

# DataStream Quick Start Guide



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## Launching Your DataStream CD-ROM

### Self-Starting Method

The DataStream CD-ROM is self-starting. Simply place the CD in your CD drive. Within a few seconds, a login screen will display.

Once the login screen appears, enter your **USER NAME** (ams) and **PASSWORD**. The password is your institution's system number as assigned by Campus Partners. This five-digit number can be found in the upper left-hand corner of any report. Please contact your Customer Service Representative if you cannot locate your system number.

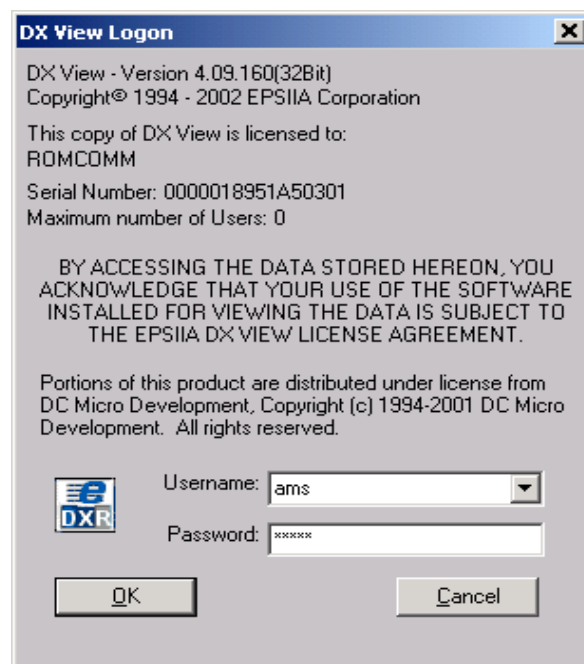


Fig. 1-1. Logon Screen

Choose between viewing your Student Loan Journal(s) or your monthly System III reports by highlighting your selection and clicking OK. The first page of the first report then appears.

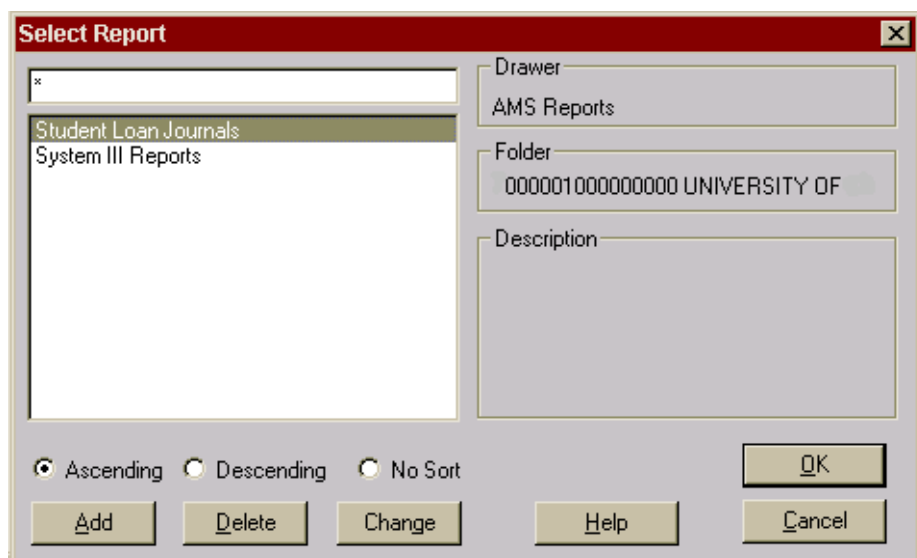
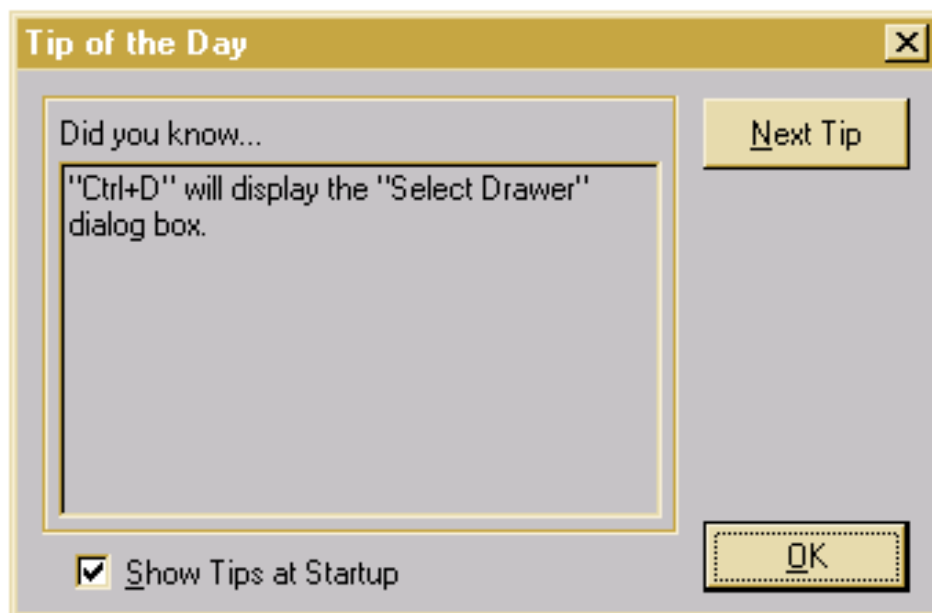


Fig. 1-2. Select Report Screen

## Tip of the Day

**Note:** After the first page of your report appears a “Tip of the Day” will appear. If you do not want this to appear each time you load your CD, uncheck the “Show Tips at Startup” box.

