

AM.010.019 – RUNNING TRANSLOADER PROCESS

Purpose	<ul style="list-style-type: none"> To identify when the Transloader Process runs. To identify what the results are from the Transloader Process. To run the Transloader Process.
Description	<p>Prior to running the Transloader Process, users need to review the data in the interface pages. For more information, see AM.010.016 – Reviewing Interface Page.</p> <p>After reviewing the data on the interface pages, users run the Transaction Loader process to move the data into Asset Management and assign the Asset ID to the new asset. The Transloader Process will process all Pending transactions entered in the Interface ID fields.</p>
Security Role	BOR_AM_INTERFACES
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to run the transloader process.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Asset Management link.
4.	Click the Send/Receive Information link.
5.	Click the Interface Transactions link.
6.	Click the Load into AM link.
7.	Click the Add a New Value tab.
8.	Enter name for Run Control ID field.
9.	Click the Add button.
10.	Enter the institution's business unit in the AM Business Unit field.
11.	Enter the interface ID in the Interface ID field. <i>Note: The Interface ID may be obtained by going to the Pre-Interface page and keying in the Voucher or Receiver ID. This field must be populated in order to process the Transaction Loader. Users can populate them before or after obtaining the Interface IDs that are "Pending". The Interface ID is specific to the Business Unit, although all Business Units' Interface IDs will appear in the search list. Users must know the institution's Interface ID(s) to process this data.</i>
12.	Change the Process Frequency drop down list to the Always list item.
13.	Click the Load Status drop down list and select the Pending list item.
14.	Click the Search button.
15.	Click the Run button.
16.	Click the Format drop down list and select the PDF list item.
17.	Click the OK button.
18.	Click the Process Monitor link.
19.	Click the Refresh button until the Run Status of the process says Success and the Distribution Status says Posted .
20.	Click the entry in the Details column, then click the View Log/Trace link.
21.	Choose an entry in the Name column to view search results.