.010 contact hours for entity 010
4	4:30 p.m.	20 mins	5:00 p.m.	ODL 4.0 can start when ODL 2.0, 3.001 and 3.005 have all completed
5	5:00 p.m.	90 mins	6:30 p.m.	ODL 5.0 Extract Sub 3 data to maintain
6	6:30 p.m.	30 mins	7:00 p.m.	ODL 6.0 Export Sub 3 XML file set
7	7:00 p.m.	10 mins	7:10 p.m.	File sweeper / copy for FTP (SFT next step)
8	7:20 p.m.	20 mins	8:00 p.m.	SFT to OnData
9	8:00 p.m.	? hours ?	Next a.m.	OnData loads our files into their database