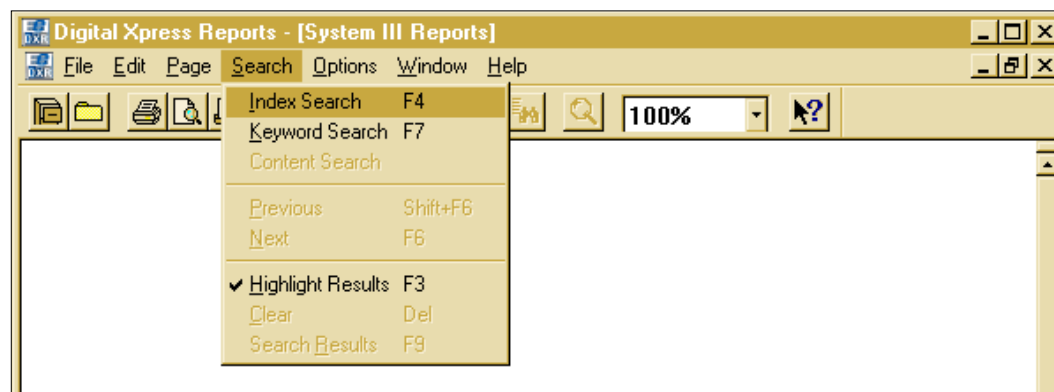


**Fig. 1-3.**  
**Tip of the Day Screen**

## Opening and Viewing Reports

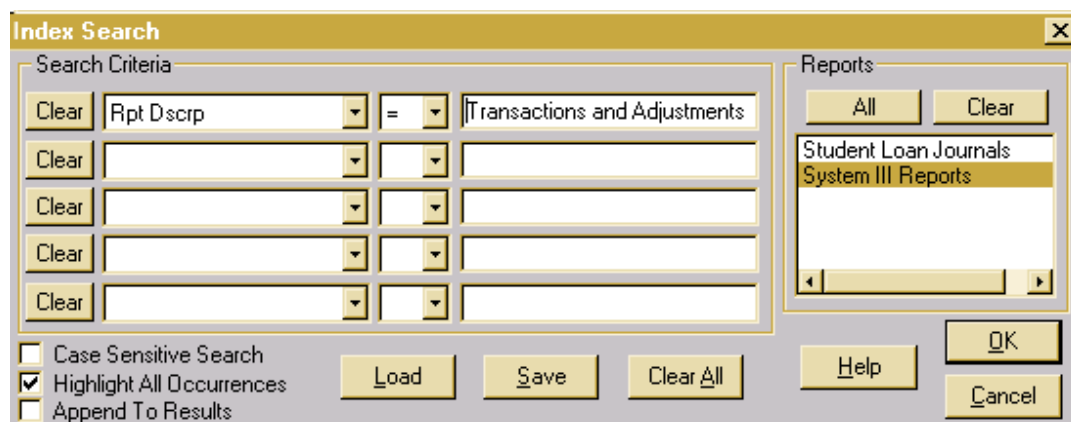
### Searching by Report Name

To begin your search by report name, select **SEARCH > INDEX SEARCH** on the toolbar.



**Fig.1-4. Search Options Screen**

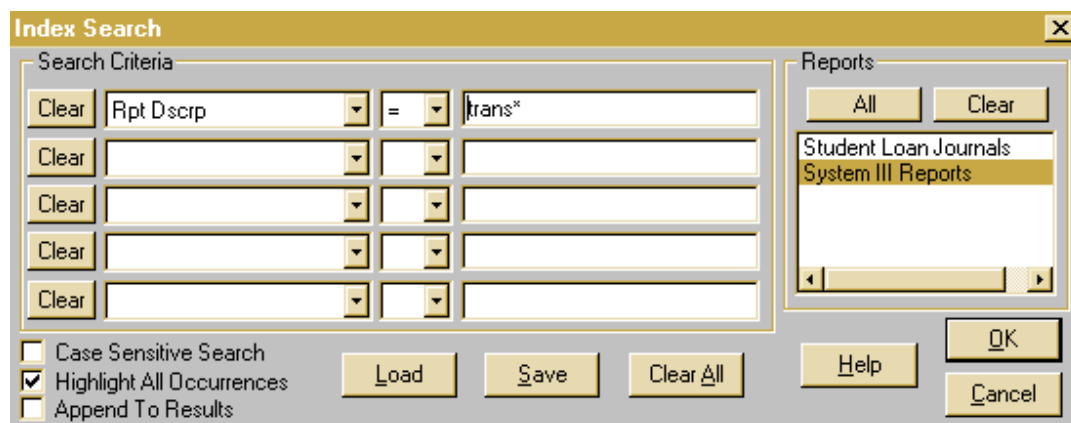
When the **INDEX SEARCH** dialog box appears, select “**Rpt Dscrp**,” enter the **EXACT NAME** the report you are looking for in the search criteria, and click **OK**.



**Fig. 1-5. Index Search Dialogue Box**

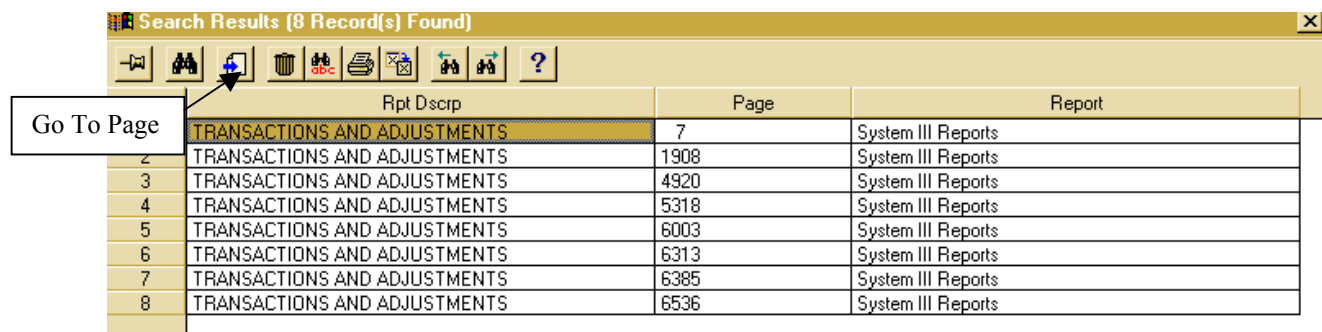
### Search by Partial Report Name

If you do not know the exact name of the report you can enter a partial name followed by an asterisk. (See example in Fig. 1-6. rpt dscrp=trans\*) The Search Results screen will appear with the documents that meet your search criteria.



