

# Loading Multiple ISIRs into ctcLink Using the Combined Process

**Purpose:** Use this document as a reference on how to load multiple ISIRs in ctcLink and having them process all in one document.

**Audience:** Financial Aid Staff


**!** You must have at least one of these local college managed security roles:

- ZD FA Director
- ZD FA FISAP Prcs
- ZZ FA Aid Year Activation
- ZZ FA Award Processor
- ZZ FA CTC Reports
- ZZ FA College Bound Schlrship
- ZZ FA Direct Loan Processor
- ZZ FA Funds Manager
- ZZ FA ISIR Corrections
- ZZ FA ISIR Processor
- ZZ FA NSLDS Prcs
- ZZ FA Pell Processor
- ZZ FA SAP Prcs
- ZZ FA Verification Prcs
- ZZ FA WCG Eligibility
- ZZ SF Collections
- ZZ Upload Doc ADM
- ZZ Upload Doc ADV
- ZZ Upload Doc SR


If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Uploading ISIRs to ctcLink

**Navigation:** PeopleTools > CTC Custom > Extensions > Upload/Download Files

 In the Uploading ISIRs step, you have to load each ISIR file one by one, and then also load the .txt document with the file path and the file name listed in the .txt document, with the individual ISIR files, to the ctcLink server.

1. At the **File Upload/Download Search Criteria** tab, enter the:
  - **Academic Institution** - WA220 is used in this example
  - **Functional Area** - Financial Aid
  - **Business Process Name** - ISIR 20xx (2023 is used in this example)
2. Select the **Search** button.
3. At the **Upload Files** tab, select the **Upload File** button.
4. At the **File Attachment** pagelet, select the **Choose File** button.
5. Select the desired file -- in this example, isda23op.340 is being selected.
6. Select the **Open** button.
7. Confirm the file now reflects in the File Attachment pagelet.
8. Select the **Upload** button.
9. An "Attachment Uploaded Successfully" message appears.
10. Select OK.
11. Repeat process for as many files as you would like to load--up to 25 files is the recommended amount of files to load at one time. Keep track of all the file names you are uploading.

 **Tip!** Load your ISIR files in sequential order-- if you load your ISIR files out of order, you may have records unnecessarily suspend with the 'Out of Sequence' error message displaying in your ISIR Suspense report. Load ISIR files in date order.

For example, if you receive an ISIR file idsa23op.001, and igco23op.002, and an igsg23op.003 file all on the same day, load all those files in the date order in which they are received in your SAIG mailbox.

12. Open the Notepad program on your computer to input your file names into a .txt file. In the body of the .txt file, enter in the /CSTRANSFER/WAxxx/ISIR2023/ file path (where xxx is your **Institution Code**, i.e., WA220 example is used) and the names of the files you have loaded into ctcLink. Example below:
13. Name the file and distinguish the file with a date so you can track and organize when this file, and the files included that were loaded into ctcLink. Save your file.
14. Select the **Upload File** button.
15. Select the Notepad .txt file in which your file paths and file names are listed-- example below:
16. Select the **Open** button.
17. Select the **Upload** button.
18. An "Attachment Uploaded Successfully" message appears.

19. Select the **OK** button.
20. End of Step 1 procedure.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## View Tutorial Via Panopto

View the external link to [Loading Multiple ISIRs into ctcLink Using the Combined Process](#). This link will open in a new tab/window.

## Import Federal Data Files Using Combined Process

 You must have at least one of these local college managed security roles:

- ZD FA ISIR File Prcs
- ZZ FA ISIR File Prcs
- ZZ FA ISIR Processor

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### Navigation: Financial Aid > File Management > Import Federal Data Files

1. At the **FA EC File Inbound Search Criteria** page, enter in the desired **Run Control ID**, and select the **Search** button (if Existing Run Control exists) or the **Add** button if adding a new **Run Control ID**.
2. At the FA Inbound page, select the **File List Driven** radio button.
3. At the **Inbound File** field, enter the file path and file name. The file path is /CSTRANSFER/WAxxx/ISIR20XX/ where xxx is your college code and xx is the aid year in which you are processing.



**Tip!** Copy and paste the file path and file name from the upload tab in an effort to reduce keystroke errors

4. After the file path is entered, then enter the name of the .txt document that contains the names of all your ISIR files you loaded in the previous steps. See the image below as an example only.
5. Select the **Run** button.
6. At the **Process Scheduler Request** page, select the **OK** button.
7. At the **FA Inbound** page, select the **Process Monitor** link to track your **Process Instance Number** results.
8. At the **Process List** tab, find your **Process Instance** number. When the process reads **Success** and **Posted**, select the **Actions** link, then select the **Message Log** drop-down option.
9. Review the files you loaded. Here, you are checking to see they loaded successfully. If you receive a message that List File ' ' was not found, double check your file path, and try to run the process again.
10. Next, you will perform the third step of processing the ISIRs you loaded into the staging table so that they will display in the **Correct 20xx-20xx ISIR Records** page

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## Process ISIRs Using Combined Process



You must have at least one of these local college managed security roles:

- ZD FA ISIR Imports
- ZZ FA ISIR Imports
- ZZ FA ISIR Processor

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### Navigation: File Management > ISIR Import > Process ISIRs

1. At the **ISIR Load Search Criteria** page, enter in the desired **Run Control ID**, and select the **Search** button (if Existing Run Control exists) or the **Add** button if adding a new **Run Control ID**.
2. At the **ISIR Load** page, enter the following values in this order:
  - **Aid Year**
  - **TG Number**
  - **Institution**
3. Ensure the **Active** checkbox is selected.
4. Select the **Load ISIRs** checkbox, the **Load System Generated ISIRs**, and **Load ISIR Corrections** checkbox.
5. Select the **Run** button.
6. At the **Process Scheduler Request** page, select the **OK** button.
7. At the **ISIR File Load** page, select the **Process Monitor** link to track your **Process Instance Number**.
8. At the **Process List** page, once the process runs to **Success** and **Posted**, select the **Actions** link, then select the **Message Log** drop-down option.
10. In the **Message Log Text** detail, you will see how many records were **Read**, **Loaded**, **Suspended** and **Error'd** out.
11. End of procedure.

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