Quick Start Guide for File Tracking

File Tracking URL:
DEV/QA: http://10.160.23.80:8080/FileTracking
Production: http://10.160.17.40:8080/FileTracking
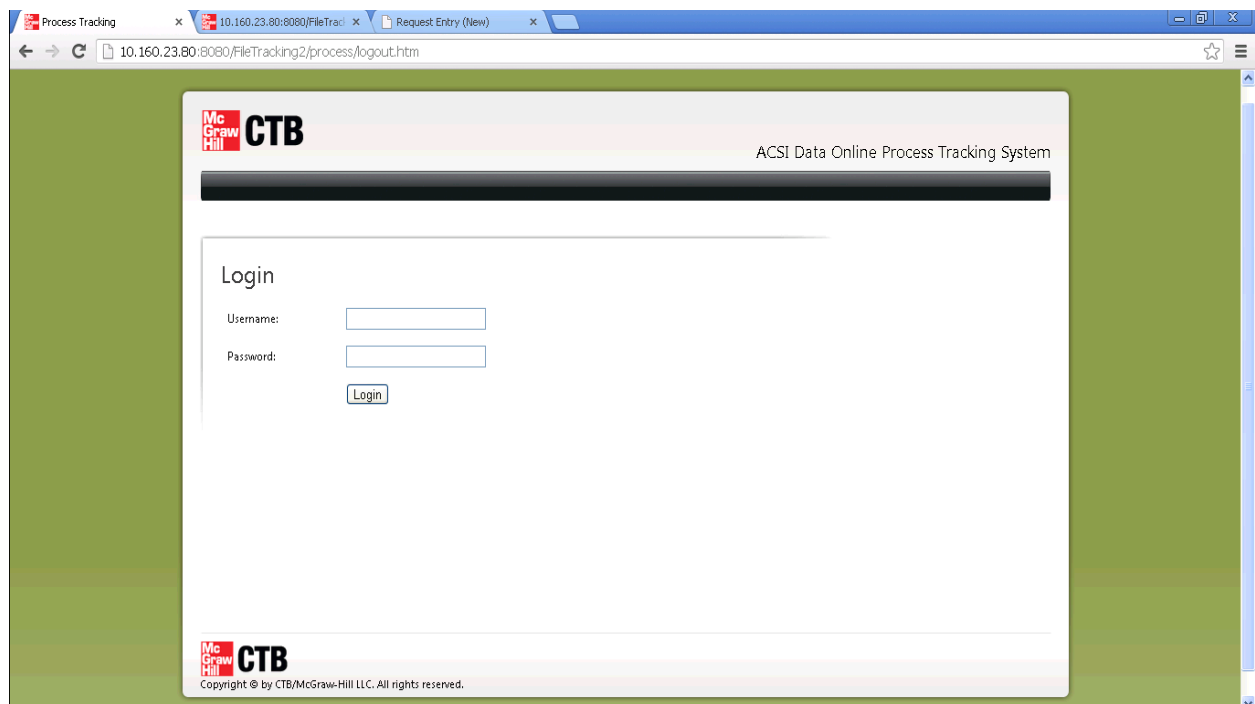
Login

Username: Regular
Password: Regular
Admin Username: Admin
Admin Password: *****

The URL will be redirected to login page. Provide login credential; username and password is case sensitive.

Process List

After login home page with all process details will be displayed, you can filter data by using search box located at top right portion of the table.

To see data for different administration year, change the administration dropdown located side side of page title.

Search Process

Click search tab to use search process functionality. Process list can be filtered by providing different available filter criteria. Admin year dropdown can be selected to filter data by admin year.

Note: Caution, all search text provided will be cleared if you switch between admin year.

Process Status

There are 5 columns that show statuses:

- **Stage Load** – this is the initial load of the data file into the "staging" database.
- **Stage PDF** – this is the receipt of the PDF files from ISIS, and the movement of them into the correct location to be picked up by the PRISM dashboards. "Success" means that all PDFs for the school were received (meaning at least 1 TN3 and at least 1 Bible PDF for the school and for each of the classes in the school).
- **Target Load** – this is the loading of the school's data into the final "target" database for use by PRISM dashboards.
- **Email Status** – this shows the status of sending the email to the school with Login info.
- **Process Status** – this is the overall status of the school. If it is "Completed", that means all of the other 4 processes were successful and the school has been fully loaded into PRISM.