**Fig 1-6. Index Search Dialogue Box illustrating search by partial name**

On the Search Results screen, double click the document you wish to view or select the document, and then click the **GO TO PAGE** button on the Search Results screen toolbar.

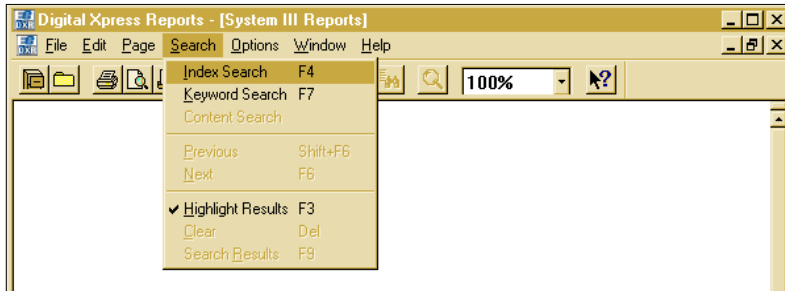


**Fig. 1-7 Search Results Screen**

## Search by System/Lender/SubLender/Program Number

If you are searching for a specific report for a specific loan program, select “Rpt Dscrp” and enter the name of the report AND select “Customer Number” and enter the SLSP (System/Lender/SubLender/Program number) of the loan program.

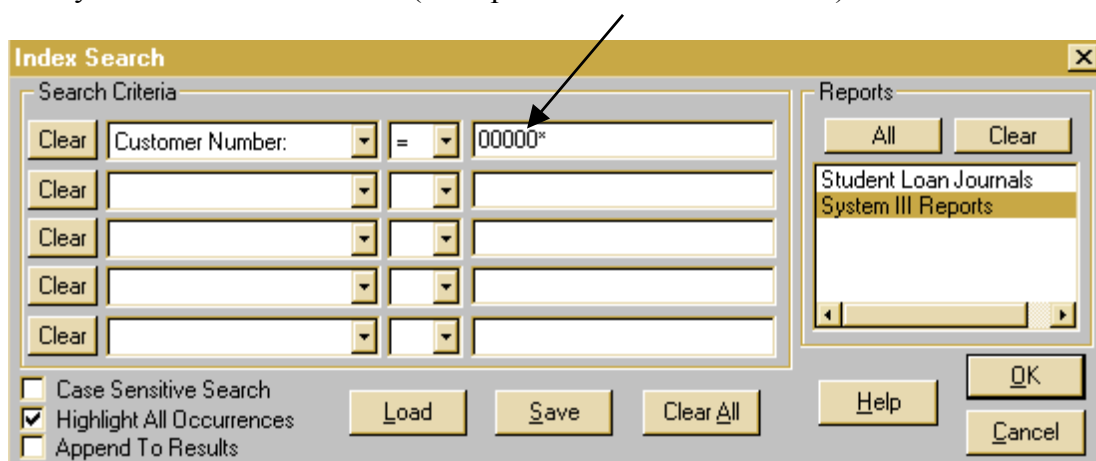
Begin by clicking the **SEARCH > INDEX SEARCH** button on the toolbar.



**Fig.1-8**  
**Search Options Screen**

When the **INDEX SEARCH** dialog box appears, select “**CUSTOMER NUMBER.**” You can now search by a variety of options

- Search by **SYSTEM** number only by entering the System number followed by an asterisk (example: 00000\*).
- Search by **SYSETM-LENDER** number by entering the System-Lender number followed by an asterisk (example: 00000-001\*).
- Search by **SYSTEM-LENDER-SUBLENDER** by entering the System-Lender-SubLender number followed by an asterisk (example 00000-001-010\*).
- Search by **PROGRAM NUMBER** by entering an asterisk followed by the program number (example: \*00005.)
- Search by **SYSETM-LENDER-SUBLENDER-PROGRAM** number by entering the System-Lender-SubLender (example: 00000-001-010-00005).



**Fig.1-9. Index Search Options Screen with Search by System Number Entered**

Enter the search criteria and click **OK**. The Search Results screen will appear with documents that meet your search criteria.

## Viewing all Available Reports

If you select Report description and leave the criteria blank, all your reports will appear.

