

Texas Higher Education

COORDINATING BOARD

ApplyTexas Admin Portal: EDI Regenerate Guide

The following guide will support you in the new feature of regenerating EDI files. Regenerate and retransmit are two different actions. When you regenerate a file, it will delete the EDI and regenerate it with the EDI format updates from the maintenance windows. When you retransmit a file, it resends the file as is without EDI format updates. If you need to regenerate an application, please follow the instructions below. If you need to retransmit, please follow the instructions below but refer to the note on step #3.

NOTE:

- To resolve issues of EDI transmission, you will first need to verify your access level. As a gatekeeper for your IHE, confirm that the "Transmission Settings" box is checked in your profile.
- You must ensure you are making these changes in live -> make sure the box from staging to live is checked at the top of the page.

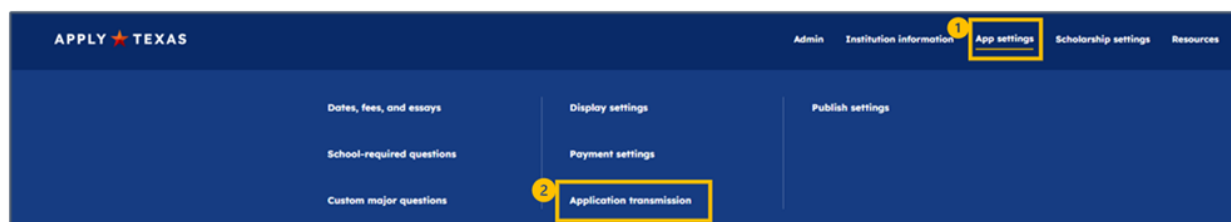


1. Log into the Admin Portal:

- Access the Admin Portal using your credentials.

2. Navigate to your transmission Settings:

- Click on **App settings** in the top menu.
- Select **Application transmission** in the drop-down menu.



Environment

Select an environment *

Production (Live)

3

Transmission details

4 Select transmission type *

Let me enter specific application ids

App id *

5

3. Initiate transmission process:

- Navigate to the section **Transmit applications now**.
- Then, select **Regenerate Production EDI**.

NOTE: Selecting **Production (Live)** will retransmit without regenerating or deleting the EDI file.

4. Transmission details:

- Choose **Let me enter specific application ids** from the dropdown menu.
- Enter the **application ID** into the provided box.

5. Add Additional IDs:

- Click **Add an id** for each additional application ID that needs to be transmitted.

6

6. Transmit Applications:

- Once all IDs are entered, click **Transmit applications** to complete the process.

Things to know:

- Your IHE's transmission times are shown on the **Application Transmission** page under Current transmission preferences. You can adjust these times by clicking on **Edit preferences**.

