



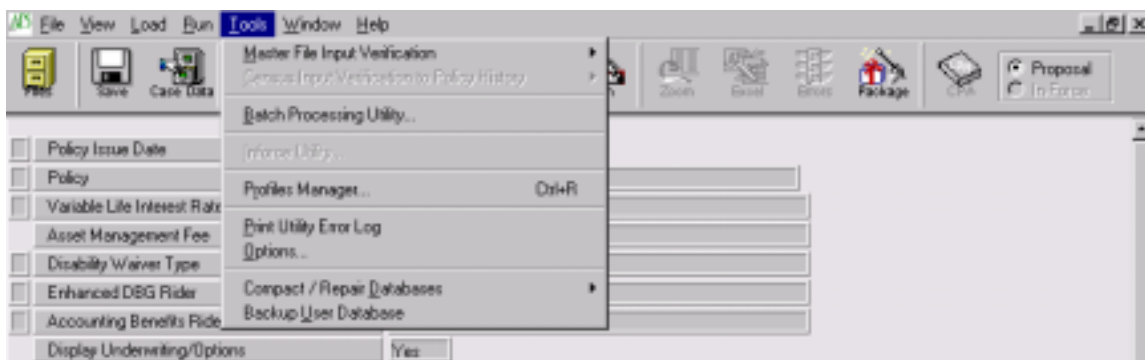
General Overview: Batch Utility

Quality Control Analysis is the process of monitoring that interactions and interdependencies are maintained in proper working order throughout the implementation of controlled system changes. Simply put, this analysis verifies that changes between versions occur only where expected and do not adversely affect other areas of the system.

The AFS Master System® for Windows™ provides a feature to help address this process through the Batch Processing Utility. The Batch Processing Utility offers an effective and timesaving method to generate a series of file based calculations for a predetermined set of test cases. As part of your Quality Control effort, the Batch Processing Utility will provide the necessary information to help analyze the accuracy of the system through a representative sampling of control cases that illustrate the system's functionality.

The Batch Utility contains the following features:

- Test cases are organized into a matrix.
- Output may be produced for all or some of the cases.
- Output can be sent to ASCII, Excel, Access, or to a Printer.
- Individual test files may be added or deleted.
- Groups of test files can be categorized and submitted by category to the Batch Processor for calculation.
- The Matrix Report can be printed to document the results produced through the Batch processor.
- The Matrix Report includes the category, master file name, census file name, CVF file name, file prefix, file description as well as any user comments concerning the file output.



Build a Batch Processing Utility Matrix

Test File Creation:

1. **Create** and view each representative **master, census and case** file in your 'working' test database.
2. This 'working' test database will be the basis for your '**Batch**' database. Ultimately, the 'Batch' database will not be used for any testing apart from Batch Processing. This strategy will help maintain the integrity of your 'Batch' database and will also bypass any confusion that may arise when the Batch Utility is used to **create output** for your file comparisons. In addition, as you create your test files, be aware of the **report columns** for these files. It is important to include appropriate and illustrative column sets.
3. For help on creating or modifying a case, please refer to the **on-line Guide** to the AFS Master System®.

File Import:

1. After each file is reviewed, **import** the representative master, census or case files into your '**Batch**' database.
2. Only files that are in the **active database** may be added to the **Batch Processing Utility Matrix**. The '**Add**' function will not create new master, census or case files, but rather include existing files in the matrix.
3. For help on file import, please refer to the **on-line Guide** to the AFS Master System®.



Add Files to a Batch Processing Utility Matrix:

1. Click on the **Category** drop down and type in a category name. Use the **Category** entry as an identifier for groups of cases. This categorization will become helpful if you decide to either include or exclude groups of cases from the batch run.
2. From the **Master File Drop Down list**, select the master file.
3. If applicable, from the **Census Master File Drop Down list**, select the census file. If the case does not have a census, select '**STARTUP**' from the drop down list.
4. Enter a five (5) character **prefix** for the test case. This prefix will be used if the test case is sent to Access, Excel, or ASCII. The Batch Processor takes the five (5) character prefix and appends information from the release and version information that is contained in the executable. For example; if the file prefix were 'IL-01' and the executable number was 33.0.11, the system would produce a file with the following name --- IL-01330.11
5. It is good practice to verify the initial file output.

Note:

- An alternative to the method described above involves the 'Add' icon. This 'Add' function will not create new master, census or case files, but rather **includes existing files** in the matrix.
- Only files that are in the **active database** may be added to the Batch Processing Utility Matrix. To add files that are not in the current test database, first **import** them into the active database.
- The **STARTUP** census file is assumed as the default census for master files that are added.
- Use the **Category** entry as an identifier for groups of cases. This is also helpful in excluding groups of cases from a batch run.
- A file may be added to the matrix once per category.