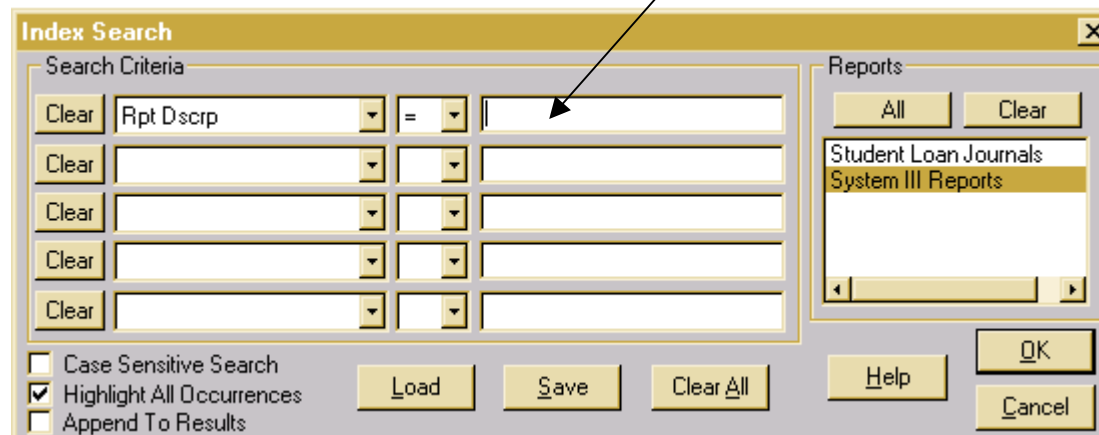


Fig.1-10. Index Search Dialogue Screen

## Navigating Between Pages

You can navigate between pages of a report by clicking the **PREVIOUS PAGE** or **NEXT PAGE** buttons on the toolbar. You can also use the Page Up and Page Down keys on your keyboard to move between Pages.

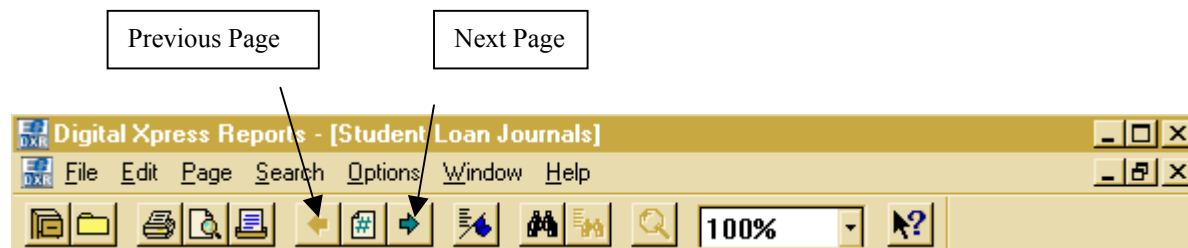


Fig. 1-11 Reports Tool Bar

## Switching Between Student Loan Journals and System III Reports and Vice Versa

Select the **CLEAR** button on the Index Search dialog box. Highlight the type of report to search for.

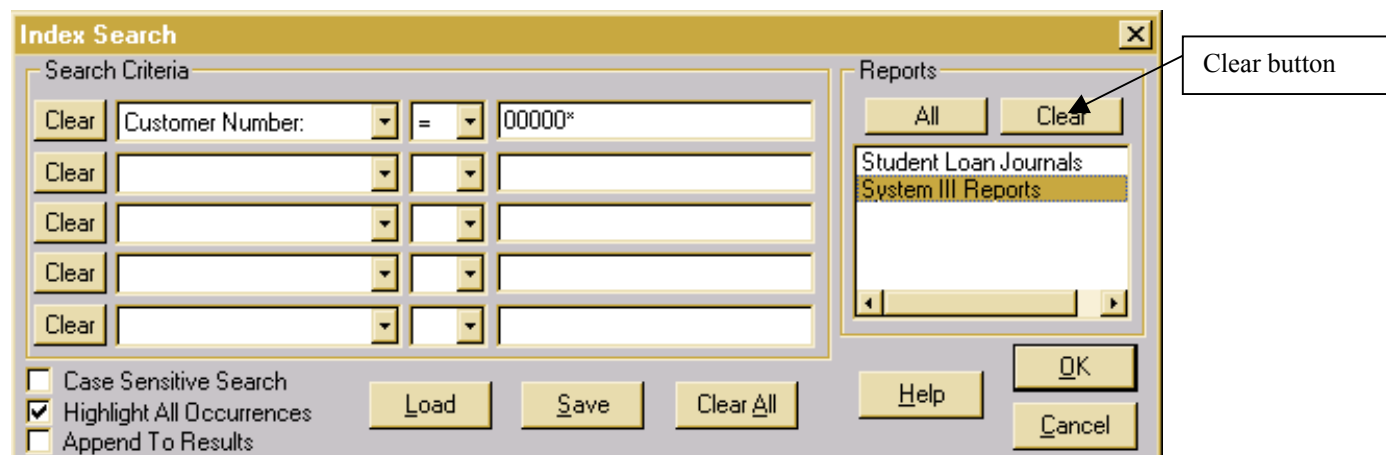


Fig. 1-12. Index Search Dialogue Box

## Saving and Printing Reports

To just print the page that you are viewing, click on the **PRINTER** button on the toolbar.

