

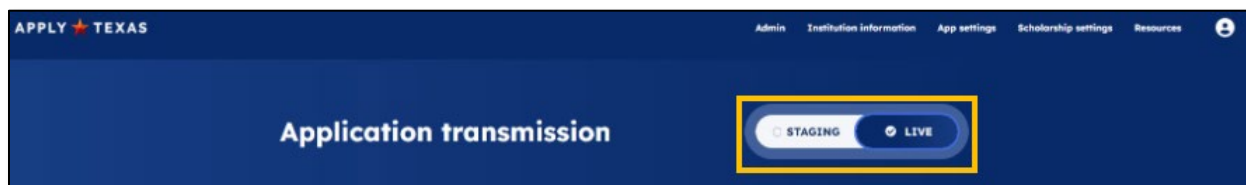
Texas Higher Education COORDINATING BOARD

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.

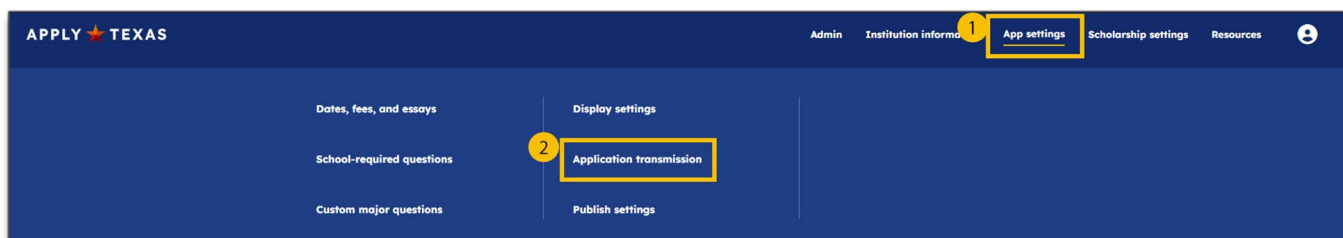


1. Log into the Admin Portal:

- 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 *

Retransmit Applications

3 Regenerate EDI

Transmission details

Select transmission type *

Let me enter specific application ids

App id *

5 + Add an id

3. Initiate transmission process:

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

Note: Selecting **Retransmit Applications** 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.

+ Add an id

6 Transmit applications

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**.

The screenshot displays the 'Current transmission preferences' section. At the top, the title 'Current transmission preferences' is followed by a horizontal line. Below this, a box contains the 'Transmit times' section, which lists several time slots with status indicators: 'Mon-Fri 7 am' (red X), 'Mon-Fri 12 pm' (red X), 'Mon-Fri 6 pm' (green checkmark), 'Sat-Sun 7 am' (red X), 'Sat-Sun 12 pm' (red X), and 'Sat-Sun 6 pm' (red X). Below the transmit times, there is a section for 'ISA address' and 'Code to send with previous college segments', with the value 'ZZZZ7096' entered. In the bottom right corner of the interface, there is a button labeled 'Edit preferences →'.