Run	Category	Master File	Census File	Status	Prefix	Description	Comments
Excluded	IL Bench	IL-28	Startup	X	IL-28	M / 33 / Stnd / T / Opt B / ABE / ED8G / \$349k	
Excluded	IL Bench	IL-29	Startup	X	IL-29	M / 29 / Stnd / T / Opt A / ABE / ED8G / \$500k	
Excluded	IL Bench	IL-30	Startup	X	IL-30	F / 37 / Stnd / T / Opt B / WP / ED8G / \$100k	
Excluded	IL Bench	IL-31	Startup	X	IL-31	F / 48 / Stnd / NT / Opt A / \$2200k / Tern	
Excluded	IL Bench	IL-32	Startup	X	IL-32	F / 35 / Stnd NT / Opt B to A / WMD / \$2200k / Tern	
Excluded	IL Bench	IL-33	Startup	X	IL-33	M / 35 / Stnd NT / Opt A to B / WMD / \$2200k / Tern	



Delete Files from a Batch Processing Utility Matrix

1. Click the **Delete** icon.
2. Using the Record Selector, highlight the file(s) to be deleted.
3. For multiple file selection, hold down the CTRL key and click on each file that you want. To select a group of files that are next to each other, click on the first or last file of the group, and then hold down the SHIFT key while clicking on the file at the end of the group that you want to select.
4. Click **OK**.
5. In the Confirm Deletion window, click **Yes** to delete the cases.
6. You may click **No** to exit the delete option entirely or click **Cancel** to return to the Select One or More box and redefine the files to be deleted.
7. The record(s) corresponding to the deleted file(s) will be deleted from the Batch Processing Utility Matrix.
8. Deleting a file from the matrix does not delete it from the database.
9. You can add a file that has been deleted from the matrix back into the matrix at a later time.

Find Entries in a Batch Processing Utility Matrix

1. On the **Tools** menu, point to **Batch Processing Utility**.
2. In the **Case Selection** box, click the category that you want to find.
3. Click **Find**.
4. The **Record Selector** will move to the first entry in the matrix that has the specified category.



Print a Batch Processing Utility Matrix Report

The Matrix Report includes a detailed list of the cases in the Batch Processing Utility Matrix which has been sorted by category. The report includes any file descriptions and comments that have been entered into the grid.

1. On the **Tools** menu, point to the Batch Processing Utility.
2. On the **File** menu, click **Print** or Click on the 'Printer' icon.
3. The Matrix Report will be printed to the default printer specified in the AFS Print Utility Configuration window.

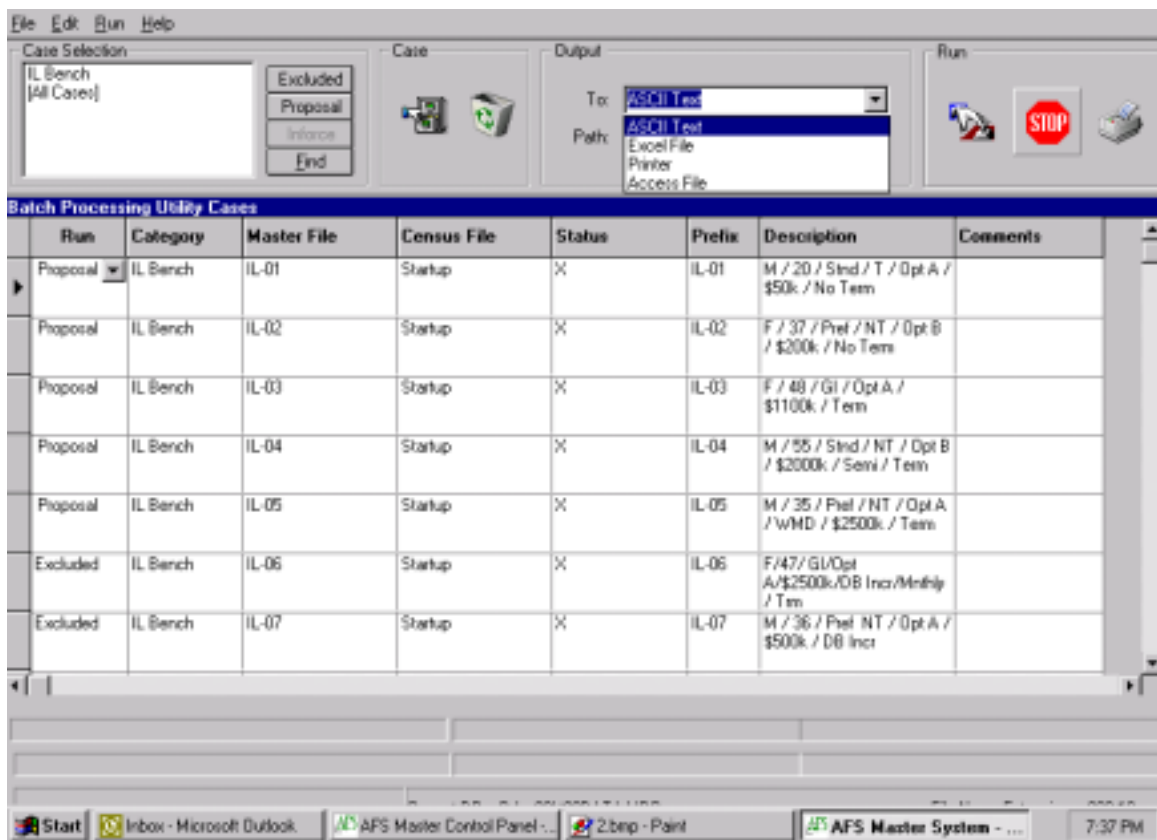
Run	Category	Master File	Census File	Status	Prefix	Description	Comments
Proposal	IL Bench	IL-01	Startup	X	IL-01	M / 20 / Snd / T / Opt A / \$50k / No Term	
Proposal	IL Bench	IL-02	Startup	X	IL-02	F / 37 / Pref / NT / Opt B / \$200k / No Term	
Proposal	IL Bench	IL-03	Startup	X	IL-03	F / 48 / GI / Opt A / \$1100k / Term	
Proposal	IL Bench	IL-04	Startup	X	IL-04	M / 55 / Snd / NT / Opt B / \$200k / Semi / Term	
Proposal	IL Bench	IL-05	Startup	X	IL-05	M / 35 / Pref / NT / Opt A / WMD / \$2500k / Term	
Excluded	IL Bench	IL-06	Startup	X	IL-06	F/47/ GI/Opt A/\$2500k/DB Incr/Monthly / Trm	
Excluded	IL Bench	IL-07	Startup	X	IL-07	M / 35 / Pref NT / Opt A /	

