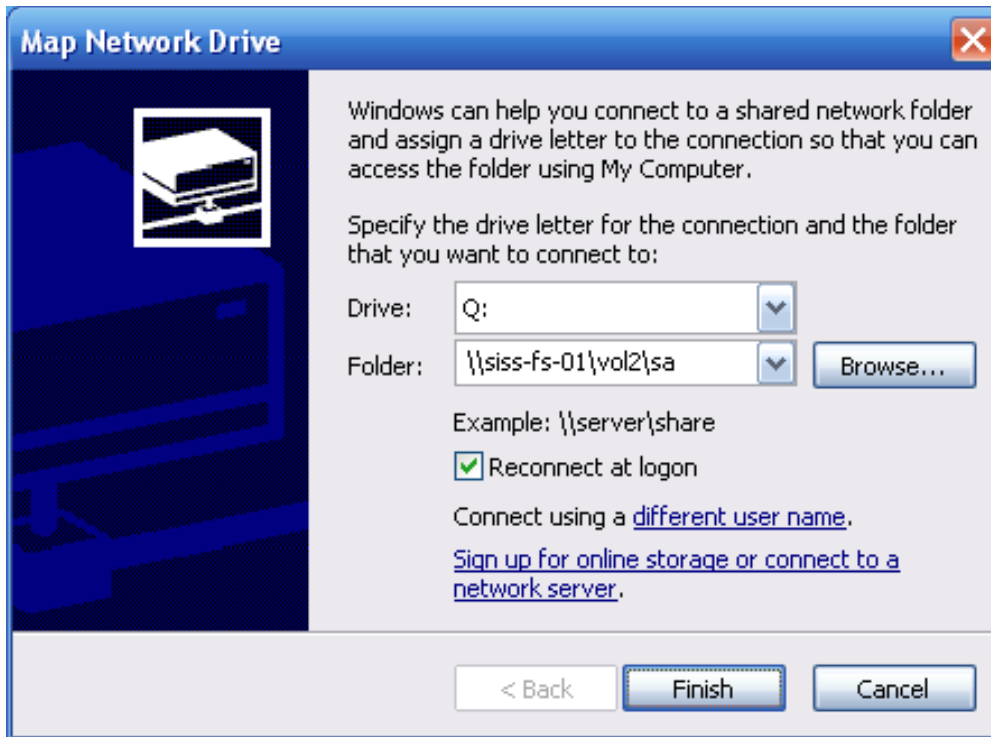


Mapping to Drive Q for V8 PeopleSoft Files

This will allow you to get and put your files on the Q: drive for Communications and External File Loads (i.e. Letter Generation, FAN/ISIR loads, Group Post, etc...).

Mapping Drive Q:

1. Right click the My Computer icon on your desktop.
2. Select Map Network Drive from the pop-up menu.
3. Select the Drive letter **Q:** from the drop down box.



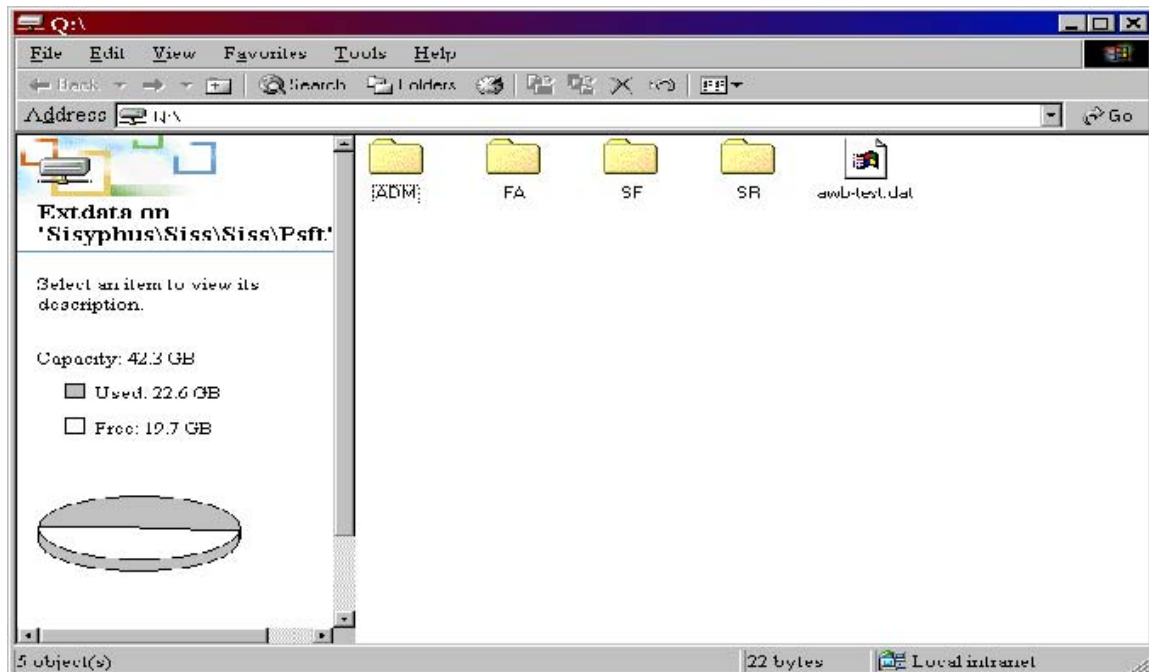
4. Type **\\siss-fs-01\vol2\sa** or use the Browse button to locate the Folder.
5. Select the "Reconnect at Login" checkbox.
6. Select the "Finish" button at the bottom of the dialogue box.

Locating your assigned Folders:

1. When opening your new Q: drive you will see the folder applicable for your area.

Example of the functional area folders:

ADM - Admissions FA -Financial Aid SF -
Student Financials SR – Student Records



2. Open your functional area folder.
3. Open your “designated” folder, by double clicking on it.

Note: You can create new folders under your designated folder, if applicable. Use these folders for storage of letter data files or external file loads.

Reminder: It's important for you to determine the file structure that best suits your office/school, so you will not be touching someone else's files. The security access runs to “your” folders only.

Testing

If you are testing, please use the existing folder named “Test” located under your functional area directory to store your test files. **Please do not delete this folder.**

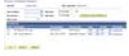
In PeopleSoft - directing your output/input

After selecting Run from the applicable V8 web page. Use the following for your file directory –

q:\extdata\functional area folder\designated folder\

Example: q:\extdata\SF\Bursar\Test\

Process Scheduler Request Configuration



1. Be sure the server name is set to LSPRODNT
2. Select your process from the Process List
3. Select OK

You are done!