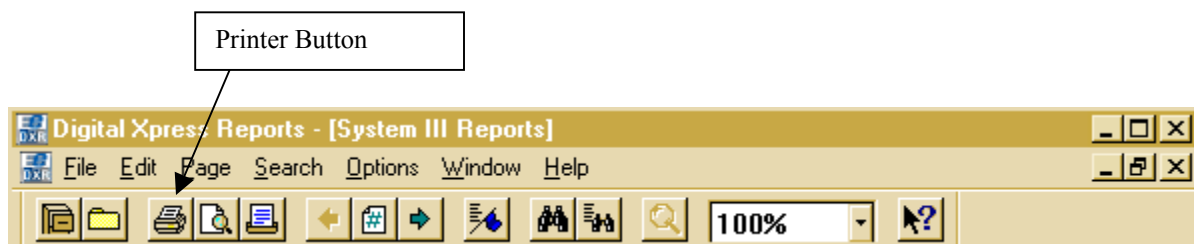
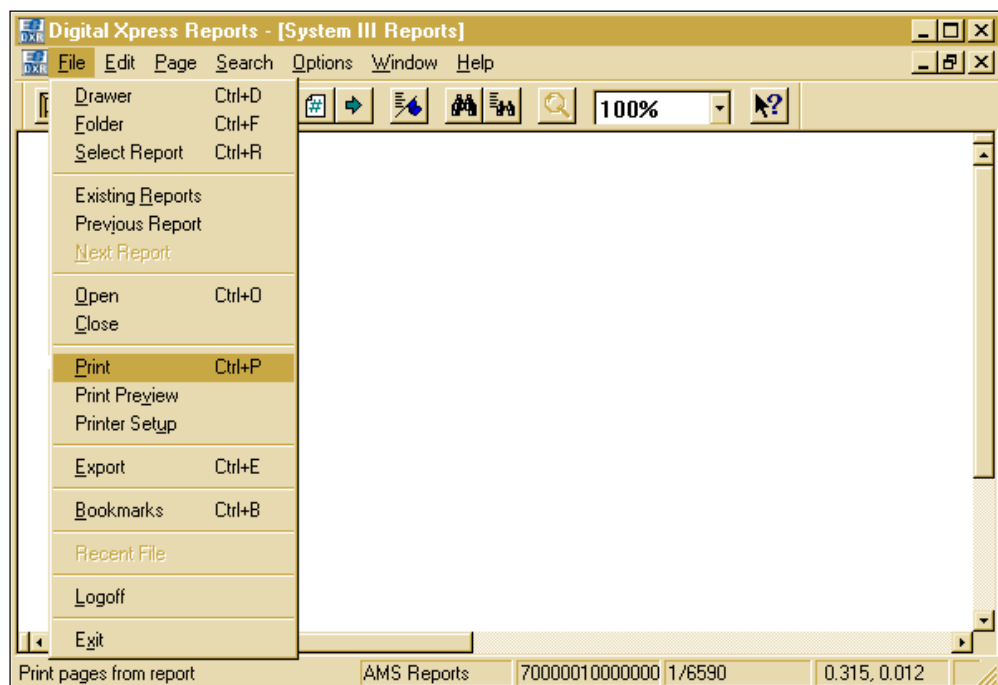


Fig. 1-13. Reports Tool Bar

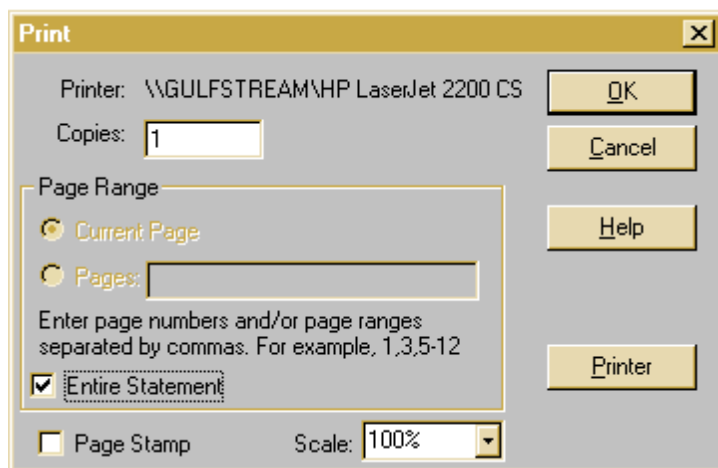


To print the entire report, select **FILE > PRINT** from the menu bar.



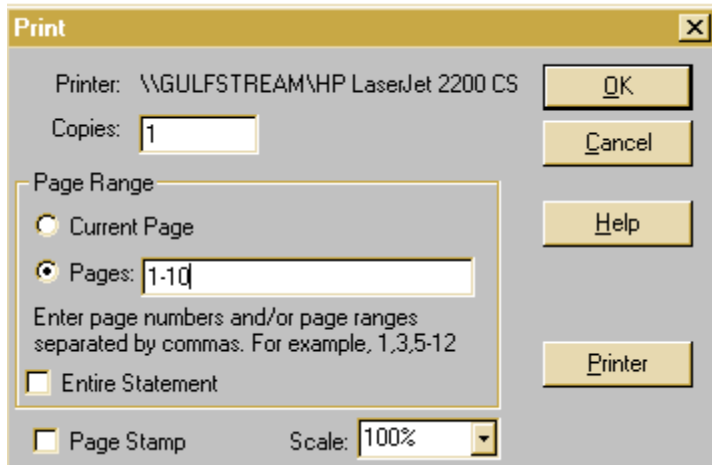
**Fig. 1-14. Menu Bar with File > Print Selected**

The following window then appears. Check the box beside **ENTIRE STATEMENT** and click **OK**.



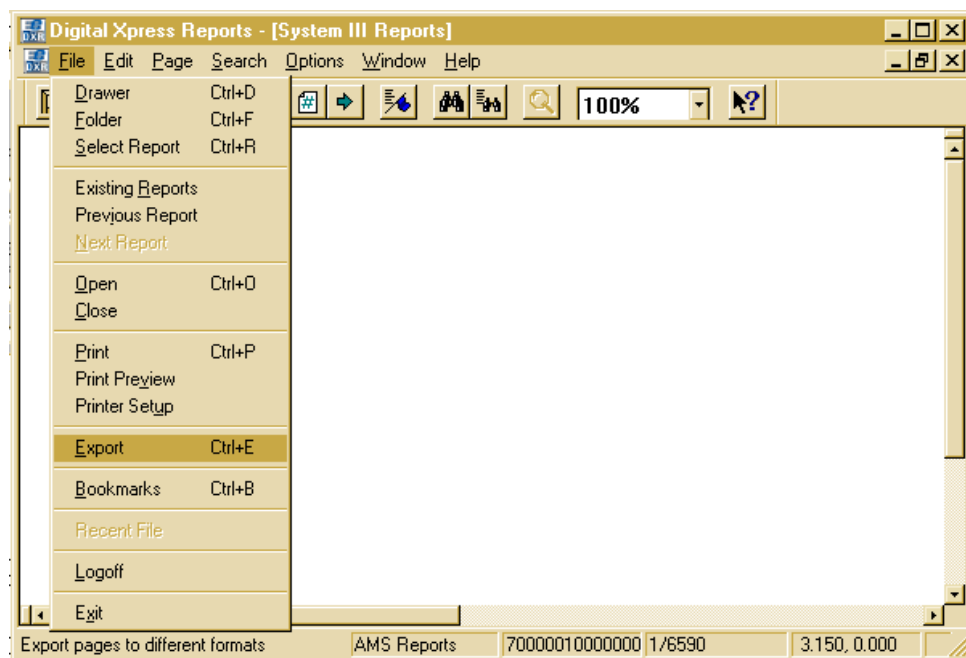
**Fig. 1-15. Print Dialogue Box with ENTIRE STATEMENT Checked**

To print a range of pages select the circle beside **PAGES**, enter the page number or range of pages to be printed and click **OK**.