Errors Detected: Employee #3 has data errors

Current DB = D:\w33v33DATA.MDB 1 of 33 File Name Extension = 330.10

Direct Batch Run Output to Printer or File

1. On the **Tools** menu, point to **Batch Processing Utility**.
2. In the **Output To** box:
3. Click **Printer** to print the output to the default printer specified in the AFS Print Utility Configuration window
4. Click **Excel File** to direct the output to an Excel spreadsheet
5. Click **Access** to direct the output to an Access database
6. Click **ASCII Text** to direct the output to a text file
7. If you choose to direct the output to an Excel file or to an ASCII text file, then in the **Path** box, specify the location of the output file. You may type in the full path name or use the **Browse** feature.



Run Batch Output

Prior to a run, make sure that the Run 'types' are set correctly for your cases. All cases with run types of 'In-force' and 'Proposal' will be included in the batch run. Cases with run type of 'Excluded' are not included in the run.

To select cases for a Batch Run:

1. On the **Tools** menu, point to **Batch Processing Utility**.
2. Individually or by category, set the Run Types for the Batch Run.
3. Direct the **Batch Output**
4. Click **Submit Run**.

Note:

- The **Status** box for each case will reflect where the case is in the run process.
- An 'X' in the status box signifies that the case has not been selected for the run.
- 'Run request' signifies the case is currently being processed, while 'Scheduled' means that the case has been selected and has not yet been processed.
- In a batch run, a case with run type of Proposal is run with a normal run (without a CVF file), while a case with run type of In-force is run with a CVF file. This is equivalent to the Normal Run (F3) and In-force Run (Shift-F3) options in the Run menu in the Master Control Panel.

Run	Category	Master File	Census File	Status	Profile	Description	Comments
Proposal	IL Bench	IL-01	Startup	X	IL-01	M / 20 / 5nd / T / Opt A / \$50k / No Term	
Proposal	IL Bench	IL-02	Startup	X	IL-02	F / 3P / Pmt / NT / Opt B / \$200k / No Term	
Proposal	IL Bench	IL-03	Startup	X	IL-03	F / 48 / GI / Opt A / \$1100k / Term	
Proposal	IL Bench	IL-04	Startup	X	IL-04	M / 35 / 5nd / NT / Opt B / \$2000k / Semi / Term	
Proposal	IL Bench	IL-05	Startup	X	IL-05	M / 35 / Pmt / NT / Opt A / WMD / \$2500k / Term	
Excluded	IL Bench	IL-06	Startup	X	IL-06	F/47/GI/Opt A/\$2500k/DB Incr/Monthly / Term	
Excluded	IL Bench	IL-07	Startup	X	IL-07	M / 35 / Pmt / NT / Opt A / \$500k / DB Incr	