Note: This list is by "Process ID". If a school has been loaded twice, it will appear twice with two different Process IDs.

Process Log

Click on status to see process-log in popup

Process Details

Click Process Id to see more information about the process. You can click another process_id without closing the popup to refresh data.

Click view/download link to see generated Login PDF or Invitation Letter. If PDF is not exists for the process, error page will be displayed. You can check log to track the PDF generation.

Resend Email

Click "Resend login email" to resend email to school with Login-PDF. If PDF is not exists for the process, email sending will be failed and failed message will be displayed.

Click "Resend invitation letter" to resend email to school with Invitation Letter. If Invitation Letter is not exists for the process, email sending will be failed and failed message will be displayed.

Click "Resend Both PDFs" to resend email to school with Login-PDF and Invitation Letter. If PDF is not exists for the process, email sending will be failed and failed message will be displayed

Update Email Address

Click "Edit" to edit the school email address.
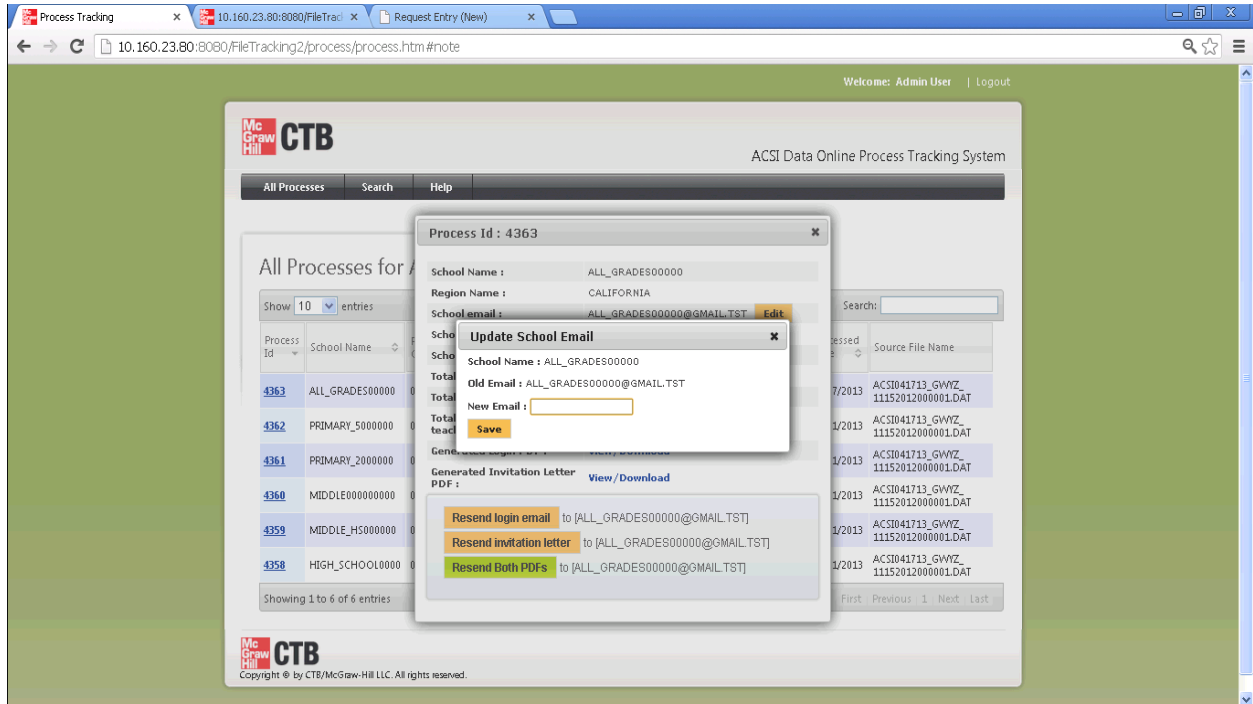
This process will update email address in prism database for the selected admin year. There is no automatic process to update email address in EISS system. You have to do it manually by login into EISS database.