**Fig. 1-16.**  
**Print Dialogue Box with Range of Pages**  
**to be Printed Entered**

To save a report as a PDF file to your C: Drive, select **FILE > EXPORT**.

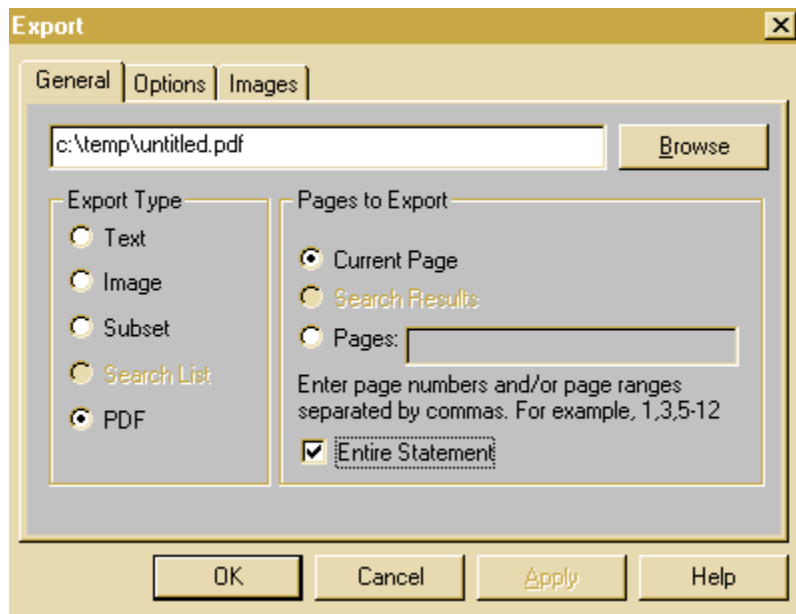


**Fig. 1-17. Menu Bar with File > Export Selected**

When the export box opens, select PDF as the export type. Then enter the page numbers and/or the page ranges to be printed. To print the entire report, check the **Entire Statement** box as seen in Fig. 1-18. Verify where the file will be saved. Then click **OK**.

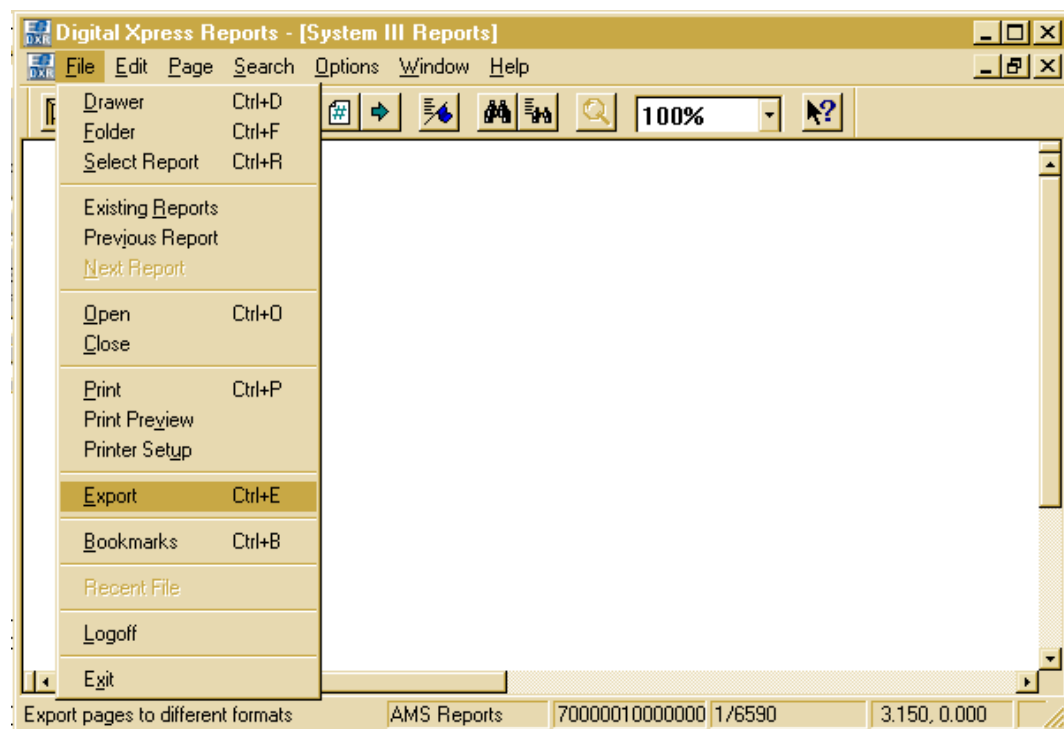
The file will then be saved as a PDF to the location you specified. Open the file and chose **FILE** and **PRINT** from the menu bar.

**Fig. 1-18. Export Dialogue Box**



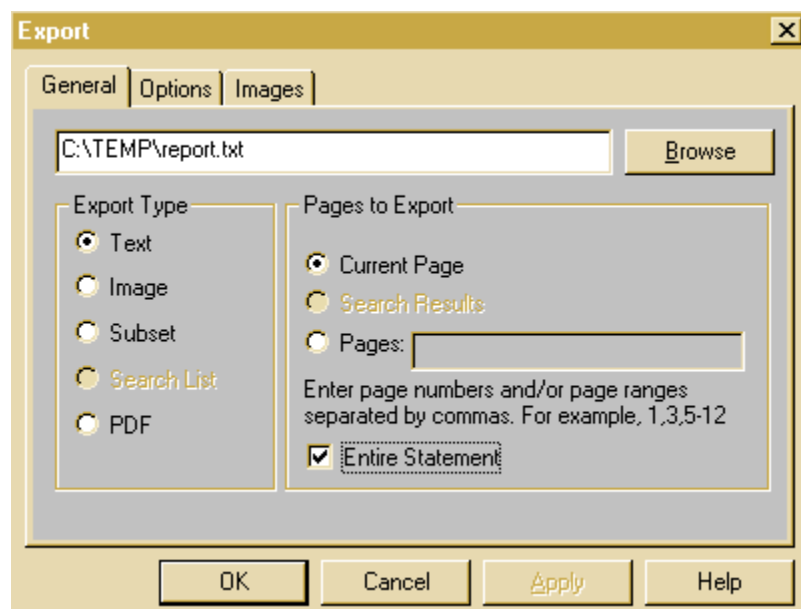
**Note:** You must have Acrobat Reader installed on your PC to read and print PDF files.

To save a report as a text (.txt) file to your C: Drive, go to **FILE >EXPORT**.



**Fig. 1-19. Menu Bar with File > Export Selected**

Within the export box (as shown below) select Text as the export type. Then enter the page numbers and/or the page ranges to be printed. To print the entire report, check the **Entire Statement** box. Verify where the file will be saved. Then click **OK**. The file will then be saved as a .txt to the location you specified.

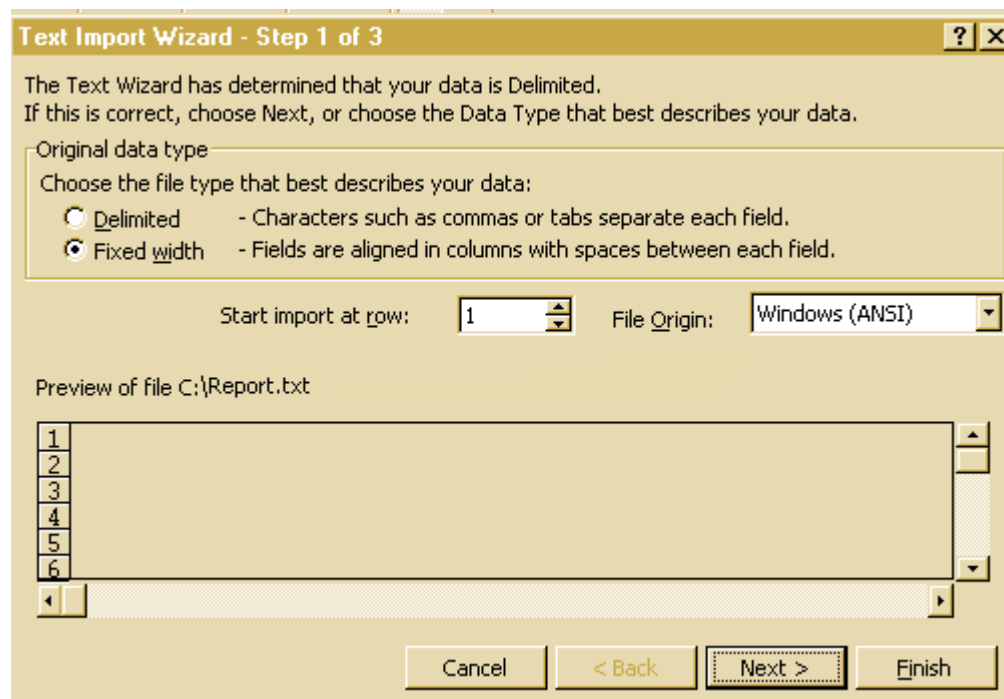


**Fig. 1-20. Export Dialogue Box with Text Selected**

### Importing Your Data

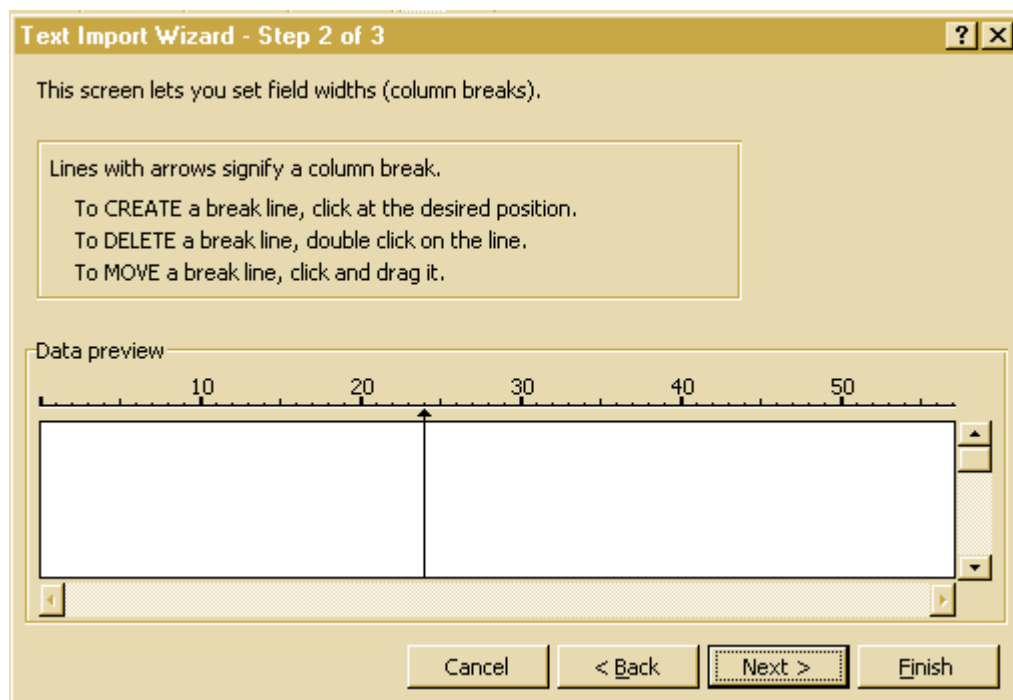
To import your data into an Excel spreadsheet, open a blank Excel worksheet or workbook. Once the workbook is opened, select Open from the File Menu. Now locate your document.

Next, you determine how the information should look in your Excel file. The Text Import Wizard - Step 1 of 3 appears and guides you through the import process. We recommend that you choose the fixed width option. Then select the Next button.



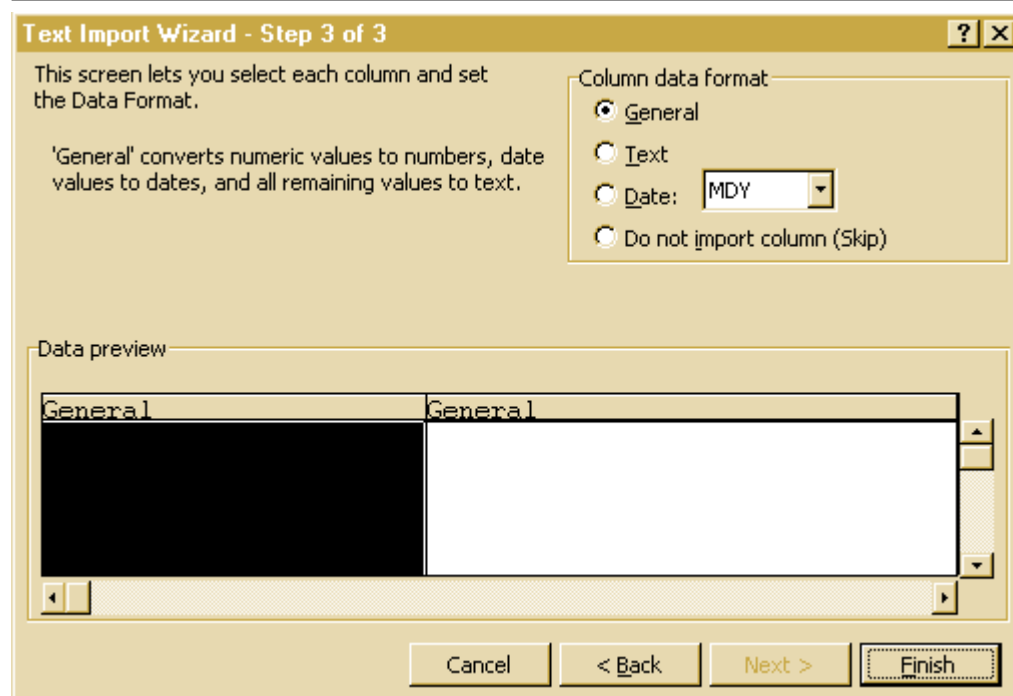
**Fig.1-21. Text Import Wizard-Step 1**

The Text Import Wizard - Step 2 of 3 allows you to set field widths or column breaks. You can create, delete, and move break lines. To CREATE a break line, simply click at the desired position. To DELETE a break line, double click on the line. To MOVE a break line, click on the line and drag it to the desired position. Once you have all your break lines in the correct position, select the Next button.



**Fig.1-22. Text Import Wizard-Step 2**

You may also format columns after you have imported your data into you Microsoft Excel spreadsheet. You may create, delete, or move a break line.



**Fig.1-23. Text Import Wizard-Step 3**

The Text Import Wizard - Step 3 of 3 screen lets you select each column and set the Data Format by General, Text, Date, or not at all. If you select 'General', your data will convert numeric values to numbers. The date values are converted to dates, and all remaining values to text. You may also choose not to import a column by selecting 'Do not import column (Skip)'. Once you have determined your data format(s), select the Finish button.

Your data is imported into an Excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J
40										
41		1 ***** TRANSACTIONS *****				*** REVERSALS & ADJUSTMENTS ****				
42		1 DEBITS	CREDITS			DEBITS	CREDITS			
43	1 1. CASH ON HAND									
44	1 A. CASH PAYMENTS	- BORROWER PAYMENTS					0.00			
45		1 - LOCKBOX PAYMENTS					0.00			
46		1 - COLLECTION AGENCY PAYMENTS						0.00		
47		1 - TAX OFFSET PAYMENTS					0.00			
48		1 - CLAIM PAYMENTS					0.00			
49	1 B. CASH PAYMENT	REVERSALS								
50		1								
51	1 TOTA	L CASH PAYMENTS					0.00			
52										
53	1 C. NON-CASH PAYM	ENTS - BORROWER PAYMENTS					0.00			
54		1 - COLLECTION AGENCY PAYMENTS					0.00			
55		1 - TAX OFFSET PAYMENTS					0.00			
56		1 - CLAIM PAYMENTS					0.00			
57		1 - DISBURSEMENT CANCELLATION					0.00			
58	1 D. NON-CASH PAYM	ENT REVERSALS								
59		1								
60	1 TOTA	L NON-CASH PAYMENTS					0.00			
61										
62	1 E. CREDIT BALANC	E REFUNDS							0.00	
63										
64	1 F. NET REPROCESS	ING ADJUSTMENTS							0.00	
65										

**Fig.1-24. Excel Spreadsheet**

You may need to make adjustments to the column widths.

Open the file and chose **FILE > PRINT** from the menu bar.